

VIRTUAL PERSONNEL COMMISSION MEETING

May 13, 2020 at 4:30pm

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

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



JOIN ZOOM MEETING

<https://bit.ly/MAYPCMEETING>

Meeting ID: 825 4759 0918
Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmusd.org

- **Requests must be submitted no later than 5:00 p.m. on Tuesday, May 12, 2020**
- **Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

May 13, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 13, 2020**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on May 13, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

- G.06 Approval of Minutes for Regular Meeting on March 11, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

Approval of Minutes for Regular Meeting on April 22, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
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 13, 2020

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 13, 2020**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, May 12, 2020. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on May 13, 2020

G.06 Approval of Minutes for Regular Meeting on March 11, 2020 and April 22, 2020

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:

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

G.09 Communications:

The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:

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

II. CONSENT CALENDAR:

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

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

- None

C.02 Advanced Step Placement:

Kathryn D Gulko in the classification of Instructional Assistant – Classroom at Range A-20 Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2020-2021 Proposed Personnel Commission Budget

A.02 Adoption: Fiscal Year 2020-2021 Proposed Personnel Commission Budget

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion

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 7, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 7, 2020
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	6/10/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 10, 2020, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 11, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson and Mrs. Maria Stewart

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 11, 2020**, at **4:34 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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 and Stewart were present.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
vacant						

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: March 11, 2020

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

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.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Maria Stewart	✓			✓			
vacant							

G.06 Motion to Approve Minutes: February 12, 2020

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Maria Stewart	✓			✓			
vacant							

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn updated the Personnel Commission with the current status of incoming Commissioner Tate's appointment by the State Superintendent. The recommendation is in the last stage of approval awaiting to be signed by State Superintendent Thurmond. Mr. Tate was present in the audience.**
 - **Director Kahn updated the Personnel Commission on nine (9) active recruitments and examinations.**
 - **Director Kahn stated that if the District were to implement any measures regarding canceling events and meetings as a response to coronavirus, the Personnel Commission would follow suit and act accordingly cancelling any examinations that would meet the criteria.**

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 expressed her gratitude to the District for a prompt response to the coronavirus pandemic by sanitizing school sites and setting up remote learning in case of school closure.**

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
 - **None**
- Board of Education Report
 - **Director Kahn presented Board of Education report on behalf of Dr. Mark Kelly, Assistant Superintendent of Human Resources.**

Dr. Kelly was at the District's Emergency Operation Center to discuss the coronavirus issue based on the directions from the Los Angeles County Department of Public Health, Los Angeles County Office of Education, and the California Department of Education regarding school closure.

- Director Kahn also stated that the Board of Education has given authorization to staff to initiate the lay-off process of up to 46.0 FTEs in certificated staff due to an alignment of staffing and decline in projected enrollment.
- Director Kahn informed the Personnel Commission about the Superintendent's Budget Advisory Committee, comprised of major stake holders who are providing a critical analysis of the budget in order to reduce the District's deficit spending.

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

Classification

Eligibles

Campus Monitor	7
Carpenter	4
Instructional Assistant - Bilingual	5
Instructional Assistant - Classroom	7
Paraeducator-1	2
Paraeducator-3	1
WorkAbility Assistant	8

C.02 Advanced Step Placement:

Marbella Beltran in the classification of Paraeducator-1 at Range A-20 Step C

C.03 Advanced Step Placement:

Alexis Pullard in the classification of Paraeducator-3 at Range A-26 Step C

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Maria Stewart	✓			✓			
Vacant							

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Audience Services Coordinator within the Facility job family

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		✓		✓			
Maria Stewart	✓			✓			
vacant							

REPORT AND DISCUSSION

- **Ms. Clare Caldera, Personnel Analyst, provided a brief background for the revisions for both classifications, Audience Services Coordinator and Theater Operations Supervisor.**
- **The Personnel Commission staff is currently in a process of analyzing and revising the entire Theater job family.**
- **In anticipation of upcoming recruitments, Ms. Caldera made preliminary changes in the classification specifications to ensure that the minimum qualifications were appropriate.**

A.02 Classification Revision:

Theater Operations Supervisor within the Facility job family

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Maria Stewart	✓			✓			
vacant							

REPORT AND DISCUSSION

- See above

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

I.01 2019-2020 Second Interim Fiscal Report

Mr. Cruz provided a detailed overview of the 2019-2020 District Second Interim Report that was presented to the Board of Education on March 5, 2020 and to the Financial Oversight Committee on March 10, 2020. The report contained the District's financial position as of January 31, 2020, displaying the changes from the First Interim Fiscal Report of October 31, 2019. The Los Angeles County Office of Education required to provide a financial stabilization plan as part of the Second Interim Budget. Mr. Cruz presented data for Current Actuals, and Projected Totals for each District fund. His report also included an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years.

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- February 20, 2020

Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- March 5, 2020

I.05 Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)

- February 20, 2020

Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)

- March 5, 2020

I.06 Personnel Commission's Twelve-Month Calendar of Events

- 2019 - 2020

I.07 Board of Education Meeting Schedule

- 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	4/8/20
Preliminary Budget - Fiscal Year 2018-2019	First Reading	4/8/20
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	5/13/20
Classified Employees Appreciation Reception		5/20/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 8, 2020, 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 the closed session.

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
vacant						

TIME ADJOURNED: 5:21 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 22, 2020

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, April 22, 2020**, at **4:34 p.m.**, via Zoom.

- ❖ **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 Appointment of Commissioner
Commissioner Robinson announced Commissioner Tate's appointment by the State Superintendent of Public Instruction as of April 8, 2020. He will serve a three-year term till December 31, 2022. Commissioner Robinson welcomed him to the Personnel Commission and the District.

G.03 Roll Call: Commissioners Robinson and Tate were present.

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

G.04 Pledge of Allegiance: Commissioner Robinson led all in attendance in the Pledge of Allegiance.

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.05 Report from Closed Session:

- **None**

G.06 Motion to Approve Agenda: April 22, 2020

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.07 - approval of the minutes of the regular March 11, 2020 meeting was postponed till May 13, 2020. The motion passed.

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

G.07 Motion to Approve Minutes: March 11, 2020

Approval was postponed till May 13, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

G.08 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 welcomed Commissioner Tate to the Personnel Commission.**
 - **Director Kahn updated the Personnel Commission on conducting recruitments and performing other department's duties remotely due to the coronavirus pandemic. Even though all examinations have been postponed as of March 16, 2020, he is currently exploring different possibilities and platforms in order to conduct interviews and exams remotely.**
 - **Director Kahn expressed his gratitude to the IT department for providing a remote access to the Personnel Commission staff as well as to the District for their prompt and efficient response to the pandemic.**
 - **Director Kahn commended the Personnel Commission staff for working diligently under the difficult circumstances.**

G.09 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 expressed her gratitude to the District, classified employees, and the Personnel Commission staff for their hard work during the pandemic.**

G.10 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. Chris Mock, Chief Steward, welcomed Commissioner Tate.**
 - **Mr. Mock expressed his appreciation of Commissioner Robinson's acknowledgement of District classified employees' dedication during these difficult times.**
 - **Mr. Mock expressed his gratitude to Dr. Kelly for his collaboration and support in resolving contractual issues.**
 - **Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments.**
 - **Mr. Mock updated the Personnel Commission on the status of essential personnel working based on limited rotation schedules.**
- Board of Education Report
 - **Dr. Kelly welcomed Commissioner Tate to the District.**
 - **Dr. Kelly updated the Personnel Commission on the District's operation during the pandemic.**
 - **Dr. Kelly acknowledged the Food and Nutrition Services staff for their hard work and dedication providing meals to students. He also commended the Information Services employees who are supplying students with technology tools for distance learning.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education virtual meetings on March 19, 2020 and April 1, 2020.**
 - **Dr. Kelly provided an update on the certificated staff lay-off process due to an alignment of staffing and decline in projected enrollment.**
 - **Dr. Kelly drew attention to the District website for the most current information related to the COVID-19 crisis.**

G.11 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**

G.12 Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair by: Phillip Tate

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

It was moved and seconded to elect Commissioner Robinson as the Personnel Commission Chair. The motion passed.

b. Nomination of Vice-Chair by: Phillip Tate

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

It was moved and seconded to elect Commissioner Stewart as the Personnel Commission Vice-Chair. The motion passed.

II. CONSENT CALENDAR:

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

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

Classification

Eligibles

Sports Facility Attendant	3
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C.02 Advanced Step Placement:

Vanina Zalazar in the classification of Lead Translator/Interpreter at Range A-37 Step C

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

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. The motion passed.

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

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 2020/21 – First Reading

- **Director Cruz has provided salary and benefits overview for all positions in the Personnel Commission.**
- **Director Cruz provided a rationale for specific changes in the “Supplies and Equipment” and “Operating Expenses” categories.**

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 19, 2020Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - April 1, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)
 - March 19, 2020Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - April 1, 2020
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2020-2021	Second Reading	5/13/20
Commissioner Training/Briefing: Classification Studies	Commissioner Training	6/10/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 13, 2020, at 4:30 p.m. - *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:08 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: May 13, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Kathryn D Gulko

Hire Date: 02/25/2020

ASP Request Submitted: 3/06/2020

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Kathryn D Gulko	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Completed 48 units at an accredited 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"> Kathryn D Gulko has a Master's degree in Psychology. 	2 levels of education above MQ =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> No experience required. Preferred Experience: (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	<ul style="list-style-type: none"> Kathryn D Gulko has over eight (8) years of paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people. 	4 (2-year periods) levels of experience above MQ =2 Step Advance (Max. allowed)
<u>Total Advanced Steps: Starting Step: A + 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Kathryn D Gulko's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.55 per hour, while Step D is \$16.84 per hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kathryn D Gulko at Range A-20, 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							
Maria Stewart							
Phillip Tate							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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 Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

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.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 13, 2020

AGENDA ITEM NO: III.A.01

SUBJECT: Public Hearing – Fiscal Year 2020-2021 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2020-2021 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 22, 2020. Overall, the proposed budget is similar to the 2019-2020 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 2020-2021, in accordance with Education Code Section §45253.

OPEN THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

CLOSE THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							



March 16, 2020

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

FROM: Alyssa L. Martinez, 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) 2020-21 total budget amount cannot exceed the total budget amount for FY 2019-20.**

The attached documents will assist the Personnel Commission in preparing and submitting their proposed FY 2020-21 budgets:

- **Attachment No. 1: *Procedures and Instructions*** - describes the adoption process of the Personnel Commission budget.
- **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.

- **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.**

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: Mrs. Alyssa L. Martinez

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 2019-20 total budget amount.

This bulletin and its attachments are posted at:

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

Use the “Search” box in the Bulletins section to locate a specific bulletin by number or keyword.

Please contact me at (562) 922-6137, or by email at Martinez_Alyssa@lacoe.edu.

Approved:
Jeff Young, Interim Director
Business Advisory Services

ALM:lc
Attachments

LOS ANGELES COUNTY OFFICE OF EDUCATION

Business Advisory Services

PROCEDURES AND INSTRUCTIONS FOR 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 (County Superintendent) 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 2019-20, where the Personnel Commission shall determine the items of expenditure.
9. 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.

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

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

_____ The Governing Board concurs with the proposed Fiscal Year 2020-21 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

_____ Print Name _____ Local Educational Agency Name

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: _____

Attachment No 2 to:
Informational Bulletin No. 5161



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2020-2021

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
via Zoom

(Place)
on May 13, 2020 at 4:30 o'clock P. M.

You are invited to attend and present your views.

 Digitally signed by Josh Kahn
Date: 2020.05.05 16:23:07 -07'00'
Signature of Chairman or Director of Personnel Commission
Josh 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 13, 2020

Signature of Chairman or Director of Personnel Commission
Josh 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 2020-2021

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

Expenditure by Object	2018-2019 Actual*	2019-2020 Actual or Estimated*	2020-2021 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,650.00	\$ 1,800.00	\$ 1,800.00
Director	126,077.00	111,559.00	117,576.00
Secretaries, Clerks	306,287.00	292,393.00	311,528.00
Other	20,359.00	1,750.00	1,500.00
3000 Employee Benefits	202,728.00	209,863.00	241,156.00
Subtotal	657,101.00	617,365.00	673,560.00
4000 Supplies and Equipment Replacement	6,200.00	10,000.00	8,000.00
5000 Operating Expenses	17,936.00	22,400.00	23,400.00
6000 Equipment	0.00	0.00	0.00
Subtotal	24,136.00	32,400.00	31,400.00
Appropriation for Contingencies ⁽³⁾	0.00	0.00	0.00
Total Expenditures	\$ 681,237.00	\$ 649,765.00	\$ 704,960.00

* 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 13, 2020

AGENDA ITEM NO: III.A.02

SUBJECT: Adoption – Fiscal Year 2020-2021 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2020-2021
- 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 2020-2021 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 2019-2020, 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 the fiscal year 2020-2021.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
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.

2020-2021 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2018-2019		2019-2020		2020-2021	Change from 19-20 Proposed \$+/-
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 3/13/20	Proposed (dollars only)	
2000	Classified Salaries	436,371	454,374	407,502	255,244	432,404	24,902
2314	Director	117,772	126,077	111,559	72,769	117,576	6,017
2317	Supervisors (Analyst)	78,955	78,955	75,537	46,421	89,412	13,875
2319	Commission Members (3)	1,800	1,650	1,800	1,000	1,800	0
2410	HR Technicians/Admin. Assistant	235,844	227,332	216,856	135,054	222,116	5,260
2430	Clerical Hourly	2,000	0	750	0	500	(250)
2460	Clerical Sub	0	20,359	1,000	0	1,000	0
3000	Employee Benefits	205,522	202,728	209,863	129,671	241,156	31,293
3212	Public Employee Retirement System	78,493	72,605	80,009	50,099	98,178	18,169
3312	Social Security	26,944	28,554	25,154	15,923	26,810	1,656
3332	Medicare	6,328	6,678	5,909	3,724	6,271	362
3412	Health/Welfare	68,991	69,097	76,296	45,835	86,026	9,730
3512	Unemployment Insurance	219	232	204	129	217	13
3612	Workers Compensation	17,892	18,854	17,197	10,771	18,248	1,051
3712	Other Post-Employment Benefits	5,455	5,748	5,094	3,190	5,406	312
3912	Cash in Lieu	1,200	960	0	0	0	0
4000	Supplies and Equipment	10,280	6,200	10,000	2,140	8,000	(2,000)
4310	General Supplies and Materials	6,330	4,528	6,000	2,140	6,000	0
4400	Non-Capitalized Equipment	3,950	1,672	4,000	0	2,000	(2,000)
5000	Operating Expenses	23,240	17,936	22,400	17,617	23,400	1,000
5210	Mileage Reimbursement	200	158	200	120	200	0
5220	Conference/Travel Expense	3,500	2,831	2,300	0	1,000	(1,300)
5300	Dues and Memberships	1,250	1,250	1,250	1,200	1,500	250
5640	Repair by Vendor	200	0	0	0	0	0
5650	Maintenance Agreement	1,270	1,002	1,200	936	1,200	0
5710	Direct Cost Transfer-Intrafund	1,500	732	1,200	0	500	(700)
5802	Independent Contractors/Consultant	0	0	500	0	0	(500)
5810	Advertising	1,000	0	1,000	0	1,000	0
5890	Other Operating Expenses	14,170	11,962	14,700	15,361	18,000	3,300
5910	Postage for Mail	150	0	50	0	0	(50)
6000	Equipment	0	0	0	0	0	0
	2000-3000 Subtotal	641,893	657,101	617,365	384,915	673,561	56,196
	4000-6000 Subtotal	33,520	24,136	32,400	19,757	31,400	(1,000)
	TOTAL	675,413	681,238	649,765	404,671	704,961	55,196
Approx. % Change In Budget From Prior Year		-1.94%		-3.95%		8.49%	

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (5/8/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	48.75	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open
20-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	43.75	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	0.29	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100	Open
20-107	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75	Open
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open
20-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.25	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	New	87.5	Open

20-122	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	62.5	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-136	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	Open
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	Open
20-144	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open
20-150	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	Open
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-154	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-155	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15	Open
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40	Open
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open

Filled Requisitions (5/8/2020)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
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Due to District closure, zero positions have been filled between April 3, 2020 and May 8, 2020

Classified Personnel – Merit
5/7/20

<u>PROVISIONAL</u>		<u>EFFECTIVE DATE</u>
Bacich, Nicholas Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: D	1/6/20-6/10/20

Sullivan, Brianna Grant ES	Instructional Assistant – Classroom 1 Hr/SY/Range: 18 Step: F	1/6/20-6/10/20
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<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Adams, Daryl Webster ES	Physical Activities Specialist [additional hours; overnight field trip supervision]	2/3/20-6/12/20

Adams, Daryl Webster ES	Physical Activities Specialist [overtime; overnight field trip supervision]	2/3/20-6/12/20
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De La Rosa, Johanna Educational Services	Bilingual Community Liaison [overtime; Young Collegians parent meetings]	3/4/20-6/8/20
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Gonzalez, Martina Facility Use	Cafeteria Worker I [overtime; Facility Use events]	7/1/19-6/30/20
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Ridley, Tisha FNS-McKinley ES	Cafeteria Worker II [overtime; cafeteria support]	12/12/19
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Uliantzeff, Elena Educational Services	Bilingual Community Liaison [overtime; Bergmann Fair supervision]	10/5/19-10/6/19
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<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Finnell, Keara Human Resources	Office Specialist	7/1/19-6/30/20

Valdivia, Brenda Child Development Services	Children's Center Assistant-2	2/1/20-6/30/20
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<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Cornejo, Natalie Santa Monica HS	Campus Security Officer	5/1/20

Sloboda, Jaclyn Special Ed-CDS-Lincoln Preschool	Physical Therapist	5/1/20
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<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Anzoleaga, Eleazar Special Ed-Webster ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Malibu HS	11/27/19

<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
McAlpin, Michael Operations-Adams MS	Custodian Medical/FMLA/CFRA	3/24/20-4/20/20

McNaughton, Joellen Malibu HS	Accompanist FMLA	3/9/20-3/13/20
Morales, Stephany Special Ed-Santa Monica HS	Paraeducator-3 FMLA/Pregnancy Disability	1/6/20-4/7/20
Willie, Kyrle Grant ES	Instructional Assistant – Classroom CFRA	2/23/20-5/17/20

WORKING OUT OF CLASS

Bakhyt, Peter FNS-Malibu HS	Cafeteria Cook - Baker From: Cafeteria Worker - Transporter	<u>EFFECTIVE DATE</u> 9/30/19-2/28/20
Coffey, Bud Facility Use	Theater Operations Supervisor From: Audience Services Coordinator	1/1/20-6/30/20
Villa, Maria FNS-Adams MS	Site Food Services Coordinator From: Cafeteria Worker I	2/5/20

ABOLISHMENT OF POSITION

Paraeducator-1 6 Hrs/SY/Special Ed-Santa Monica HS	<u>EFFECTIVE DATE</u> 2/12/20
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RESIGNATION

Salonga-Miguel, Jayvee Purchasing	Buyer	<u>EFFECTIVE DATE</u> 4/17/20
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Classified Personnel – Non-Merit
5/7/20

COACHING ASSISTANT

Fearon, Mark	Santa Monica HS	1/7/20-3/31/20
Harrington, Alexis	Santa Monica HS	2/3/20-6/5/20
Lawerence, Dominic	Santa Monica HS	2/3/20-6/5/20
Lupi, Paul	Santa Monica HS	1/7/20-3/31/20
Saunders, Kathryn	Santa Monica HS	1/7/20-3/31/20

STUDENT WORKER – WORKABILITY

Kolb, Caroline	Santa Monica HS	10/21/19-6/10/20
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2019 – 2020**

Date	Time	Location	Notes
2019			
July 10, 2019	4:30 p.m.	Board Conference Room – District Office	
August 14, 2019	4:30 p.m.	Board Room – District Office	
September 11, 2019	4:30 p.m.	Board Room – District Office	
October 10, 2019	4:30 p.m.	Board Room – District Office	
November 13, 2019	4:30 p.m.	Board Room – District Office	
December 11, 2019	4:30 p.m.	Board Room – District Office	
2020			
January 8, 2020	4:30 p.m.	Board Room – District Office	
February 12, 2020	4:30 p.m.	Board Room – District Office	
February 20, 2020 – February 22, 2020	Daily Conference	San Francisco	CSPCA 2020 Annual Conference
March 11, 2020	4:30 p.m.	Board Room – District Office	
April 22, 2020	4:30 p.m.	via Zoom	Budget – First Reading
May 13, 2020	4:30 p.m.	via Zoom	Budget – Public Hearing and Adoption
June 10, 2020	4:30 p.m.	via Zoom	



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

Meeting Date	Format	Location	Notes
7/18/19 (Th)	Hybrid	DO	
8/1/19 (Th)	A	DO	
8/15/19 (Th)	B	DO	
8/29/18 (W)	Special Mtg	DO	Special Meeting: Retreat (?)
9/5/19 (Th)	A	DO	
9/19/19 (Th)	B	DO	
10/3/19 (Th)	A	M	
10/17/19 (Th)	B	DO	
10/21 or 10/22? (tentative)	Special Mtg	SMC	Annual Joint Mtg w/ SMC
11/7/19 (Th)	A	M	
11/19/19 (T)	Special Mtg		Special Meeting: Present SPSAs
11/21/19 (Th)	B	DO	
12/12/19 (Th)	Hybrid	DO	
1/16/20 (Th)	Hybrid	DO	
2/6/20 (Th)	A	M	
2/14/20 (Th)	B	DO	
3/5/20 (Th)	A	DO	
3/19/20 (Th)	B	M	
4/2/20 (Th)	Special Mtg		Special Meeting: Retreat
4/23/20 (Th)	Hybrid	DO	
5/7/20 (Th)	A	M	
5/21/20 (Th)	B	DO	
6/4/20 (Th)	A	DO	
6/18/20 (Th)	Special Mtg	DO	Public Hearings: LCAP & Budget & Quarterly Retreat
6/25/20 (Th)	B	DO	

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	6/10/20

VIII. Next Regular Personnel Commission Meeting:

Wednesday, June 10, 2020, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: