



PERSONNEL COMMISSION MEETING AGENDA

May 15, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 15, 2024**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on May 15, 2024

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

- G.06 Approval of Minutes for Regular Meeting on April 17, 2024

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

- G.07 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

May 15, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 15, 2024**, at **4:30 p.m.**, in the **District Administrative Offices:**

1717 4th Street, Santa Monica, CA.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on May 15, 2024

G.06 Approval of Minutes for Regular Meeting on April 17, 2024

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

G.07 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. **HEARING:**

H.01 Public Employee Disciplinary Hearing Conference
Employee #: ZM6677125

III. **CONSENT CALENDAR:**

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

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

Classification

Eligible

Accountant	5
Accounting Technician	5
Cafeteria Worker I	7
Campus Monitor	5
Campus Security Officer	2
Instructional Assistant - Music	2

IV. **ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2024-2025 Proposed Personnel Commission Budget

A.02 Adoption: Fiscal Year 2024-2025 Proposed Personnel Commission Budget

V. **COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

VI. 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

VII. 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)
 - April 18, 2024
 - May 2, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 2, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VIII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

IX. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 12, 2024, at 4:30 p.m. – *District Office Board Room*

X. 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.

XI. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION
Employee #: ZM6677125

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

XII. 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)

April 17, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, April 17, 2024**, at **4:38 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4th Street, Santa Monica, CA 90401.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:38 p.m.

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

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

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: April 17, 2024

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

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

G.06 Motion to Approve Regular Meeting Minutes: March 13, 2024

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on March 13, 2024.
 - Written exams were administered for Accountant and Administrative Assistant.
 - Oral exams were held for Instructional Assistant-Classroom.
 - The Personnel Commission staff collected pre-recorded responses for Library Assistant and Technical Theater Technician.
 - Performance exams were held for Skilled Maintenance Worker.
 - Final selection interviews were held for Skilled Maintenance Worker, Accountant, and Board Certified Behavior Analyst.
 - The newly opened recruitments are for Technology Support Assistant, Senior Office Specialist, Accountant, Cafeteria Worker I, and Translator/Interpreter.
 - The continuous recruitments include Swimming Instructor/Lifeguard, Bus Driver, Heavy Duty Vehicle and Equipment Mechanic, Campus Security Officer, the Paraeducator series, Campus Monitor, Instructional Assistant-Classroom, and Speech Language Pathology Assistant.

- **Physical Activities Specialist recruitment remains open only for substitute opportunities.**
- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 6 claims since the last regular Personnel Commission meeting in March.**
Ms. Younan attended one EDD hearing on behalf of the District to appeal an unfavorable decision.
- **There were 14 classified employment verifications completed since the last meeting in March.**
- **Director Kahn informed the Personnel Commission about his participation in District Office training titled “Planting the Seeds,” an initiative from Dr. Shelton to provide diversity, equity, and inclusion education to all classified and certificated staff. Ms. Hatch was also in attendance. The rest of the Personnel Commission staff will participate in future administrations of the workshop.**
Director Kahn expressed his gratitude to Mrs. Gartrell and Ms. Marshall for planning and presenting at this meaningful workshop.
- **Director Kahn updated the Personnel Commission on implementation of the ESSA competency exam for the Paraeducators, identified by the CDE findings. Human Resources communicated with staff about taking the exam.**
Director Kahn is finalizing the instructions for administering this exam, since it will be done remotely by each school’s principal. Dr. Meza is the point of contact for the principals.
- **Director Kahn informed the Personnel Commission about scheduling one-on-one meetings for the Physical Activities Specialists, impacted by the recent reductions, to discuss their employment options.**
- **Director Kahn expressed his gratitude to Ms. Canady, Mr. Cruz, and his staff for assisting the Personnel Commission with their budget development for fiscal year 2024-2025.**

G.08 Personnel Commissioner Comments/Reports:

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

- **None**

G.09 Communications:

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

- **SEIU Report**
 - **Mr. Mock, Chief Steward updated the Personnel Commission on the full contract negotiations, focusing on the article pertaining to wages. Three meetings have been scheduled for April 18, 26, and May 1, 2024.**
 - **Mr. Mock stated that a part of the negotiations is forming specific subcommittees. The Maintenance Department subcommittee will meet to**

resolve challenges related to working out of class and defining “the next lower level classification.”

- Mr. Mock updated the Personnel Commission on the SEIU, Local 99, regional meeting on April 13-14, 2024. Local 99 is currently holding elections for the new executive board.
- Mr. Mock informed the Personnel Commission about his meetings with Director Kahn to address classified vacancies, as they relate to current salaries.
- Mr. Mock elaborated on the challenges with Bus Driver recruitments, training, certifications, and licensing.
- Mr. Mock updated the Personnel Commission on the Supplemental Early Retirement Plan. The deadline to submit resignation was on April 12, 2024.
- Mr. Mock informed the Personnel Commission about his meetings with the labor management teams.
- Mr. Mock informed the Personnel Commission about the executive committee’s monthly meetings with the Superintendent.
- Mr. Mock expressed his appreciation of Dr. Shelton’s initiative to provide diversity, equity, and inclusion education to all classified staff.
- Mr. Mock informed the Personnel Commission about SEIU representatives’ participation at layoff meetings with the Physical Activities Specialists to discuss their employment options.
- Commissioner Robinson asked if the challenges filling Paraeducator vacancies was unique to the District.

Mr. Mock stated that there are several factors contributing to a high demand for Paraeducators in many districts. In addition, there is a major discrepancy between wages earned in the District and private agencies.

Board of Education Report

- Dr. Kelly informed the Personnel Commission about the certificated, classified, and administrative hiring for the next school year. Some of these vacancies include Director of Assessment, Research and Evaluation, Principal of Edison Language Academy, and House Principal at Santa Monica High School.
- Dr. Kelly updated the Personnel Commission on negotiations with the Unions.
- Dr. Kelly informed the Personnel Commission about the next regular Board of Education meeting on April 18, 2024. The District music program will be acknowledged for all the achievements, especially for being named the best community for music education for 21 consecutive years. The project-based learning program will be presenting Carrier Technical Education update, including Grant Elementary School staff.
- Dr. Kelly updated the Personnel Commission on Malibu Unification. A series of community meetings will take place to present tentative revenue sharing arrangement, furthering the process of establishing an independent Malibu Unified School District. The tax revenue sharing agreement is the most important; the two others are an operational agreement and joint powers of authority. The agreements spell out what the financial economics would be in terms of insuring that both school districts are able to offer services at the current level upon separation.

- Dr. Kelly addressed the challenges of the Paraeducator recruitment during post-Covid times. The District is in a process of examining referral methods, in order to avoid recommending Paraeducator staff as a solution for students' behavior issues.
- Commissioner Tate inquired about the logistics of Malibu Unification, in a relation to bond holders.
Dr. Kelly stated that any kind of outstanding bond obligation shared by both communities will essentially remain shared. A several years ago, two school facilities improvement districts were established, where bonding and going out for bond for school facilities can happen in Malibu, independently from Santa Monica.

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

Classification

Eligible

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

List Extension

Campus Security Officer	4
Gardener	2

C.02 Advanced Step Placement:

Ivan Carrillo in the classification of Paraeducator 3 at Range A-28, Step F

C.03 Advanced Step Placement:

Amanda Ernst in the classification of Paraeducator 3 at Range A-28, Step C

- C.04 Advanced Step Placement:
Julian Favela in the classification of Stock and Delivery Clerk at Range A-30, Step B
- C.05 Advanced Step Placement:
Anna Fox in the classification of Paraeducator 1 at Range A-22, Step D
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-05. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Certification from Another Class List: Payroll Specialist for Accounting Technician
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a brief rationale for the certification from another Class List.
- As the Payroll Specialist recruitment was completed, resulting with several candidates on the eligibility list, the District requested the ability to use it to fill Accounting Technician vacancies.
- These two classifications are closely related, as well as they are in the same job unit.
- Candidates who met minimum qualifications for Payroll Specialist and passed the exam, meet minimum qualifications for Accounting Technician and are eligible for this position.
- Instead of conducting an entire recruitment and an exam process, the certification from another class list enables the Personnel Commission staff to expedite the hiring process for Accounting Technician.

A.02 Classification Revision:

Accountant within the Office, Technical and Business Support Job Unit

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				✓			
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions of this classification specification.
- In order to accommodate the Facility Improvement Projects and Fiscal departments' needs, minor revisions were implemented to Basic Functions to streamline language.
- The most important revision occurred for the type of supervision the Accountant receives.
- The classification specification's formatting was updated.
- There were no changes of the current duties or compensation.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

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

- Director Cruz provided a detailed overview of the 2023-2024 District Second Interim Report. The report contained the District's financial position as of January 31, 2024, displaying the Budget Reporting Periods, and the First Interim Budget and the Second Interim Budget with the changes between the two periods. It also included Current Actuals, and Projected Totals for each District fund as well as an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years. The Second Interim Report is submitted to the Los Angeles County Office of Education with a positive certification. The District will be able to meet its obligations in the current and next two (2) fiscal years.
- Director Cruz presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as the previous one. He provided specific data regarding salaries and

benefits for all positions in the Personnel Commission and explained the reasons for increase in these categories.

- Director Cruz provided a rationale for reductions in the “Supplies and Equipment” and “Operating Expenses” categories.
- Director Cruz commended the department for being fiscally responsible with the District funds.

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - March 20, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - March 20, 2024
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2024-2025	Second Reading	May 8, 2024
Classified School Employees Appreciation Week		May 8, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

The meeting will be rescheduled to a later date in May, due to Personnel Commissioners’ scheduling conflict.

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- **No Closed Session**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:51 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Hearing:

Public Employee Disciplinary Hearing Conference:
Employee #: ZM6677125

III. Consent Calendar:

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

IV. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 15, 2024

AGENDA ITEM NO: III.A.01

SUBJECT: Public Hearing – Fiscal Year 2024-2025 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2024-2025 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 17, 2024. Overall, the proposed budget is similar to the 2023-2024 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 2024-2025, 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							



March 5, 2024

TO: Personnel Commission
Director of Classified Personnel
Selected Los Angeles County School
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) 2024-25 total budget amount cannot exceed the total budget amount for FY 2023-24.**

The attached documents will assist the Personnel Commission in preparing and submitting their proposed FY 2024-25 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/services/business/forms>

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 2023-24 total budget amount.

This bulletin and its attachments are posted on the LACOE website at:

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

Use the “Search” box in the Bulletins section 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

JY/JD: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 2023-24, 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 2024-25 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: _____



Los Angeles County
Office of Education

**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2024-2025**

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 #108

(Place)

on May 15, 2024 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Joshua Kahn
Signature of Chairman or Director of Personnel Commission

Joshua Kahn

Print Name

Director - 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 15, 2024

Joshua Kahn
Signature of Chairman or Director of Personnel Commission

Joshua Kahn

Print Name

Director - 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 2024-2025

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

Expenditure by Object	2022-2023 Actual*	2023-2024 Actual or Estimated*	2024-2025 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,250.00	\$ 1,100.00	\$ 1,800.00
Director	162,273.00	112,473.00	150,444.00
Secretaries, Clerks	351,036.00	177,880.00	342,344.00
Other	-8,866.00	0.00	200.00
3000 Employee Benefits	275,942.00	170,925.00	315,874.00
Subtotal	781,635.00	462,378.00	810,662.00
4000 Supplies and Equipment Replacement	220.00	1,813.00	6,000.00
5000 Operating Expenses	24,685.00	38,910.00	41,225.00
6000 Equipment	7,425.00	0.00	0.00
Subtotal	32,330.00	40,723.00	47,225.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 813,965.00	\$ 503,101.00	\$ 857,887.00
Variance from PY (DOLLARS)		\$ 310,864.00	\$ 354,786.00
Variance from PY (%)		38%	71%

* 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 15, 2024

AGENDA ITEM NO: III.A.02

SUBJECT: Adoption – Fiscal Year 2024-2025 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2024-2025
- 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 2024-2025 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 2023-2024, 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 2024-2025.

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.

2024-2025 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2022-2023		2023-2024		2024-2025	Change from
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 4/15/24	Proposed (dollars only)	23-24 to Proposed \$+/-
2000	Classified Salaries	532,168	505,692	419,035	291,453	494,788	75,753
2314	Director	162,273	162,273	149,964	112,473	150,444	480
2317	Supervisors (Analyst)	109,713	114,975	105,165	80,008	105,524	359
2319	Commission Members (3)	1,800	1,250	1,800	1,100	1,800	0
2410	HR Technicians/Admin. Assistant	258,132	236,061	161,906	97,872	236,820	74,914
2430	Clerical Hourly	250	0	200	0	100	(100)
2440	Clerical Overtime	0	0	0	0	100	100
2460	Clerical Sub	0	(8,866)	0	0	0	0
3000	Employee Benefits	287,819	275,942	248,496	170,925	315,874	67,378
3212	Public Employee Retirement System	134,555	127,105	111,319	77,466	132,970	21,651
3312	Social Security	32,883	30,540	25,869	17,749	30,553	4,684
3332	Medicare	7,717	7,212	6,076	4,151	9,951	3,875
3412	Health/Welfare	82,489	81,955	83,357	56,348	101,502	18,145
3512	Unemployment Insurance	2,661	2,527	210	143	40	(170)
3612	Workers Compensation	20,861	20,171	16,427	11,425	30,980	14,553
3712	Other Post-Employment Benefits	6,653	6,432	5,238	3,643	9,879	4,641
3912	Cash in Lieu	0	0	0	0	0	0
4000	Supplies and Equipment	9,000	220	3,500	1,813	6,000	2,500
4310	General Supplies and Materials	5,000	220	500	193	2,000	1,500
4400	Non-Capitalized Equipment	4,000	0	3,000	1,621	4,000	1,000
5000	Operating Expenses	40,500	24,685	56,100	38,910	41,225	(14,875)
5210	Mileage Reimbursement	100	0	100	0	100	0
5220	Conference/Travel Expense	1,500	0	1,500	0	1,500	0
5300	Dues and Memberships	1,500	1,200	1,500	1,200	1,500	0
5640	Repair by Vendor	0	0	0	0	0	0
5650	Maintenance Agreement	1,200	226	2,000	67	2,000	0
5710	Direct Cost Transfer-Intrafund	200	46	200	27	125	(75)
5802	Independent Contractors/Consultant	0	0	12,800	12,800	0	(12,800)
5810	Advertising	1,000	0	500	0	1,000	500
5820	Legal	10,000	1,231	10,000	0	10,000	0
5890	Other Operating Expenses	25,000	21,981	27,500	24,816	25,000	(2,500)
5910	Postage for Mail	0	0	0	0	0	0
6000	Equipment	13,000	7,425	5,000	0	0	(5,000)
6400	New Equipment	13,000	7,425	5,000	0	0	(5,000)
2000-3000 Subtotal		819,987	781,634	667,531	462,378	810,662	143,131
4000-6000 Subtotal		62,500	32,330	64,600	40,723	47,225	(17,375)
TOTAL		882,487	813,964	732,131	503,101	857,887	125,756
Approx. % Change In Budget From Prior Year		20.36%		-20.54%		17.18%	

V. Commissioner Training/Briefing:

VI. Discussion Items:

VII. Information Items:

Open Requisitions (5/9/2024)

Req Number	Req Title	Department	Position Type	FTE
24-136	ACCOUNTANT	FISCAL SERVICES	Vac	100
24-111	ADMINISTRATIVE ASSISTANT	STUDENT SERVICES	Vac	100
24-143	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
24-146	ADMINISTRATIVE ASSISTANT	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-147	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
24-148	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL	Vac	100
24-097	ASSISTANT DIRECTOR, FISCAL SERVICES	FISCAL SERVICES	Vac	100
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-045	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-072	CAFETERIA WORKER I	FS - WILL ROGERS	New	37.5
24-100	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-101	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-102	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-103	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-124	CAFETERIA WORKER I	FS - ROOSEVELT	Vac	37.5
24-133	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25

23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
23-198	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25
23-223	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-224	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-226	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-052	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-080	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-091	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	18
24-114	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	19
24-125	CAMPUS MONITOR	MALIBU ELEMENTARY SCHOOL	New	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
24-074	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Vac	75
24-126	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES	Vac	100
22-243	INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-115	INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-249	INSTRUCTIONAL ASSISTANT- CLASSROOM	ADULT EDUCATION CENTER	New	42.5
24-050	INSTRUCTIONAL ASSISTANT- CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-067	INSTRUCTIONAL ASSISTANT- CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5

24-081	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
24-127	INSTRUCTIONAL ASSISTANT- CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
24-141	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-149	INSTRUCTIONAL ASSISTANT- CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
24-150	INSTRUCTIONAL ASSISTANT- CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	50
24-151	INSTRUCTIONAL ASSISTANT- CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-015	INSTRUCTIONAL ASSISTANT- MUSIC	MALIBU HIGH SCHOOL	Vac	31.25
24-027	INSTRUCTIONAL ASSISTANT- MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-152	INSTRUCTIONAL ASSISTANT- MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-177	INSTRUCTIONAL ASSISTANT- PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
24-075	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
24-144	MANAGER, FACILITIES BUSINESS	FACILITY IMPROVEMENT PROJECTS	New	100
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75

23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-154	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-171	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
23-172	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-007	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-008	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-016	PARAEDUCATOR-1	CDS - WEST WASHINGTON	Vac	56.25
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-068	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25

24-094	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-060	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-061	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-079	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
24-082	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-117	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-118	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
24-154	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75

24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	New	100
24-155	SENIOR BUYER	BUSINESS SERVICES	Vac	100
24-156	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES	Vac	100
24-157	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	100
24-158	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	Vac	50
24-159	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
24-131	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	30
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
24-120	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	Vac	100
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
24-142	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (5/9/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-122	ACCOUNTING ASSISTANT II	MALIBU HIGH SCHOOL	5/7/2024
24-137	ACCOUNTING TECHNICIAN	FISCAL SERVICES	4/29/2024
24-123	BOARD CERTIFIED BEHAVIOR ANALYST	SPECIAL EDUCATION	4/19/2024
24-112	BUS DRIVER	TRANSPORTATION	5/6/2024
24-087	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	5/7/2024
24-139	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	5/8/2024
24-140	GARDENER	GROUNDS	4/29/2024

**Classified Personnel – Merit
4/18/24**

NEW HIRES

Ernst, Amanda Special Ed-Malibu MS	Paraeducator 3 6 Hrs/SY/Range: 28 Step: A	<u>EFFECTIVE DATE</u> 3/12/24
Furbursh, Herbert III Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	2/16/24

PROMOTION

Campos, Mercedes Special Ed-McKinley ES	Paraeducator 3 6 Hrs/SY/Range: 28 Step: D From: Paraeducator 1: 6 Hrs/SY	<u>EFFECTIVE DATE</u> 3/11/24
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TEMP/ADDITIONAL ASSIGNMENTS

Furbursh, Herbert III Facility Use	Custodian [overtime; Facility Use events support]	2/16/24-6/30/24
Furbursh, Herbert III Operations	Custodian [overtime; district projects]	2/16/24-6/30/24
Huntley, Nicole Educational Services	Systems Analyst [overtime; board of education meeting]	2/27/24-2/28/24
Vasquez, Melissa Business Services	Senior Office Specialist [additional hours; Measure R support]	4/9/24-7/31/24

SUBSTITUTES

Aleem, Fatimah Personnel Commission	Campus Security Officer	<u>EFFECTIVE DATE</u> 3/7/24-6/30/24
Walton, James Facility Use	Sports Facility Attendant	3/18/24-6/30/24

PROFESSIONAL GROWTH

Striff, Jill Special Education	Occupational Therapist	<u>EFFECTIVE DATE</u> 4/1/24
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LEAVE OF ABSENCE (PAID)

Khimani, Ashraf Facility Improvement Projects	Accountant Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 3/8/24-4/12/24
Price, Lohren Santa Monica HS	Library Assistant Medical/FMLA/CFRA	1/31/24-3/22/24

LEAVE OF ABSENCE (UNPAID)

Morales, Steve Operations-Edison LA	Custodian Military	<u>EFFECTIVE DATE</u> 3/1/24-4/29/24
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TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST) CP4081219	Senior Office Specialist	<u>EFFECTIVE DATE</u> 4/12/24
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WORKING OUT OF CLASS

Fuller, Michelle
Operations-Malibu MS/HS

Lead Custodian
From: Custodian

EFFECTIVE DATE

3/1/24-7/12/24

Jimenez, Osvaldo
Operations-Malibu MS/HS

Lead Custodian
From: Custodian

1/31/24-2/29/24

Williams, Monica
Lincoln MS

Administrative Assistant
From: Senior Office Specialist

2/1/24-5/1/24

RE-APPOINTMENT OF COMMISSIONER

Tarazizadeh, Mahshid
Personnel Commission

Personnel Commissioner

EFFECTIVE DATE

12/1/23-2/28/27

RESIGNATION

Calvert, Cheryl
Malibu ES

Campus Monitor

EFFECTIVE DATE

3/7/24

**Classified Personnel – Merit
5/2/24**

NEW HIRES

EFFECTIVE DATE

Allen, Quendolyn Transportation	Bus Driver 7 Hrs/10 Mo/Range: 32 Step: F	3/14/24
Alvarado, Miguel Facility Use	Sports Facility Attendant 3 Hrs/12 Mo/Range: 26 Step: A	3/16/24
Avalos, Nicholas McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: C	3/18/24
Carrillo, Ivan Special Ed-Lincoln MS	Paraeducator 3 6 Hrs/SY/Range: 28 Step: A	3/18/24
Favela, Julian Food and Nutrition Services	Stock and Delivery Clerk 6 Hrs/SY/Range: 30 Step: A	4/8/24
Fox, Anna Special Ed-Rogers LC	Paraeducator 1 4.5 Hrs/SY/Range: 22 Step: A	4/8/24
Kruger, Senya Special Ed-SMASH	Paraeducator 3 6 Hrs/SY/Range: 28 Step: A	4/22/24
McPhail, Alexander Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: C	3/20/24
Santillan, Miriam McKinley ES	Instructional Assistant - Classroom 3.5 Hrs/SY/Range: 20 Step: C	4/8/24
Staggers, Jonathan Facility Use	Sports Facility Attendant 3 Hrs/12 Mo/Range: 26 Step: A	4/13/24

PROMOTION

EFFECTIVE DATE

Bechtloff, Julie Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 38 Step: E From: Accounting Technician: 8 Hrs/12 Mo	4/1/24
Cerdon, Maria Fiscal Services	Accountant 8 Hrs/12 Mo/Range: 45 Step: A From: Accounting Technician: 8 Hrs/12 Mo	4/8/24
Jimenez, Paul Maintenance	Skilled Maintenance Worker 8 Hrs/12 Mo/Range: 35 Step: D From: Gardener: 8 Hrs/12 Mo	4/2/24

ADDITIONAL CLASSIFICATION

EFFECTIVE DATE

Court, Dyanne Roosevelt ES	Campus Monitor 0.8 Hr/SY/Range: 13 Step: F Current Class: Instructional Assistant-Classroom: 3 Hrs/SY	4/8/24
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PROVISIONAL ASSIGNMENTS

EFFECTIVE DATE

Ramezani, Alireza Educational Services	Physical Activities Specialist	4/10/24-6/12/24
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TEMP/ADDITIONAL ASSIGNMENTS

Aguilar, Mark Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Albrecht-Gray, Pia Grant ES	Health Office Specialist [additional hours; restorative justice training]	1/11/24-1/12/24
Alcantar, Mirna Grant ES	Campus Monitor [additional hours; restorative justice training]	2/5/24-2/6/24
Alvarado, Miguel Facility Use	Sports Facility Attendant [additional hours; Facility Use events support]	3/16/24-6/30/24
Alvarado, Miguel Facility Use	Sports Facility Attendant [overtime; Facility Use events support]	3/16/24-6/30/24
Baena, Charlotte Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	2/5/24-2/13/24
Benton, Vanessa Grant ES	Campus Monitor [additional hours; restorative justice training]	2/5/24-2/6/24
Bonilla, Leroy Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Borghese, Metta Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	1/11/24-1/12/24
Brown, Murphy Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Brown, Shawn Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Carrillo Castillo, Ruben Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Cipresso, Jullian Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	2/5/24-2/13/24
Cobbs, Rufus Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Colvin Jr., Lovell Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Coroy, Lauren Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	1/22/24-1/23/24
Davis, Katherine Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Deleon, Adrian Special Ed-McKinley ES	Paraeducator 3 [additional hours; overnight field trip supervision]	3/20/24-3/22/24
Deleon, Adrian Special Ed-McKinley ES	Paraeducator 3 [overtime; overnight field trip supervision]	3/20/24-3/22/24
Flores, Katherine Grant ES	Campus Monitor [additional hours; restorative justice training]	1/22/24-1/23/24

Galvan-O'Neill, Linette Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	2/5/24-2/13/24
Garcia, Gabriel Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Gonzalez, Ramona Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	2/5/24-2/13/24
Graves, McKenzi Special Ed-Grant ES	Paraeducator 1 [additional hours; bus supervision]	2/6/24-6/12/24
Harris, Eddie Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Harris, Kenneth Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Harris, Tracey Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Jala, Ariel Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Jelks, Curtis Lincoln MS	Campus Security Officer [overtime; school events]	1/8/24-6/12/24
Levy, Robin Special Ed-Malibu HS	Paraeducator 3 [additional hours; bus supervision]	8/24/23-6/12/24
McAlpin, Michael Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Morales, Carmela FNS-Grant ES	Cafeteria Worker I [additional hours; restorative justice training]	2/5/24-2/6/24
Odom, Lamont Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Palmer, Justin Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Perez, Maria Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Ramey, Julia Malibu ES	Instructional Assistant - Classroom [additional hours; student support]	3/14/24-6/12/24
Rodriguez, Maria Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Ruiz, Alyssa Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	2/5/24-2/13/24
Sawyer, Amy Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	1/22/24-1/23/24
Staggers, Jonathan Facility Use	Sports Facility Attendant [additional hours; Facility Use events support]	4/13/24-6/30/24
Staggers, Jonathan Facility Use	Sports Facility Attendant [overtime; Facility Use events support]	4/13/24-6/30/24

Strahn, Yvonne Educational Services	Administrative Assistant [overtime; time certification support]	8/11/23-6/28/24
Strahn, Yvonne Educational Services	Administrative Assistant [overtime; DELAC meetings support]	10/23/23-6/14/24
Strahn, Yvonne Educational Services	Administrative Assistant [overtime; board meeting attendance]	2/27/24-2/28/24
Sullivan, Brianna Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	2/5/24-2/13/24
Taylor, Candice Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Turk, Becky Grant ES	Instructional Assistant - Classroom [additional hours; restorative justice training]	2/5/24-2/13/24
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [additional hours; overnight field trip supervision]	1/28/24-2/2/24
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [overtime; overnight field trip supervision]	1/28/24-2/2/24

PROFESSIONAL GROWTH

Russell, Melissa McKinley ES	Administrative Assistant	<u>EFFECTIVE DATE</u> 5/1/24
Sebastiani, Guido Grounds	Gardener	4/1/24
Sloboda, Jaclyn Special Ed-CDS-Lincoln Preschool	Physical Therapist	5/1/24
Urbina, Erin Roosevelt ES	Health Office Specialist	5/1/24
Vargas, Cynthia Special Ed-Adams MS	Paraeducator 1	4/1/24

VOLUNTARY TRANSFER

Alvarez, Maryke Special Ed-McKinley ES	Paraeducator 3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	<u>EFFECTIVE DATE</u> 4/8/24
Bunayog, Jesse Facility Improvement Projects	Accountant 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Fiscal Services	5/1/24

CHANGE IN ASSIGNMENT

Orozco, Cecilia FNS-Lincoln MS	Cafeteria Worker I 5.5 Hrs/SY From: 3.5 Hrs/SY/FNS-Lincoln MS	<u>EFFECTIVE DATE</u> 4/8/24
Torres, Corina Roosevelt ES	Instructional Assistant - Classroom 6 Hrs/SY From: 3 Hrs/SY/Roosevelt ES	2/20/24

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Aspron, Alexandra Malibu HS	Bilingual Community Liaison Medical/FMLA/CFRA	4/8/24-6/17/24
Cruz-Aguila, Julia FNS-Grant ES	Cafeteria Worker I Personal	4/15/24-4/26/24
Cueva, Andrea CDS-Santa Monica HS/ITC	Children's Center Assistant 2 Maternity/FMLA	4/8/24-5/17/24
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator 3 Medical/CFRA	2/23/24-3/24/24
Field, Larissa Roosevelt ES	Instructional Assistant - Classroom CFRA	4/17/24-9/18/24
Fields, April Rogers LC	Instructional Assistant - Classroom Medical/FMLA/CFRA	3/18/24-4/15/24
Griffis, Crystal Personnel Commission	Human Resources Technician Medical/FMLA/CFRA	4/9/24-4/22/24
Khimani, Ashraf Facility Improvement Projects	Accountant Medical	4/15/24-5/10/24
Sebastiani, Guido Grounds	Gardener Medical/FMLA/CFRA	2/14/24-5/13/24
Smith, Brian Transportation	Bus Driver Medical/FMLA/CFRA	3/1/24-4/15/24
Soni, Ekta Roosevelt ES	Instructional Assistant - Classroom FMLA	3/11/24-4/9/24
Strahn, Yvonne Educational Services	Administrative Assistant Medical/FMLA/CFRA	3/25/24-4/12/24
Thompson, Raquel Olympic HS	Health Office Specialist Medical/FMLA/CFRA	2/5/24-6/3/24
Zigler, Kenneth McKinley ES	Instructional Assistant - Classroom Personal	2/19/24-3/8/24

UNLEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Smith, Brian Transportation	Bus Driver Personal	4/16/24-4/19/24

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Cline, Megan FNS-Webster ES	Cafeteria Worker II From: Cafeteria Worker I	2/5/24-5/10/24
Davis, Jeffery Maintenance	Plumber From: Carpenter	10/31/22-11/7/22
De La Rosa Isaac, Johanna Educational Services	Translator/Interpreter From: Bilingual Community Liaison	3/6/24
Sanders, Justin Operations	Lead Custodian From: Custodian	2/5/24-4/12/24

Villa, Maria
FNS-Roosevelt ES

Cafeteria Worker II
From: Cafeteria Worker I

3/12/24

ABOLISHMENT OF POSITION

Campus Monitor
0.25 Hrs/SY/McKinley ES

EFFECTIVE DATE

2/20/24

RESIGNATION

Cline, Megan
FNS-Malibu HS

Cafeteria Worker I

EFFECTIVE DATE

4/30/24

Cortez, Griselda
Franklin ES

Instructional Assistant - Classroom

4/12/24

Cruz, Jesse
Rogers LC

Instructional Assistant - Classroom

2/29/24

Hernandez, Daniel
Rogers LC

Campus Monitor

12/15 /23

Machado, Marissa
Facility Use

Sports Facility Attendant

11/26/23

Novakoff Smith, Julie
Franklin ES

Instructional Assistant - Classroom

2/16/24

Taylor, Cydnee
Special Education

Behavior Analyst

3/8/24

Classified Personnel – Non-Merit
5/2/24

COACHING ASSISTANT

Armendariz, Richard	Santa Monica HS	2/1/24-6/30/24
Fernandez, Jared	Santa Monica HS	3/12/24-6/30/24

TECHNICAL SPECIALIST – LEVEL II

Leitzgen, Ko	Educational Services [Stairway Accompanist] - Funding: Gifts	1/1/24-3/17/24
Schultz, Owen	Educational Services [Stairway Conductor] - Funding: Gifts	1/8/24-3/17/24
Smith, Caitlin	Educational Services [Stairway Conductor] - Funding: Gifts	1/8/24-3/17/24

TECHNICAL SPECIALIST – LEVEL III

Parise, Christopher	Lincoln MS [Brass/Jazz/Percussion Instructor-Band]] - Funding: Gifts	8/24/23-6/12/24
Senchuk, Emily	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/21/23-6/28/24
Senchuk, Peter	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/21/23-6/28/24
Senchuk, Peter	Lincoln MS [Brass Instructor-Band]] - Funding: Gifts	8/24/23-6/12/24

**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](#).

VIII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

IX. Next Regular Personnel Commission Meeting:

Wednesday, June 12, 2024, at 4:30 pm – *District Office Board Room*

X. Public Comments for Closed Session Items Only:

XI. Closed Session:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION
Employee #: ZM6677125

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

XII. Adjournment: