



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

January 17, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 17, 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 January 17, 2024

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

- G.06 Approval of Minutes for Regular Meeting on December 13, 2023

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

January 17, 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, January 17, 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 January 17, 2024

G.06 Approval of Minutes for Regular Meeting on December 13, 2023

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>
Human Resources Technician	6
Instructional Assistant – Classroom	5
Lead Translator/Interpreter	2
Senior Administrative Assistant	4

C.02 Advanced Step Placement:
Mary Frances Candies in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement

C.03 Advanced Step Placement:
Danielle Cooper in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Certification from Another Class List: Lead Translator/Interpreter for Translator/Interpreter

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)
 - December 14, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - December 14, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 14, 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:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

December 13, 2023

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, December 13, 2023, at 4:31 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 4:35 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: December 13, 2023

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: November 8, 2023

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 congratulated Ms. Julie Younan, the new Personnel Analyst, on her promotion and wished her all the best in her new role. With Ms. Younan’s promotion, the Personnel Commission has two vacant Human Resources Technician positions.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on November 8, 2023.
 - Written exams were held for Human Resources Technician.
 - Performance exams were held for Senior Administrative Assistant and Custodian.
 - Oral exams were administered for Instructional Assistant-Classroom, Campus Security Officer, the Paraeducator series, and Senior Administrative Assistant.
 - The Human Resources Technician oral exam briefing was held on December 11, 2023. Debriefings are scheduled for December 18, 2023.
 - Final selection interviews were held for Student Outreach Specialist, the Paraeducator series, and Personnel Analyst.
 - The newly opened recruitments are for Instructional Assistant-Music and Instructional Assistant-Bilingual.

- The continuous recruitments include Swimming Instructor/Lifeguard, Bus Driver, Heavy Duty Vehicle and Equipment Mechanic, Campus Security Officer, the Paraeducator series, Campus Monitor, Instructional Assistant-Classroom, Cafeteria Worker I, and Speech Language Pathology Assistant. Physical Activities Specialist remains open, but only for substitute opportunities.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 2 claims since the last regular Personnel Commission meeting in November.
- Director Kahn attended one EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn updated the Personnel Commission on addressing NCLB/ESSA qualifications for Paraprofessionals funded by Title One funds. The number of employees who will have to take the equivalency exam is between 30 and 40. This exam will be administered in January 2024.
- Director Kahn announced that Commissioner Tarazi's re-appointment was approved at the November 16, 2023 Board of Education regular meeting. All the required documentation has been sent to the State Superintendent of Public Instruction for their approval.
- Director Kahn wished everyone happy holidays.

G.08 Personnel Commissioner Comments/Reports:

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

- Commissioner Robinson seconded the congratulation to Ms. Younan on her promotion as the new Personnel Analyst.
- Commissioner Robinson expressed her gratitude to Ms. Hatch for her communication with the State Superintendent of Public Instruction Office.

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
- Director Kahn read Mr. Mock's report:
- The full contract negotiations between SEIU, Local 99, and the District are approaching the final stages with the planned discussion on wages that will take place in January 2024.
- Collaboration with PC staff includes vacancy reports. Many vacancies stem from lack of competitive wages. This issue will be addressed during negotiations in near future.

- **Recently, there was a significant COVID outbreak at the District Office. The Union has been coordinating with the District to facilitate remote work for affected staff during their quarantine.**
- **The Union wishes everyone relaxing holidays.**
- **Board of Education Report**
 - **On Dr. Kelly’s behalf, Dr. Mesa informed the Personnel Commission about the Board of Education regular meeting that will take place on December 14, 2023.**
 - **The Board will hear a presentation from Ms. Melody Canady, Assistant Superintendent of Business and Fiscal Services, on the 2023-2024 first fiscal interim report as of October 31, 2023. She will recommend a positive certification, which means that the District can meet its financial obligations for the current and the next two fiscal years.**
 - **The Board will also hear a presentation on disallowing a certain COVID expenditure and a revenue accrual calculation error from 2019.**
 - **The Board will hold their annual election meeting honoring the current President and Vice-president as well as electing the new officers for these posts.**
 - **The Board will also adopt a calendar for their meetings in the 2024-2025 school year.**
 - **The Board will hear a presentation from Lincoln Middle School in honor of National Inclusive School Week and celebrate the Santa Monica High School flag football team for winning the League Championship.**
 - **Dr. Meza informed the Personnel Commission about the District’s transition from the Human Resources System to BEST HCM System, developed by the Los Angeles County Office of Education. Currently, the Human Resources staff is being trained, as the new system will be implemented in February 2024.**
 - **Commission Robinson inquired about the presentation on disallowing COVID expenditure.**
 - **Dr. Meza stated that this issue was addressed in the findings by the federal auditors.**

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.

- **Mr. Neal Abramson, Director of Transportation, communicated his department’s challenges with summer assignments and Bus Driver vacancies. He requested extensive advertising for the Bus Driver positions and also a specific guidance for the upcoming summer regarding employees who do not fulfill their summer assignment obligations.**

- **Commissioner Tate inquired about the reasons for difficulties in filling Bus Driver positions.**
- **Director Abramson stated that there is a nation-wide shortage of drivers for busses and trucks, but more extensive advertisement is needed for the continuous recruitment.**
- **Commissioner Robinson inquired about the frequency with employees who do not finish their summer assignment.**
- **Director Abramson replied that in the past it happened only for a day or two, not for an entire week.**

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>
Campus Monitor	2
Campus Security Officer	1
Custodian	16
Instructional Assistant – Classroom	1
Paraeducator 3	1
Student Outreach Specialist	15

C.02 Advanced Step Placement:

Charlotte Baena in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement

C.03 Advanced Step Placement:

JoAnn Bonham in the classification of Campus Security Officer at Range A-27, Step C

C.04 Advanced Step Placement:

Chelsea Burris in the classification of Senior Administrative Assistant at Range A-38, Step D

C.05 Advanced Step Placement:

Meehna Goldsmith in the classification of Instructional Assistant - Classroom at Range A-20, 2 Advanced Step Placements

C.06 Advanced Step Placement:

Michael Muñoz in the classification of Bilingual Community Liaison at Range A-31, Step C

C.07 Advanced Step Placement:

Maria Nielson in the classification of Senior Office Specialist at Range A-27, Step C

C.08 Advanced Step Placement:
 Maria Salazar in the classification of Bilingual Community Liaison at Range A-31, Step F
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)
 - October 19, 2023
 - November 2, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 19, 2023
 - November 2, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024

- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 10, 2024 at 4:30 p.m. – *District Office Board Room*

The regular Personnel Commission meeting was moved to January 17, 2024 due to the winter break.

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:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:58 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, January 17, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Mary Frances Candies

Hire Date: 11/27/2023

ASP Request Submitted: 12/05/2023

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Mary Frances Candies	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Mary Frances Candies has a Master's of Fine Arts degree. 	2 level of education above the required level = 1 Step Advance (Max Allowed)
Experience: Experience is a preferred qualification.	<ul style="list-style-type: none"> • Mary Frances Candies meets the minimum requirements. 	0 (2-year periods) of experience above the required level = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step		

DIRECTOR'S COMMENTS:

Mary Frances Candies' education exceeds the minimum requirements specified for this classification.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve 1 Advanced Step Placement for Mary Frances Candies Range A-20 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, January 17, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Danielle Cooper

Hire Date: 12/11/2023

ASP Request Submitted: 12/11/2023

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Danielle Cooper</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Danielle Cooper has a Master's of Social Work degree. 	<p>2 level of education above the required level = 1 Step Advance (Max Allowed)</p>
<p><u>Experience:</u> Experience is a preferred qualification.</p>	<ul style="list-style-type: none"> • Danielle Cooper meets the minimum requirements. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step</p>		

DIRECTOR'S COMMENTS:

Danielle Cooper's education exceeds the minimum requirements specified for this classification.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve 1 Advanced Step Placement for Danielle Cooper Range A-20 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: Wednesday, January 17, 2024

AGENDA ITEM NO: III.A.01

Certification from Another Class List: Lead Translator/Interpreter for Translator/Interpreter

BACKGROUND INFORMATION:

Per Merit Rule 6.2.8, if there is no eligibility list for the class in which the vacancy occurs, certification may be made from an eligibility list of another class at the same or a higher salary level if the duties and qualifications of the class are substantially similar. In order to reduce recruitment times in the event of future vacancies, the district requested the ability to use Lead Translator/Interpreter (LT/I) eligibility lists to fill Translator/Interpreter (T/I) vacancies.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed LT/I and T/I class specs for similarities and differences
- Met with Dr. Stacy Williamson, Director, Assessment, Research and Evaluation, and Adela Rogers, Coordinator, Family Engagement and ELL Programs, to discuss appropriateness of using LT/I candidates to fill T/I vacancies
- Canvassed existing LT/I eligibility list to determine if they would be interested in T/I opportunities

ANALYSIS & FINDINGS:

LT/I and T/I are within the same job series and are in the same Office, Technical and Business Service job unit. Both LT/I and T/I positions are found in Educational Services. One additional T/I position exists in Special Education which falls under the broader Educational Services Department. Relevant information about each class are found below:

Classification	Salary	MQ Education	MQ Experience	Basic Function
Lead Translator/Interpreter	A-39 (\$4,415 - \$5,637)	High school diploma or recognized equivalent and certification as a translator/interpreter from an accredited institution.	Two years of experience translating documents between English and a designated second language and providing simultaneous interpretation services for organizations or groups.	Under general supervision, serves as the district lead in coordinating translation and interpretation services; organizes and administers job-relevant trainings to district staff; performs the translation and interpretation of high-level written and oral communications representing the district to the media and general public.

Translator/Interpreter	A-35 (\$4,003 - \$5,112)	High school diploma or recognized equivalent.	One year of paid experience translating between English and a designated second language for organizations or groups.	Under general supervision, performs the translation and interpretation of written and oral communication for District and site-level communications, forms, and meetings including technical, complex, or sensitive topics/materials.
------------------------	-----------------------------------	---	---	---

The two classifications are similar in that they are both responsible for translating material and performing interpretation. However, the LT/I's scope of responsibility extends beyond the performance of translation and interpretation and includes providing support and training. Additionally, the minimum qualifications of an eligible LT/I candidate significantly exceed the T/I's by requiring certification as well as an additional year of translation experience and specific experience with simultaneous interpretation, a more complex form of interpretation.

Based on the above, those that meet the higher threshold of LT/I minimum qualifications and examination criteria would be expected to meet and exceed that of the lower level T/I.

DIRECTOR'S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve the certification of eligible Lead Translator/Interpreter candidates for Translator/Interpreter vacancies pursuant to Merit Rule 6.2.8.

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (1/12/2024)

Req Number	Req Title	Department	Position Type	FTE
24-090	ACCOUNTANT	FACILITY IMPROVEMENT PROJECTS	New	100
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-152	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-045	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-072	CAFETERIA WORKER I	FS - WILL ROGERS	New	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
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
23-224	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-226	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
24-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-052	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25

24-080	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-091	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	18
24-092	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	10
24-087	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	Vac	100
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
24-053	CUSTODIAN	OPERATIONS	New	100
24-063	CUSTODIAN	OPERATIONS	Vac	30
23-213	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	75
24-074	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Vac	75
23-169	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100
24-084	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
23-216	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
24-021	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
24-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5
24-076	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-077	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5

24-081	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
24-085	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
24-015	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
24-033	LEAD TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	Vac	100
24-075	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
24-056	LOW VOLTAGE TECHNICIAN	MAINTENANCE	New	100
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
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
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-114	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	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

23-171	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
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
24-016	PARAEDUCATOR-1	CDS - WEST WASHINGTON	Vac	56.25
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-068	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25
24-039	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	75
24-094	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	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

23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-209	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-009	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-060	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-061	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-070	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-079	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
24-082	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
24-095	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-031	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
24-086	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
24-051	SKILLED MAINTENANCE WORKER	MAINTENANCE	New	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
24-096	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
24-020	STOCK AND DELIVERY CLERK	FOOD & NUTRITION SERVICES	New	75
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5

23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (1/12/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
23-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	12/27/2023
24-069	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	12/18/2023
24-062	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	BUSINESS SERVICES	1/12/2024
23-210	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	12/12/2023
23-232	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	12/12/2023

**Classified Personnel – Merit
12/14/23**

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Arcese, Samantha Malibu ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 20 Step: C	11/27/23
Burris, Chelsea Educational Services	Senior Administrative Assistant 8 Hrs/12 Mo/Range: 38 Step: A	11/13/23
Candies, Mary Rogers LC	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: C	11/27/23
Hernandez, Daniel Rogers LC	Campus Monitor 1.75 Hrs/SY/Range: 13 Step: F	11/13/23
Munoz, Michael McKinley ES	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 31 Step: A	11/6/23
Ruiz, Martha Special Ed-Olympic HS	Paraeducator 3 5 Hrs/SY/Range: 28 Step: A	11/8/23
Salazar, Maria Adams MS	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 31 Step: A	11/13/23
Woldai, Daniel Rogers LC	Campus Monitor 0.75 Hrs/SY/Range: 13 Step: F	11/15/23

<u>PROVISIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Ran, Erik Malibu MS/HS	Swimming Instructor/Lifeguard	11/27/23-6/12/24

<u>ADDITIONAL CLASSIFICATION</u>		<u>EFFECTIVE DATE</u>
Woldai, Daniel Rogers LC	Instructional Assistant - Classroom 3 Hr/SY/Range: 20 Step: C Current Class: Campus Monitor: 0.75 Hrs/SY	11/15/23

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bonham, JoAnn Facility Use	Campus Security Officer [overtime; Facility Use events support]	10/1/23-6/30/24
Bustamante, Angelica FNS-Santa Monica HS	Cafeteria Cook/Baker [additional hours; cafeteria support]	8/18/23-6/12/24
Durham, Michael Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24
Gomez, Jack Operations-Santa Monica HS	Custodian [overtime; school events]	8/21/23-6/19/24
Hernandez, Steven Malibu MS/HS	Campus Security Officer [overtime; school events]	7/1/23-6/30/24
Jimenez, Osvaldo Operations-Santa Monica HS	Custodian [overtime; school events]	8/21/23-6/19/24
Taylor, Inelle Malibu MS/HS	Campus Security Officer [overtime; school events]	7/1/23-6/30/24

Webster, Ryan
Special Ed-Adams MS
Paraeducator 3
[additional hours; Catalina Science Magnet field trip] 10/27/23-10/29/23

Webster, Ryan
Special Ed-Adams MS
Paraeducator 3
[overtime; Catalina Science Magnet field trip] 10/27/23-10/29/23

SUBSTITUTES

Fuentes, Sebastian
Operations

Custodian

EFFECTIVE DATE

11/28/23-6/30/24

CHANGE IN ASSIGNMENT

Cortez, Griselda
Franklin ES

Instructional Assistant - Classroom
6 Hrs/SY/Range: 20 Step: F
From: Children's Center Assistant 2
3.5 Hrs/SY/CDS-Lincoln Preschool

EFFECTIVE DATE

11/27/23

Lyles, Michelle
Special Ed-Santa Monica HS

Paraeducator 3
8 Hrs/SY
From: 6.5 Hrs/SY/Special Ed-Santa Monica HS

11/1/23

Webster, Ryan
Special Ed-Adams MS

Paraeducator 3
6.5 Hrs/SY
From: 6 Hrs/SY/Special Ed-Adams MS

10/2/23

INVOLUNTARY TRANSFER

Miller, Brenda
Student Services-Malibu ES

Health Office Specialist
6 Hrs/10 Mo
From: 6 Hrs/10 Mo/Student Services-Nurse's Office

EFFECTIVE DATE

11/3/23

VOLUNTARY TRANSFER

Aspron, Alexandra
Malibu Schools

Bilingual Community Liaison
8 Hrs/10 Mo
From: 8 Hrs/10 Mo/Adams MS

EFFECTIVE DATE

10/9/23

Lerner, Judy
Edison LA

Instructional Assistant - Bilingual
3.5 Hrs/SY
From: 3.5 Hrs/SY/Santa Monica HS

11/20/23

LEAVE OF ABSENCE (PAID)

Burton, Tiffany
Rogers LC

Campus Monitor
Medical

EFFECTIVE DATE

10/2/23-12/22/23

Carrillo, Brenda
Adams MS

Administrative Assistant
Intermittent FMLA/Medical

10/12/23-11/29/23

Fuller, Charesse
Operations-Santa Monica HS

Custodian
Medical/FMLA/CFRA

8/10/23-12/31/23

Montoya, Gerald
Special Ed-Grant ES

Paraeducator 3
FMLA

10/23/23-12/1/23

Smith, Brian
Transportation

Bus Driver
Medical/FMLA/CFRA

11/7/23-12/4/23

SUSPENSION WITHOUT PAY

ZA0940592
Operations

Custodian

EFFECTIVE DATE

12/7/23

RESIGNATION

Robinson, Monique
Adams MS

Instructional Assistant - Bilingual

EFFECTIVE DATE

11/10/23

RETIREMENT

Brown, Elizabeth
Special Ed-Santa Monica HS

Paraeducator 1

EFFECTIVE DATE

6/12/24

**Classified Personnel – Non-Merit
12/14/23**

COACHING ASSISTANT

Butler, Lavel	Santa Monica HS	11/2/23-6/30/24
Fuller, Andersen	Malibu MS/HS	10/3/23-12/31/23

TECHNICAL SPECIALIST – LEVEL III

Delgado, Lance	Santa Monica HS [Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	8/24/23-6/12/24
----------------	---	-----------------

Jarow, Morgan	Santa Monica HS [Visual Technician-SMAPA Band] - Funding: Santa Monica Ed Foundation Teacher Grant	8/24/23-6/12/24
---------------	--	-----------------

Marin, Charlie	Santa Monica HS [Visual Technician-SMAPA Band] - Funding: Santa Monica Ed Foundation Teacher Grant	8/24/23-6/12/24
----------------	--	-----------------

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2023 – 2024**

Date	Time	Location	Notes
2023			
July 12, 2023	4:30 p.m.	Board Room – District Office	
August 9, 2023	4:30 p.m.	Board Room – District Office	
September 13, 2023	4:30 p.m.	Board Room – District Office	
October 11, 2023	4:30 p.m.	Board Room – District Office	
November 8, 2023	4:30 p.m.	Board Room – District Office	
December 13, 2023	4:30 p.m.	Board Room – District Office	
2024			
January 10, 2024	4:30 p.m.	Board Room – District Office	
February 14, 2024	4:30 p.m.	Board Room – District Office	
March 13, 2024	4:30 p.m.	Board Room – District Office	
April 10, 2024	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 8, 2024	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 12, 2024	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2023-24

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” Format	“B” Format	Combo of “A” & “B”	
7/20/23 (Th)	DO & Zoom			X	
8/3/23 (Th)	DO & Zoom	X			
8/17/23 (Th)	DO & Zoom		X		
9/7/23 (Th)	DO & Zoom	X			
9/13/23 (W)	DO & Zoom				Special Meeting: 2022-23 Unaudited Actuals Note: Wednesday
9/21/23 (Th)	DO & Zoom		X		
10/5/23 (Th)	M	X			
10/19/23 (Th)	DO & Zoom		X		
11/2/23 (Th)	M	X			
11/16/23 (Th)	DO & Zoom		X		
12/7/23 (Th)	DO & Zoom				Special meeting, if necessary for time-sensitive items prior to break
12/14/23 (Th)	DO & Zoom			X	
1/18/24 (Th)	DO & Zoom			X	
2/1/24 (Th)	M	X			
2/15/24 (Th)	DO & Zoom		X		
3/7/24 (Th)	DO & Zoom	X			
3/13/24 (W)	DO & Zoom				Special Meeting: 2023-24 2 nd Interim Budget Note: Wednesday
3/20/24 (W)	M		X		Note: Wednesday
4/18/24 (Th)	DO & Zoom			X	
5/2/24 (Th)	M	X			
5/16/24 (Th)	DO & Zoom		X		
6/6/24 (Th)	DO & Zoom	X			
6/20/24 (Th)	DO & Zoom				Special Meeting: 2024-25 Public Hearings for Budget and LCAP
6/27/24 (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 and Combo 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
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, February 14, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: