



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

April 17, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 17, 2024**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on April 17, 2024

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

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

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

April 17, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 17, 2024, at 4:30 p.m.**, in the **District Administrative Offices:**

1717 4th Street, Santa Monica, CA.

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

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on April 17, 2024
- G.06 Approval of Minutes for Regular Meeting on March 13, 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):

Classification

Eligible

| | |
|-------------------------------------|---|
| Accountant | 1 |
| Campus Monitor | 3 |
| Instructional Assistant – Classroom | 4 |
| Payroll Specialist | 5 |
| Skilled Maintenance Worker | 2 |

List Extension

| | |
|-------------------------|---|
| Campus Security Officer | 4 |
| Gardener | 2 |

- C.02 Advanced Step Placement:
Ivan Carrillo in the classification of Paraeducator 3 at Range A-28, Step F
- C.03 Advanced Step Placement:
Amanda Ernst in the classification of Paraeducator 3 at Range A-28, Step C
- C.04 Advanced Step Placement:
Julian Favela in the classification of Stock and Delivery Clerk at Range A-30, Step B
- C.05 Advanced Step Placement:
Anna Fox in the classification of Paraeducator 1 at Range A-22, Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Certification from Another Class List: Payroll Specialist for Accounting Technician

A.02 Classification Revision:
Accountant within the Office, Technical and Business Support Job Unit

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

D.01 Proposed Budget – Personnel Commission Fiscal Year 2024/25 - First Reading

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)
- March 20, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- March 20, 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 | Second Reading | May 8, 2024 |
| Classified School Employees Appreciation Week | | May 8, 2024 |

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 8, 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)

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 was held on **Wednesday, March 13, 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: March 13, 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: February 14, 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 introduced Ms. Crystal Griffis and Mr. Vartan Nakashyan, the two new Human Resources Technicians in Personnel Commission. He recognized Ms. Younan's role in providing training and guiding them through all matters of the recruitment process.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on February 14, 2024.
 - Oral exams were administered for Campus Security Officer, Instructional Assistant-Classroom, and the Paraeducator series.
 - Performance exams were held for Stock and Delivery Clerk and Payroll Specialist.
 - Training and Experience Evaluations were completed for Technical Theater Technician and Library Assistant.
 - Final selection interviews were held for Low Voltage Technician, Technical Theater Coordinator, Board Certified Behavior Analyst, the Paraeducator series, Cafeteria Worker I, and Stock and Delivery Clerk.
 - The newly opened recruitments are for Administrative Assistant and Assistant Director, Fiscal Services.
 - The continuous recruitments include Swimming Instructor/Lifeguard, Bus Driver, Heavy Duty Vehicle and Equipment Mechanic, Campus

Security Officer, the Paraeducator series, Campus Monitor, Instructional Assistant-Classroom, Cafeteria Worker I, and Speech Language Pathology Assistant.

- Physical Activities Specialist recruitment remains open only for substitute opportunities.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 4 claims since the last regular Personnel Commission meeting in February.
- There were 13 classified employment verifications completed since the last meeting in February.
- Director Kahn informed the Personnel Commission about his participation in training for the District management, coordinated by Dr. Meza and organized by the law firm AALRR, aligning the FRISK documentation model, a framework for documenting a progressive discipline process.
- Director Kahn also attended the District and SEIU negotiations to address compensation and its impact on specific recruitments.
- Director Kahn assisted the District to identify alternative assignments for the Physical Activities Specialists, impacted by the recent reductions in that classification due to the CDE findings.
- Director Kahn informed the Personnel Commission about implementation of the ESSA competency exam for the Paraeducators, identified by the same CDE findings. The exam will be administered in near future.
- Director Kahn announced Commissioner Tarazi's re-appointment by the State Superintendent's Office.
- Commissioner Robinson inquired about the timeline for alternative positions for Physical Activities Specialists. Director Kahn stated that an information session has taken place for the impacted employees to explain to them their opportunities and options. The employees who do not have required college credits will also be able to take the ESSA competency exam. He explained the exam development process and structure.

G.08 Personnel Commissioner Comments/Reports:

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

- Commissioner Robinson welcomed Ms. Griffis and Mr. Nakashyan, the new Human Resources Technicians, and wished them all the best.

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, Chief Steward updated the Personnel Commission on the full contract negotiations between SEIU, Local 99, focusing on the last contract article.**
- **Mr. Mock updated the Personnel Commission about his meetings with the labor management teams. A new team was added for Food Services.**
- **Mr. Mock stated that the Union is focused on supporting the employees who have to take the ESSA competency exam.**
- **Mr. Mock informed the Personnel Commission about his communication with the Physical Activities Specialists who are impacted by layoffs.**
- **Commissioner Tarazi inquired about the extent of full contract revisions, and composition of the negotiation team.**
- **Mr. Mock stated that the most complex revisions occurred in articles pertaining to benefits, layoffs, working out of class, and wages. He provided a detailed information about the negotiation team.**
- **Board of Education Report**
 - **On behalf of Dr. Kelly, Dr. Meza informed the Personnel Commission about the Superintendent's school visits to share the District goals and priorities in the 90 Day Plan with the community. He explained the "Guaranteed Viable Curriculum" and "Transformative Approaches" categories in greater detail. Dr. Meza will e-mail Dr. Shelton's complete presentation given at the Board of Education meeting to Director Kahn.**
 - **Dr. Meza addressed the ESSA competency exam for Paraeducators. The District is committed to supporting the impacted employees, so that they can be successful passing the test.**
 - **Dr. Meza informed the Personnel Commission about LACOE's new Human Resources/Fiscal system, HCM, where every District employee will access an employee self-service using the District e-mail.**
 - **Dr. Meza informed the Personnel Commission about the special Board of Education meeting agenda on March 13, 2024. Ms. Canady, Assistant Superintendent, Business and Fiscal Services, will present the 2023-2024 Second Interim Budget Report at that meeting. It will be certified that the District can meet its financial obligations in the next three years.**
 - **Dr. Meza informed the Personnel Commission about the Board's decision not to move forward filling the Media Services Coordinator position.**
 - **Dr. Meza expressed his appreciation for the interest- based bargaining process during the District negotiations with SEIU, even if it tends to take longer. It is a productive, respectful, and conflict free method.**

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

Eligible

| | |
|-------------------------------------|---|
| 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

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-08. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Manager, Facility Services Funding

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Kahn provided a brief background for the revisions of this classification specification.**
- **In order to accommodate the department's needs, the minimum qualifications were adjusted to be more broadly related to general business management experience rather than analytical and technical experience. The capital improvement projects experience is still desirable.**
- **One (1) year of supervisory experience was included.**
- **A change of title from Manager, Facilities Services Funding to Manager, Facilities Business was implemented in order to reflect the more general management nature of the role.**
- **There were no changes of the current duties or compensation.**

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)
 - 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.

- 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: 5:31 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, April 17, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Ivan Carrillo

Hire Date: 03/18/2024

ASP Request Submitted: 03/18/2024

BACKGROUND INFORMATION:

| Classification Title: Paraeducator 3 | Employee: Ivan Carrillo | Calculation of Advanced Step Recommendation |
|---|---|---|
| <u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: <ul style="list-style-type: none">Completed 48 units at an institution of higher learning; ORObtained an Associate's (or higher) degree; ORHave 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 | <ul style="list-style-type: none">Ivan Carrillo has a Bachelor of Arts in Deaf Studies. | 1 level of education above the required level = 1 Step Advance (Max Allowed) |
| <u>Experience:</u> Experience caring for the needs of individuals or groups with behavioral/social-emotional deficits is highly desirable. | <ul style="list-style-type: none">Ivan Carrillo has experience in this area but does not exceed it by 2 years | 0 (2-year periods) of experience above the required level = 0 Step Advance |
| <u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants | <ul style="list-style-type: none">Most recent recruitment has less than 3 ranks of eligible candidates | Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max Allowed) |
| <u>Prior Salary:</u> The candidate provided a recent paystub demonstrating that their hourly or monthly rate exceeded step A of the classification's salary range. | <ul style="list-style-type: none">Ivan Carrillo's prior salary as a Paraprofessional for Cross Country Education was \$24.00/hour | The closest step that exceeds the prior by at least 5% is step F = 5 Step Advance (Max Allowed) |
| Total Advanced Steps: 1 (Education) + 1 (Difficulty) + 5 (Prior Salary) = 8 Advanced Step = STEP F | | |

DIRECTOR’S COMMENTS:

Ivan Carrillo’s education exceeds the minimum requirements specified for this classification, their prior pay rate exceeds step A, and there were less than 3 ranks available from the most recent recruitment. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step F is \$24.87/hour.

DIRECTOR’S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 17, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Amanda Ernst

Hire Date: 03/12/2024

ASP Request Submitted: 04/04/2024

BACKGROUND INFORMATION:

| Classification Title: Paraeducator 3 | Employee: Amanda Ernst | Calculation of Advanced Step Recommendation |
|---|--|---|
| <u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: <ul style="list-style-type: none">Completed 48 units at an institution of higher learning; ORObtained an Associate's (or higher) degree; ORHave 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 | <ul style="list-style-type: none">Amanda Ernst has a Bachelor of Arts in Gender and Women's Studies | 1 level of education above the required level = 1 Step Advance (Max Allowed) |
| <u>Experience:</u> Experience caring for the needs of individuals or groups with behavioral/social-emotional deficits is highly desirable. | <ul style="list-style-type: none">Amanda Ernst has over two (2) years of experience caring for the needs of individuals or groups with behavioral/social-emotional deficits. | 1 (2-year periods) of experience above the required level = 1 Step Advance |
| <u>Total Advanced Steps:</u> 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C | | |

DIRECTOR'S COMMENTS:

Amanda Ernst's 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 C is \$21.47/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Amanda Ernst at Range A-28, 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, April 17, 2024

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Julian Favela

Hire Date: 04/08/2024

ASP Request Submitted: 04/09/2024

BACKGROUND INFORMATION:

| Classification Title: Stock and Delivery Clerk | Employee: Julian Favela | Calculation of Advanced Step Recommendation |
|---|---|---|
| <u>Education:</u> Graduation from high school or its equivalent | <ul style="list-style-type: none">Julian Favela meets the education requirement. | 0 level of education above the required level = 0 Step Advance |
| <u>Experience:</u> One year of experience performing related duties in mail, warehousing or delivery. | <ul style="list-style-type: none">Julian Favela has over four (4) years of stock and delivery experience. | 1 (2-year periods) of experience above the required level = 1 Step Advance |
| <u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B | | |

DIRECTOR'S COMMENTS:

Julian Favela's work experience exceeds the minimum requirements specified for this classification.

Pay rate at salary Range A-30 at Step A is \$20.45/hour, while Step B is \$21.47/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Julian Favela at Range A-30, 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, April 17, 2024

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Anna M Fox

Hire Date: 04/08/2024

ASP Request Submitted: 04/11/2024

BACKGROUND INFORMATION:

| Classification Title: Paraeducator 1 | Employee: Anna Fox | Calculation of Advanced Step Recommendation |
|--|---|---|
| <u>Education:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none">Completed 48 units at an institution of higher learning ORObtained an Associate's (or higher) degree ORObtain a passing score on the District's Instructional Assistance (ESSA) written examination | <ul style="list-style-type: none">Anna Fox has a Bachelor's Degree in Nursing. | 1 level of education above the required level = 1 Step Advance (Max Allowed) |
| <u>Experience:</u> None | <ul style="list-style-type: none">Anna Fox has over 4 years of Nursing experience in which she assisted individuals with special needs. | 2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed) |
| <u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D | | |

DIRECTOR'S COMMENTS:

Anna Fox's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$16.81/hour, while Step D is \$19.47/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Anna Fox 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 | | | | | | | |
| Mahshid Tarazi | | | | | | | |
| Philip 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, April 17, 2024

AGENDA ITEM NO: III.A.01

Certification from Another Class List: Payroll Specialist for Accounting Technician

BACKGROUND INFORMATION:

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

METHODOLOGY:

Staff conducted the following activities:

- Reviewed Payroll Specialist and Accounting Technician class specs for similarities and differences
- Met with Gerardo Cruz, Director, Fiscal & Business Services, to discuss appropriateness of using Payroll Specialist candidates to fill Accounting Technician vacancies
- Canvassed existing Payroll Specialist eligibility list to determine if they would be interested in Accounting Technician opportunities

ANALYSIS & FINDINGS:

Payroll Specialist and Accounting Technician are within the same Office, Technical and Business Service job unit. Both Payroll Specialist and Accounting Technician positions are found in Business and Fiscal Services. One additional Accounting Technician position is found in Child Development Services. Relevant information about each class are found below:

| Classification | Salary | MQ Education | MQ Experience | Basic Function |
|--------------------|--------------------------------|--|--|---|
| Payroll Specialist | A-38 (\$4,310 - \$5,503) | Educational attainment equivalent to a high school diploma or its recognized equivalent. | Three (3) years increasingly responsible payroll, accounting or financial record keeping experience. | Under general supervision, perform a variety of technical payroll accounting duties to assure that District employees are paid in an accurate and timely manner; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary. |

| Classification | Salary | MQ Education | MQ Experience | Basic Function |
|----------------|--------|--------------|---------------|----------------|
|----------------|--------|--------------|---------------|----------------|

| | | | | |
|-----------------------|-----------------------------|--|--|---|
| Accounting Technician | A-33 (\$3,812 - \$4,868) | Educational attainment equivalent to a high school diploma or its recognized equivalent. | Three (3) years of clerical accounting experience. | Under general supervision, performs a wide variety of accounting support functions to assist professional, supervisory and management positions; coordinates and monitors expenditures and receivables for specified schools and funds; prepares and maintains complex accounting and payroll records and spreadsheets; and performs other related work as necessary. |
|-----------------------|-----------------------------|--|--|---|

The two classifications are similar in that they are both responsible for preparing and maintaining accounting and payroll records and spreadsheets. However, the Payroll Specialist's scope extends beyond that of an Accounting Technician by resolving payroll discrepancies, calculating deductions, processing salary adjustments, and staying current with changes to laws, codes, rules, and regulations around payroll. Additionally, the minimum qualifications of an eligible Payroll Specialist candidate exceed the Accounting Technician's by requiring experience be related to payroll, accounting, or financial record keeping, whereas the Accounting Technician has a lower level requirement of it being clerical in nature.

Based on the above, those that meet the higher threshold of Payroll Specialist minimum qualifications and examination criteria would be expected to meet and exceed that of the lower level Accounting Technician.

DIRECTOR'S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve the certification of eligible Payroll Specialist candidates for Accounting Technician vacancies pursuant to Merit Rule 6.2.8.

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 17, 2024

AGENDA ITEM NO: III.A.02

Classification Specification Revision: Accountant

BACKGROUND INFORMATION:

Vacancies for the Accountant classification existed within multiple departments and staff recommended a review of the class specification to reflect the organizational structure.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Director of Fiscal Services, Gerado Cruz and Chief Operations Officer, Carey Upton, to review changes to Supervision within the classification
- Integrated feedback and distributed proposed revisions to the appropriate parties for further review and approval

ANALYSIS & FINDINGS:

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

- Minor revisions to Basic Functions to streamline language
- Clarified the type of supervision the Accountant receives
- Clarified the Accountant provides lead direction
- Updated formatting

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540501

Classified Employee's Salary Range: A-44

CLASS TITLE: ACCOUNTANT

BASIC FUNCTION:

Under general supervision ~~direction~~, performs various types of accounting functions, **including the preparation and prepare and reconcile reconciliation of accounting reports;** maintains and updates accounts codes and databases; assists other departments and interface with governmental representatives in reporting information; and perform other related work as necessary. **with matters related to accounting, and interfaces with external agencies such as auditors.**

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to Bachelor's degree in accounting or related field.

EXPERIENCE:

Two (2) or more years of professional accounting experience, including some fund accounting and bookkeeping experience.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

- Update, verify, and review the financial activities of departments and sites having restricted categorical, grant, or gift budgets.
- Prepare status reports for various grants and claims for various programs (including, but not limited to the Regional Occupational Program; prepare budgets and projections for categorical projects.
- Collect and record cash receipts, accounts receivables, and returned checks and prepare related worksheets for general ledger accounting; reconcile cash deposits and sales records and bank statements.
- Analyze general accounting practices to ensure activities meet compliance guidelines; analyze accounting practices in a variety of areas (including, but not limited to, school site ASB, cafeteria, Measure BB, and special education).
- Review and reconcile fund expenditures and fund allocations to ensure accuracy of year-end closing statements; verify account numbers and balance; prepare supporting documentation for corrections needed throughout the year and at year-end closing.
- Prepare month-end and year-end closing entries; generate monthly and quarterly financial statements and prepare activity and special reports as requested; make tax and accounting computations.
- Prepare general ledger entries and reconcile information in subsidiary ledgers.
- Analyze cash flow and prepare cash transfers as needed.

- Provide information and technical assistance to District personnel regarding financial and accounting matters.
- Prepare and reconcile inventory records and enters adjustments.
- Assist with annual budget preparation.
- Prepare claims, requisitions and reports required by the District and other governmental agencies and respond to related inquiries.
- Review and process contract payments.

OTHER DUTIES

- Perform related duties as assigned.

Accountant – continued

Page 2

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:

General supervision direction is received from higher level management. ~~the Assistant Director of Fiscal Services or designated supervisor as determined by assigned department.~~ **Responsibilities include providing lead direction to technical and clerical staff.** No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:

JOB REQUIREMENTS

KNOWLEDGE OF:

- Generally Accepted Accounting Principles (GAAP).
- School accounting methods and procedures.
- State and Federal statutes as related to educational system accounting.
- Financial reporting methods.
- Budgeting practices.
- Bank and inventory accounting methods.
- Problem solving techniques.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate personal computer to utilize spreadsheet and word processing applications, Internet, and electronic mail system.
- Input data and operate ten-key calculator with speed and accuracy.
- Prepare budget projections.
- Review and analyze financial reports.
- Audit accounts for propriety.
- Identify and correct accounting errors.
- Communicate effectively with school administrators, program coordinators, and educational agency representatives.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Schedule, organize, and complete work in accordance with deadlines.

- Understand and interpret school accounting procedures.
- Accurately maintain work records and compile operating, budget, program, or activity reports.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work independently with little direction.

EDUCATION AND EXPERIENCE

EDUCATION:

~~Educational attainment equivalent to Bachelor's degree in accounting or related field.~~

EXPERIENCE:

~~Two (2) or more years of professional accounting experience, including some fund accounting and bookkeeping experience.~~

Accountant – continued

Page 3

LICENSES AND OTHER REQUIREMENTS:

~~None.~~

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include bending, stooping, reaching, pushing and pulling drawers to retrieve and file information. Lifts and carries reports and records that typically weigh less than twenty (20) pounds.

DUTIES APPROVED

BOARD OF EDUCATION:

~~No date.~~

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

~~June 2001~~

~~Revised August 14, 2012~~

CLASSIFICATION ESTABLISHED:

June 2001

REVISED:

August 14, 2012

PROPOSED April 17, 2024



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540501

ACCOUNTANT

BASIC FUNCTION

Under general direction, performs various types of accounting functions, including the preparation and reconciliation of reports, maintains and updates account codes and databases, assists other departments with matters related to accounting, and interfaces with external agencies such as auditors.

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to Bachelor's degree in accounting or related field.

EXPERIENCE:

Two (2) or more years of professional accounting experience, including some fund accounting and bookkeeping experience.

REPRESENTATIVE DUTIES

- Update, verify, and review the financial activities of departments and sites having restricted categorical, grant, or gift budgets.
- Prepare status reports for various grants and claims for various programs (including, but not limited to the Regional Occupational Program; prepare budgets and projections for categorical projects.
- Collect and record cash receipts, accounts receivables, and returned checks and prepare related worksheets for general ledger accounting; reconcile cash deposits and sales records and bank statements.
- Analyze general accounting practices to ensure activities meet compliance guidelines; analyze accounting practices in a variety of areas (including, but not limited to, school site ASB, cafeteria, Measure BB, and special education).
- Review and reconcile fund expenditures and fund allocations to ensure accuracy of year-end closing statements; verify account numbers and balance; prepare supporting documentation for corrections needed throughout the year and at year-end closing.
- Prepare month-end and year-end closing entries; generate monthly and quarterly financial statements and prepare activity and special reports as requested; make tax and accounting computations.
- Prepare general ledger entries and reconcile information in subsidiary ledgers.
- Analyze cash flow and prepare cash transfers as needed.
- Provide information and technical assistance to District personnel regarding financial and accounting matters.

- Prepare and reconcile inventory records and enters adjustments.
- Assist with annual budget preparation.
- Prepare claims, requisitions and reports required by the District and other governmental agencies and respond to related inquiries.
- Review and process contract payments.
- Perform related duties as assigned.

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

SUPERVISION

General direction is received from higher level management. Responsibilities include providing lead direction to technical and clerical staff. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Generally Accepted Accounting Principles (GAAP).
- School accounting methods and procedures.
- State and Federal statutes as related to educational system accounting.
- Financial reporting methods.
- Budgeting practices.
- Bank and inventory accounting methods.
- Problem solving techniques.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate personal computer to utilize spreadsheet and word processing applications, Internet, and electronic mail system.
- Input data and operate ten-key calculator with speed and accuracy.
- Prepare budget projections.
- Review and analyze financial reports.
- Audit accounts for propriety.
- Identify and correct accounting errors.
- Communicate effectively with school administrators, program coordinators, and educational agency representatives.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Schedule, organize, and complete work in accordance with deadlines.
- Understand and interpret school accounting procedures.

- Accurately maintain work records and compile operating, budget, program, or activity reports.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work independently with little direction.

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Physical demands include bending, stooping, reaching, pushing and pulling drawers to retrieve and file information. Lifts and carries reports and records that typically weigh less than twenty (20) pounds.

CLASSIFICATION ESTABLISHED:

June 2001

REVISED:

August 14, 2012

PROPOSED April 17, 2024

IV. Commissioner Training/Briefing:

V. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 17, 2024

AGENDA ITEM NO: V.D.01

SUBJECT: Proposed Budget – Personnel Commission FY 2024-2025 – First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission's FY 2024-2025 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2024.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 8, 2024.

Attached to this item is a document that contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.

2024-2025 Personnel Commission Proposed Budget

| Object Code | Expenditure by Object | 2022-2023 | | 2023-2024 | | 2024-2025 | Change from 23-24 to Proposed |
|--|------------------------------------|-----------------------|------------------------|-----------------------|-----------------------|-------------------------|-------------------------------|
| | | Budget (dollars only) | Actuals (dollars only) | Budget (dollars only) | Actuals as of 4/15/24 | Proposed (dollars only) | \$+/- |
| 2000 | Classified Salaries | 532,168 | 505,692 | 419,035 | 291,453 | 494,788 | 75,753 |
| 2314 | Director | 162,273 | 162,273 | 149,964 | 112,473 | 150,444 | 480 |
| 2317 | Supervisors (Analyst) | 109,713 | 114,975 | 105,165 | 80,008 | 105,524 | 359 |
| 2319 | Commission Members (3) | 1,800 | 1,250 | 1,800 | 1,100 | 1,800 | 0 |
| 2410 | HR Technicians/Admin. Assistant | 258,132 | 236,061 | 161,906 | 97,872 | 236,820 | 74,914 |
| 2430 | Clerical Hourly | 250 | 0 | 200 | 0 | 100 | (100) |
| 2440 | Clerical Overtime | 0 | 0 | 0 | 0 | 100 | 100 |
| 2460 | Clerical Sub | 0 | (8,866) | 0 | 0 | 0 | 0 |
| 3000 | Employee Benefits | 287,819 | 275,942 | 248,496 | 170,925 | 296,712 | 48,216 |
| 3212 | Public Employee Retirement System | 134,555 | 127,105 | 111,319 | 77,466 | 132,970 | 21,651 |
| 3312 | Social Security | 32,883 | 30,540 | 25,869 | 17,749 | 30,553 | 4,684 |
| 3332 | Medicare | 7,717 | 7,212 | 6,076 | 4,151 | 6,935 | 859 |
| 3412 | Health/Welfare | 82,489 | 81,955 | 83,357 | 56,348 | 101,502 | 18,145 |
| 3512 | Unemployment Insurance | 2,661 | 2,527 | 210 | 143 | 24 | (186) |
| 3612 | Workers Compensation | 20,861 | 20,171 | 16,427 | 11,425 | 18,750 | 2,323 |
| 3712 | Other Post-Employment Benefits | 6,653 | 6,432 | 5,238 | 3,643 | 5,979 | 741 |
| 3912 | Cash in Lieu | 0 | 0 | 0 | 0 | 0 | 0 |
| 4000 | Supplies and Equipment | 9,000 | 220 | 3,500 | 1,813 | 6,000 | 2,500 |
| 4310 | General Supplies and Materials | 5,000 | 220 | 500 | 193 | 2,000 | 1,500 |
| 4400 | Non-Capitalized Equipment | 4,000 | 0 | 3,000 | 1,621 | 4,000 | 1,000 |
| 5000 | Operating Expenses | 40,500 | 24,685 | 56,100 | 38,910 | 41,225 | (14,875) |
| 5210 | Mileage Reimbursement | 100 | 0 | 100 | 0 | 100 | 0 |
| 5220 | Conference/Travel Expense | 1,500 | 0 | 1,500 | 0 | 1,500 | 0 |
| 5300 | Dues and Memberships | 1,500 | 1,200 | 1,500 | 1,200 | 1,500 | 0 |
| 5640 | Repair by Vendor | 0 | 0 | 0 | 0 | 0 | 0 |
| 5650 | Maintenance Agreement | 1,200 | 226 | 2,000 | 67 | 2,000 | 0 |
| 5710 | Direct Cost Transfer-Intrafund | 200 | 46 | 200 | 27 | 125 | (75) |
| 5802 | Independent Contractors/Consultant | 0 | 0 | 12,800 | 12,800 | 0 | (12,800) |
| 5810 | Advertising | 1,000 | 0 | 500 | 0 | 1,000 | 500 |
| 5820 | Legal | 10,000 | 1,231 | 10,000 | 0 | 10,000 | 0 |
| 5890 | Other Operating Expenses | 25,000 | 21,981 | 27,500 | 24,816 | 25,000 | (2,500) |
| 5910 | Postage for Mail | 0 | 0 | 0 | 0 | 0 | 0 |
| 6000 | Equipment | 13,000 | 7,425 | 5,000 | 0 | 0 | (5,000) |
| 6400 | New Equipment | 13,000 | 7,425 | 5,000 | 0 | 0 | (5,000) |
| 2000-3000 Subtotal | | 819,987 | 781,634 | 667,531 | 462,378 | 791,500 | 123,969 |
| 4000-6000 Subtotal | | 62,500 | 32,330 | 64,600 | 40,723 | 47,225 | (17,375) |
| TOTAL | | 882,487 | 813,964 | 732,131 | 503,101 | 838,725 | 106,594 |
| Approx. % Change In Budget From Prior Year | | 20.36% | | -20.54% | | 14.56% | |

PERSONNEL COMMISSION

Merit System Workshop

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

Procedure for PC Budget Approval at SMMUSD

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

SEE LEGAL BREAKDOWN ON FOLLOWING PAGE

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

VI. Information Items:

Open Requisitions (4/12/2024)

| Req Number | Req Title | Department | Position Type | FTE |
|------------|-------------------------------------|------------------------------|---------------|-------|
| 24-122 | ACCOUNTING ASSISTANT II | MALIBU HIGH SCHOOL | Vac | 100 |
| 24-111 | ADMINISTRATIVE ASSISTANT | STUDENT SERVICES | Vac | 100 |
| 24-097 | ASSISTANT DIRECTOR, FISCAL SERVICES | FISCAL SERVICES | Vac | 100 |
| 24-123 | BOARD CERTIFIED BEHAVIOR ANALYST | SPECIAL EDUCATION | New | 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 |
| 24-045 | CAFETERIA WORKER I | SANTA MONICA HIGH SCHOOL | Vac | 37.5 |
| 24-072 | CAFETERIA WORKER I | FS - WILL ROGERS | New | 37.5 |
| 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 |
| 24-124 | CAFETERIA WORKER I | FS - ROOSEVELT | Vac | 37.5 |
| 24-133 | CAFETERIA WORKER I | LINCOLN MIDDLE SCHOOL | Vac | 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 |
| 24-114 | CAMPUS MONITOR | GRANT ELEMENTARY SCHOOL | Vac | 19 |
| 24-125 | CAMPUS MONITOR | MALIBU ELEMENTARY SCHOOL | New | 25 |
| 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 |
| 24-135 | DIRECTOR-TRANSPORTATION SERVICES | TRANSPORTATION | Vac | 100 |
| 24-074 | HEALTH OFFICE SPECIALIST | STUDENT SERVICES | Vac | 75 |
| 24-126 | HUMAN RESOURCES SPECIALIST (Confidential) | HUMAN RESOURCES | Vac | 100 |
| 22-243 | INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH) | SANTA MONICA HIGH SCHOOL | Vac | 43.75 |
| 24-115 | INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH) | JOHN ADAMS MIDDLE SCHOOL | Vac | 75 |
| 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 |

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|--------|--|-----------------------------|-----|-------|
| 24-081 | INSTRUCTIONAL ASSISTANT- CLASSROOM | FRANKLIN ELEMENTARY SCHOOL | Vac | 43.75 |
| 24-127 | INSTRUCTIONAL ASSISTANT- CLASSROOM | MALIBU ELEMENTARY SCHOOL | New | 75 |
| 24-015 | INSTRUCTIONAL ASSISTANT- MUSIC | MALIBU HIGH SCHOOL | Vac | 31.25 |
| 24-027 | INSTRUCTIONAL ASSISTANT- MUSIC | SANTA MONICA HIGH SCHOOL | Vac | 37.5 |
| 22-177 | INSTRUCTIONAL ASSISTANT- PHYSICAL EDUCATION | SANTA MONICA HIGH SCHOOL | Vac | 50 |
| 24-075 | 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 |

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|--------|----------------|------------------------------|-----|-------|
| 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 |
| 24-130 | PARAEDUCATOR-1 | CDS - LINCOLN | Vac | 56.25 |
| 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 |

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|--------|--|------------------------------|-----|-------|
| 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 |
| 24-029 | PHYSICAL ACTIVITIES SPECIALIST | ROOSEVELT ELEMENTARY SCHOOL | Vac | 75 |
| 24-032 | PHYSICAL ACTIVITIES SPECIALIST | WILL ROGERS LEARNING ACADEMY | Vac | 75 |
| 24-134 | SENIOR BUYER | PURCHASING/WAREHOUSE | New | 100 |
| 23-102 | SPEECH LANGUAGE PATHOLOGY ASSISTANT | SPECIAL EDUCATION | New | 81.25 |
| 24-131 | SPORTS FACILITY ATTENDANT | FACILITY USE DEPARTMENT | Vac | 30 |
| 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 (4/12/2024)

| Req Number | Req Title | Department | Date of Accepted Job Offer |
|------------|----------------------------------|-------------------------------|----------------------------|
| 24-090 | ACCOUNTANT | FACILITY IMPROVEMENT PROJECTS | 4/4/2024 |
| 24-113 | ACCOUNTANT | FISCAL SERVICES | 4/4/2024 |
| 24-129 | BOARD CERTIFIED BEHAVIOR ANALYST | SPECIAL EDUCATION | 4/5/2024 |
| 23-152 | CAFETERIA WORKER I | SANTA MONICA HIGH SCHOOL | 3/13/2024 |
| 24-099 | CAFETERIA WORKER I | FS - SANTA MONICA HIGH | 3/13/2024 |
| 24-109 | CAFETERIA WORKER I | FS - LINCOLN MIDDLE SCHOOL | 3/7/2024 |
| 24-092 | CAMPUS MONITOR | ROOSEVELT ELEMENTARY SCHOOL | 3/18/2024 |
| 24-128 | PARAEDUCATOR-3 | MCKINLEY ELEMENTARY SCHOOL | 3/12/2024 |
| 24-119 | PAYROLL SPECIALIST | FISCAL SERVICES | 3/26/2024 |
| 24-051 | SKILLED MAINTENANCE WORKER | MAINTENANCE | 3/20/2024 |

Classified Personnel – Merit
3/20/24

NEW HIRES

| | | |
|---|---|--|
| Nakashyan, Vartan Personnel Commission | Human Resources Technician 8 Hrs/12 Mo/Range: 33 Step: A | <u>EFFECTIVE DATE</u> 3/4/24 |
| Tarver, Olajuwon Operations | Custodian 2.4 Hrs/12 Mo/Range: 26 Step: A | 2/17/24 |

PROMOTION

| | | |
|-----------------------------|---|--|
| Reyes, Pedro Maintenance | Low Voltage Technician 8 Hrs/12 Mo/Range: 47 Step: D From: Electrician: 8 Hrs/12 Mo | <u>EFFECTIVE DATE</u> 3/1/24 |
|-----------------------------|---|--|

TEMP/ADDITIONAL ASSIGNMENTS

| | | |
|---|---|-----------------|
| Alvarez, Susana Special Ed-Lincoln MS | Paraeducator 1 [additional hours; student support at afternoon events] | 1/16/24-6/12/24 |
| Cornejo, Ana FNS-Adams MS | Cafeteria Worker I [additional hours; convocation 2023 attendance] | 8/21/23 |
| Fair, James Special Ed-Santa Monica HS | Paraeducator 3 [additional hours; bus supervision] | 1/8/24-6/12/24 |
| Garcia, Claudia FNS-Lincoln MS | Site Food Services Coordinator [additional hours; cafeteria support] | 2/1/24-6/12/24 |
| Garcia, Claudia FNS-Lincoln MS | Site Food Services Coordinator [overtime; cafeteria support] | 2/1/24-6/12/24 |
| Ridley, Tisha FNS-Adams MS | Site Food Services Coordinator [additional hours; cafeteria support] | 2/23/24-6/12/24 |
| Ridley, Tisha FNS-Adams MS | Site Food Services Coordinator [overtime; cafeteria support] | 2/23/24-6/12/24 |
| Tarver, Olajuwon Facility Use | Custodian [additional hours; Facility Use events support] | 2/17/24-6/30/24 |
| Tarver, Olajuwon Facility Use | Custodian [overtime; Facility Use events support] | 2/17/24-6/30/24 |
| Tarver, Olajuwon Operations | Custodian [additional hours; district projects] | 2/17/24-6/30/24 |
| Tarver, Olajuwon Operations | Custodian [overtime; district projects] | 2/17/24-6/30/24 |
| Tenison, Laura Special Ed-Grant ES | Paraeducator 3 [additional hours; bus supervision] | 2/6/24-6/12/24 |
| Torres, Leslie Adams MS | Health Office Specialist [additional hours; health office support] | 8/17/23-6/17/24 |
| Villa, Maria FNS-Adams MS | Cafeteria Worker I [additional hours; convocation 2023 attendance] | 8/21/23 |

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|--|--|----------------|
| Walker, Christine Special Ed-Malibu MS/HS | Paraeducator 1 [additional hours; student support at a drama program] | 2/1/24-6/12/24 |
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SUBSTITUTES

| | | |
|-------------------------------|-------------------------------------|--|
| Espejel, Maribel Edison LA | Instructional Assistant - Bilingual | <u>EFFECTIVE DATE</u> 2/5/24-6/12/24 |
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|----------------------------------|-------------------------------------|----------------|
| Villanueva, Nallely Edison LA | Instructional Assistant - Bilingual | 2/5/24-6/12/24 |
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PROFESSIONAL GROWTH

| | | |
|--|----------------|--|
| Custodio, Thelma Special Ed-Santa Monica HS | Paraeducator 1 | <u>EFFECTIVE DATE</u> 3/1/24 |
|--|----------------|--|

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|----------------------------------|--------------------------|--------|
| Magee, Bianca Santa Monica HS | Senior Office Specialist | 3/1/24 |
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|------------------------------------|------------|--------|
| McGowan, Zakesha Transportation | Bus Driver | 3/1/24 |
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| Mulligan, Tiffany Malibu HS | Senior Office Specialist | 3/1/24 |
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|---|-------------------------------|--------|
| Razon-McMillan, Monica CDS-Washington West | Children's Center Assistant 2 | 3/1/24 |
|---|-------------------------------|--------|

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|-------------------------------|-----------------------------|--------|
| White, Robert Facility Use | Sports Facility Coordinator | 3/1/24 |
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LATERAL TRANSFER

| | | |
|--|--|---|
| Griffis, Crystal Personnel Commission | Human Resources Technician 8 Hrs/12 Mo From: Administrative Assistant 8 Hrs/12 Mo/Santa Monica HS | <u>EFFECTIVE DATE</u> 2/20/24 |
|--|--|---|

LEAVE OF ABSENCE (PAID)

| | | |
|------------------------------|-------------------------------------|--|
| Heiderman, Daniel Grounds | Utility Worker Medical/FMLA/CFRA | <u>EFFECTIVE DATE</u> 12/28/23-3/15/24 |
|------------------------------|-------------------------------------|--|

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

| | | |
|--|----------------|---|
| (39-MONTH MEDICAL REEMPLOYMENT LIST) NW9463796 Special Education | Paraeducator 2 | <u>EFFECTIVE DATE</u> 3/21/24 |
|--|----------------|---|

WORKING OUT OF CLASS

| | | |
|---|---|---|
| Gutierrez, Nallely Special Education | Translator/Interpreter From: Bilingual Community Liaison | <u>EFFECTIVE DATE</u> 10/1/23-6/12/24 |
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|----------------------------------|---|------------------|
| Plascencia, Henry Maintenance | Locksmith From: Skilled Maintenance Worker | 11/13/23-3/28/24 |
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|-------------------------------|-----------------------------------|----------------|
| Sanders, Justin Operations | Lead Custodian From: Custodian | 2/5/24-6/12/24 |
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DISQUALIFICATION FROM PROBATION

VY9030756

Lincoln MS

EFFECTIVE DATE

3/22/24

Classified Personnel – Non-Merit
3/20/24

COACHING ASSISTANT

Hamilton, Jerrel

Malibu MS/HS

1/1/24-6/12/24

Rolfe, Andrea

Santa Monica HS

7/1/23-6/30/24

TECHNICAL SPECIALIST – LEVEL II

Gonzalez, Juan

Santa Monica HS

8/1/23-6/19/24

[Color Guard Instructor]

- Funding: Formula & Old Tier III

TECHNICAL SPECIALIST – LEVEL III

Parise, Christopher

Educational Services

8/21/23-6/28/24

[Dream Winds Music Instructor]

- Funding: SMEF – Dream Winds

**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 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 | Second Reading | May 8, 2024 |
| Classified School Employees Appreciation Week | | May 8, 2024 |

VIII. Next Regular Personnel Commission Meeting:

Wednesday, May 8, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: