

## **VIRTUAL PERSONNEL COMMISSION MEETING**

**March 10, 2021 at 4:30pm**

### **MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:**

As per Executive Order N-29-20 from Governor Newsom, the Santa Monica-Malibu Unified School District Personnel Commission meetings will move to a virtual/teleconferencing environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The intent is not to limit public participation, but rather to protect public health by following the Governor's Stay at Home executive order and LA County's Safer at Home order.



### **JOIN ZOOM MEETING**

<http://bit.ly/SMMUSDPCMEETING>

**Meeting ID: 898 6103 9433**  
**Password: SMMUSD**



### **PROVIDE PUBLIC COMMENT**

**You may submit a request to make a public comment by e-mail to: [jhatch@smmusd.org](mailto:jhatch@smmusd.org)**

- **Requests must be submitted no later than 5:00 p.m. on Tuesday, March 09, 2021**
- **Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING AGENDA**

**March 10, 2021**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 10, 2021**, at **4:30 p.m.**, via Zoom.

### **I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on March 10, 2021

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

- G.06 Approval of Minutes for Regular Meeting on February 10, 2021

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**March 10, 2021**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 10, 2021**, at **4:30 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, March 9, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on March 10, 2021

G.06 Approval of Minutes for Regular Meeting on February 10, 2021

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

- G.08 Personnel Commissioner Comments/Reports:  
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.
- G.09 Communications:  
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
- SEIU Report
  - Board of Education Report
- G.10 Public Comments:  
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

## II. **CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Sports Facility Attendant	4

<u>List Extension</u> (§6.1.3: <i>Duration of Eligibility Lists</i> )	<u># Eligibles</u>
Sports Facility Attendant	2

- C.02 Advanced Step Placement:  
Gretchen Becherer in the classification of Elementary Library Coordinator at Range A-28 Step D
- C.03 Advanced Step Placement:  
Haley Bersche in the classification of Instructional Assistant - Classroom at Range A-20 Step E

- C.04 Advanced Step Placement:  
Michelle Mansfield in the classification of Instructional Assistant - Bilingual at Range A-22 Step D
- C.05 Advanced Step Placement:  
Elizabeth Sotoj in the classification of Instructional Assistant - Classroom at Range A-20 Step D
- C.06 Advanced Step Placement:  
Ryan Webster in the classification of Paraeducator-3 at Range A-28 Step B

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Salary Reallocation:  
Assistant Director, Fiscal Services within the Business job family

**IV. COMMISSIONER TRAINING/BRIEFING:**

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

- B.01 Briefing:  
2020-2021 Second Interim Fiscal Report

**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
- None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
- February 18
  - March 4, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- February 18, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2020 - 2021

- I.06 Board of Education Meeting Schedule
- 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget - Fiscal Year 2021-2022	First Reading	April 14, 2021
Adoption of Budget - Fiscal Year 2021-2022	Second Reading	May 12, 2021
Tucker Eligibility	Commissioner Training/ Briefing	May 12, 2021
Classified Employees Appreciation Reception		May 2021

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, April 14, 2021, at 4:30 p.m. – *via Zoom*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

Submitted by:



Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

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



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

February 10, 2021

### PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, February 10, 2021**, at **4:33 p.m.**, via Zoom.

### ❖ Instructions on Public Comments:

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, February 9, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

### OPEN SESSION

#### I. GENERAL FUNCTIONS:

**G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:33 p.m.

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

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

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** February 10, 2021

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

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

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

**G.06 Motion to Approve Minutes: January 13, 2021**

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

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

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments and Updates
  - **Director Kahn updated the Personnel Commission on the Personnel Commission Office operation as staff continues to perform their duties remotely as well as in-person in the Personnel Commission Office based on a set schedule in order to adhere to all District's health safety procedures.**
  - **Director Kahn informed the Personnel Commission about examinations that have taken place since the regular meeting in January.**
  - **The qualifying appraisal interviews for all three tiers of Paraeducator classification was administered on January 28, 2021.**
  - **Translator/Interpreter candidates participated in language assessment exams.**
  - **Applicant pool for both Buyer and Senior Buyer were large enough to implement training and experience supplemental questionnaires.**
  - **Director of Risk Management candidates had their pre-recorded performance and oral examination rated by subject matter experts. Shortly afterwards, the final selection interviews took place with the District administrators.**
  - **Final selection interviews were also held for Instructional Assistant and Bus Driver classifications.**
  - **Following the last regular Personnel Commission meeting approval of salary re-allocations for Bilingual Community Liaison and Translator/Interpreter, the Board of Education approved the implementation at their regular meeting on February 4, 2021- retroactive from February 1, 2021.**
  - **The Personnel Commission will be conducting a comprehensive classification and compensation study that was formally requested by SEIU Local 99. Director Kahn will be meeting with Dr. Kelly, Mr. Mock, and other stakeholders to lay the groundwork for conducting such a project.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 28 claims since the last regular Personnel Commission meeting in January. As a point of comparison, there were only eight (8) EDD claims in January 2020.**
  - **Director Kahn announced that the Personnel Commissioner selection interviews for four (4) candidates are scheduled on Friday, February 12,**



2021. The selection committee will be comprised of Commissioner Tate, Mr. Mock on behalf of SEIU, Ms. Pinsker for the District, and Ms. Cohen, the PTA President. The selection committee's recommendation will be presented to the Board of Education for their consideration and approval before it will be submitted to the State Superintendent Office for the final review and appointment of the new Personnel Commissioner.

- Director Kahn recognized Ms. Johnston, Human Resources Technician, for her diligence in filling vacancies in the Child Development Services.

#### **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
  - **Mr. Mock, the Chief Steward, confirmed that SEIU Local 99 made a formal request to conduct a comprehensive classification and compensation study per the Agreement between the Bargaining Unit and the District which states that the District shall ensure all classified positions undergo such a study no less than once every five (5) years.**
  - **Mr. Mock stated that the District is honoring Black Lives Matter week as well as the Black History month.**
  - **Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for future school re-opening and vaccination of District employees.**
  - **Mr. Mock stated that SEIU and the District will continue their negotiations on February 18, 2021.**
  - **Mr. Mock also expressed his gratitude to Ms. Johnston for her dedicated work filling the Child Development Center vacancies with former employees who were laid off due to lack of funds in September 2020.**

#### **Board of Education Report**

- **Dr. Kelly updated the Personnel Commission on District's plan to re-open schools. The District continues to extend in-person instruction to Special Education students and English learners at Edison, Franklin, Grant, Muir, Rogers, and Roosevelt Elementary Schools, as well as at John Adams Middle School. Educational programs in the form of transition and social skills serve Malibu Elementary School, Santa Monica and Malibu High School students.**
- **The District has expanded the number of hubs which are on-site supervision centers providing care for employees' children.**
- **The District continues conversations with CTA and SEIU in regards to school re-opening plan.**

- At the December 17, 2020 Board of Education meeting, the Board approved the Superintendent's recommendation to adopt the distance learning plus ("+" ) model in order to meet student and parent interests for academic and also social-emotional experiences on-site/in-person with teachers once the Los Angeles County moves to the red tier. The Superintendent has held a couple of meetings with teachers and parents to learn about the community's perspective.
- The Governor's proposal "Safer Schools for All" re-opening plan did not materialize, but one aspect of the plan might be implemented. Grades TK-5 can re-open while the Los Angeles County is still in the purple tier if the adjusted daily case rate is 25 per 100 000 or lower. The threshold for secondary grades is still 7 per 100 000, which meets criteria for moving to the red tier.
- The District expects full in-person instruction in fall 2021.
- Dr. Kelly informed the Personnel Commission about a vaccination plan for education employees in the B1 priority tier that the Los Angeles County may open in late February or early March. The District is in communication with St. John's Providence Hospital in Santa Monica that will be the medical provider for the District employees at their vaccination site. Dr. Kelly was pleased to share that the Personnel Commissioners are part of the employee list.
- Dr. Kelly brought the Personnel Commissioners' attention to the District website with the Coronavirus Information and COVID-19 Data Dashboard – Live.
- Dr. Kelly notified the Personnel Commission about his presentation about staff diversity at a later Board of Education meeting.

#### **G.10 Public Comments:**

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

- **None**

## **II. CONSENT CALENDAR:**

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

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

Classification

# Eligibles

Director, Risk Management	2
Paraeducator-1	5
Paraeducator-2	1
Paraeducator-3	5

C.02 Advanced Step Placement:

Erika Herbrechtsmeier in the classification of Physical Activities Specialist at Range A-28 Step C

C.03 Advanced Step Placement:

LaShawn Penn Bailey in the classification of Paraeducator-3 at Range A-28 Step C

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.03. The motion passed.**

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

**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.

B.01 Briefing:

2020-2021 First Interim Fiscal Report

- **Mr. Cruz provided a detailed overview of the 2020-2021 District First Interim Report that was presented to the Board of Education at its special meeting on December 9, 2020. The report contained the District's financial position as of October 31, 2020, displaying the Adopted Budget, the First Interim Budget, Current Actuals, and Projected Totals for each District fund. It also included an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years. The First Interim Report is submitted to the Los Angeles County Office of Education with a**

**positive certification. The District will be able to meet its obligations in the current and next two fiscal years.**

**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
  - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - January 14, 2021
  - February 4, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - January 14, 2021
  - February 4, 2021
- I.05 Classified Personnel – Special Services Employees - No. 4.iv (for SMMUSD School Board Agenda)
  - February 4, 2021
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2020 - 2021
- I.07 Board of Education Meeting Schedule
  - 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Tucker Eligibility	Commissioner Training/ Briefing	April 14, 2021

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, March 10, 2021, at 4:30 p.m. – *via Zoom*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

- None

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

**It was moved and seconded to adjourn the meeting.**

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

**TIME ADJOURNED: 5:43 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

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

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 10, 2021

#### **AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Gretchen Becherer

Hire Date: 1/19/2021

ASP Request Submitted: 1/21/2021

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Elementary Library Coordinator	<b>Employee:</b> Gretchen Becherer	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>A high school diploma or recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Gretchen Becherer has a Masters' degree in Library Science.</li> </ul>	<b>3</b> level of education above the required level = <b>1</b> Step Advance (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.</li> </ul>	<ul style="list-style-type: none"> <li>Gretchen Becherer has 11 years of experience as a librarian in a school library setting.</li> </ul>	<b>4</b> (2-year periods) of experience above the required level = <b>2</b> Step Advance (Max. allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>		

#### **DIRECTOR'S COMMENTS:**

Gretchen's educational and work experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step D is \$20.46/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Gretchen Becherer at Range A-28, 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							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 10, 2021

#### **AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Haley Bersche

Hire Date: 1/13/2021

ASP Request Submitted: 1/28/2021

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Haley Bersche	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Must have a high school diploma or its recognized equivalent AND</li> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Haley Bersche has a Bachelor's degree in Business Administration.</li> </ul>	<b>1</b> level of education above the required level <b>=1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>No experience required.</li> </ul> <b>Preferred Experience:</b> (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	<ul style="list-style-type: none"> <li>Haley Bersche has 7 years of experience that provided first-hand knowledge of the needs of school aged children and young people.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level <b>=2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP E</u></b>		

#### **DIRECTOR'S COMMENTS:**

Haley's educational and work experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step E is \$17.68/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Haley Bersche at Range A-20 Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 10, 2021

#### **AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Michelle Mansfield

Hire Date: 1/25/2021

ASP Request Submitted: 1/27/2021

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Bilingual	<b>Employee:</b> Michelle Mansfield	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Must have a high school diploma or its recognized equivalent AND</li> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Michelle Mansfield has a Bachelor's degree in Business Administration.</li> </ul>	<b>1</b> level of education above the required level <b>=1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>No experience required.</li> </ul> <b>Preferred Experience:</b> (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	<ul style="list-style-type: none"> <li>Michelle Mansfield has 17 years of experience working directly with school aged children.</li> </ul>	<b>7</b> (2-year periods) of experience above the required level <b>=2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>		

#### **DIRECTOR'S COMMENTS:**

Michelle's educational and work experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$15.28/hour, while Step D is \$17.68/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Michelle Mansfield at Range A-22 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							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 10, 2021

#### **AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Elizabeth Sotoj

Hire Date: 1/13/2021

ASP Request Submitted: 1/28/2021

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Elizabeth Sotoj	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Must have a high school diploma or its recognized equivalent AND</li> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Sotoj has an Associate's degree in Liberal Arts which meets the minimum qualifications.</li> </ul>	<b>0</b> level of education above the required level <b>=0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>No experience required.</li> </ul> <b>Preferred Experience:</b> (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	<ul style="list-style-type: none"> <li>Elizabeth Sotoj has 6 years of experience that provided first-hand knowledge of the needs of school aged children and young people.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level <b>=2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP D</u></b>		

#### **DIRECTOR'S COMMENTS:**

Elizabeth's educational and work experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step D is \$16.84/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Elizabeth Sotoj at Range A-20 Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 10, 2021

#### **AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Ryan Webster

Hire Date: 03/01/2021

ASP Request Submitted: 03/02/2021

#### **BACKGROUND INFORMATION:**

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

#### **DIRECTOR'S COMMENTS:**

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

#### **DIRECTOR'S RECOMMENDATION:**

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

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Phillip Tate							
vacant							

#### 12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

## 16.4 ADVANCED STEP PLACEMENT

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

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### III. Action Items:

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



## PERSONNEL COMMISSION

**Regular Meeting: Wednesday, March 10, 2021**

### **AGENDA ITEM NO: III.A.01**

Salary Reallocation: Assistant Director, Fiscal Services

### **BACKGROUND INFORMATION:**

The Office of the Personnel Commission received a request from the Director of Fiscal and Business Services (DFBS), Gerardo Cruz, to determine if the Assistant Director, Fiscal Services' (ADFS) salary is equitable and internally aligned. The classification was revised in October, 2019 in anticipation of recruitment but no salary review or adjustment occurred at that time.

### **METHODOLOGY:**

Staff collected salary data from seven (7) school districts in Los Angeles County and calculated the increase in compensation between the equivalent of their ADFS and DFBS classifications. Staff then compared this data to the current increase in compensation between SMMUSD's ADFS and DFBS to see if the relationship is externally aligned. Subsequently, staff compared the relationship between other directors and their respective lower level management classifications in order to see if the relationship between ADFS and DFBS is internally aligned. Staff then reviewed findings with district administration including Assistant Superintendent, Human Resources, Dr. Mark Kelly, and Assistant Superintendent, Business and Fiscal Services, Melody Canady, for input on reallocation.

### **ANALYSIS & FINDINGS:**

The following is an external comparison of salary increases between other school district's equivalent ADFS and DFBS classifications:

School District	Classification	Monthly Minimum	Monthly Maximum	Salary Increase
Glendale	Assistant Director, Financial Services	\$7,486	\$10,031	
Glendale	Director, Financial Services	\$9,018	\$12,085	20%
Long Beach	Assistant Director of Fiscal Services	\$8,154	\$9,573	
Long Beach	Executive Director of Fiscal Services	\$10,406	\$12,220	28%
Lynwood	Assistant Director of Fiscal Services	\$7,502	\$9,121	
Lynwood	Director of Fiscal Services	\$9,418	\$11,444	25%
Culver City	Assistant Director, Fiscal Services	\$7,447	\$8,712	
Culver City	Director of Fiscal Services	\$9,212	\$10,774	24%
Redondo	Assistant Director of Fiscal Services	\$7,243	\$9,707	
Redondo	Director of Fiscal Services	\$8,666	\$11,695	20%

Palos Verdes	Assistant Director, Fiscal Services	\$7,524	\$9,156	
Palos Verdes	Director, Fiscal Services	\$10,237	\$12,435	36%
Los Angeles	Assistant Budget Director	\$9,349	\$11,575	
Los Angeles	Deputy Budget Director	\$10,160	\$12,585	09%
			Mean Increase	23%
			Median Increase	26%

The following is an internal comparison of the salary differences between SMMUSD's ADFS and DFBS classifications:

School District	Classification	Monthly Minimum	Monthly Maximum	Salary Increase
Santa Monica-Malibu	Assistant Director, Fiscal Services	\$7,654	\$9,325	
Santa Monica-Malibu	Director of Fiscal and Business Services	\$10,294	\$12,540	34%

The following is an internal comparison of the salary differences between other SMMUSD management positions that, like ADFS, report directly to a director:

School District	Classification	Monthly Minimum	Monthly Maximum	Salary Increase
Santa Monica-Malibu	Manager of Buildings and Grounds Operations	\$6,454	7,864	
Santa Monica-Malibu	Director, Maintenance and Operations	\$9,098	\$11,083	41%
Santa Monica-Malibu	Transportation Supervisor	\$5,833	\$7,107	
Santa Monica-Malibu	Director, Transportation Services	\$7,672	\$9,348	32%

The ADFS, under administrative direction of the DFBS, supports the supervision and coordination of the budget development process, attendance accounting, fiscal accounting, payroll, and internal control activities and functions of the District. Additionally, they supervise and evaluate the performance of technical staff. Compared to Supervisor and Manager level classifications, the ADFS is distinguished in that it (1) serves as a liaison between the district and external reporting agencies, (2) has direct impact on development of organization-wide policies, (3) supervises technical staff, and (4) facilitates and leads cross-functional work.

Given the scope of work and level of responsibility, staff finds the ADFS salary to be misaligned in its relationship to the DFBS due to it being proportionally below or very similar to the relationship between lower level management classifications and their respective directors. With these findings, in conjunction with external data and input from district administration, staff recommends establishing a 22% difference between ADFS and DFBS.



**DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approves the reallocation of the Assistant Director, Fiscal Services salary from range 58 (\$7,654 - \$9,325) to range 62 (\$8,448 - \$10,294) on the Classified Management Salary Schedule.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Phillip Tate							
vacant							

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**IV. Commissioner Training/Briefing:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, March 10, 2021**

#### **AGENDA ITEM NO: IV.B.01**

Commissioner Briefing: 2020-21 Second Interim Fiscal Report

#### **BACKGROUND INFORMATION:**

A presentation summarizing the district's 2<sup>nd</sup> interim report will be delivered by Fiscal and Business Services staff.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# 2020-21 Second Interim Report

Gerardo Cruz  
Director of Fiscal  
& Business Services

March 10, 2021  
Personnel Commission Meeting



# SMMUSD 2<sup>nd</sup> Interim Report

- Shows the District's financial position as of January 31, 2021
- Displays the First Interim Budget and the Second Interim Budget with the change between the two periods
- Includes an analysis of standards and assumptions for financial reporting set by the State
- Analyzes the impact on the Multi-Year Projections of the General Fund for the current and next two fiscal years
- Includes the ongoing Fiscal Stabilization Plan as required by LACOE
- Certifies one of three conditions:
  - Positive, Negative or Qualified



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# GENERAL FUND

FUND 01

## FUND 01: UNRESTRICTED GENERAL FUND

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	22,216,871	22,216,871	
8011-8099	LCFF Revenue	104,515,664	104,515,664	-
8100-8299	Federal Revenue	300,000	300,000	-
8300-8590	State Revenue	1,867,482	1,864,137	(3,345)
8600-8799	Local Revenue	41,352,512	40,543,336	(809,176)
8980-8999	Local General Fund Contributions	(30,242,378)	(30,308,210)	(65,832)
	<b>Total Revenue</b>	<b>117,793,280</b>	<b>116,914,927</b>	<b>(878,353)</b>
1000-1999	Certificated Salaries	52,848,028	53,173,046	325,018
2000-2999	Classified Salaries	19,470,936	19,231,084	(239,852)
3000-3999	Employee Benefits	31,294,799	30,944,304	(350,495)
4000-4999	Books and Supplies	1,672,404	1,404,805	(267,599)
5000-5999	Services and Other Operating Costs	14,868,582	13,734,680	(1,133,902)
6000-6999	Capital Outlay	153,822	153,822	-
7100-7299	Other Outgo	75,000	75,000	-
7300-7399	Indirect Costs	(1,170,043)	(1,080,062)	89,981
7400-7499	Debt Services	-	-	
7600-7629	Transfer Out/ Fund 12, 13, 14	3,848,000	4,748,000	900,000
	<b>Total Expenditures</b>	<b>123,061,528</b>	<b>122,384,679</b>	<b>(676,849)</b>
	Increase /(Decrease) Fund Balance	<b>(5,268,248)</b>	<b>(5,469,752)</b>	<b>(201,504)</b>
	<b>Projected Fund Balance</b>	<b>16,948,623</b>	<b>16,747,119</b>	



## *2020-21 Second Interim Budget Report*

### **Revenues:**

\$ (3,345) State Mandated Cost Reimbursement Increase of \$1,655 and Other State Revenue decrease of \$5,000

\$ (809,176) Decrease in Local Revenue

*(139K) Stale/Expired Payroll Warrants*

*(117K) Muir/SMASH First Vandalism Insurance Claim Settlement*

*(81K) Delinquent Property Tax Revenue*

*(76K) Canceled Vendor Warrants*

*(57K) Woolsey Fire Losses Insurance Claim Settlement*

*(54K) Woolsey Fire Damages Insurance Claim Settlement*

*(52K) Muir/SMASH Second Vandalism Insurance Claim Settlement*

*(50K) Interest Earned*

*(43K) Stale/Expired Vendor Warrants*

*(37K) Refund of Prepaid Risk Management Services Consultant (due to vacancy of Risk Manager by Gary Bradbury)*

*(33K) Refund of 2018-19 Health Benefits Rebate*

*(29K) Woolsey Fire Loss Insurance Claim Settlement for Classroom Aquarium*

*(22K) Insurance Claim Settlement for Restoring Room 92 @ JAMS for Leaking AC Unit that Cause Water Damage*

*(13K) Southern California Edison Rebate for Overcharge of Utilities*

*(6K) American Fidelity Refund of Flexible Savings Account Over-contribution*

\$ (65,832) Increase in Local General Fund Contribution (LGFC) to Special Education - Decrease to Revenue



## *2020-21 Second Interim Budget Report*

### **Expenditures:**

- \$ 325,018 Increase in Certificated Hourly and Substitute Salaries to Support Distance Learning
- \$ (239,852) Decrease in Classified Hourly, Overtime, and Substitute Salaries Due to Covid-19 Closure
- \$ (350,495) Decrease in Statutory Benefits (-355K) & Increase in Employee Health Benefits (+5K)
- \$ (267,599) Decrease in Books & Supplies to Support Distance Learning - Budget will come from Restricted CARES Funds
- \$ (1,133,902) Decrease in Services & Operating Costs (legal costs, independent contractors, conf/travel)
  - (492,497) Consultants & Other Operating*
    - 750K Decrease in Pupil Fees Lawsuit to Move to Fiscal Year 2021-22*
    - 446K Decrease in Other Operational Costs (Maintenance Agmts, Advertising, Memberships, Interfund Transfers, Other)*
    - 399K Increase in Consultants at Site Level to Support Distance Learning (PS Arts, Reading & Writing Project, Virtual Music Classes, STAR Science, Digital Dragon, Etc.)*
    - 305K Increase in Legal (non-special education)*
  - (421,000) Utilities*
  - (273,162) Interfund Transfers (zero net-effect against Restricted General Fund)*
  - (8,450) Travel & Conference*
  - 43,582 Rentals, Leases, Repairs*
- \$ 89,981 Increase in Indirect Charge to Categorical Programs
- \$ 900,000 Increase in Interfund Transfer to Food Services



## FUND 01: RESTRICTED GENERAL FUND

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	5,631,954	5,631,954	
8100-8299	Federal Revenue	9,944,359	9,917,772	(26,587)
8300-8590	State Revenue	3,079,910	3,154,652	74,742
8600-8799	Local Revenue	9,627,828	8,101,982	(1,525,846)
8980-8999	Local General Fund Contributions	30,242,378	30,308,210	65,832
	<b>Total Revenue</b>	<b>52,894,475</b>	<b>51,482,616</b>	<b>(1,411,859)</b>
1000-1999	Certificated Salaries	12,834,392	12,783,505	(50,887)
2000-2999	Classified Salaries	12,643,940	12,537,603	(106,337)
3000-3999	Employee Benefits	11,714,820	11,532,502	(182,318)
4000-4999	Books and Supplies	8,326,688	8,232,118	(94,570)
5000-5999	Services and Other Operating Costs	7,029,101	7,334,879	305,778
6000-6999	Capital Outlay	83,501	110,743	27,242
7300-7399	Indirect Costs	741,772	738,039	(3,733)
	<b>Total Expenditures</b>	<b>53,374,214</b>	<b>53,269,389</b>	<b>(104,825)</b>
	Increase /(Decrease) Fund Balance	<b>(479,739)</b>	<b>(1,786,773)</b>	<b>(1,307,034)</b>
	<b>Projected Fund Balance</b>	<b>5,152,215</b>	<b>3,845,181</b>	



## *2020-21 Second Interim Budget Report*

### **Revenues:**

- \$ (26,587) Decrease in Special Education IDEA Funds
- \$ 74,742 Increase in Special Education Mental Health State Entitlement
- \$ (1,525,846) Decrease in Projected Rental & Lease Revenue
  - (1.4M) Facility Use Permit Funds from Facility Rentals*
  - (100K) Leases & Rents from Children's Creative Workshop & Growing Place*
- \$ 65,832 Increase in Local General Fund Contribution (LGFC) to Special Education

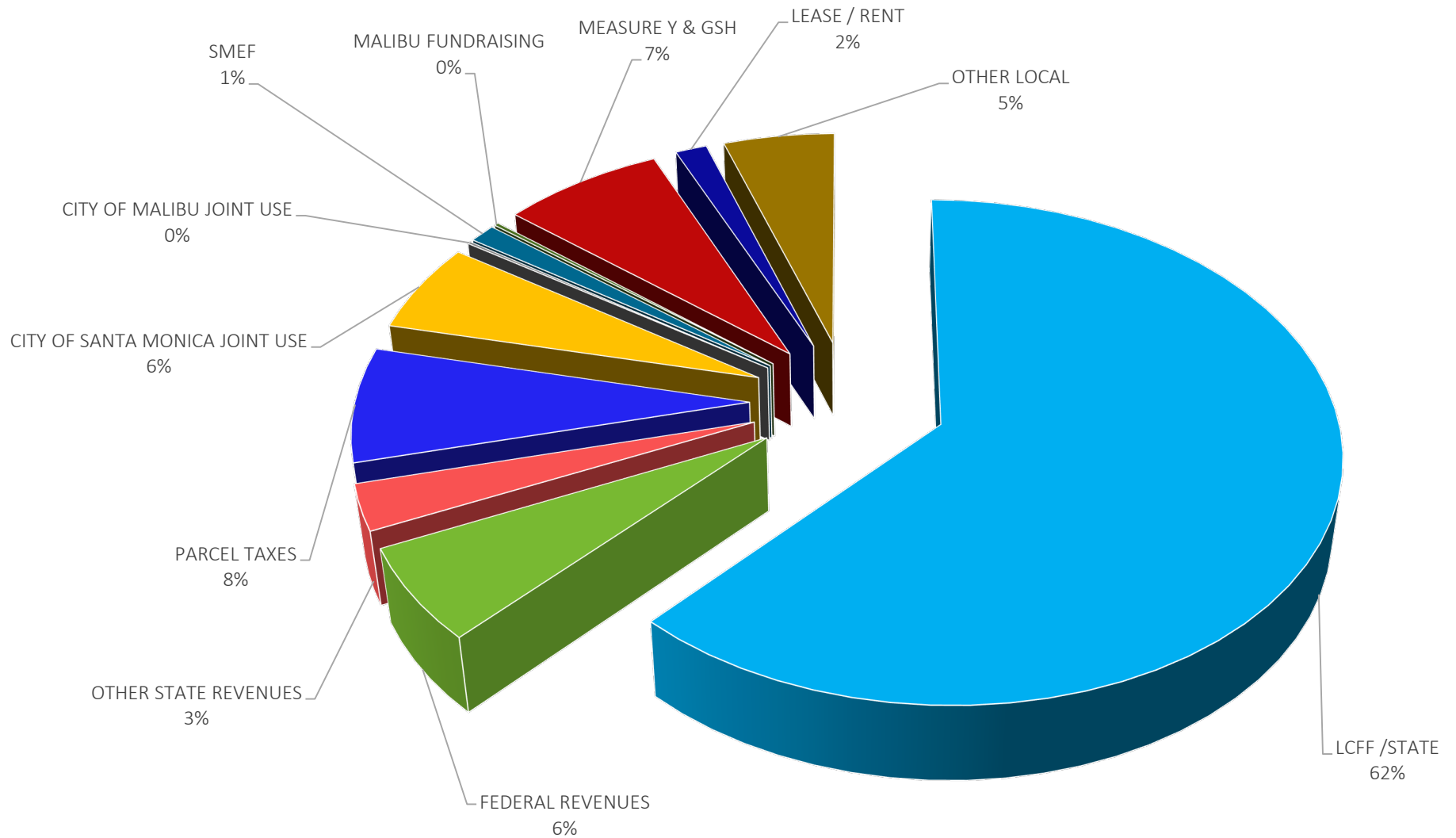
### **Expenditures:**

- \$ (50,887) Decrease in Certificated Hourly and Substitute Salaries during Distance Learning
- \$ (106,337) Decrease in Classified Hourly, Overtime, and Substitute Salaries during Distance Learning
- \$ (182,318) Decrease in Statutory Benefits (-44K) & in Employee Health Benefits (-138K)
- \$ (94,570) Decrease in Books & Supplies to transfer to Services & Other Operating
- \$ 305,778 Increase in Services & Operating Costs (legal costs, independent contractors, conf/travel)
  - 225K Special Education NPS and NPA Contracts*
  - 60K Repair by Vendor for Ongoing Major Maintenance Account*
  - 20K Other Operating Costs (Maintenance Agmts, Advertising, Memberships, Interfund Transfers, Other)*
- \$ 27,242 Increase in Equipment
  - 17K New Commercial Riding Lawnmower for Gardening Use*
  - 10K Power Sweeper for Custodial Use*
- \$ (3,733) Decrease in Indirect Costs from various programs

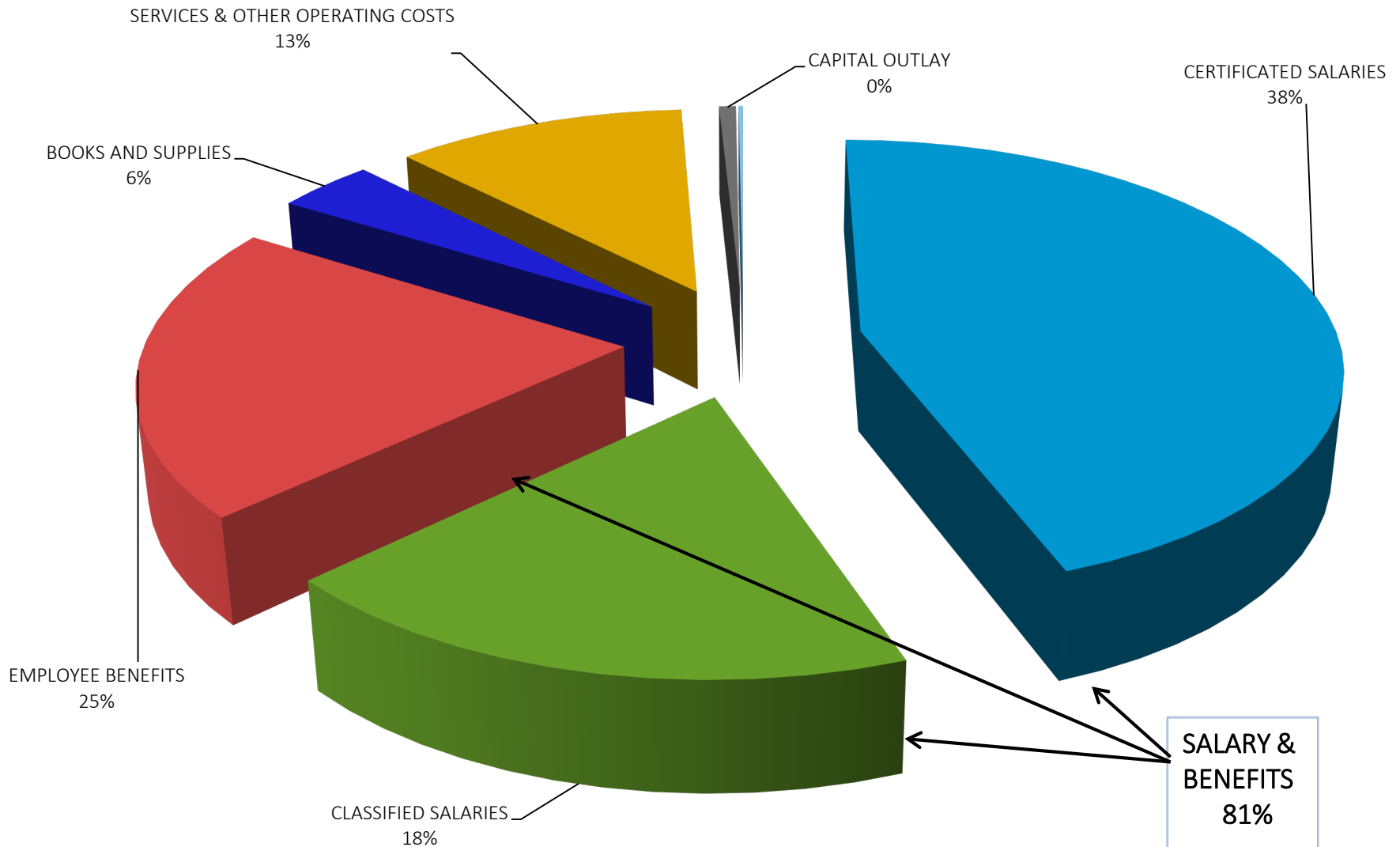
	ESSER	ESSER II	Learning Loss Mitigation Funding (LLMF)				SB 117
			GEER	GEER II	CR	GF	
Full Name	Elementary and Secondary School Emergency Relief	Elementary and Secondary School Emergency Relief	Governor's Emergency Education Relief	Governor's Emergency Education Relief	Coronavirus Relief Fund	State General Fund	SB 117 Covid-19 LEA Response Funds
Distribution Formula	Based on Title I, Part A allocation	Based on Title I, Part A allocation	Based on pupil aged 3-22 counts from 2019-20 Fall 1 CALPADS data	TBD	Based on supplemental and concentration grant funding as of 2019-20 second principal apportionment	Based on LCFF Entitlement	Based on ADA for the 2019-20 First Reporting Period
State Allocation	\$1,482,575,514	\$6,709,633,866	\$355,227,000	\$341,442,086	\$4,439,844,000	\$539,936,000	\$100,000,000
SMMUSD + Private School allocation	\$935,547	\$3,733,573	\$613,655	TBD	\$4,103,874	\$795,192	\$175,346
Resource Code	3210	3212	3215	TBD	3220	7420	7388
Equitable Services	Yes	No	Yes	No	No	No	No
Deadline for expenditures	September 30, 2022	September 30, 2023	September 30, 2022	September 30, 2023	December 30, 2020	December 30, 2020	June 30, 2021



# 2020-21 GENERAL FUND (FUND 01) REVENUES PROJECTION



# 2020-21 GENERAL FUND (Fund 01) EXPENDITURES



# 2020-21 Second Interim Budget Report

## As of 1/31/2021

### Components of Ending Fund Balances

2020-21

#### Fund 01: Unrestricted General Fund

Unrestricted General Fund Balance	\$	22,216,871
Current Year Deficit Spending		(5,469,752)
Fund Balance that Requires Explanation		16,747,119

#### Reasons for Assigned and Unassigned Ending Fund Balances

##### \*Below State Recommended 17% Minimum Level for Unified Districts

	16,747,119
Less: 3% Reserve for Economic Uncertainties	(5,269,623)
Reserve for Revolving Cash & Prepaid	(190,366)
Reserve for 21-22 Deficit Spending	(1,135,532)
Reserve for 22-23 Deficit Spending	-
^Reserve for up to 2 months General Fund Expenditures	10,151,598
<b>Unappropriated Balance</b>	<b>-</b>

\*current reserve is at 12.49% (up 0.01% from 12.48% @ First Interim 10/31/2020)

\*2018-19 Statewide Average Reserve for Unified Districts is 17.26%

^A 2-month reserve would be approximately \$26.8M





# 2020-21 Second Interim Budget Report

2020-21 LOCAL CONTROL FUNDING FORMULA (LCFF) CALCULATION					1/31/2021
<b>BASE GRANT</b>					
	TK-3	4-6	7-8	9-12	<b>TOTAL</b>
	2,729.94	2,157.79	1,581.61	3,048.76	9,518.10
2020-21 BASE	7,702	7,818	8,050	9,329	
2020-21 0% COLA	7,702	7,818	8,050	9,329	
	21,025,998	16,869,602	12,731,961	28,441,882	<b>79,069,443</b>
<b>AUGMENTATION GRANTS:</b>					
CSR AUGMENTATION: BASE GRANT X 10.4%					<b>2,186,704</b>
CTE AUGMENTATION 9-12 BASE GRANT X 2.6%					<b>739,489</b>
<b>SUPPLEMENTAL AND CONCENTRATION GRANTS:</b>					
TOTAL ENROLLMENT (3-YEAR AVERAGE)					10,599
TOTAL UNDUPLICATED PUPIL COUNT (3-YEAR AVERAGE)					3,081
					29.07%
<b>SUPPLEMENT ADD-ON 20% OF BASE GRANT X % OF ELIGIBLE ENROLLMENT</b>					<b>4,767,026</b>
<b>TRANSPORTATION AND TIIG GRANT</b>					
2012-13 TRANSPORTATION					<b>820,273</b>
2012-13 TARGETED INSTRUCTIONAL IMPROVEMENT BLOCK GRANT					<b>429,757</b>
<b>TOTAL 2020-21 LCFF ENTITLEMENT</b>					<b>88,012,692</b>
<b>MINIMUM STATE AID / 2012-13 CATEGORICAL PROGRAMS</b>					<b>8,585,843</b>
<b>TOTAL FUNDING LESS: 2012-13 MINIMUM/CATEGORICAL</b>					<b>79,426,849</b>
<b>LOCAL REVENUE / PROPERTY TAXES</b>					<b>94,216,821</b>
<b>Amount of Property Tax Over LCFF Funding (Basic Aid when negative)</b>					<b>(14,789,972)</b>

## Note Outside of Calculation:

<b>EDUCATION PROTECTION ACCOUNT</b>	<b>2,000,000</b>
<b>TRANSFER TO CHARTER SCHOOL</b>	<b>-287,000</b>





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# OTHER FUNDS

FUNDS

11, 12, 13, 14, 21, 25, 40, 51, 71

**FUND 11: ADULT EDUCATION FUND**

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	851,124	851,124	-
8100-8299	Federal Revenue	49,935	49,935	-
8300-8590	Other State Revenue	728,789	728,789	-
8600-8799	Local Revenue	-	-	-
	<b>Total Revenues</b>	<b>778,724</b>	<b>778,724</b>	<b>-</b>
1000-1999	Certificated Salaries	297,711	297,711	-
2000-2999	Classified Salaries	188,195	184,606	(3,589)
3000-3999	Employee Benefits	180,742	179,442	(1,300)
4000-4999	Books and Supplies	47,327	52,216	4,889
5000-5999	Services and Other Operating Costs	21,815	21,815	-
7300-7399	Indirect Costs	42,934	42,934	-
	<b>Total Expenditures</b>	<b>778,724</b>	<b>778,724</b>	<b>-</b>
	Increase /(Decrease) Fund Balance	-	-	-
	<b>Projected Fund Balance</b>	<b>851,124</b>	<b>851,124</b>	

**Revenue:** No Change Since First Interim Budget

**Expenditure:**

\$ (3,589) Decrease in Classified Hourly, Overtime, and Substitute to Transfer to Supplies  
 \$ (1,300) Decrease in Statutory Benefits (-1K) & in Employee Health Benefits (-300)  
 \$ 4,889 Increase in Supplies to Support Distance Learning



## FUND 12: CHILD DEVELOPMENT FUND

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	813,848	813,848	-
8100-8299	Federal Revenue	-	-	-
8300-8590	State Revenue	2,370,884	2,267,526	(103,358)
8600-8799	Local Revenue	371,755	223,401	(148,354)
8900-8929	Interfund Transfer from Fund 01	1,948,000	1,948,000	-
	<b>Total Revenues</b>	<b>4,690,639</b>	<b>4,438,927</b>	<b>(251,712)</b>
1000-1999	Certificated Salaries	1,574,565	1,414,087	(160,478)
2000-2999	Classified Salaries	1,370,256	1,160,249	(210,007)
3000-3999	Employee Benefits	1,466,655	1,279,056	(187,599)
4000-4999	Books and Supplies	112,339	88,027	(24,312)
5000-5999	Services and Other Operating Costs	325,237	286,597	(38,640)
6000-6999	Capital Outlay	-	-	-
7300-7399	Indirect Costs	221,095	168,170	(52,925)
	<b>Total Expenditures</b>	<b>5,070,147</b>	<b>4,396,186</b>	<b>(673,961)</b>
	Increase /(Decrease) Fund Balance	<b>(379,508)</b>	<b>42,741</b>	<b>422,249</b>
	<b>Projected Fund Balance</b>	<b>434,340</b>	<b>856,589</b>	



## *2020-21 Second Interim Budget Report*

### **Revenues:**

- \$ (103,358) Projected Loss in State Preschool & Child Care Funding Program Due to Covid-19 Closure
- \$ (148,354) Projected Loss in Revenue in Full Fee Program Due to Covid-19 Closure

### **Expenditures:**

- \$ (160,478) Decrease in Certificated Hourly, Overtime, and Substitute Salaries Due to Covid-19 Closure
- \$ (210,007) Decrease in Classified Hourly, Overtime, and Substitute Salaries Due to Covid-19 Closure
- \$ (187,599) Decrease in Corresponding Statutory Benefits (-95K) & Increase in Employee Health Benefits (-92K)
- \$ (24,312) Decrease in Supplies Due to Covid-19 Closure
- \$ (38,640) Decrease in Services and Other Operating Costs Due to Covid-19 Closure

### FUND 13: CAFETERIA SPECIAL FUND

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	402,307	402,307	-
8100-8299	Federal Revenue	1,250,000	733,801	(516,199)
8300-8590	State Revenue	80,000	50,000	(30,000)
8600-8799	Local Revenue (Food Sales)	1,260,000	6,000	(1,254,000)
8900-8929	Interfund Transfer	900,000	1,800,000	900,000
	<b>Total Revenues</b>	<b>3,490,000</b>	<b>2,589,801</b>	<b>(900,199)</b>
2000-2999	Classified Salaries	1,598,958	1,597,143	(1,815)
3000-3999	Employee Benefits	701,669	713,229	11,560
4000-4999	Books and Supplies	1,179,204	258,801	(920,403)
5000-5999	Services and Other Operating Costs	(195,000)	108,000	303,000
6000-6999	Capital Outlay	-	-	-
7300-7399	Indirect Costs	164,242	130,919	(33,323)
	<b>Total Expenditures</b>	<b>3,449,073</b>	<b>2,808,092</b>	<b>(640,981)</b>
	Increase /(Decrease) Fund Balance	<b>40,927</b>	<b>(218,291)</b>	<b>(259,218)</b>
	<b>Projected Fund Balance</b>	<b>443,234</b>	<b>184,016</b>	

#### Revenue:

- \$ (516,199) Projected Loss in Federal Meal Reimbursement Revenue Due to Covid-19 Closure
- \$ (30,000) Projected Loss in State Meal Reimbursement Revenue Due to Covid-19 Closure
- \$ (1,254,000) Projected Loss in Food Sales Revenue Due to Covid-19 Closure
- \$ 900,000 Additional Food Service Interfund Transfer from General Fund

#### Expenditures:

- \$ (1,815) Decrease in Hourly, Overtime, and Substitute Salaries Due to Serving Less Students
- \$ 11,560 Increase in Corresponding Statutory Benefits (6K) & Employee Shifts in Health Benefits (5K)
- \$ (920,403) Decrease in Food Costs & Associated Food Supplies
- \$ 303,000 Reduced Revenue Off-set for Food Services for Interfund Transfers
- \$ (33,323) Decrease in Indirect Costs Due to Less Expenditures from Serving Less Students

## FUND 14: DEFERRED MAINTENANCE FUND

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	797,907	797,907	
8010-8099	LCFF transfer to Fund 14	-	-	-
8600-8799	Local Revenue	5,000	5,000	-
8919	Transfer form General Fund	1,000,000	1,000,000	-
	<b>Total Revenues</b>	<b>1,005,000</b>	<b>1,005,000</b>	<b>-</b>
4000-4999	Books and Supplies	16,000	-	(16,000)
5000-5999	Services and Other Operating Costs	570,000	764,368	194,368
6000-6999	Capital Outlay	-	-	-
	<b>Total Expenditures</b>	<b>586,000</b>	<b>764,368</b>	<b>178,368</b>
	Increase /(Decrease) Fund Balance	<b>419,000</b>	<b>240,632</b>	<b>(178,368)</b>
	<b>Projected Fund Balance</b>	<b>1,216,907</b>	<b>1,038,539</b>	

**Revenue:** No Change Since First Interim Budget

### Expenditure:

\$ (16,000) Transfer to Services & Other Operating Costs

\$ 194,368 High Schools Pool Servicing, Barnum Hall Repairs, Abatement at Lincoln





## 2020-21 Second Interim Budget Report

### \*FUND 21: BUILDING FUND / MEASURE BB, ES, SMS, & M - All Series

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	208,013,401	208,013,401	
8600-8799	Local Revenue	700,000	700,000	-
8800-8951	Bond Proceeds - ES Series E	-	-	-
8800-8951	Bond Proceeds - SMS Series A	-	-	-
8800-8951	Bond Proceeds - M Series A	-	-	-
8952-8979	Other Financing	-	-	-
	Total Revenues	700,000	700,000	-
2000-2999	Classified Salaries	839,449	839,449	-
3000-3999	Employee Benefits	431,392	431,392	-
4000-4999	Books and Supplies	498,800	503,500	4,700
5000-5999	Services and Other Operating Costs	47,895,250	51,041,950	3,146,700
6000-6999	Capital Outlay	132,443,984	147,833,084	15,389,100
	Total Expenditure	182,108,875	200,649,375	18,540,500
	Increase /(Decrease) Fund Balance	(181,408,875)	(199,949,375)	(18,540,500)
	<b>Projected Fund Balance</b>	<b>26,604,526</b>	<b>8,064,026</b>	

\*Budget by Sub-Fund, Measure & Series In Second Interim Board Item Attachment



## 2020-21 Second Interim Budget Report

### FUND 25: CAPITAL FACILITIES FUND

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	4,623,720	4,623,720	
8681	Developer Fees	1,770,000	1,770,000	-
8660	Local Revenue	50,000	50,000	-
	<b>Total Revenues</b>	<b>1,820,000</b>	<b>1,820,000</b>	<b>-</b>
4000-4999	Supplies	-		-
5000-5999	Services and Other Operating Costs	1,693,000	1,693,000	-
6000-6999	Capital Outlay	-	-	-
	<b>Total Expenditures</b>	<b>1,693,000</b>	<b>1,693,000</b>	<b>-</b>
	Increase /(Decrease) Fund Balance	127,000	127,000	-
	<b>Projected Fund Balance</b>	<b>4,750,720</b>	<b>4,750,720</b>	

**Revenue:** No Change Since First Interim Budget

**Expenditure:** No Change Since First Interim Budget





## *2020-21 Second Interim Budget Report*

### **FUND 40: SPECIAL RESERVE FUND FOR CAPITAL OUTLAY**

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	15,988,916	15,988,916	
8590-8599	State Revenue	-	-	-
8600-8625	Local Revenue	4,000,000	4,000,000	-
8626-8660	Local Revenue (Interest Earned)	150,000	150,000	-
8661-8699	Local Revenue	-	-	-
	<b>Total Revenues</b>	<b>4,150,000</b>	<b>4,150,000</b>	<b>-</b>
4000-4999	Supplies	21,500	21,500	-
5000-5999	Services and Other Operating Costs	2,010,000	2,010,000	-
6000-6999	Capital Outlay	240,000	240,000	-
7400-7499	COPS Payments	1,875,000	1,875,000	-
	<b>Total Expenditures</b>	<b>4,146,500</b>	<b>4,146,500</b>	<b>-</b>
	Increase /(Decrease) Fund Balance	<b>3,500</b>	<b>3,500</b>	<b>-</b>
	<b>Projected Fund Balance</b>	<b>15,992,416</b>	<b>15,992,416</b>	

**Revenue:** No Change Since First Interim Budget

**Expenditure:** No Change Since First Interim Budget



## *2020-21 Second Interim Budget Report*

### **FUND 51: BOND INTEREST & REDEMPTION FUND**

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	75,090,637	75,090,637	-
8611-8614	Local Revenue	42,964,911	42,964,911	-
8661-8799	Local Revenue Interest	199,141	199,141	-
	<b>Total Revenues</b>	<b>43,164,052</b>	<b>43,164,052</b>	<b>-</b>
7433	Debt Service - Bond Redemptions	37,733,576	37,733,576	-
7434	Debt Service - Bond Interest & Other Services	30,371,057	30,371,057	-
	<b>Total Expenditures</b>	<b>68,104,633</b>	<b>68,104,633</b>	<b>-</b>
	Increase /(Decrease) Fund Balance	(24,940,581)	(24,940,581)	-
	<b>Projected Fund Balance</b>	<b>50,150,056</b>	<b>50,150,056</b>	<b>-</b>

**Revenue:** No Change Since First Interim Budget

**Expenditure:** No Change Since First Interim Budget



## *2020-21 Second Interim Budget Report*

### **FUND 71: RETIREE BENEFIT FUND FOR OPEB**

Object	Description	First Interim Budget 10/31/2020	Second Interim Budget 1/31/2021	Changes
	Beginning Fund Balance	8,298,347	8,298,347	
8600-8660	Local Revenue Interest	25,000	25,000	
8661-8799	Local Revenue	1,355,000	1,355,000	
	<b>Total Revenues</b>	<b>1,380,000</b>	<b>1,380,000</b>	<b>-</b>
5000-5999	Services and Other Operating Costs	1,378,000	1,378,000	-
	Total Expenditures	1,378,000	1,378,000	-
	Increase /(Decrease) Fund Balance	2,000	2,000	-
	<b>Projected Fund Balance</b>	<b>8,300,347</b>	<b>8,300,347</b>	

**Revenue:** No Change Since First Interim Budget

**Expenditure:** No Change Since First Interim Budget





# Multi-Year Projection Reflects:

- The District's financial position over the current and next two fiscal years.
- State revenue Cost of Living (COLA) increases over the next three years
  - 0% (2020-21)
  - 0% (2021-22)
  - 0% (2022-23)
- LCFF Gap Fully Funded (100%)
- Student enrollment declining each year and at 9,263 as of 2/23/2021 for 2020-21



# Multi-Year Projection Reflects:

- Local revenue from Parcel Taxes, Prop Y & GSH, City of Malibu & Santa Monica Joint Uses, Santa Monica Education Foundation, Malibu Fundraising, Leases & Rentals, Other Local Income:
  - \$40.5 million in 2020-21
  - \$42.9 million in 2021-22
  - \$44.6 million in 2022-23
- Employee health & welfare increases of 5% and Step & Column increases of 1.50% each year
- Reserve for Economic Uncertainties at 3%



# Multi-Year Projection Reflects:

- Reserves for future deficit spending offset by Budget Reductions in the form of Fiscal Stabilization Plan
- Reserve for Up To 2 Months of General Fund Expenditures
- Projected Property Tax Increases of 5%
- Does not include potential salary schedule changes as a result of negotiations with SMMCTA, SEIU, or SMMASA

**MULTI-YEAR PROJECTIONS / UNRESTRICTED GENERAL FUND**

	A	B	C	D	E	F	G
		2020-21	2020-21	2020-21		2021-22	2022-23
Description		ADOPTED BUDGET	FIRST INTERIM BUDGET	SECOND INTERIM BUDGET	CHANGE	PROJECTED BUDGET	PROJECTED BUDGET
<b>Revenue:</b>							
1 Property Tax		94,216,821	94,216,821	94,216,821	-	98,177,662	102,336,545
2 Education Protection Account (EPA)		1,818,182	2,000,000	2,000,000	-	2,000,000	2,000,000
3 LCFF Transfer to Fund 14		-	-	-	-	-	-
4 LCFF In Lieu Property Tax Transfer to Charter School		(38,000)	(287,000)	(287,000)	-	(287,000)	(287,000)
5 Prior Year LCFF Adjustment		-	-	-	-	-	-
6 Minimum State Aid		7,805,312	8,585,843	8,585,843	-	8,585,843	8,585,843
7 <b>Subtotal LCFF Funding</b>		<b>103,802,315</b>	<b>104,515,664</b>	<b>104,515,664</b>	<b>-</b>	<b>108,476,505</b>	<b>112,635,388</b>





**MULTI-YEAR PROJECTIONS / UNRESTRICTED GENERAL FUND**

	A	B	C	D	E	F	G
		2020-21	2020-21	2020-21		2021-22	2022-23
Description		ADOPTED BUDGET	FIRST INTERIM BUDGET	SECOND INTERIM BUDGET	CHANGE	PROJECTED BUDGET	PROJECTED BUDGET
8 Other Federal (MAA - Medi-Cal Administrative Activities)		100,000	300,000	300,000	-	200,000	200,000
9 Lottery - Unrestricted		1,454,545	1,452,482	1,452,482	-	1,452,482	1,452,482
10 Mandated Reimbursement Block Grant		372,727	410,000	411,655	1,655	410,000	410,000
11 One-time Discretionary Funds		-	-	-	-	-	-
12 Other State Revenue		5,000	5,000	-	(5,000)	5,000	5,000
13 Measure 'R' - Parcel Tax		12,698,211	12,568,316	12,568,316	-	12,819,682	13,076,076
14 Measure 'Y' & 'GSH' - City of Santa Monica		12,537,500	12,537,500	12,537,500	-	14,292,750	15,436,170
15 Joint Use Agreement - City of Santa Monica		9,799,171	9,799,171	9,799,171	-	9,995,154	10,195,057
16 Joint Use Agreement - City of Malibu		340,000	246,827	246,827	-	246,827	246,827
17 Santa Monica-Malibu Ed Foundation Donation		-	-	-	-	-	-
18 Santa Monica Ed Foundation Donation		2,000,000	2,068,155	2,068,155	-	1,871,644	2,000,000
19 Malibu Fundraising Entity Donation		165,000	337,543	337,543	-	337,543	337,543
20 Lease & Rental		2,450,000	2,450,000	2,450,000	-	2,450,000	2,450,000
21 Interest Earned		200,000	200,000	150,000	(50,000)	200,000	200,000
22 Revenue Associated with TRANS Issuance		300,000	-	-	-	-	-
23 <b>ORIGINAL ISSUE PREMIUM</b>		<b>150,000</b>	-	-	-	-	-
24 <b>PROJECTED INTEREST EARNED</b>		<b>150,000</b>	-	-	-	-	-
25 All Other Local Income		945,000	1,145,000	385,824	(759,176)	700,000	700,000
26 Local General Fund Contribution		(31,783,596)	(30,242,378)	(30,308,210)	(65,832)	(31,744,225)	(32,379,109)
27 <b>TOTAL REVENUE</b>		<b>115,385,873</b>	<b>117,793,280</b>	<b>116,914,927</b>	<b>(878,353)</b>	<b>121,713,363</b>	<b>126,965,434</b>





**MULTI-YEAR PROJECTIONS / UNRESTRICTED GENERAL FUND**

	A	B	C	D	E	F	G
		2020-21	2020-21	2020-21		2021-22	2022-23
		ADOPTED BUDGET	FIRST INTERIM BUDGET	SECOND INTERIM BUDGET	CHANGE	PROJECTED BUDGET	PROJECTED BUDGET
28	Description						
29	Expenditure:						
30	Certificated Salary	52,856,734	52,848,028	53,173,046	325,018	53,970,642	54,780,201
31	Classified	19,879,252	19,470,936	19,231,084	(239,852)	19,763,000	20,059,445
32	Benefits	31,326,649	31,294,799	30,944,304	(350,495)	32,374,101	35,112,137
33	STRS	8,363,812	8,279,952	8,353,978	74,026	8,592,126	9,860,436
34	PERS	4,270,291	3,875,558	3,815,161	(60,397)	4,545,490	5,275,634
35	SOCIAL SECURITY & MEDICARE	2,276,234	2,253,491	2,239,891	(13,600)	2,294,444	2,328,860
36	HEALTH AND WELFARE	12,211,627	12,698,884	12,343,099	(355,785)	12,822,208	13,463,319
37	SUI	36,328	36,163	36,207	44	36,867	37,420
38	WORKERS COMP	3,055,322	3,049,443	3,055,033	5,590	3,096,813	3,143,265
39	OPEB	1,057,804	1,053,352	1,054,659	1,307	921,671	935,496
40	CASH IN -LIEU	55,231	47,956	46,276	(1,680)	64,483	67,707
41	Supplies/Books/Textbooks	1,719,709	1,672,404	1,404,805	(267,599)	2,000,000	3,000,000
42	Other Operational Costs	14,876,832	14,868,582	13,734,680	(1,133,902)	15,534,956	14,556,979
43	504 PLAN ACCOMODATION (STUDENT SERVICES)	30,754	30,754	30,754	-	30,754	30,754
44	TRAVEL & CONFERENCE	150,944	141,219	132,769	(8,450)	160,000	160,000
45	DUES & MEMBERSHIPS	53,795	56,995	57,495	500	55,400	55,400
46	INSURANCE	1,371,875	1,230,865	1,230,865	-	1,440,469	1,512,492
47	UTILITIES	3,178,500	3,214,539	2,793,539	(421,000)	3,200,000	3,200,000
48	RENTALS, LEASES, REPAIRS	2,853,843	2,607,297	2,650,879	43,582	2,850,150	2,850,150
49	INTRA-FUND TRANSFERS FOR SERVICES	(39,009)	(59,609)	(59,609)	-	(32,000)	(32,000)
50	INTER-FUND TRANSFERS FOR SERVICES	(124,084)	248,405	(24,757)	(273,162)	(125,000)	(125,000)
51	CONSULTANTS & OTHER OPERATING	7,126,404	7,124,307	6,631,810	(492,497)	7,664,968	6,614,968
52	Other Operational Costs	2,185,236	2,188,648	1,741,961	(446,687)	2,100,000	2,100,000
53	Consultants	2,176,200	2,270,691	2,669,881	399,190	2,200,000	2,200,000
54	Legal	1,000,000	900,000	1,205,000	305,000	1,600,000	1,300,000
55	Pupil Fees Lawsuit	750,000	750,000	-	(750,000)	750,000	-
56	Cost of Early Retirement Incentive (SERP)	1,014,968	1,014,968	1,014,968	-	1,014,968	1,014,968
57	COMMUNICATIONS (LAND & MOBILE)	273,810	273,810	290,935	17,125	290,215	290,215
58	Capital Outlay	225,000	153,822	153,822	-	285,000	285,000
59	Costs Associated with TRANS Issuance	150,000	-	-	-	-	-
60	UNDERWRITER'S DISCOUNT	7,815	-	-	-	-	-
61	COST OF ISSUANCE	10,185	-	-	-	-	-
62	INTEREST DUE	132,000	-	-	-	-	-
63	Transfer to County Specialized Schools	75,000	75,000	75,000	-	75,000	75,000
64	Indirect	(1,388,501)	(1,170,043)	(1,080,062)	89,981	(1,200,000)	(1,200,000)
65	Fiscal Stabilization Plan (Budget Reductions)	-	-	-	-	(3,953,803)	(3,538,060)
66	Malibu Fundraising Entity General Fund Off-Set	(250,000)	-	-	-	-	-
67	GSH Technology Plan/Replacement	-	-	-	-	-	-
68	Interfund Transfer Out to Fund 12 Child Development	1,000,000	1,748,000	1,748,000	-	1,000,000	1,000,000
69	LCAP Transfer Out to Fund 12 Child Development	200,000	200,000	200,000	-	200,000	200,000
70	Interfund Transfer Out to Fund 13 Food Services	900,000	900,000	1,800,000	900,000	1,800,000	900,000
71	Interfund Transfer Out to Fund 14 Deferred Maint.	1,000,000	1,000,000	1,000,000	-	1,000,000	1,000,000
72	TOTAL EXPENDITURE	122,570,675	123,061,528	122,384,679	(2,653,743)	122,848,896	126,230,703

**MULTI-YEAR PROJECTIONS / UNRESTRICTED GENERAL FUND**

	A	B	C	D	E	F	G
		2020-21	2020-21	2020-21		2021-22	2022-23
Description		ADOPTED BUDGET	FIRST INTERIM BUDGET	SECOND INTERIM BUDGET	CHANGE	PROJECTED BUDGET	PROJECTED BUDGET
72 Increase (Decrease) Fund Balance		(7,184,802)	(5,268,248)	(5,469,752)	(201,504)	(1,135,532)	734,731
73 Beginning Fund Balance		14,678,938	22,216,871	22,216,871	(0)	16,747,119	15,611,587
74 Ending Fund Balance (net of lines 72-73)		7,494,136	16,948,623	16,747,119	(201,504)	15,611,587	16,346,318
75 Reserve - Revolving Cash, Prep-pays		251,984	190,362	190,366	4	190,362	190,362
76 Reserve - Deficit Spending in 21-22		-	-	1,135,532	1,135,532	-	-
77 Reserve - Deficit Spending in 22-23		-	-	-	-	-	-
78 3% Contingency Reserve		5,188,034	5,293,078	5,269,623	(23,455)	5,095,808	5,189,544
79 Reserve Up to 2-months of Expenses		2,054,118	11,465,183	10,151,598	(1,313,586)	10,325,416	10,966,411
80 Unappropriated Balance		0	0	0	0	0	0



# 2018-19

## Statewide Average Reserves

2018-19 Average Unrestricted General Fund, Plus Fund 17; Net Ending Balances as a Percentage of Total General Fund Expenditures, Transfers, and Other Uses		Change From Prior ~Year
Elementary School Districts	20.47%	0.28%
High School Districts	15.64%	0.01%
Unified School Districts	17.26%	0.28%
†SMMUSD Reserve (as of 2018-19 Actuals)	13.59%	†(7.85%)
^SMMUSD Reserve (as of 2020-21 Second Interim)	12.49%	*3.91%

† Paid back 2017-18 ERAF in 2018-19

^ Lower Expenditures in 2020-21 due to Covid-19 & Additional CARES Funds

\* Compared to 2019-20 Second Interim

Source: Statewide Certified Data (School Services of California)

~Compared to reserve levels of 2017-18





# Positive Certification of 2<sup>nd</sup> Interim Report

- The District is submitting the 2<sup>nd</sup> Interim Report with a **Positive Certification**.
- The District will be able to meet its obligations in the current and next two fiscal years.



# Next Steps

- Receive Board Direction on District Budget Recommendations
- Board Approval of 2020-21 Second Interim
- Audit Firm to present March 17, 2021
  - ✓ Final Audit Report for 2019-20

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**V. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (03/02/21)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	100
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	37.5
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	100
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	Vac	15
20-163	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	Vac	100
21-003	BUYER	PURCHASING/WAREHOUSE	Vac	100
21-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	100
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
21-025	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
21-026	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	100
21-027	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	15.63
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	100



21-035	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	31.25
21-036	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	18.75
21-037	CUSTODIAN	M & O (Maintenance & Operations)	Vac	37.5
21-051	INSTRUCTIONAL ASSISTANT- CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
21-054	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	62.5
21-055	BUS DRIVER	TRANSPORTATION	Vac	37.5
21-057	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	Vac	100
21-059	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	87.5

**Filled Requisitions (03/02/21)**

	Req Title	Department	Date of Accepted Job Offer
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	1/30/2021
21-009	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	2/17/2021
21-011	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	2/17/2021
21-044	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	2/17/2021
21-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	2/26/2021
21-052	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	2/26/2021
21-053	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	2/17/2021
21-060	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	2/26/2021
21-061	SENIOR NETWORK ENGINEER	EDUCATIONAL SERVICES	2/24/2021

**Classified Personnel – Merit  
2/18/21**

**NEW HIRES**

Castillo, Mirella Grant ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: B	<b><u>EFFECTIVE DATE</u></b> 1/4/21
Mansfield, Michelle Edison ES	Instructional Assistant-Bilingual 3.5 Hrs/SY/Range: 22 Step: B	1/25/21

**RE-EMPLOYMENT**

Godinez, Lorena Child Development Services	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	<b><u>EFFECTIVE DATE</u></b> 1/27/21
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**TEMP/ADDITIONAL ASSIGNMENTS**

Burdick, Bart Facility Use	Gardener [overtime; support Facility Use events]	<b><u>EFFECTIVE DATE</u></b> 11/25/20-6/30/21
De La Rosa, Johanna Lincoln MS	Bilingual Community Liaison [overtime; St. John's parent workshop translation]	12/2/20-12/16/20
Guerrero, Cianna Muir ES	Campus Monitor [additional hours; student support]	11/17/20-12/17/20
Uliantzeff, Elena Special Education	Bilingual Community Liaison [overtime; IEP interpretation]	11/20/20
Vila, Florinda Educational Services	Bilingual Community Liaison [overtime; monthly DELAC minutes translation]	5/1/20-6/30/20 8/24/20-6/30/21

**SUBSTITUTES**

Sullivan, Brianna Grant ES	Instructional Assistant-Classroom	<b><u>EFFECTIVE DATE</u></b> 1/4/21-6/11/21
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**PROFESSIONAL GROWTH**

Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3	<b><u>EFFECTIVE DATE</u></b> 2/1/21
Overton, Marc Education Technology Services	Technology Support Assistant	2/1/21

**LEAVE OF ABSENCE (PAID)**

Alvarado Orantes, Nancy FNS-Adams MS	Cafeteria Worker I Medical/FMLA/CFRA	<b><u>EFFECTIVE DATE</u></b> 1/11/21-2/5/21
Avalos, Mario Maintenance	Plumber FFCRA	12/18/20-12/28/20
Avina, Fernando Grounds	Lead Grounds Person COVID-19 Pandemic-Related	1/15/21-1/22/21
Burdick, Barton Grounds	Equipment Operator/Sports Facilities Medical/FMLA/CFRA	2/1/21-3/1/21

Cortez, Marlene Food and Nutrition Services	Accounting Technician Medical/FMLA/CFRA	1/11/21-1/29/21
Davis, Luke Malibu HS	Campus Security Officer COVID-19 Pandemic-Related	1/15/21-1/25/21
Esquivias, Rene Maintenance	Electrician FFCRA	12/18/20-12/31/20
Gonzalez, Gary Maintenance	Plumber FFCRA	12/21/20-12/31/20
Hernandez, Hector Maintenance	Carpenter COVID-19 Pandemic-Related	1/25/21-2/1/21
Hernandez, Steven Malibu HS	Campus Security Officer COVID-19 Pandemic-Related	1/12/21-1/22/21
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I COVID-19 Pandemic-Related	1/17/21-1/27/21
Jala, Ariel Operations-Malibu HS	Custodian COVID-19 Pandemic-Related	1/12/21-1/22/21
Martinez, Daniel Maintenance	Painter COVID-19 Pandemic-Related	1/25/21-1/29/21
Medina, Elvia FNS-Santa Monica HS	Cafeteria Worker I COVID-19 Pandemic-Related	1/25/21-2/5/21
Morales, Arturo Malibu HS	Campus Security Officer COVID-19 Pandemic-Related	1/12/21-1/22/21
Muller Field, Larissa Roosevelt ES	Instructional Assistant-Classroom COVID-19 Pandemic-Related	1/1/21-1/15/21
Perez-Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 COVID-19 Pandemic-Related	1/13/21-1/27/21
Rodriguez, Maria Operations-Grant ES	Custodian Medical	12/29/20-2/4/21
Torres, Jose Grounds	Utility Worker FFCRA	12/19/20-12/31/20
Torres, Jose Grounds	Utility Worker COVID-19 Pandemic-Related	1/5/21-1/15/21
Willie, Kyrie Grant ES	Instructional Assistant-Classroom FMLA	11/21/20-1/31/21
<b><u>LEAVE OF ABSENCE (UNPAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Howard, Kimberly Rogers ES	Instructional Assistant-Classroom Personal	2/2/21-6/11/21
Muhammed Jinadu, Fatimoh Santa Monica HS	Campus Security Officer Personal	1/29/21-6/14/21

Spitzer, Sarah  
Special Ed-Grant ES

Paraeducator-3  
Child Care

1/22/21-2/20/21

**WORKING OUT OF CLASS**

Kamkar, Vida  
Human Resources

Credential Analyst  
Higher Level Duties  
From: Human Resources Specialist

**EFFECTIVE DATE**

1/1/21-4/30/21

**ABOLISHMENT OF POSITION**

Paraeducator-1  
6 Hrs/SY/Special Ed-Franklin ES

**EFFECTIVE DATE**

1/4/21

Paraeducator-1  
6 Hrs/SY/Special Ed-Lincoln MS

11/16/20

**Classified Personnel – Merit  
3/4/21**

**NEW HIRES**

Sotoj, Elizabeth  
Muir ES

Instructional Assistant-Classroom  
3.5 Hrs/SY/Range: 20 Step: B

**EFFECTIVE DATE**

1/4/21

**RE-EMPLOYMENT**

Arriaga, Jennifer  
Child Development Services

Children's Center Assistant-2  
3.5 Hrs/SY/Range: 20 Step: F

**EFFECTIVE DATE**

1/27/21

**TEMP/ADDITIONAL ASSIGNMENTS**

Burrell, Catherine  
Santa Monica HS

Swimming Instructor/Lifeguard  
[overtime; swimming pool supervision]

**EFFECTIVE DATE**

1/4/21-6/11/21

**PROFESSIONAL GROWTH**

Miller, Melvyn  
Special Ed-Adams MS

Campus Security Officer

**EFFECTIVE DATE**

3/1/21

Qureshi, Katherine  
Human Resources

Senior Office Specialist

3/1/21

Rodriguez, Ashleigh  
Special Ed-Malibu HS

Paraeducator-3

3/1/21

**LEAVE OF ABSENCE (PAID)**

Berumen, Theodore  
Purchasing

Senior Buyer  
Medical/FMLA/CFRA

**EFFECTIVE DATE**

1/25/21-2/19/21

Rodriguez, Maria  
Operations-Grant ES

Custodian  
Medical

2/5/21-3/5/21

**LEAVE OF ABSENCE (UNPAID)**

Brown, Roosevelt  
Maintenance

Director of Maintenance and Operations  
Personal

**EFFECTIVE DATE**

2/12/21-2/28/21

**ELECTION TO THE BOARD OF EDUCATION**

Coleman, Keith  
Board of Education

Board Member

**EFFECTIVE DATE**

1/14/21-12/12/22

**RESIGNATION**

Goetz, Constance  
Franklin ES

Campus Monitor

**EFFECTIVE DATE**

1/31/21

Hunter III, John  
Rogers ES

Physical Activities Specialist

1/8/21

Shanley, Scott  
Muir ES

Campus Monitor

2/8/21

White, Paula  
Rogers ES

Campus Monitor

2/8/21

**Classified Personnel – Non-Merit  
2/18/21**

**COACHING ASSISTANT**

Anderson, Liam	Malibu MS/HS	12/1/20-6/11/21
Bogie, Catherine	Malibu MS/HS	11/1/20-6/30/21
Davis, Luke	Malibu MS/HS	11/1/20-6/30/21
Dowler, Nathan	Malibu MS/HS	11/1/20-6/30/21
Goldberg, Hayden	Malibu MS/HS	11/1/20-6/30/21
Hernandez, Steven	Malibu MS/HS	11/1/20-6/30/21
Saenz, Derek	Malibu MS/HS	11/1/20-6/30/21

**TECHNICAL SPECIALIST – LEVEL II**

Ciang, Fuchou	Adams MS [Music Clinician] - Funding: Formula & Old Tier III	8/24/20-6/10/21
Parise, Christopher	Adams MS [Music Clinician] - Funding: Formula & Old Tier III	8/24/20-11/12/20
Rettig, Elizabeth	Adams MS [Music Clinician] - Funding: Formula & Old Tier III	8/24/20-6/10/21

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2020 – 2021**

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





## School Board Meetings: 2020-2021

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

### Meeting Format Structures:

#### Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

#### Meeting "B"

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

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

**Hybrid of "A" and "B"**

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items
9. Major Items
10. Continuation of General Public Comments (if needed)

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## **VII. Personnel Commission Business:**

### **B. 01 Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget - Fiscal Year 2021-2022	First Reading	April 14, 2021
Adoption of Budget - Fiscal Year 2021-2022	Second Reading	May 12, 2021
Tucker Eligibility	Commissioner Training/ Briefing	May 12, 2021
Classified Employees Appreciation Reception		May 2021

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**VIII. Next Regular Personnel Commission Meeting:**

Wednesday, April 14, 2021, at 4:30 pm, *via Zoom*

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**IX. Public Comments for Closed Session Items Only:**

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## **X. Closed Session:**

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**XI. Adjournment:**