

VIRTUAL PERSONNEL COMMISSION MEETING

October 14, 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

<http://bit.ly/OCTOBERPCMEETING>

Meeting ID: 850 3048 8063

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, October 13, 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**

October 14, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 14, 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 October 14, 2020

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

- G.06 Approval of Minutes for Regular Meeting on September 9, 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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

October 14, 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, October 14, 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, October 13, 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 October 14, 2020

G.06 Approval of Minutes for Regular Meeting on September 9, 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):

<u>Classification</u>	<u># Eligibles</u>
Elementary Library Coordinator	5
Health Office Specialist	4
Paraeducator-1	10
Paraeducator-2	1
Paraeducator-3	6

C.02 Advanced Step Placement:
 Natasha Watson in the classification of Workability Assistant at Range A-33 Step D

C.03 Advanced Step Placement:
 Annie Wong in the classification of Physical Therapist at Range A-63 Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

I.01 Open Personnel Requisitions Status Report

I.02 Filled Personnel Requisitions Status Report

- None

I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- September 17, 2020
- October 1, 2020

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

- September 17, 2020
- October 1, 2020

I.05 Personnel Commission's Twelve-Month Calendar of Events

- 2020 - 2021

I.06 Board of Education Meeting Schedule

- 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, November 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.

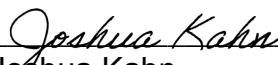
X. CLOSED SESSION:

- 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.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

September 9, 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, September 9, 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, September 8, 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: 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, Stewart, and Tate were present.

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

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

G.04 Report from Closed Session:

- None

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 Motion to Approve Agenda: September 9, 2020

It was moved and seconded to approve the agenda with an amendment – Agenda Item C.01 - approval of Personnel Eligibility List Extension for Custodian was removed. The motion passed.

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

G.06 Motion to Approve Minutes: August 11, 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	✓		✓			
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 updated the Personnel Commission on the Personnel Commission Office daily operation as staff performs their duties remotely as well as in-person in the Personnel Commission Office based on a set schedule in order to adhere to all District’s health safety procedures.
 - Director Kahn informed the Personnel Commission about eight (8) current recruitments and additional four (4) being expected to open in near future.
 - Director Kahn noted that staff continues to convert existing exam materials to a digital format for remote testing. Staff is also creating physical abilities and work simulations to adequately assess candidates’ performance while following current safety guidelines.
 - Director Kahn informed the Personnel Commission about the Board of Education special meeting, held on August 25, 2020, to address the District’s anti-racism initiatives. The Personnel Commission participates in the commitment against racism providing equal employment opportunities based on the Merit System principles and striving for diversity within the candidate pool. The Personnel Commission is achieving these goals by specific recruitment methods of complimenting passive recruitment methods, such as posting on the Personnel Commission website and GovernmentJobs.com, with active methods of participating in job fairs, using targeted advertisement, and accessing professional networks. Also, assessment is a key strategy as staff insures that selection criteria are job related without imposing unnecessary requirements. Critical skills are assessed such as analytical ability and writing through direct measurement rather than

indirect indicators like education. Staff develops structured rather than unstructured assessment which improves consistency and minimizes the possibility that decisions will be influenced by unconscious bias about candidates. Assessment of supervisory abilities is also very deliberate focusing on supervisory potential rather than experience when appropriate.

- Commissioner Stewart inquired about the hire rate for the new school year. Director Kahn provided a list of classified positions that have been filled since July. Majority of the new employees are working remotely.

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.

- **None**

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
- **None**

Board of Education Report

- **Dr. Kelly reported on the District's activities and initiatives related to distance learning. The District is also actively preparing for future return of students to campuses.**
- **Dr. Kelly informed the Personnel Commission about the negotiated Memorandum of Understanding with the teachers' union. The Tentative Agreement was approved by the Board of Education at their regular meeting on August 13, 2020.**
- **Dr. Kelly reported on the Child Development Services program that was one of the programs most impacted in the District by school closures due to COVID-19 as it financially depends on parents' fees.**
- **Dr. Kelly stated that even though majority of the District staff continue to work remotely, key personnel have begun to work at the District Office and also at school sites following strict health protocols. The Los Angeles County Department of Public Health has provided the District with directives to fulfill in order to resume in-person instruction.**
- **Commissioner Tate inquired about the County's matrix for school re-opening.**
- **Dr. Kelly stated that the current statistics do not support in-person learning anytime soon.**

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

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Director, Purchasing	4

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

Custodian	16
-----------	----

- **List Extension for Custodian was removed from the agenda.**

C.02 Advanced Step Placement:

Marizol Bonilla in the classification of Paraeducator-3 at Range A-28 Step B

C.03 Advanced Step Placement:

Hector Hernandez in the classification of Carpenter at Range A-39 Step C

C.04 Advanced Step Placement:

Michael Marmolejo in the classification of Paraeducator-1 at Range A-22 Step B

C.05 Advanced Step Placement:

Tanya Willinger in the classification of Paraeducator-1 at Range A-22 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 (Approval of Classified Personnel Eligibility List for Director, Purchasing only) – C.05. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 New Classification:

Director, Risk Management within the Business and Fiscal Services 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	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- Director Kahn provided a rationale for creating this new position. Risk management is responsible for creating, providing safety protocols and policies to control losses and promote safe, healthy, and secure learning and work environments. The risk management program was overseen by a Risk Manager until March 2020. A request to fill the position prompted staff to review the current classification specification. In analyzing the scope and level of responsibilities, staff determined that it is justified to establish a new classification of Director, Risk Management.
- Commissioner Robinson inquired about filling the vacancy of Risk Manager in addition to this new classification.
- Director Kahn stated that the position will not be filled, but he recommended to keep the classification for a certain amount of time before abolishing it, in order to assess the effectiveness of the new classification.

A.02 Classification Revision:

Buyer within the Business and Fiscal Services 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	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that the minimum qualifications are aligned within the series since the qualifications for education for Director, Purchasing were reduced from a Bachelor’s degree to an Associate’s degree. Hence, the minimum educational qualifications for the Buyer classification were also adjusted from an Associate’s degree to completion of high school or equivalent. In addition, clarifications regarding required knowledge and supervision were made. Abilities were replaced with Core Competencies.

- A.03 Second Reading of Changes to Merit Rules:
Chapter IV: Application for Employment
Chapter VI: Eligibility Lists
Chapter VIII: Employee Clearances

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Robinson noted for the District to consider ways to notify candidates without compromising confidentiality in a timely fashion. No further edits to the rule are required.**

- A.04 Personnel Commission Annual Report FY 2019-2020

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.04 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Kahn provided an overview of the Personnel Commission main functions, core responsibilities, other activities, and accomplishments in accordance with Education Code 45266 and Merit Rule 2.4.2.**
- **Director Kahn highlighted the great number of filled positions for Paraeducator job series commending Ms. Younan who is in charge of Special Education recruitments.**
- **Director Kahn introduced the Personnel Commission Office structure including changes in personnel - Director Kahn has joined the Personnel Commission in August 2019, and Commissioner Tate was appointed in April 2020.**
- **Director Kahn presented a statistical summary of the Personnel Commission’s commitment to diversity and gender equality.**
- **Director Kahn stated that the Personnel Commission Annual Report will be submitted to the Board of Education upon approval by the Personnel Commission.**
- **Commissioner Robinson expressed her gratitude to the Personnel Commission staff for their hard work.**

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - August 13, 2020
 - September 3, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 3, 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: TBD	Commissioner Training	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 14, 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: 5:12 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 14, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Natasha Watson

Hire Date: 09/11/2020

ASP Request Submitted: 09/14/2020

BACKGROUND INFORMATION:

Classification Title: Workability Assistant	Employee: Natasha Watson	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> High school diploma or recognized equivalent 	<ul style="list-style-type: none"> Natasha has a Bachelor's degree in Government 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year of experience collecting data, maintaining records, and delivering presentations within a public or social service-related program. 	<ul style="list-style-type: none"> Natasha has over 10 years of experience collecting data, maintaining records, and speaking in front of groups as a Paraeducator with SMMUSD 	2 (2-year periods) of experience above the required level = 2 Step Advance
<u>Total Advanced Steps: 1 (Education)+ 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Natasha Watson's experience and education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-33 at Step A is \$3,461 per month, while Step D is \$4,008 per month.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 14, 2020

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Annie Wong

Hire Date: 08/19/2020

ASP Request Submitted: 09/01/2020

BACKGROUND INFORMATION:

Classification Title: Physical Therapist	Employee: Annie Wong	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Bachelor's Degree with a major in Physical Therapy. 	<ul style="list-style-type: none"> Annie Wong has her Doctorate in Physical Therapy 	<p>2 levels of education above the required level = 1 Step Advance (Max. allowed)</p>
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) years experience working with children with orthopedic disabilities. 	<ul style="list-style-type: none"> Annie Wong meets the minimum experience requirement 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Annie Wong's education exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-63 at Step A is \$7,194.00/month, while Step B is \$7,555.00/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Annie Wong at Range A-63, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
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							

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (10/05/2020)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100
20-117	BUS DRIVER	TRANSPORTATION	New	87.5
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	Vac	100
20-163	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	Vac	100
20-165	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5
20-166	RISK MANAGER	BUSINESS SERVICES	New	100
20-167	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-003	BUYER	PURCHASING/WAREHOUSE	Vac	100
21-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-005	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5

21-006	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
21-009	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25
21-011	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
21-012	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
21-016	ELEMENTARY LIBRARY COORDINATOR	MALIBU HIGH SCHOOL	Vac	75
21-018	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25
21-021	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
21-025	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-026	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	15.63
21-027	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
21-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	31.25
21-029	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	New	18.75
21-030	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75
21-031	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	50
21-032	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	New	87.5
21-033	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Vac	75

Filled Requisitions (10/05/2020)

	Req Title	Department	Req Status	Date of Accepted Job Offer
20-019	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Filled	9/23/2020
20-097	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	9/24/2020
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Filled	9/23/2020
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Filled	9/1/2020
20-164	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Filled	9/8/2020
20-171	ELEMENTARY LIBRARY COORDINATOR	SMASH (ALTERNATIVE) SCHOOL	Filled	9/1/2020
21-001	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Filled	9/8/2020
21-002	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Filled	9/8/2020
21-007	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	9/15/2020
21-008	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Filled	9/15/2020
21-010	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	9/8/2020
21-017	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Filled	9/24/2020
21-022	PARAEDUCATOR-3	OLYMPIC HIGH SCHOOL	Filled	9/30/2020
21-023	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Filled	9/29/2020

**Classified Personnel – Merit
9/17/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Alexander, Lewis Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	8/31/20
Bonilla, Marizol Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	8/24/20
Willinger, Tanya Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	8/19/20
Wong, Annie Special Education	Physical Therapist 8 Hrs/12 Mo/Range: 63 Step: A	9/28/20

PROVISIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Aspron-Ladesich, Alex Malibu MS/HS	Bilingual Community Liaison	8/13/20-9/18/20
Garcia Ramirez, Carol Edison ES	Elementary Library Coordinator	8/12/20-6/14/21

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Crilley, Angela Malibu MS/HS	Laboratory Technician Not to exceed: 6 Hrs	8/1/20-8/11/20
Gutierrez, Yoly Edison ES	Bilingual Community Liaison Not to exceed: 40 Hrs	6/16/20-8/12/20
Jolly, Tania Malibu MS/HS	Administrative Assistant Not to exceed: 6 Hrs	8/1/20-8/11/20
Papp, Elizabeth Malibu MS/HS	Senior Administrative Assistant Not to exceed: 6 Hrs	7/1/20-7/31/20
Soloway, Beth Malibu MS/HS	Senior Office Specialist Not to exceed: 6 Hrs	8/1/20-8/11/20
Taylor, Amariah Malibu MS/HS	Senior Office Specialist Not to exceed: 6 Hrs	8/1/20-8/11/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Ausman, Devon Facility Use	Technical Theater Coordinator [overtime; Facility Use events support]	7/1/20-6/30/21
Benitez, Jesus Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/20-6/30/21
Dao, Thong Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects]	7/1/20-6/30/21
Diaz Gomez, Angel Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects]	7/1/20-6/30/21

Gardea-Perez, Guadalupe Facility Improvement Projects	Bilingual Community Liaison [overtime; FIP projects]	7/1/20-6/30/21
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; FIP projects]	7/1/20-6/30/21
Perez, Graciela Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/20-6/30/21
Sinai, Farimah Facility Use	Accounting Assistant II [additional hours; Facility Use events support]	7/1/20-6/30/21
Terry, Isaura Webster ES	Administrative Assistant [overtime; office support]	8/3/20-6/25/21
Wishart, William Facility Use	Media Service Coordinator [overtime; Facility Use events support]	7/1/20-6/30/21

PROFESSIONAL GROWTH

Custodio, Thelma Special Ed-Santa Monica HS	Paraeducator-1	<u>EFFECTIVE DATE</u> 9/1/20
--	----------------	--

INVOLUNTARY TRANSFER

Basha, Arsanios Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln CDC	<u>EFFECTIVE DATE</u> 8/19/20
Thomas, Craig Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Lincoln CDC	8/19/20
Thompson, Nichole Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/19/20
Watkins, Ernest Operations-Malibu ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Malibu HS	7/1/20

LEAVE OF ABSENCE (PAID)

Alvarez, Jose Grounds	Gardener FFCRA	<u>EFFECTIVE DATE</u> 7/22/20-8/4/20
Alvarez, Jose Grounds	Gardener Medical/FMLA/CFRA	8/5/20-8/7/20
Haro, Irma CDS-Washington West	Children's Center Assistant-2 Medical/FMLA/CFRA	8/19/20-9/18/20
Iverson, Ocea Special Ed-Adams MS	Paraeducator-1 Medical/FMLA/CFRA	8/19/20-9/7/20
Mitchell, Alvin Operations-Santa Monica HS	Lead Custodian Medical/FMLA/CFRA	7/1/20-8/9/20

Morales, Arturo Malibu HS	Campus Security Officer Military	8/13/20-8/21/20
Plascencia, Henry Maintenance	Skilled Maintenance Worker Medical/FMLA/CFRA	8/3/20-9/2/20
Vargas, Marlyn Special Ed-Webster ES	Paraeducator-3 FMLA/Pregnancy Disability/Maternity	8/19/20-9/30/20

WORKING OUT OF CLASS

Campos, Joana
Santa Monica HS

Administrative Assistant
From: Office Specialist

EFFECTIVE DATE

7/1/20-12/31/20

LAY-OFF

Special Education

Licensed Vocational Nurse
7 hrs/SY

EFFECTIVE DATE

11/19/20

ABOLISHMENT OF POSITION

Reprographics Operator - Total 1.0 FTE
8 Hrs/12 Mo/Purchasing

EFFECTIVE DATE

8/5/20

Speech Language Pathology Assistant - Total 2.0 FTEs
8 Hrs/SY/Special Education

8/5/20

RESIGNATION

Andrews, Bianca
Special Ed-Franklin ES

Paraeducator-1

EFFECTIVE DATE

8/14/20

Joseph, Ashley
Santa Monica HS

Student Outreach Specialist

8/21/20

Russo, Blair
Special Ed-Grant ES

Paraeducator-1

6/10/20

RETIREMENT

Yadegari, Sholeh
Rogers ES

Instructional Assistant - Classroom

EFFECTIVE DATE

8/19/20

**Classified Personnel – Merit
10/1/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Collins, Barry Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: E	10/21/20
Liggins, Christopher Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	9/8/20
Marmolejo, Michael Special Ed-Malibu ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	8/19/20

PROMOTION

		<u>EFFECTIVE DATE</u>
Sze, Patricia Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: F From: Instructional Assistant - Classroom: 3 Hrs/SY	9/14/20
Watson, Natasha Special Education	Workability Assistant 5.6 Hrs/SY/Range: 33 Step: B From: Paraeducator-1: 4.5 Hrs/SY	9/11/20

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Lam, Lucille Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 36 Step: A	8/1/20-10/31/20

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Hernandez, Patricia Lincoln MS	Senior Office Specialist Not to exceed: 29 Hrs	7/1/20-8/12/20
Yoshioka, Mike Lincoln MS	Senior Office Specialist Not to exceed: 40 Hrs	8/6/20-8/12/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Gutierrez, Nancy Educational Services	Bilingual Community Liaison [overtime; translations for Malibu Pathway]	8/18/20-12/18/20
Manzur, Juan Facility Improvement Projects	Senior Technology Support Assistant [overtime; FIP projects]	7/1/20-6/30/21
Martin, Eric Facility Use	Lead Custodian [overtime; Facility Use events support]	7/1/20-6/30/21
Martinez, Santiago Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects]	7/1/20-6/30/21
Mitchell, Alvin Facility Use	Lead Custodian [overtime; Facility Use events support]	7/1/20-6/30/21
Rams, Florencia Educational Services	Bilingual Community Liaison [overtime; translations for Malibu Pathway]	8/18/20-12/18/20
Reilly, Sami Roosevelt ES	Senior Office Specialist [additional hours; clerical support]	8/13/20-6/20/21

Reilly, Sami Roosevelt ES	Senior Office Specialist [overtime; clerical support]	8/13/20-6/20/21
Suaste, Eduardo Facility Use	Lead Custodian [overtime; Facility Use events support]	7/1/20-6/30/21
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; office support]	8/19/20-6/9/21

SUBSTITUTES

Marland, Tatiana Roosevelt ES	Instructional Assistant - Classroom	<u>EFFECTIVE DATE</u> 8/19/20-6/9/21
----------------------------------	-------------------------------------	--

PROFESSIONAL GROWTH

Drewry, Ristin Malibu HS	Laboratory Technician	<u>EFFECTIVE DATE</u> 10/1/20
Harding, Stephanie Adams HS	Senior Office Specialist	10/1/20
Kamkar, Vida Human Resources	Human Resources Specialist	10/1/20

INVOLUNTARY TRANSFER

Barthol, Lora Special Ed-Lincoln CDC	Paraeducator-1 4 Hrs/SY From: 4 Hrs/SY/Special Ed-Adams MS	<u>EFFECTIVE DATE</u> 8/19/20
Friedenberg, Mindy Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Lincoln MS	8/19/20
Mack, Taylor Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/19/20
Robinson, Ayana Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/20
Tacusalme Kahn, Marjorie Joy Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/20
Villegas, Yvonne Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES	8/19/20
Wiggs, Nichrissha Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/19/20

VOLUNTARY TRANSFER/INCREASE IN ASSIGNMENT

Nash-Johnson, Keshia
Muir ES/SMASH
Elementary Library Coordinator
8 Hrs/SY
From: 6 Hrs/SY/Malibu ES

EFFECTIVE DATE

9/14/20

LEAVE OF ABSENCE (PAID)

Batmunh, Otgonbayar
Maintenance

Electrician
FFCRA

EFFECTIVE DATE

8/26/20-9/8/20

Frazier, Jeffrey
Operations

Plant Supervisor
FFCRA

8/24/20-9/4/20

Gardner, Ryan
Maintenance

Facilities Technician
FFCRA

8/24/20-9/4/20

Hedges, Eric
Maintenance

Facilities Technician
FFCRA

8/24/20-9/4/20

Hernandez, Hector
Maintenance

Carpenter
FFCRA

8/26/20-9/8/20

Herrera, Cesar
Maintenance

Locksmith
FFCRA

8/27/20-9/1/20

Howard, Kimberly
Rogers ES

Instructional Assistant - Classroom
FFCRA

8/19/20-10/28/20

Martinez, Daniel
Maintenance

Painter
FFCRA

8/25/20-9/6/20

Martinez, Daniel
Maintenance

Painter
Medical/FMLA/CFRA

9/8/20-9/9/20

Montes, Linda
Special Ed-Muir ES

Paraeducator-3
FMLA/Pregnancy Disability/Maternity

9/10/20-11/3/20

Reyes, Pedro
Maintenance

Electrician
FFCRA

8/28/20-9/7/20

Vasquez, Graciela
Santa Monica HS

Campus Security Officer
Medical/FMLA/CFRA

8/26/20-10/4/20

Venable, Mark
Maintenance

Skilled Maintenance Worker
FFCRA

8/25/20-9/4/20

Villa, Alejandro
Maintenance

Metal Worker
FFCRA

8/20/20-9/7/20

RESCISSION OF LAY-OFF

Gardea-Perez, Guadalupe
Child Development Services

Bilingual Community Liaison
8 Hrs/12 Mo

EFFECTIVE DATE

9/4/20

EXERCISE OF EMPLOYMENT RIGHTS IN LIEU OF LAY-OFF

Gomez, Leonor
Human Resources

Senior Office Specialist
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Special Education

EFFECTIVE DATE

10/1/20

EXERCISE OF EMPLOYMENT RIGHTS/REDUCTION OF ASSIGNMENT IN LIEU OF LAY-OFF EFFECTIVE DATE

Brito, Maria Muir ES	Instructional Assistant - Classroom 3.5 Hrs/SY From: Children's Center Assistant-2/6 Hrs/SY CDS-Washington West	9/21/20
Dixon, Guadalupe Malibu MS/HS	Bilingual Community Liaison 8 Hrs/10 Mo From: 8 Hrs/12 Mo/CDS-Business Office	9/21/20

ABOLISHMENT OF POSITION

EFFECTIVE DATE

Child Development Services	Bilingual Community Liaison - Total 1.0 FTE 8 Hrs/12 Mo	9/18/20
Child Development Services	Children's Center Assistant-1 - Total 3.0 FTEs 3.5 Hrs/SY - per employee	9/18/20
Child Development Services	Children's Center Assistant-2 - Total 53.0 FTEs various hours/SY	9/18/20
Child Development Services	Children's Center Assistant-3 - Total 3.0 FTEs various hours/SY	9/18/20
Child Development Services	Office Specialist 8 Hrs/12 Mo	9/18/20

RESIGNATION

EFFECTIVE DATE

Braley, Colton Rogers ES	Instructional Assistant - Classroom	8/11/20
Brown, Sage Malibu ES	Campus Monitor	6/10/20
Padilla, Sandra Human Resources	Credential Analyst	9/11/20

**Classified Personnel – Non-Merit
9/17/20**

COACHING ASSISTANT

Barnes, Thomas	Santa Monica HS	8/26/20-6/11/21
----------------	-----------------	-----------------

TECHNICAL SPECIALIST – LEVEL II

Brandeis, Nora	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/20/20-6/11/21
Freedman, Alexa	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/20/20-6/11/21
Ortiz, Marlien	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/20/20-6/11/21
Sakamoto-Wengel, James	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/20/20-6/11/21
Shalhoub, Gabriela	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/20/20-6/11/21

**Classified Personnel – Non-Merit
10/1/20**

TECHNICAL SPECIALIST – LEVEL I

Perales, Angelica	Student Services [MSW Intern] - Funding: ESSA TITLE IN, PART A	7/1/20-6/30/21
-------------------	--	----------------

TECHNICAL SPECIALIST – LEVEL III

Shetzen, Eric	Santa Monica HS [Bass Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	8/31/20-6/11/21
---------------	--	-----------------

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2020 – 2021**

Date	Time	Location	Notes
2020			
July 8, 2020	4:30 p.m.	Zoom	
August 11, 2020	4:30 p.m.	Zoom	
September 9, 2020	4:30 p.m.	Zoom	
October 14, 2020	4:30 p.m.	Zoom	
November 10, 2020	4:30 p.m.	Zoom	Moved to Tuesday due to Veteran's Day
December 9, 2020	4:30 p.m.	Zoom	
2021			
January 13, 2021	4:30 p.m.	Board Room – District Office	
February 10, 2021	4:30 p.m.	Board Room – District Office	
March 10, 2021	4:30 p.m.	Board Room – District Office	
April 14, 2021	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 12, 2021	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Board Room – District Office	



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

School Board Meetings: 2020-2021

Thurs., July 16, 2020 District Office Hybrid
Thurs., August 13, 2020 District Office A
Tues., August 25, 2020 District Office Special Meeting
Thurs., September 3, 2020 District Office A
Thurs., September 17, 2020 District Office B
Thurs., October 1, 2020 Malibu A
Thurs., October 15, 2020 District Office B
Thurs., November 5, 2020 Malibu A
Tues., November 17, 2020 District Office Special Meeting
Thurs., November 19, 2020 District Office B
Thurs., December 10, 2020 District Office Hybrid
Thurs., January 14, 2021 District Office Hybrid
Tues., January 21, 2021 District Office Special Meeting
Thurs., February 4, 2021 Malibu A
Thurs., February 18, 2021 District Office B
Thurs., March 4, 2021 District Office A
Weds., March 17, 2021 Malibu B
Weds., March 24, 2021 District Office Special Meeting
Thurs., April 22, 2021 District Office Hybrid
Thurs., May 6, 2021 Malibu A
Thurs., May 20, 2021 District Office B
Thurs., June 3, 2021 District Office A
Thurs., June 17, 2021 District Office Special Meeting
Thurs., June 24, 2021 District Office B

Meeting Format Structures:

Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

Meeting "B"

1. Closed Session
2. Consent Calendar
3. Study Session

4. Discussion Items
5. Major Items (as needed)
6. General Public Comments

Hybrid of "A" and "B"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items
9. Major Items
10. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

VIII. Next Regular Personnel Commission Meeting:

Tuesday, November 10, 2020, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: