



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

March 13, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 13, 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 March 13, 2024

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

- G.06 Approval of Minutes for Regular Meeting on February 14, 2024

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

March 13, 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, March 13, 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 March 13, 2024
- G.06 Approval of Minutes for Regular Meeting on February 14, 2024

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

- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
 - General Comments and Updates

- G.08 Personnel Commissioner Comments/Reports:
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- G.09 Communications:
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
 - SEIU Report
 - Board of Education Report

- G.10 Public Comments:
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting’s agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Campus Security Officer	1
Instructional Assistant – Classroom	3
Paraeducator 1	3
Paraeducator 2	1
Paraeducator 3	3
Stock and Delivery Clerk	4

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

- C.03 Advanced Step Placement:
Vicki Chapman in the classification of Instructional Assistant - Classroom at Range A-20, 2 Advanced Steps Placement
- C.04 Advanced Step Placement:
Herbert Furbush III in the classification of Custodian at Range A-26, Step B
- C.05 Advanced Step Placement:
LaShonna Hardiman in the classification of Senior Office Specialist at Range A-27, Step C
- C.06 Advanced Step Placement:
Vartan Nakashyan in the classification of Human Resources Technician at Range A-33, Step D
- C.07 Advanced Step Placement:
Julia Ramey in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement
- C.08 Advanced Step Placement:
E'licia Wallace in the classification of Paraeducator 3 at Range A-28, Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Manager, Facility Services Funding

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)
 - February 15, 2024
 - March 7, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 15, 2024
 - March 7, 2024
- 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
Adoption of Budget - Fiscal Year 2024-2025	First Reading	April 17, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 17, 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)

February 14, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, February 14, 2024, at 4:34 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 4:34 p.m.

G.02 Roll Call: Commissioners Robinson, Tarazi 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: February 14, 2024

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

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

G.06 Motion to Approve Regular Meeting Minutes: January 17, 2024

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on January 17, 2024.
 - Oral exams were administered for Sports Facility Attendant, Instructional Assistant-Classroom, the Paraeducator series, and Spanish Bilingual Proficiency.
 - Written exams were held for Skilled Maintenance Worker, Low Voltage Technician, and Stock and Delivery Clerk.
 - Performance exam was held for Cafeteria Worker I.
 - Final selection interviews were held for Custodian, Sports Facility Attendant, Campus Monitor, Administrative Assistant, Translator/Interpreter, and Human Resources Technician.
 - The newly opened recruitments are for Technical Theater Technician, Accountant, Library Assistant, and Payroll Specialist.
 - 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, Sports Facility Attendant, and Speech Language Pathology Assistant.

- **Physical Activities Specialist recruitment remains open only for substitute opportunities.**
- **Both job offers for Human Resources Technician positions in the Personnel Commission were accepted. The new employees will be introduced to the Personnel Commission at the next regular meeting on March 13, 2024. One of them is a current District employee, Ms. Crystal Griffis, Administrative Assistant at Santa Monica High School, starting in her new role on February 20, 2024. The other candidate is currently going through the on-boarding process.**
- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have not processed any claims since the last regular Personnel Commission meeting in January.**
- **There were 27 classified employment verifications completed in January. The surge in requests was primarily driven by inter-district permits.**
- **Director Kahn informed the Personnel Commission about the Board of Education approving a resolution for a Supplemental Early Retirement Plan in two stages- the first one is retirement by June 30, 2024 and the second by June 30, 2025. The implementation of this program will impact recruitments to fill new vacancies.**
- **Commissioner Tarazi inquired about potential lay-offs for Physical Activities Specialist positions.
Director Kahn informed the Personnel Commission about the action item for reduction for this classification at the next regular Board of Education on February 15, 2024. It is a direct result of the state's findings regarding required certifications.**
- **Commissioner Tarazi also inquired about the NCLB/ESSA qualifications for Paraprofessionals.
Director Kahn reported that the Paraeducators who do not meet the qualifications will take an equivalency exam in order to remain in their current positions.**
- **Commissioner Robinson asked about the rationale for the Supplemental Early Retirement Plan.
Dr. Kelly stated that there has been an interest in providing incentive for employees to retire as staffing needs to be aligned with student enrollment without substantial lay-offs.**

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
 - **Director Kahn read Mr. Mock's report:**
 - **The full contract negotiations between SEIU, Local 99, and the District continue with three (3) planned discussions on wages that will take place in near future.**
 - **The Local has sent out their staff to all of the District school sites to assess the membership and has called a special meeting with the District bargaining team and steward council.**
 - **At the February 15, 2024 Board of Education meeting, the Board will vote on proposed lay-offs of Physical Activities Specialist positions due to federal mandate requiring all physical education teachers to be certificated. The Union will actively participate in conversations with the District regarding a need and role for the Physical Activities Specialist staff in compliance with the federal mandate.**
 - **Mr. Mock expressed his gratitude to Director Kahn for his valuable expertise in classifications' alignment based on salary schedules during the negotiation process.**
 - **The District announced the Supplemental Early Retirement Plan for staff 55 and older with the opportunity to retire either at the end of this school year or next school year. There are 250 members who qualify for this program.**
 - **Joint committee on health and welfare benefits announced that Anthem had negotiated a deal with the UC Medical group.**

- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission in greater details about the Supplemental Early Retirement Plan. Four informative sessions were scheduled for potential retirees. These sessions will be followed with individual meetings from Keenan and Associates representatives to discuss each employee's specific retirement benefits. CalPERS and CalSTERS representatives will also conduct group meetings, followed with more comprehensive individual consultations.**
 - **Dr. Kelly updated the Personnel Commission with the upcoming negotiation discussions with SEIU, Local 99 in February and March 2024.**
 - **Dr. Kelly informed the Personnel Commission about the next Board of Education agenda. They will be receiving a mid-year report on Local Control and Accountability Plan (LCAP). The Santa Monica Education Foundation will present a status update on fundraising.**
On the agenda, there is an authorization for reductions of particular services that includes the Physical Activities Specialist positions.
 - **Dr. Kelly announced that the Board of Education will hold a special meeting on February 26, 2024 to discuss annual employee-related resolutions that the Board passes, specifically regarding to re-election or non-re-election of certificated staff. The impacted employees will be notified by March 15, 2024.**

- **Commissioner Tarazi inquired about the District and SEIU negotiations regarding wages.**
Dr. Kelly stated that the District and SEIU use a process called interest-based bargaining that tends to take longer but it has been a productive, respectful, and conflict free method. This negotiating term has started in August 2022 covering revisions of the lay-off article in order to be compliant with the new state law as well as re-writing of health and welfare benefits article to align the District practices with the contract. Three (3) sessions have been added to the negotiation calendar to discuss wages on February 23, February 29, and March 21, 2024.

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Bus Driver	1
Cafeteria Worker I	3
Campus Monitor	4
Instructional Assistant – Classroom	4
Low Voltage Technician	2
Sports Facility Attendant	4

List Extension

Administrative Assistant	4
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C.02 Advanced Step Placement:

Melissa Duarte in the classification of Student Outreach Specialist at Range A-46, Step C

- C.03 Advanced Step Placement:
 Askia Everage in the classification of Student Outreach Specialist at Range A-46, Step C
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-03. 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)
 - January 18, 2024
 - February 1, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - January 18, 2024
 - February 1, 2024
- 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, March 13, 2024 at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- 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: 5:02 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, March 13, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Caroline Brufsky

Hire Date: 2/5/2024

ASP Request Submitted: 3/3/2024

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Caroline Brufsky	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"> • Caroline Brufsky has a Bachelor's degree in Communication Studies. 	1 level of education above the required level = 1 Step Advance (Max Allowed)
Experience: Experience is a preferred qualification.	<ul style="list-style-type: none"> • Caroline Brufsky 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:

Caroline Brufsky'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 Caroline Brufsky 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, March 13, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Vicki Chapman

Hire Date: 2/6/2024

ASP Request Submitted: 2/7/2024

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Vicki Chapman</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"> • Vicki Chapman meets the minimum education requirements. 	<p>0 level of education above the required level = 0 Step Advance</p>
<p><u>Experience:</u> Experience is a preferred qualification.</p>	<ul style="list-style-type: none"> • Vicki Chapman has over ten years of experience working with school aged children. 	<p>5 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)</p>
<p><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps</p>		

DIRECTOR'S COMMENTS:

Vicki Chapman's professional experience exceeds the minimum requirements specified for this classification.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve 2 Advanced Step Placements for Vicki Chapman 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, March 13, 2024

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Herbert Furbush III

Hire Date: 02/16/2024

ASP Request Submitted: 03/13/2024

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Herbert Furbush III	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Herbert Furbush III meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Herbert Furbush III has over three (3) years of custodial experience. 	1 (2-year periods) of experience above the required level = 1 Step Advance
Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR’S COMMENTS:

Herbert Furbush III’s work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$18.54/hour, while Step B is \$19.47/hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Herbert Furbush III at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2023

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – LaShonna Hardiman

Hire Date: 1/17/2024

ASP Request Submitted: 2/12/2024

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: LaShonna Hardiman	Calculation of Advanced Step Recommendation
Education: A high school diploma or recognized equivalent.	<ul style="list-style-type: none"> LaShonna Hardiman meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: Two or more years of varied office support experience.	<ul style="list-style-type: none"> LaShonna Hardiman has over seven years' experience working in an office support environment. 	2 (2-year period) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advance Steps = STEP C		

DIRECTOR'S COMMENTS:

LaShonna Hardiman's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$18.99/hour, while Step C is \$20.94/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for LaShonna Hardiman at Range A-27, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2024

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Vartan Nakashyan

Hire Date: 03/04/2024

ASP Request Submitted: 03/04/2024

BACKGROUND INFORMATION:

Classification Title: Human Resources Technician	Employee: Vartan Nakashyan	Calculation of Advanced Step Recommendation
Education: High school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Vartan Nakashyan has a Bachelor of Arts in Political Science. 	2 level of education above the required level = 1 Step Advance (Max Allowed)
Experience: Two (2) years of experience performing clerical functions that include entering, maintaining, and reconciling records within an electronic database and two (2) years of experience interacting with the public to provide direction and support. Experience with the public may be, but need not be, acquired concurrently.	<ul style="list-style-type: none"> Vartan Nakashyan has over has over ten (10) of clerical experience including maintain records and interacting with the public. 	4 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR’S COMMENTS:

Vartan Nakashyan education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-33 at Step A is \$21.99/hour, while Step D is \$25.47/hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Vartan Nakashyan at Range A-33, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2024

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Julia Ramey

Hire Date: 1/10/2024

ASP Request Submitted: 3/4/2024

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Julia Ramey	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> • Julia Ramey has a Bachelor of Fine Arts. 	<p>1 level of education above the required level = 1 Step Advance (Max Allowed)</p>
<u>Experience:</u> Experience is a preferred qualification.	<ul style="list-style-type: none"> • Julia Ramey meets the minimum requirements. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step		

DIRECTOR'S COMMENTS:

Julia Ramey'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 Julia Ramey 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, March 13, 2024

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – E'licia Wallace

Hire Date: 02/01/2024

ASP Request Submitted: 02/14/2024

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: E'licia Wallace	Calculation of Advanced Step Recommendation
<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"> • E'licia Wallace has a Bachelor of Arts in Psychology. 	<p>1 level of education above the required level = 1 Step Advance (Max Allowed)</p>
<p><u>Experience:</u></p> <p>Experience is a preferred qualification.</p>	<ul style="list-style-type: none"> • E'licia Wallace has over has over four (4) of experience working with school-aged children and young people. 	<p>2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)</p>
<p><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></p>		

DIRECTOR'S COMMENTS:

E'licia Wallace education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step D is \$22.55/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for E'licia Wallace 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						
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, March 13, 2024

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Manager, Facility Services Funding

BACKGROUND INFORMATION:

A vacancy in this classification prompted a review of the class specification to prepare for an upcoming recruitment.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed existing class spec with the Chief Operations Officer (COO), Carey Upton
- Provided draft class spec for the COO to review and incorporate feedback

ANALYSIS & FINDINGS:

The recent pool of applicants were thought to be too narrow in their scope of experience. By adjusting the minimum qualifications to be more broadly related to general business management experience rather than analytical experience, the expectation is that the applicant pool will be both larger and contain candidates who have a more appropriate skill set for the classification. Additionally, the inclusion of previous supervisory experience was found to be necessary. A change in title from Manager, Facility Services Funding to Manager, Facilities Business would be done to reflect the more general management nature of the role. These changes would have no impact on the existing duties and no impact on compensation.

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve:

1. The proposed revisions to the Manager, Facility Services Funding classification specification as provided
2. The change in title from Manager, Facility Services Funding to Manager, Facilities Business

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION

BARGAINING UNIT: Non-Represented

CLASS CODE: 510932

MANAGER, FACILITY SERVICES FUNDING FACILITIES BUSINESS

BASIC FUNCTION

Under administrative direction, ~~manages budgets and ensures that financial systems and contracts~~ **oversees business operations** related to bonds and construction within the Facility Services Division **by managing budgets, ensuring compliance of financial systems and contracts** are in compliance, with relevant rules, laws, codes, and regulations, **and supervising staff.**

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree in accounting, finance, business administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

EXPERIENCE:

Three (3) years of experience **managing business operations, in business analysis for capital improvement projects, including preparing budgets, reconciling accounts, and monitoring for compliance, including one (1) year of supervisory experience.** **Supervisory experience may be, but need not be, acquired concurrently.**

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required
- Certifications, college coursework, and/or work experience in fields related to construction management or architecture is highly desirable
- **Experience working with capital improvement projects is highly desirable**
- **Experience working within a public agency is highly desirable**

REPRESENTATIVE DUTIES

- Plans, monitors, and tracks expenditures and budgets related to construction and facilities improvement projects
- Establishes fiscal and compliance goals, objectives, standards, and specifications for construction and facilities improvement projects
- Recommends, develops, implements, and evaluates policies, procedures, and practices related to bonds and financial activities compliance
- Coordinates and prepares financial statements, projections, analyses, studies,

MANAGER, FACILITY SERVICES FUNDING

Proposed Revision: 3/13/24

and other related reports for District use and county, state, and/or federal reporting requirements

- Drafts and reviews contracts to ensure compliance with legal and procedural requirements
- Reviews and evaluates various fiscal data, records, and reports for accuracy to ensure compliance with legal and procedural requirements
- Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
- Provides support and guidance to District staff by identifying and investigating errors, answering questions, and providing guidance on meeting requirements
- Serves as liaison between District and external fiscal reporting agencies by providing requested material and addressing questions related to adherence of laws, rules, regulations, and procedures
- Participates in conferences, hearings, Board meetings, workshops and committees including, but not limited to, Citizens Bond Oversight Committee and Facility District Advisory Committees
- Develops and revises guides, manuals, and related documents
- Selects, trains, evaluates, and supervises staff
- Performs related duties as assigned

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

SUPERVISION

Administrative direction is received from the Chief Operations Officer. Supervision is exercised over office, technical, and business service staff.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and practices of accounting, auditing, and financial forecasting within a public agency
- Federal, state and local laws pertaining to accounting practices, procedures, and reporting requirements within a public agency
- Principles of facilities design, construction, and engineering
- Principles and practices of facilities maintenance and operations
- Principles, practices, terminology, and trends of enterprise financial management systems
- Principles and terminology of employment laws, codes, and regulations
- Principles and practices of employee supervision and evaluation
- Codes, regulations, and laws pertaining to purchasing and contract management
- Principles and practices of recordkeeping and maintaining documentation
- Principles, practices, terminology, and trends of bond financing

CORE COMPETENCIES:

MANAGER, FACILITY SERVICES FUNDING
Proposed Revision: 3/13/24

- Allocating Resources - Prioritizing the use of fiscal and material resources to maximize organizational effectiveness
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Attention to Detail - Focusing on the details of work content, work steps, and final work products
- Business Process Analysis - Defining, assessing, and improving operational processes and workflow
- Customer Focus - Attending to the needs and expectation of customers
- Industry Monitoring - Grasping the external political, economic, competitive, and social factors affecting the industry
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Negotiating - Reaching mutually satisfying agreements and compromises
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management - Ensuring that projects are on-time, on-budget, and achieve their objectives
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

WORKING CONDITIONS

ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions. Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Will be temporarily exposed to irritants such as dust while at a construction site. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

PHYSICAL DEMANDS:

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to review work materials and operate a computer. Uses far visual acuity at 20 feet or more to observe construction and maintenance. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces.

CLASSIFICATION ESTABLISHED:

June 14, 2023

REVISED:

PROPOSED March 13, 2023



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION

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- Certifications, college coursework, and/or work experience in fields related to construction management or architecture is highly desirable
- Experience working with capital improvement projects is highly desirable
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- Plans, monitors, and tracks expenditures and budgets related to construction and facilities improvement projects
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MANAGER, FACILITY SERVICES FUNDING

Proposed Revision: 3/13/24

requirements

- Reviews and evaluates various fiscal data, records, and reports for accuracy to ensure compliance with legal and procedural requirements
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- Principles and practices of recordkeeping and maintaining documentation
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- Analyzing & Interpreting Data – Drawing meaning and conclusions from

MANAGER, FACILITY SERVICES FUNDING

Proposed Revision: 3/13/24

- quantitative or qualitative data
- Attention to Detail - Focusing on the details of work content, work steps, and final work products
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CLASSIFICATION ESTABLISHED:

June 14, 2023

REVISED:

PROPOSED March 13, 2023

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (3/7/2024)

Req Number	Req Title	Department	Position Type	FTE
24-090	ACCOUNTANT	FACILITY IMPROVEMENT PROJECTS	New	100
24-113	ACCOUNTANT	FISCAL SERVICES	Vac	100
24-111	ADMINISTRATIVE ASSISTANT	STUDENT SERVICES	Vac	100
24-097	ASSISTANT DIRECTOR, FISCAL SERVICES	FISCAL SERVICES	Vac	100
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
24-112	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
24-099	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-100	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-101	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-102	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-103	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
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
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
24-048	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
24-114	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	19
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
24-074	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Vac	75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-115	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5
24-081	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
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
24-075	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	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
23-115	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
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25
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
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
24-078	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
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-117	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-118	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-119	PAYROLL SPECIALIST	FISCAL SERVICES	Vac	100
24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
24-051	SKILLED MAINTENANCE WORKER	MAINTENANCE	New	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
24-120	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	Vac	100
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (3/7/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-109	CAFETERIA WORKER I	FS - LINCOLN MIDDLE SCHOOL	3/7/2024
24-056	LOW VOLTAGE TECHNICIAN	MAINTENANCE	2/20/2024
24-116	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	2/27/2024
24-039	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	2/26/2024
23-209	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	2/26/2024
24-070	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	2/26/2024
24-095	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	2/26/2024
24-107	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	2/26/2024
24-031	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	3/1/2024
24-121	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	2/13/2024

**Classified Personnel – Merit
2/15/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Duarte, Melissa Santa Monica HS	Student Outreach Specialist 8 Hrs/10 Mo/Range: 46 Step: A	1/16/24
Hardiman, La Shonna Lincoln MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: A	1/17/24
Moise, David Facility Use	Technician Theater Technician 8 Hrs/12 Mo/Range: 37 Step: F	2/1/24
Wallace, Elicia Special Ed-Grant ES	Paraeducator 3 6 Hrs/SY/Range: 28 Step: A	2/1/24

PROMOTION

		<u>EFFECTIVE DATE</u>
Everage, Askia Santa Monica HS	Student Outreach Specialist 8 Hrs/10 Mo/Range: 46 Step: A From: Paraeducator 3: 8 Hrs/SY	1/8/24
Limon Espana, Monica Educational Services	Lead Translator/Interpreter 8 Hrs/12 Mo/Range: 39 Step: E From: Translator/Interpreter: 8 Hrs/12 Mo	1/16/24

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Torres, Corina Roosevelt ES	Campus Monitor 0.8 Hrs/SY/Range: 13 Step: F	1/16/24

TEMP/ADDITIONAL ASSIGNMENTS

Alvarez, Maryke Special Ed-Lincoln MS	Paraeducator 3 [additional hours; student support at a choir concert]	12/8/23
Arriaga, Jennifer Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Bechtloff, Julie Fiscal Services	Accounting Technician [overtime; fiscal support]	7/1/23-6/30/24
Bechtloff, Julie Human Resources	Accounting Technician [overtime; health benefits committee]	8/1/23-6/30/24
Bonham, JoAnn Superintendent's Office	Campus Security Officer [overtime; middle school sports program]	10/25/23-6/7/24
Brown, Shawn Operations-Lincoln MS	Custodian [overtime; school events]	8/24/23-6/12/24
Brown, Shawn Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Gonzalez, Arthur Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Hernandez Cisneros, Alexander Operations-Lincoln MS	Custodian [overtime; school events]	8/24/23-6/12/24

Hernandez Cisneros, Alexander Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Ihim, Nnaemeka Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Jackson, Donte Operations-Santa Monica HS	Lead Custodian [overtime; school events]	8/1/23-6/30/24
Jelks, Curtis Superintendent's Office	Campus Security Officer [overtime; middle school sports program]	10/25/23-6/7/24
Jones, Dedrick Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Lazoff, Alyssa Lincoln MS	Library Assistant [additional hours; after school library support]	12/1/23-6/12/24
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator 1 [additional hours; band rehearsal/performance support]	12/13/23-12/15/23
McAlpin, Michael Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Miller, Maurice Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Miller, Melvyn Superintendent's Office	Campus Security Officer [overtime; middle school sports program]	10/25/23-6/7/24
Moise, David Facility Use	Technician Theater Technician [overtime; Facility Use events]	2/1/24-6/30/24
Omari, Saleem Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Preciado, Daniel Superintendent's Office	Campus Security Officer [overtime; middle school sports program]	10/25/23-6/7/24
Royal, Kenneth Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Solis, Christopher Facility Use	Technician Theater Coordinator [overtime; Facility Use events]	1/8/24-1/24/24
Villasenor, Cindy Superintendent's Office	Custodian [overtime; middle school sports program]	11/14/23-6/12/24
Wilson, Stanley Superintendent's Office	Campus Security Officer [overtime; middle school sports program]	10/25/23-6/7/24
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Harris, Lamar Operations	Custodian	1/22/24-6/30/24
Henderson, Rashad Operations	Custodian	1/24/24-6/30/24
Teal, Craig Operations	Custodian	1/24/24-6/30/24

PROFESSIONAL GROWTHHall, Caridad
Fiscal Services

Accountant

EFFECTIVE DATE

2/1/24

Tse, Pui Yin
Franklin ES

Elementary Library Coordinator

2/1/24

INVOLUNTARY TRANSFERFlores, Nancy
Grant ESHealth Office Specialist
6 Hrs/SY
From: 6 Hrs/SY/Edison LA**EFFECTIVE DATE**

1/30/24-6/30/24

LEAVE OF ABSENCE (PAID)Aldana, Monica
Franklin ESHealth Office Specialist
Medical/FMLA/CFRA**EFFECTIVE DATE**

1/6/24-1/21/24

Vielman Hernandez, Miriam
FNS-Adams MSCafeteria Worker I
Personal

4/8/24-4/30/24

Wingfield, Janet
Special Ed-Lincoln MSParaeducator 2
Medical/FMLA/CFRA

12/5/23-1/31/24

LEAVE OF ABSENCE (UNPAID)Girgis, Salwa
FNS-Adams MSCafeteria Worker I
Personal**EFFECTIVE DATE**

1/22/24-2/2/24

WORKING OUT OF CLASSJackson, Donte
OperationsPlant Supervisor
From: Lead Custodian**EFFECTIVE DATE**

11/13/23-11/17/23

Jala, Ariel
Operations-Malibu MS/HSLead Custodian
From: Custodian

12/12/23-1/21/24

Limon Espana, Monica
Educational ServicesLead Translator/Interpreter
From: Translator/Interpreter

12/11/23-1/15/24

West, Malcolm
OperationsPlant Supervisor
From: Lead Custodian

11/13/23-11/28/23

ABOLISHMENT OF POSITIONInstructional Assistant - Classroom
3 Hrs/SY/Malibu ES

11/16/23

Instructional Assistant - Classroom
3 Hrs/SY/Malibu ES

11/16/23

Instructional Assistant - Classroom
3 Hrs/SY/Malibu ES

11/16/23

RESIGNATIONMahir, Sarah
Grant ES

Campus Monitor

EFFECTIVE DATE

1/31/24

Solis, Christopher
Facility Use

Technical Theater Coordinator

1/24/24

**Classified Personnel – Merit
3/7/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Brufsky, Caroline Malibu ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 20 Step: C	2/5/24
Chapman, Vicki Malibu ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 20 Step: C	2/6/24
Wallace, Elicia Special Ed-Grant ES	Paraeducator 3 6 Hrs/SY/Range: 28 Step: A	2/1/24

PROMOTION

		<u>EFFECTIVE DATE</u>
Curry Blue, Kimberly Business Services	Senior Administrative Assistant - Confidential 8 Hrs/12 Mo/Range: 38 Step: D From: Administrative Assistant: 8 Hrs/12 Mo	1/29/24

TEMP/ADDITIONAL ASSIGNMENTS

Martinez, Rosa FNS-Lincoln MS	Cafeteria Worker I [additional hours; cafeteria support]	12/1/23-6/12/24
Ridley, Tisha Facility Use	Site Food Services Coordinator [additional hours; Facility Use events support]	12/1/23-6/30/24
Ridley, Tisha Facility Use	Site Food Services Coordinator [overtime; Facility Use events support]	12/1/23-6/30/24
Royal, Kenneth Operations-Lincoln MS	Custodian [overtime; school events]	9/20/23-6/12/24

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Baena, Charlotte Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Borghese, Metta Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Cipresso, Jillian Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Coroy, Lauren Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Galvan-O'Neill, Linette Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Gonzalez, Ramona Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Ruiz, Alyssa Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Sawyer, Amy Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Sullivan, Brianna Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24

Turk, Becky Grant ES	Instructional Assistant - Classroom	8/22/23-6/12/24
Vasquez, Melissa Human Resources	Senior Office Specialist	2/2/24-6/30/24

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator 3	3/1/24
Cerdon, Maria Fiscal Services	Accounting Technician	3/1/24
Chavez Vasquez, Jessica Special Ed-McKinley ES	Paraeducator 1	3/1/24
Jelks, Curtis Lincoln MS	Campus Security Officer	3/1/24
Price, Lohren Santa Monica HS	Library Assistant	3/1/24
Walker, Christine Special Ed-Malibu HS	Paraeducator 1	3/1/24

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Jenson, Maria FNS-Adams MS	Cafeteria Worker I 3 Hrs/SY From: 3 Hrs/SY/FNS-Roosevelt ES	2/2/24-6/30/24

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES
(39-MONTH MEDICAL REEMPLOYMENT LIST)**

		<u>EFFECTIVE DATE</u>
RY0350829 Special Education	Paraeducator 1	2/21/24

CHANGE IN CLASSIFICATION SALARY RANGE

		<u>EFFECTIVE DATE</u>
Assistant Director – Fiscal Services	From: Range M-62 To: Range M-65	3/8/24

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Fuentes, Mario Maintenance	Locksmith From: Skilled Maintenance Worker	1/25/24-6/5/24
Ochoa, Alberto Grounds	Equipment Operator/Tree Trimmer From: Gardener	1/29/24-6/5/24
West, Malcolm Operations	Skilled Maintenance Worker From: Lead Custodian	1/29/24-6/7/24

DISQUALIFICATION FROM PROBATION

		<u>EFFECTIVE DATE</u>
AT5621718 Special Education	Paraeducator 3	2/20/24
ZV2539658 Facility Improvement Projects		2/20/24

RESIGNATION

Brown, Robert
Operations

Custodian

EFFECTIVE DATE

2/29/24

Novakoff Smith, Julie
Franklin ES

Instructional Assistant - Classroom

2/16/24

**Classified Personnel – Non-Merit
2/15/24**

TECHNICAL SPECIALIST – LEVEL II

Xu, Fang Fang

Educational Services
[Dream Winds Music Instructor]
- Funding: SMEF – Dream Winds

1/21/24-6/28/24

**Classified Personnel – Non-Merit
3/7/24**

COACHING ASSISTANT

Aparicio, Angel
Firek, Jan

Middle School Athletic Program
Middle School Athletic Program

1/8/24-6/12/24
2/12/24-6/12/24

TECHNICAL SPECIALIST – LEVEL I

Ayala, Wendy

Student Services
[MSW Intern]
- Funding: LCAP-LCFF Supplemental Grant

8/24/23-6/19/24

**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 17 , 2024	4:30 p.m.	Board Room – District Office	Budget – First Reading Moved to 4/17/2024 due to Spring Break
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
Adoption of Budget - Fiscal Year 2024-2025	First Reading	April 17, 2024

VIII. Next Regular Personnel Commission Meeting:
Wednesday, April 17, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: