



PERSONNEL COMMISSION MEETING AGENDA

May 10, 2023

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 10, 2023**, 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 May 10, 2023

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

- G.06 Approval of Minutes for Regular Meeting on April 19, 2023

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

May 10, 2023

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 10, 2023**, 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 May 10, 2023

G.06 Approval of Minutes for Regular Meeting on April 19, 2023

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

- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
- General Comments and Updates
- G.08 Personnel Commissioner Comments/Reports:
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.
- G.09 Communications:
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
- SEIU Report
 - Board of Education Report
- G.10 Public Comments:
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. **CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligible</u>
Custodian	10
Paraeducator 1	3
Paraeducator 2	1
Paraeducator 3	1

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Administrative Assistant	3
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- C.02 Advanced Step Placement:
Blake Einhorn in the classification of Technology Support Assistant at Range A-40, Step C

- C.03 Advanced Step Placement:
Cynthia Garcia-Lara in the classification of Administrative Assistant at Range A-33, Step C
- C.04 Advanced Step Placement:
Arvin Mahmoudbeik in the classification of Systems Analyst at Range A-53, Step B
- C.05 Advanced Step Placement:
Ayr Rein in the classification of Instructional Assistant – Classroom at Range A-20, Step B
- C.06 Advanced Step Placement:
Matthew Rusk-Kosa in the classification of Physical Activities Specialist at Range A-28, Step B
- C.07 Advanced Step Placement:
Kathleen Ryan in the classification of Elementary Library Coordinator at Range A-28, Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Public Hearing: Fiscal Year 2023-2024 Proposed Personnel Commission Budget
- A.02 Adoption: Fiscal Year 2023-2024 Proposed Personnel Commission Budget
- A.03 New Classification:
Board Certified Behavior Analyst within the Instructional Assistant and Paraprofessional 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.

- 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)
 - May 4, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 4, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 14, 2023, 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.

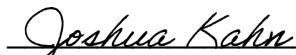
X. CLOSED SESSION:

- 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.

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, May 10, 2023

AGENDA ITEM NO:II.C.02

SUBJECT: Advanced Step Placement – Blake Einhorn

Hire Date: 03/07/2023

ASP Request Submitted: 04/27/2023

BACKGROUND INFORMATION:

Classification Title: Technology Support Assistant	Employee: Blake Einhorn	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or recognized equivalent.	<ul style="list-style-type: none"> Blake Einhorn meets education requirement. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> One (1) year of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices.	<ul style="list-style-type: none"> Blake Einhorn has over ten years (10) years of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices. 	5 (2-year periods) of experience above the required level = 2 Step Advance (Max. Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Blake Einhorn's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-40 at Step A is \$26.11/hour, while Step C is \$28.79/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Blake Einhorn at Range A-40, 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, May 10, 2023

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Cynthia Garcia-Lara

Hire Date: 03/22/2023

ASP Request Submitted: 03/28/2023

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Cynthia Garcia	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or evidence of equivalent educational proficiency.	<ul style="list-style-type: none"> Cynthia Garcia-Lara meets education requirement. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Three or more years of varied administrative, secretarial and clerical support experience.	<ul style="list-style-type: none"> Cynthia Garcia-Lara has over fourteen (14) years experience working in an office support environment. 	5 (2-year period) of experience above the required level = 2 Step Advance (Max. Allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Cynthia Garcia-Lara's work 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 C is \$24.25/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cynthia Garcia-Lara at Range A-33, 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, May 10, 2023

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement –Arvin Mahmoudbeik

Hire Date: 04/18/2023

ASP Request Submitted: 04/18/2023

BACKGROUND INFORMATION:

Classification Title: Systems Analyst	Employee: Arvin Mahmoudbeik	Calculation of Advanced Step Recommendation
<u>Education:</u> Associate's degree or equivalent units (60 semester or 90 quarter) in Computer Science, Information Technology or a field related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.	<ul style="list-style-type: none">Arvin Mahmoudbeik has an MS in microelectronics.	2 level of education above the required level = 1 Step Advance (Max. Allowed)
<u>Experience:</u> Two (2) years of experience providing technical assistance and managing data within a business enterprise or student information system.	<ul style="list-style-type: none">Arvin Mahmoudbeik meets the minimum qualifications for experience.	0 (2-year period) of experience above the required level = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Arvin Mahmoudbeik's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-53 at Step A is \$6,215/month, while Step B is \$6,526/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Arvin Mahmoudbeik at Range A-53, 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, May 10, 2023

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Ayr Rein

Hire Date: 04/17/2023

ASP Request Submitted: 04/17/2023

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Ayr Rein's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step B is \$16.81/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 10, 2023

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Matthew Rusk-Kosa

Hire Date: 02/02/2023

ASP Request Submitted: 04/26/2023

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Matthew Rusk-Kosa	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or equivalent.	<ul style="list-style-type: none"> Matthew has a Bachelor's Degree in Architectural Studies. 	2 levels of education above the required level = 1 Step Advance (Max. Allowed)
<u>Experience:</u> One (1) year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc.	<ul style="list-style-type: none"> Matthew meets the minimum requirements. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Matthew Rusk-Kosa's 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 B is \$20.45/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Matthew Rusk-Kosa at Range A-28, 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, May 10, 2023

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Kathleen Ryan

Hire Date: 03/06/2023

ASP Request Submitted: 03/30/2023

BACKGROUND INFORMATION:

Classification Title: Elementary Library Coordinator	Employee: Kathleen Ryan	Calculation of Advanced Step Recommendation
<u>Education:</u> A high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Kathleen Ryan has a Master's of Science in Education in Early childhood and General Education. 	3 levels of education above the required level = 1 Step Advance (Max. Allowed)
<u>Experience:</u> Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.	<ul style="list-style-type: none"> Kathleen Ryan meets the minimum requirements. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) +0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Kathleen Ryan's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47, while Step B is \$20.45

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kathleen Ryan at Range A-28, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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, May 10, 2023

AGENDA ITEM NO: III.A.01

SUBJECT: Public Hearing – Fiscal Year 2023-2024 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2023-2024 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

BACKGROUND INFORMATION:

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget no later than May 30th each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. A first reading of the budget took place at the previous regular public meeting held on April 19, 2023. Overall, the proposed budget is similar to the 2022-2023 budget with changes to address a district-wide increase for employee salaries and benefits.

DIRECTOR'S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2023-2024, in accordance with Education Code Section §45253.

OPEN THE PUBLIC HEARING

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

CLOSE THE PUBLIC HEARING

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



February 16, 2023

TO: Personnel Commission
Director of Classified Personnel
Selected Los Angeles County School and Community College Districts

FROM: Janelle de Leon, Manager
Business Advisory Services

SUBJECT: Annual Budget of Personnel Commission

This bulletin is directed to those local educational agencies (LEAs) that have adopted the Merit System as referenced in Education Code (EC) Section 45240 (for school districts), or 88060 (for community college districts).

Under EC Sections 45253 and 88073, each Personnel Commission must prepare an annual budget. The Personnel Commission must also hold a public hearing for that budget by May 30 of each year, or on a date agreed upon by the LEA Governing Board and their Personnel Commission. The Personnel Commission must consider the views of the LEA's Governing Board prior to the adoption of the Personnel Commission budget. Therefore, the date of a Personnel Commission's hearing should occur early in an LEA's budget process to allow time for a second hearing, in case the LEA's Governing Board does not concur with the proposed Personnel Commission budget. **If the public hearing is not held by May 30, then the Personnel Commission Fiscal Year (FY) 2023-24 total budget amount cannot exceed the total budget amount for FY 2022-23.**

The attached documents will assist the Personnel Commission in preparing and submitting their proposed FY 2023-24 budgets:

- **Attachment No. 1: *Instructions and Procedures*** - Describes the adoption process of the Personnel Commission budget.
- **Attachment No. 2: *Intent to Concur With or Reject the Proposed Personnel Commission Budget*** – This document contains specified statements to be signed off by the district superintendent or community college president, and must be returned with the proposed Personnel Commission budget (utilizing Form No. 540-035) to the Los Angeles County Office of Education (LACOE). This document assists with the County

Superintendent's review and analysis of the proposed Personnel Commission budget.
Please include the contact information of the person who should receive further communication from LACOE at the bottom of the document.

The following form has been uploaded onto the LACOE website and can be accessed by clicking the link below.

- **Form No. 504-035:** *Annual Budget of Personnel Commission* – the form used by Personnel Commission to notify the LEA's Governing Board and to request approval of their proposed Personnel Commission budget from the Los Angeles County Superintendent of Schools. The form is available at:

<https://www.lacoe.edu/BusinessServices/DocumentsForms.aspx>

Type "504-035" in the search box located in the Business Documents section to find the fillable form. The form includes formulas that calculate totals.

After the Personnel Commission's public hearing, **please forward Form No. 504-035**, along with the document titled ***Intent to Concur With or Reject the Proposed Personnel Commission Budget*** (Attachment No. 2) to:

Los Angeles County Office of Education
Business Advisory Services
Attention: Janelle de Leon
9300 Imperial Highway
Downey, CA 90242

If approval by the County Superintendent is not received, the Personnel Commission can determine the items of expenditure for the budget, as long as they do not exceed the FY 2022-23 total budget amount.

This bulletin and its attachments are available on the Los Angeles County Office of Education (LACOE) website at:

<https://www.lacoe.edu/Bulletins.aspx>

Use the "Search" function to locate a specific bulletin by number or keyword.

If you have questions, please contact Janelle de Leon by e-mail at deleon_janelle@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

OC/JY:lm
Attachments

INSTRUCTIONS AND PROCEDURES ANNUAL BUDGET OF PERSONNEL COMMISSION

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts identified in Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission (utilizing Form No. 504-035) 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 administrative representatives to attend and present their views. The Personnel Commission shall consider the views of the Governing Board before adoption of its proposed budget.
4. The Personnel Commission (utilizing Form No. 504-035) shall then forward its budget to the County Superintendent for action, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget*.
5. If the County Superintendent intends to reject the proposed Personnel Commission, or is requested in writing by the Governing Board to reject the budget, the County Superintendent shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the LEA. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one electronic copy of the adopted Personnel Commission budget will be returned to the Personnel Commission and to the district, and shall be adopted by the Governing Board in the regular budget of the district.
8. If approval by the County Superintendent is not received, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of FY 2022-23, where the Personnel Commission shall determine the items of expenditure.

If the budget is amended, with the concurrence of the Personnel Commission, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

**INTENT TO CONCUR WITH OR REJECT
THE PROPOSED PERSONNEL COMMISSION
BUDGET**

_____ The Governing Board concurs with the proposed Fiscal Year 2023-24 Personnel Commission Budget.

_____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent or president, on behalf of the Governing Board, will submit a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**

_____ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

_____ Signature of Superintendent/President	_____ Date
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_____ Print Name	_____ Local Educational Agency Name
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NOTE: This document **must** be included with the submission of Form No. 504-035 – Annual Budget of Personnel Commission.

Please provide the contact information of the person who should receive further communication regarding the Personnel Commission's budget from the Los Angeles County Office of Education.

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2023-2024**

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Santa Monica - Malibu Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

Santa Monica - Malibu Unified School District Board Room

(Place)

on May 10, 2023 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Josh Kahn

Digitally signed by Josh Kahn
Date: 2023.05.05 09:21:13 -07'00'

Signature of Chairman or Director of Personnel Commission

Joshua Kahn

Print Name

Director of Classified Personnel

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 10, 2023

Signature of Chairman or Director of Personnel Commission

Joshua Kahn

Print Name

Director of Classified Personnel

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report

Fiscal Year 2023-2024

Name of Local Educational Agency: Santa Monica - Malibu Unified School District

Expenditure by Object		2021-2022 Actual*	2022-2023 Actual or Estimated*	2023-2024 Budget*
2000	Classified Salaries ⁽¹⁾			
	Commission Members ⁽²⁾	\$ 1,900.00	\$ 1,050.00	\$ 1,800.00
	Director	129,149.00	124,782.00	149,964.00
	Secretaries, Clerks	316,931.00	282,277.00	342,732.00
	Other	-16,452.00	-8,866.00	200.00
3000	Employee Benefits	243,049.00	222,450.00	306,047.00
	Subtotal	674,577.00	621,693.00	800,743.00
4000	Supplies and Equipment Replacement	173.00	0.00	6,000.00
5000	Operating Expenses	34,769.00	23,475.00	40,700.00
6000	Equipment	0.00	7,425.00	5,000.00
	Subtotal	34,942.00	30,900.00	51,700.00
	Appropriation for Contingencies ⁽³⁾	0.00		
	Total Expenditures	\$ 709,519.00	\$ 652,593.00	\$ 852,443.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 10, 2023

AGENDA ITEM NO: III.A.02

SUBJECT: Adoption – Fiscal Year 2023-2024 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2023-2024
- Budget Authority and Process

BACKGROUND INFORMATION:

The proposed budget is anticipated to provide what is needed to continue the pursuit of a model personnel department based on both innovation and fairness.

THE BUDGET APPROVAL PROCESS:

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the “*Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2023-2024 Personnel Commission Budget.*” If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2022-2023, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR’S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for fiscal year 2023-2024.

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

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.

2023-2024 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2021-2022		2022-2023		2023-2024	Change from 22-23 to Proposed
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 4/17/23	Proposed (dollars only)	\$+/-
2000	Classified Salaries	444,451	431,528	529,899	399,243	494,696	(35,203)
2314	Director	129,149	129,149	162,273	124,782	149,964	(12,309)
2317	Supervisors (Analyst)	89,367	89,366	107,252	82,674	87,108	(20,144)
2319	Commission Members (3)	1,800	1,900	1,800	1,050	1,800	0
2410	HR Technicians/Admin. Assistant	223,635	227,565	258,574	199,603	255,624	(2,950)
2430	Clerical Hourly	500	0	0	0	200	200
2460	Clerical Sub	0	(16,452)	0	(8,866)	0	0
3000	Employee Benefits	244,064	243,049	288,246	222,450	306,047	17,801
3212	Public Employee Retirement System	101,411	101,370	134,042	102,072	133,082	(960)
3312	Social Security	27,445	26,166	32,758	24,021	30,560	(2,198)
3332	Medicare	6,445	6,119	7,688	5,688	7,173	(515)
3412	Health/Welfare	83,072	83,552	83,698	67,568	108,668	24,970
3512	Unemployment Insurance	2,223	2,188	2,651	2,002	989	(1,662)
3612	Workers Compensation	17,912	18,054	20,782	15,998	19,392	(1,390)
3712	Other Post-Employment Benefits	5,556	5,600	6,627	5,101	6,184	(443)
3912	Cash in Lieu	0	0	0	0	0	0
4000	Supplies and Equipment	8,500	173	9,000	0	6,000	(3,000)
4310	General Supplies and Materials	5,000	173	5,000	0	3,000	(2,000)
4400	Non-Capitalized Equipment	3,500	0	4,000	0	3,000	(1,000)
5000	Operating Expenses	36,167	34,769	40,500	23,475	40,700	200
5210	Mileage Reimbursement	200	0	100	0	100	0
5220	Conference/Travel Expense	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	475	1,200	183	2,000	800
5710	Direct Cost Transfer-Intrafund	250	196	200	27	100	(100)
5802	Independent Contractors/Consultant	0	0	0	0	0	0
5810	Advertising	1,000	0	1,000	0	500	(500)
5820	Legal	12,071	12,658	10,000	1,231	10,000	0
5890	Other Operating Expenses	19,446	20,239	25,000	20,834	25,000	0
5910	Postage for Mail	0	0	0	0	0	0
6000	Equipment	0	0	13,000	7,425	5,000	(8,000)
6400	New Equipment			13,000	7,425	5,000	(8,000)
2000-3000 Subtotal		688,515	674,577	818,145	621,693	800,743	(17,402)
4000-6000 Subtotal		44,667	34,941	62,500	30,900	51,700	(10,800)
TOTAL		733,182	709,519	880,645	652,593	852,443	(28,202)
Approx. % Change In Budget From Prior Year		5.49%		16.74%		-3.20%	



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 10, 2023

AGENDA ITEM NO: III.A.03

Establish New Classification: Board Certified Behavior Analyst

BACKGROUND INFORMATION:

The Director of Special Education, Deanna Sinfield, requested the development of a new classification that would be responsible for duties related to the planning and overseeing of intensive behavior intervention services, including behavioral consultation and training, for students with exceptional needs.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed duties and responsibilities suggested by the Director of Special Education and Behavior Intervention Specialist, Elizabeth Sciutto
- Reviewed class specs from other districts that require board certification in behavior analysis
- Reviewed material from the Behavior Analyst Certification Board
- Provided draft class spec for the Director of Special Education and Behavior Intervention Specialist to review and incorporate feedback

ANALYSIS & FINDINGS:

Staff finds the Board Certified Behavior Analyst (BCBA) most similar to classifications within the instructional assistant and paraprofessional unit of classified employees. This unit includes other classifications that require board certifications such as Licensed Vocational Nurse, Occupational Therapist, and Certified Occupational Therapy Assistant.

The following is an external comparison of classified salaries from like agencies:

Agency	Classification	Monthly Min.	Monthly Max.
Palos Verdes USD	Behavior Analysis Program Lead	\$6,312	\$7,691
Culver City USD	Behavior Intervention Specialist	\$7,513	\$9,116
Manhattan Beach USD	Behavior Intervention Specialist	\$7,926	\$10,123
Beverly Hills USD	N/A	N/A	N/A
City of Santa Monica	N/A	N/A	N/A
El Segundo USD	N/A	N/A	N/A
Las Virgenes USD	N/A	N/A	N/A
Redondo Beach USD	N/A	N/A	N/A
Santa Monica College	N/A	N/A	N/A
	Mean:	\$7,250	\$8,977
	SMMUSD Range A-58:	\$7,025	\$8,967

Staff recommends placing BCBA on range A-58 (\$7,025 - \$8,967) to be at the average compensation for a classified position with a board certification in behavior analysis.

DIRECTOR'S RECOMMENDATION:

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

1. The BCBA classification specification as provided
2. The recommendation to place BCBA in the instructional assistant and paraprofessional classified job unit
3. The recommendation to place BCBA on range A-58

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: TBD

BOARD CERTIFIED BEHAVIOR ANALYST

BASIC FUNCTION

Under general direction, plans, provides, and oversees the delivery of intensive behavior intervention services, including behavioral consultation and training, for students with exceptional needs.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

- The Paraeducator 3 provides students with ongoing behavior monitoring, data collection, and intervention support, whereas a Board Certified Behavior Analyst (BCBA) possesses a BCBA certificate and models support duties to demonstrate proper technique and conducts behavior assessments
- The credentialed BCBA is required to have a Pupil Personnel Services credential (School Psychologist or School Counseling authorization) and provides district-level program evaluation, whereas a classified BCBA oversees the delivery of intervention services at the school site level

MINIMUM QUALIFICATIONS

EDUCATION:

Master's degree with graduate level coursework in behavior analysis from an institution of higher learning recognized by the council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

EXPERIENCE:

Two years of experience providing behavior analytic services to Special Education students in a public K-12 education environment, including developing, implementing, modifying, and monitoring behavior intervention plans.

ADDITIONAL REQUIREMENTS/INFORMATION:

- Possession of a current Board-Certified Behavior Analyst (BCBA) certificate through the Behavior Analyst Certification Board is required
- A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required
- Experience as a Crisis Prevention Institute (CPI) certified instructor is highly desirable

REPRESENTATIVE DUTIES

- Participates in Individual Education Plan (IEP) meetings to provide input and recommendations to the IEP team regarding tracking and monitoring IEP goals and behavior plans

- Recommends, implements and evaluates behavior intervention plans and IEP goals
- Administers Functional Behavior Assessments and Functional Analysis Assessments
- Administers emergency safety interventions using non-violent crisis prevention and intervention strategies
- Provides guidance and support to teachers, administrators, staff, and parents on the use of Positive Behavior Interventions and Supports (PBIS)
- Communicates with teachers, administrators, parents, and students to facilitate the development and delivery of behavioral intervention plans, program materials and stimuli, data collection techniques, and progress monitoring systems
- Leads by guiding, training, and reviewing the work of staff
- Participates in conferences, workshops, trainings, meetings, and committees
- Collects data, updates records, and prepares statistical and narrative reports on matters related to behavior support strategies and behavior intervention services
- Plans, coordinates, develops, and conducts workshops, trainings, and presentations related to PBIS to District staff
- Reviews records and reports for discrepancies to ensure compliance with relevant legal and procedural requirements
- Performs other 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

Supervision is received from higher level management within Special Education. Responsibilities include providing lead direction to paraprofessional staff. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Needs of students with disabilities and their families
- Principles, practices, and techniques of Applied Behavior Analysis
- Principles, practices, and techniques of assessing and evaluating behavioral needs of children
- Principles of child development and behavior
- Trends in early intervention and evidence based programs
- Federal, state, and local codes, regulations, rules, and laws pertaining to special education
- Principles, practices, and techniques of information gathering
- Principles and practices of recordkeeping and maintaining documentation

CORE COMPETENCIES:

- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Analyzing and Interpreting Data - Drawing meaning and conclusions from quantitative and/or qualitative data
- Cultural Proficiency – Modeling communication and interaction that respect and include all individuals and their languages, abilities, religions, and cultures
- Critical Thinking - Analytically and logically evaluating information, propositions, and claims
- Developing Others - Supporting others in stretching and expanding their capabilities
- Fact Finding - Obtaining facts and data pertaining to an issue or question
- Handling Conflict – Managing interpersonally strained situations
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation - Understanding, interpreting and ensuring compliance with laws and regulations.
- Presentation Skill - Formally delivering information to groups
- Professional & Technical Expertise – Applying technical subject matter to the job
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

WORKING CONDITIONS

ENVIRONMENT:

Office and classroom environment. Constant interruptions. Subject to exposure to emotional and volatile individuals.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching to assist students. Reaching arms above the shoulders. Seeing to read a variety of materials and monitor student activities. Hearing and speaking to exchange information. Other demands include running, reacting, and moving quickly; safely cleaning up body fluids; and ability to apply Crisis Prevention Institute (CPI) physical safety interventions.

CLASSIFICATION ESTABLISHED:

PROPOSED May 10, 2023

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (5/4/2023)

Req Number	Req Title	Department	Position Type	FTE
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
23-128	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
23-167	CAFETERIA WORKER I	FS - EDISON	New	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-063	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
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
23-160	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
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

22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
23-041	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-043	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	Vac	43.75
23-066	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75
23-145	CONSTRUCTION SUPERVISOR	MAINTENANCE	Vac	100
23-185	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
23-136	ELECTRICIAN	MAINTENANCE	Vac	100
23-169	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
23-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
23-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-164	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	37.5
23-177	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	New	37.5
23-180	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45
23-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	37.5
23-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	48.75

23-181	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
23-170	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA 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
23-026	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-035	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-086	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-087	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-106	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	New	75
23-114	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75

23-126	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-131	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-132	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-148	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
23-178	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
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
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-037	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-040	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-069	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-107	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-116	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75

23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-159	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
23-175	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-176	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-179	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
23-183	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-188	PERSONNEL ANALYST	PERSONNEL COMMISSION	Vac	100
23-165	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5
23-156	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	EDUCATIONAL SERVICES	Vac	100
23-166	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100
23-184	SENIOR OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	Vac	50
23-189	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
23-139	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (5/4/2023)

Req Number	Req Title	Department	Date of Accepted Job Offer
23-142	ADMINISTRATIVE ASSISTANT	WILL ROGERS LEARNING ACADEMY	4/17/2023
23-161	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	4/19/2023
23-162	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	4/19/2023
22-244	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	4/25/2023
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	4/28/2023
23-175	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	5/4/2023

**Classified Personnel – Merit
5/4/23**

NEW HIRES

EFFECTIVE DATE

Barajas, Maria Adult Education	Senior Office Specialist 6.4 Hrs/10 Mo/Range: 27 Step: A	4/17/23
Behzadi, Maryam Webster ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: E	3/28/23
Beik, Arvin Education Technology Services	Systems Analyst 8 Hrs/12 Mo/Range: 53 Step: A	4/18/23
Bikhet, Mary FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	4/17/23
Borum, Nadine Malibu ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: A	3/16/23
Garcia-Lara, Cynthia Educational Services	Administrative Assistant 8 Hrs/12 Mo/Range: 33 Step: A	3/22/23
Mallari, Neiel Special Ed-Roosevelt ES	Paraeducator 3 6 Hrs/SY/Range: 28 Step: A	4/17/23
Mulligan, Tiffany Malibu MS/HS	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: A	4/17/23
Paris, Matthew McKinley ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: A	3/8/23
Rein, Ayr Webster ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: A	4/17/23

PROMOTION

EFFECTIVE DATE

Lopez, Saby Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: B From: Cafeteria Worker I: 3 Hrs/SY	4/3/23
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LIMITED TERM

EFFECTIVE DATE

Delgadillo, Cristina Business Services	Senior Office Specialist 5 Hrs/12 Mo/Range: 27 Step: C	4/17/23-7/31/23
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ADDITIONAL CLASSIFICATION

EFFECTIVE DATE

Padilla Lopez, Carolina SMASH	Campus Monitor 1.6 Hr/SY/Range: 13 Step: E Current Class: Instructional Assistant-Classroom: 5 Hrs/SY	3/15/23
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TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Burkett, Deena Facility Use	Audience Services Coordinator [overtime; Facility Use events support]	7/1/22-6/30/23
Coffey, Bud Facility Use	Audience Services Coordinator [overtime; Facility Use events support]	7/1/22-6/30/23
Esquivias, Norma Facility Use	Audience Services Coordinator [overtime; Facility Use events support]	7/1/22-6/30/23

Fuentes, Mario Maintenance	Skilled Maintenance Worker [overtime; district projects support]	2/21/23-6/30/23
Indigaro, Mark Facility Use	Audience Services Coordinator [overtime; Facility Use events support]	7/1/22-6/30/23
Jimenez, Osvaldo Facility Use	Custodian [overtime; Facility Use events support]	7/1/22-6/30/23
Khodadadi, Shirin Special Ed-Lincoln MS	Health Office Specialist [additional hours; student support in school drama program]	9/1/22-6/12/23
McKean, Sean Facility Use	Audience Services Coordinator [overtime; Facility Use events support]	7/1/22-6/30/23
Peters, Lakisha Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; bus supervision]	3/9/23-6/12/23
Sandoval-Perez, Alejandro Facility Use	Custodian [overtime; Facility Use events support]	2/21/23-6/30/23
Tate, Jarrel Operations	Custodian [overtime; district custodial support]	3/30/23-6/30/23
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library assistance]	8/18/22-6/12/23
Ward, Michael Webster ES	Health Office Specialist [additional hours; clerical support]	8/18/22-6/15/23

PROFESSIONAL GROWTH

Walker, Anthony
Human Resources

Employee Benefits Technician

EFFECTIVE DATE

5/1/23

VOLUNTARY TRANSFER

Bonilla, Leroy
Operations-Malibu ES

Custodian-DS
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Custodian-NS

EFFECTIVE DATE

4/3/23

LEAVE OF ABSENCE (PAID)

Henderson, Roshawnda
Grant ES

Health Office Specialist
FMLA/CFRA
Medical

EFFECTIVE DATE

1/3/23-3/30/23

1/3/23-4/28/23

WORKING OUT OF CLASS

Kung, Bonnie
Business Services

Assistant to Superintendent
From: Senior Administrative Assistant

EFFECTIVE DATE

1/17/23-3/10/23

Smith, Matthew
Maintenance

Maintenance Supervisor
From: Facilities Technician

3/2/23-3/22/23

ABOLISHMENT OF POSITION

Paraeducator 1
6.5 Hrs/SY/Special Ed-Santa Monica HS

EFFECTIVE DATE

8/17/22

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

AW6651391

Paraeducator 1

Special Education

EFFECTIVE DATE

5/2/23

RESIGNATION

Caldera, Clare

Personnel Commission

Personnel Analyst

EFFECTIVE DATE

4/21/23

Colula, Anilu

Special Ed-Santa Monica HS

Paraeducator 3

4/21/23

Gutierrez, Cindy

Student Services-Rogers LC

Health Office Specialist

4/14/23

RETIREMENT

Walker, Louis

Operations-Santa Monica HS

Custodian

EFFECTIVE DATE

4/30/23

Classified Personnel – Non-Merit
5/4/23

COACHING ASSISTANT

Chomori, Mark	Superintendent's Office	3/10/23-6/13/23
Fearon, Michael	Superintendent's Office	3/10/23-6/13/23
Garcia, Chris	Superintendent's Office	3/10/23-6/30/23
Guerra, Juan	Santa Monica HS	9/9/22-6/30/23
Jones, Eugene	Superintendent's Office	3/10/23-6/12/23
Masood, Ahmar	Superintendent's Office	3/10/23-6/30/23
Norton, Sabrina	Superintendent's Office	3/10/23-6/12/23
Sandoval, Christopher	Superintendent's Office	3/10/23-6/12/23

TECHNICAL SPECIALIST – LEVEL II

Crimmins, Maisie	Facility Use [Permit and Production Coordinator] - Funding: Permits	3/16/23-6/30/23
Smith, Aliyah	Facility Use [Permit and Production Coordinator] - Funding: Permits	3/31/23-6/30/23

TECHNICAL SPECIALIST – LEVEL III

Ganelis, Inna	Santa Monica HS [Music Instructor-SAMOH! musical] - Funding: Santa Monica Arts Parents Association	2/15/23-6/12/23
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2022 – 2023**

Date	Time	Location	Notes
2022			
July 13, 2022	4:30 p.m.	Zoom	
August 10, 2022	4:30 p.m.	Zoom	
September 14, 2022	4:30 p.m.	Zoom	
October 12, 2022	4:30 p.m.	Zoom	
November 9, 2022	4:30 p.m.	Zoom	
December 14, 2022	4:30 p.m.	Zoom	
2023			
January 11, 2023	4:30 p.m.	Zoom	
February 8, 2023	4:30 p.m.	Zoom	
March 8, 2023	4:30 p.m.	Board Room – District Office	
April 19, 2023	4:30 p.m.	Board Room – District Office	Budget – First Reading Moved to 4/19/23 due to Spring Break
May 10, 2023	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 14, 2023	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2022-23

Closed Session begins at 4:30pm *(subject to change)*

Public Meetings begin at 5:30pm *(subject to change)*

Meeting Date	Meeting Location*	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/21/22 (Th)	DO			X	
8/11/22 (Th)	DO	X			
TBD	DO				Special Meeting: Retreat
9/1/22 (Th)	DO	X			
9/14/22 (W)	DO		X		Note: Wednesday
10/6/22 (Th)	M	X			
10/20/22 (Th)	DO		X		
11/3/22 (Th)	M	X			
11/17/22 (Th)	DO		X		
12/8/22 (Th)	DO				Special Meeting: 1 st Interim Budget
12/15/22 (Th)	DO			X	
1/19/23 (Th)	DO			X	
TBD	DO				Special Meeting: Retreat
2/2/23 (Th)	M	X			
2/16/23 (Th)	DO		X		
3/2/23 (Th)	DO	X			
3/15/23 (W)	M		X		Note: Wednesday
3/29/23 (W)	DO				Special Meeting: Time-sensitive items prior to spring break
4/20/23 (Th)	DO			X	
5/4/23 (Th)	M	X			
5/9/23 (T)	DO				Potential Special Meeting: HR items
5/18/23 (Th)	DO		X		
6/1/23 (Th)	DO	X			
6/22/23 (Th)	DO				Special Meeting: Public Hearings for Budget and LCAP
6/29/23 (Th)	DO		X		

**Until further notice, the board members and executive cabinet will meet in the board room at the district office, while members of the public and other staff will participate via Zoom.*

District Office (DO): 1651 16th Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> Closed Session Commendations/Recognitions Study Session Communications Executive Staff Reports Consent Calendar General Public Comments <i>(max. 30 minutes)</i> Discussion Items (as needed) Major Items Continuation of General Public Comments (if needed) 	<ol style="list-style-type: none"> Closed Session Consent Calendar Study Session Discussion Items Major Items (as needed) General Public Comments 	<ol style="list-style-type: none"> Closed Session Commendations/Recognitions Study Session Communications Executive Staff Reports Consent Calendar General Public Comments <i>(max. 30 minutes)</i> Discussion Items Major Items Continuation of General Public Comments (if needed)

The schedule of meetings appears on the [board meeting page](#) of the district website and can also be found on the [CSBA Simbli software page](#).

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, June 14, 2023, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: