



**PERSONNEL COMMISSION MEETING
AGENDA**

April 19, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 19, 2017**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on April 19, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
vacant						

- G.06 Approval of Minutes for Regular Meeting on March 21, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
vacant						

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

April 19, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman,
and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 19, 2017**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on April 19, 2017

G.06 Approval of Minutes for Regular Meeting on March 21, 2017

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.

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.

- General Comments and Updates
- Advisory Rules Committee Update

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>
Health Office Specialist	1
Human Resources Specialist (Confidential)	5
Instructional Assistant - Bilingual	10
Instructional Assistant - Classroom	5
Paraeducator-1	38
Paraeducator-3	12
Physical Activities Specialist	2
Swimming Instructor/Lifeguard	1

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Rosa Reynoso in the classification of Bus Driver at Range: 30 Step: C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Instructional Assistant – Physical Education classification within the Athletic job family.

IV. 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 2017/18 - First Reading

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 Topic

VI. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
I.02 Open Personnel Requisitions Status Report
I.03 Filled Personnel Requisitions Status Report
I.04 Classified Personnel – Merit Report - No. A.34 (for SMMUSD School Board Agenda)
 - April 20, 2017I.05 Classified Personnel – Non-Merit Report – No. A.35
 - April 20, 2017I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2016 – 2017I.07 Board of Education Meeting Schedule
 - 2016 – 2017

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget – Fiscal Year 2017-2018	- Second Reading	May 2017
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	May 2017
Classified Employees Appreciation Reception		May 17, 2017

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, May 9, 2017, at 4:00 p.m. – *Library – Webster Elementary School*

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:

Clare Caldera
Personnel Analyst

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 21, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, March 21, 2017**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.

G.02 Roll Call: Commissioners Inatsugu and Lippman were present.

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: March 21, 2017

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

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
vacant						

G.06 Motion to Approve Minutes: October 11, 2016

It was moved and seconded to approve the minutes as submitted. The motion passed. A written approval from the former Commissioner Pertel was obtained.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman						✓
Joseph Pertel	✓		✓			

Motion to Approve Minutes: February 14, 2017

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
vacant						

G.07 Report from the Director of Classified Personnel:

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

- General Comments
 - Director Cool welcomed the future Personnel Commissioner, Mrs. Julie Waterstone, expressing hope that the State Superintendent's Office will approve her appointment by the next regular meeting in April. The State Superintendent's Office staff requested a supporting letter from SEIU, and it was generated by Mr. Michael Haberberger, Project Director of SEIU, Local 99.
 - Director Cool reminded the Personnel Commission about his European vacation during the spring recess. Ms. Caldera, Personnel Analyst, will coordinate the April regular Personnel Commission meeting on Director Cool's behalf. The first reading of the 2017-2018 Personnel Commission budget will be presented at that meeting.
 - Director Cool invited the Personnel Commissioners to the annual Classified Employees Appreciation Reception honoring the District classified employees' valuable contribution to our students. The event will take place on May 17, 2017 in the District Board Room. The Personnel Commission staff will be sending a letter to all District administrators providing them with an opportunity to support and contribute to the celebration.

- Director Cool informed the Personnel Commission about Ms. Caldera's participation at the SCPMA-HR Annual Training Conference in Alhambra on March 16, 2017. Some of the workshops and presentations she attended included topics dealing with effective workplace documentation, history of bureaucracy, global demand for public sector jobs, and a legal update for the current year.
- Advisory Rules Committee Update
 - Director Cool updated the Personnel Commission on revisions to Chapter XIV: *Disciplinary Action and Appeal*. Since the last Personnel Commission meeting, the committee has met three (3) times February 15, March 1, and March 15, 2017. Chapter XIV should be presented for a first reading to the Personnel Commission in May or June 2017.
 - Commissioner Inatsugu asked Director Cool to elaborate on Merit Rules and the role of the Advisory Rules Committee to inform our incoming Commissioner who was in attendance.
 - Director Cool explained the nature and purpose of Merit Rules as a principal document for the Personnel Commission operation and conduct. Certain parts are strictly taken from the California Education Code, and the Personnel Commission does not have authority to change them; other sections are at the discretion of the District. The Advisory Rules Committee is comprised of representatives of District management, the Personnel Commission, bargaining unit members, and the SEIU Chief Steward. The Committee's function is to continuously revise and update the Merit Rules in order to reflect the California Education Code and the most efficient District practices.

G.08 Personnel Commissioner Comments/Reports:

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

- Commissioner Lippman welcomed the future Commissioner, Mrs. Julie Waterstone. He also inquired about the delay of her appointment. Commissioner Inatsugu stated that the State Superintendent's Office requested a letter of recommendation from SEIU, which was not the standard practice for the past appointments.
- Commissioner Inatsugu also welcomed the future Commissioner Waterstone looking forward to her formal appointment.
- Commissioner Inatsugu introduced Ms. Clare Caldera, Personnel Analyst, to Mrs. Waterstone. Ms. Caldera will be conducting the next regular meeting in April in Director Cool's absence.
- Commissioner Inatsugu expressed her deepest sympathy to the family of a Santa Monica High School freshman who died tragically on March 20, 2017.

G.09 Communications:

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

- SEIU Report
 - **None**
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on the Malibu unification regarding the financial impact on the remaining Santa Monica District.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education budget workshop to review the status of the District budget. It will take place on March 23, 2017 in the District Board Room.**
 - **Commissioner Inatsugu inquired about the impact on classified personnel in the Malibu unification.**
 - **Dr. Kelly clarified that the certificated staff would have the right to remain in the Santa Monica District, if they were previously teaching in Malibu. Classified personnel would not have that option. They would have the right to stay employed in the Malibu District.**

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

Classification

Eligibles

Cafeteria Worker I	17
Children's Center Assistant-1,2,3	5
Children's Center Assistant-2	1
Community Liaison	8
Instructional Assistant – Music (Band)	2
Instructional Assistant – Music (Strings)	1

Paraeducator-1	32
Paraeducator-2	6
Paraeducator-3	10
Vehicle and Equipment Mechanic	2

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jeanne Frei in the classification of Occupational Therapist at Range: 61 Step: B
- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Diane Gonzalez in the classification of Health Office Specialist at Range: 25 Step: C
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Manuela Hawes in the classification of Job Development and Placement Specialist at Range: 31 Step: B
- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Keyona Lampley in the classification of Custodian at Range: 24 Step: B
- C.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Delia Soto in the classification of Bilingual Community Liaison at Range: 27 Step: D
- C.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Andrew White in the classification of Library Assistant-II at Range: 26 Step: C

It was moved and seconded to approve the Consent Calendar – II.C.01-7 Advanced Step Placements with the following amendment. The motion passed.

- **Agenda item II.C.05 – a correction was made within the chart: zero (0) step advancements were listed which should have been one (1).**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
vacant							

REPORT AND DISCUSSION

- **Director Cool expressed his gratitude to Commissioner Lippman’s initiative to redefine the criteria for awarding the Advanced Step Placement to make the process more effective and fair.**
- **Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, he voted in favor in order not to disadvantage the employees being recommended for the range increase.**

III. ACTION ITEMS:

A.01 Merit Rules:
Adoption of Second Reading of Changes to Chapter V: *Recruitment and Examination*

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
vacant						

REPORT AND DISCUSSION

- **Director Cool stated that Commissioner Lippman’s suggestion to specify the rule language to “ninety (90) calendar days from the exam date” was incorporated into the rule.**

A.02 Merit Rules:
Adoption of Second Reading of Changes to Chapter VI: *Eligibility Lists*

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
vacant						

REPORT AND DISCUSSION

- **None**

IV. DISCUSSION ITEMS:

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

- No Discussion Items

V. COMMISSIONER TRAINING/BRIEFING:

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

T.01 History of the Merit System and the Personnel Commission Overview

REPORT AND DISCUSSION

- Director Cool conducted an extensive training for the Personnel Commissioners on the Merit System History and Personnel Commission Overview.
- Director Cool explained that the authority of the Personnel Commission emanates from Article 5-6, Chapter 5, of the California Education Code.
- Director Cool provided a history of the merit system since the 19th century.
- Director Cool defined the concept and the purpose of Merit System. It is a system of employing, promoting, rewarding, and disciplining employees in the public sector based on competency and performance.
- Director Cool explained the process under which a school district would become a merit school district. The Santa Monica – Malibu Unified School District, in union with the Santa Monica College, became a merit district in 1938. It became an independent district in 1973. Within the State of California, over seventy percent (70%) of classified employees are under the Merit System, mainly due to Los Angeles Unified School District, the second largest in the country.
- Director Cool explained the function and purpose of the Personnel Commission within the Merit System in supporting classified work force. Certificated staff is managed by the District alone.
- Director Cool introduced the Personnel Commission staff members and their specific roles in the department.
- Director Cool presented duties of the Personnel Commission. The Personnel Commission Office is responsible for establishing and maintaining classified descriptions, recruiting and testing for jobs, monitoring internal equity of salary structure, managing eligibility lists, transfer lists, and reinstatement lists. The department is also responsible for tracking seniority and managing re-employment lists. It establishes and maintains Merit Rules. To ensure fairness for classified employees, the Personnel Commission conducts hearing appeals of disciplinary actions.
- Director Cool stated that almost all classified positions are open to promotion. Classified employees have the right to transfer to another position either within the same classification or via lateral transfer, which means that both classifications must be closely related. Classified employees are also entitled to work out of class at a higher classification to meet the needs of the District for up to two (2) terms of ninety (90) working days.
- Director Cool provided the Personnel Commission with an overview of a recruitment process that is the primary function of the Personnel Commission Department. He presented various testing methods and selection tools in order to obtain the best qualified candidate pool.
- Director Cool explained the differences between the roles the Personnel Commission and the District in regard to hiring, promotions, classification work, and salary studies.
- Commissioner Lippman inquired about the hiring authority's option not to hire anyone from an eligibility list with three (3) ranks. Director Cool explained that the hiring manager has an obligation to choose a

candidate unless there are less than three (3) ranks. He also added that the best way to guard against such situation is to develop a vigorous examination and selection process in which the hiring managers actively participate before a specific recruitment is open.

- Director Cool provided an example of the Personnel Commission Office conducting a districtwide salary study carried out by the former Director of Classified Personnel that took place in 2015. His recommendation was approved by the District for classified employees to receive a six percent (6%) salary increase. Certain classifications that were far below market received additional increases.
- Director Cool also addressed the common concerns of the hiring authorities and described the Personnel Commission's solutions.
- Future Commissioner Waterstone inquired about the movement of candidates on an eligibility list. Director Cool explained the rule of three (3) ranks, expiration dates, passing points, and the differences between a regular and a merged eligibility list.

VI. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A. 18 (for SMMUSD School Board Agenda)
 - February 16, 2017
- Classified Personnel – Merit Report - No. A. 23
 - March 2, 2017
- Classified Personnel – Merit Report - No. A. 21
 - March 16, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A. 19
 - February 16, 2017
- Classified Personnel – Non-Merit Report – No. A. 24
 - March 2, 2017
- Classified Personnel – Non-Merit Report – No. A. 22
 - March 16, 2017
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2016 – 2017
- I.07 Board of Education Meeting Schedule
 - 2016 – 2017
- I.08 Human Resources Specialist (Confidential) Classification Specifications

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2017-2018	- First Reading	April 2017
Adoption of Budget – Fiscal Year 2017-2018	- Second Reading	May 2017
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	May 2017
Classified Employees Appreciation Reception		May 2017

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, April **TBD**, 2017, at 4:00 p.m. – *District Office Board Room*

Due to a holiday, Commissioners requested rescheduling the April regular meeting to a different day.

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
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
vacant						

TIME ADJOURNED: 5:25 p.m.

The meeting is adjourned in memory of Juan Castillo, a recent Santa Monica High School graduate, who was killed on February 26, 2017.

Submitted by:

Michael Cool
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
Barbara Inatsugu							
Peter Lippman							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 19, 2017

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Rosa Reynoso

Hire Date: 03/13/2017

ASP Request Submitted: 03/27/2017

BACKGROUND INFORMATION:

Classification Title: Bus Driver	Employee: Rosa Reynoso	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Rosa Reynoso has a high school diploma and meets the education experience. 	0 level of education above the required level =0 Step Advance
Experience: <ul style="list-style-type: none"> Six (6) months of experience in the operation of a school bus in the United States. 	<ul style="list-style-type: none"> Rosa Reynoso exceeds the experience requirement. She has 15 years' experience operating buses for school districts, private bus companies, and city buses. 	2 (2-year periods) of experience above the required level =2 Step Advance
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Reynoso's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-30 at Step A is \$18.16/hour, while Step C is \$20.01/hour. The gross difference in pay is an approximate increase of \$1.86 per hour, \$281.67 per month, or \$2,266.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Rosa Reynoso at Range A-30, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
vacant						

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
Barbara Inatsugu							
Peter Lippman							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 19, 2017

AGENDA ITEM NO: III.A.01

SUBJECT: Class Description Revision: Instructional Assistant – Physical Education

BACKGROUND INFORMATION:

The current revisions are intended to align the minimum requirements for this classification with the requirements for all other Instructional Assistant classifications. Specifically, a high school diploma was added as an educational requirement. Additionally, the wording of experience and license requirements was simplified, and duties, supervision, and working condition statements were expounded for the purpose of clarification.

METHODOLOGY:

Since the intent of this revision was simply to increase internal alignment, a thorough job analysis was not warranted. Input was requested from several Principals, Assistant Principals, and the Dean at Santa Monica High School. The revisions presented are based on collaborative input from these subject matter experts and the Personnel Analyst.

FINDINGS:

Based on this collaboration, the following changes were made:

- Educational requirement of a high school diploma or recognized equivalent added
- Experience and license/other requirement clarified (no change)
- Original duty statement #10, “May supervise students in secondary school locker rooms” was moved up to #6 and the word “may” was removed. The change was based on feedback from the Assistant Principal at Lincoln Middle School, who pointed out that this task is a regularly occurring and important duty performed.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Physical Education classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
vacant							



CLASSIFICATION DESCRIPTION

BARGAINING UNIT: SEIU Local 99
Instructional Assistant/Paraprofessional
CLASS CODE: 550709
SALARY RANGE: A-20

INSTRUCTIONAL ASSISTANT – PHYSICAL EDUCATION

BASIC FUNCTION

Under supervision, assists in carrying out the physical education program at elementary and secondary schools by working with students individually and in ~~a~~ groups.

MINIMUM QUALIFICATIONS

EDUCATION:

Must have a high school diploma or its recognized equivalent.

EXPERIENCE:

~~At least six~~ Six (6) months paid or verifiable volunteer experience working with school aged (K-12) children ~~or young people~~ in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc.

LICENSES AND OTHER REQUIREMENTS:

A valid First Aid Certificate issued by an authorized agency must be obtained within the first 90 days of employment and subsequently maintained.

~~Incumbents during the probationary period are required to obtain and to subsequently maintain a valid First Aid Certificate issued by an authorized agency and provide proof of certification to the Personnel Commission.~~

REPRESENTATIVE DUTIES

1. Demonstrates and instructs basic skills, knowledge and strategies of organized sports, games and related physical activities, including warm-up and cool-down exercises.
2. Demonstrates and instructs good sportsmanship and citizenship through physical education activities.
3. Assures student participation in the physical education program and reports on student progress to assigned certificated personnel.
4. Maintains acceptable student behavior by observing students in the physical education program and reports problems to assigned certificated personnel.
5. Observes and enforces safety measures to assure the health and safety of students.
- ~~6-6.~~ Supervises students in secondary school locker rooms.
- ~~6-7.~~ Assists in the planning, preparation and organization of physical education activities.
- ~~7-8.~~ Maintains inventory of athletic equipment and requests replacements and repairs as needed.
- ~~8-9.~~ Performs routine clerical duties.
- ~~9-10.~~ May participate in physical education activities as player, scorekeeper, coach, referee or official as required.
- ~~10.~~ May supervise students in the locker rooms in secondary schools.
11. May administer first aid to students as required.
12. Perform other duties as assigned.

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

SUPERVISION

Direct supervision is received from assigned Ccertificated personnel. No supervision is exercised over other staff.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Behavior, needs and characteristics of school aged children.
- Basics of good disciplinary techniques, including conflict resolution.
- Basic safety rules.
- Basic record-keeping techniques.

ABILITY TO:

- Learn individual and team sports and games.
- Use positive reinforcement to help build students' self-esteem.
- Communicate and relate effectively with students, teachers, school administrators and parents.
- Be a positive role model to students.
- Be flexible and adapt positively to change.
- Handle student problems with patience and tact.
- Exercise good judgment.
- Keep simple records accurately.
- Respond appropriately to emergencies.

WORKING CONDITIONS

Ability to see, hear, and clearly communicate both orally and in writing.: sStamina to stand, walk, run, throw, jump; agility to bend, kneel, squat; ability to safely lift and carry up to 50 lbs.

***DUTIES APPROVED
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED
PERSONNEL COMMISSION:***

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 19, 2017

AGENDA ITEM NO: IV.D.01

SUBJECT: Proposed Budget – Personnel Commission FY 2017-2018 – First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission's FY 2017-2018 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2017. (Please see the attached Proposed Budget).

At a preliminary budget meeting with District Administrators, the District tentatively agreed to the proposed budget with consideration for base salary increases and changes to benefits that will take place. It is worth noting that the District business and fiscal leadership have been very collaborative and helpful throughout the preliminary budget planning process, which is greatly appreciated by the Director of Classified Personnel.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 9, 2017.

Attached to this item is a document that was previously created for the Merit System Training Series. It contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.



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	<ol style="list-style-type: none"> 1) Education Code - 45253 2) Merit Rules - 2.4.1

Procedure for PC Budget Approval at SMMUSD

1. 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.
2. The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
3. The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
4. The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
 - a. The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
 - 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]
5. Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
6. 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]
7. The County Superintendent approves or rejects the proposed budget.
 - a. If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
 - b. 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.

2017-2018 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2015-2016	2016-2017		2017-2018	Change from 15-16 Proposed \$+/-
		Actual (dollars only)	Proposed (dollars only)	Expected (dollars only)	Proposed (dollars only)	
2000	Classified Salaries	378,202	436,899	429,500	437,165	266
2300	Director	112,134	124,459	122,000	128,132	3,673
2317	Supervisors (Analyst)	61,526	80,180	76,000	75,377	-4,803
2319	Commission Members (3)	1,750	1,800	1,500	1,800	0
2410	HR Technicians/Admin. Assistant	200,435	227,960	228,000	229,356	1,396
2430	Clerical Hourly	2,357	2,500	2,000	2,500	0
3000	Employee Benefits	151,302	185,505	170,000	195,967	10,462
3212	Public Employee Retirement System	44,208	56,846	57,000	68,788	11,942
3312	Social Security	23,651	27,007	27,000	27,104	97
3332	Medicare	5,541	6,316	6,300	6,339	23
3412	Health/Welfare	58,595	73,120	57,000	69,365	-3,755
3512	Unemployment Insurance	191	218	200	219	1
3612	Workers Compensation	14,385	16,553	16,000	17,487	934
3712	Other Post-Employment Benefits	4,731	5,445	5,300	5,465	20
3912	Cash in Lieu	0	0	1,200	1,200	1,200
4000	Supplies and Equipment	6,359	10,000	4,768	10,000	0
4310	General Supplies and Materials	3,181	5,000	4,205	5,000	0
4400	Non-Capitalized Equipment	3,178	5,000	563	5,000	0
5000	Operating Expenses	13,394	20,300	12,247	22,700	2,400
5210	Mileage Reimbursement	188	200	190	200	0
5220	Conference/Travel Expense	798	2,000	800	2,000	0
5300	Dues and Memberships	1,916	900	900	900	0
5640	Repair by Vendor	0	200	0	200	0
5650	Maintenance Agreement	367	350	352	750	400
5710	Direct Cost Transfer-Intrafund	1,075	1,500	784	1,500	0
5802	Independent Contractors/Consultant	0	2,000	0	1,500	-500
5810	Advertising	0	2,000	0	1,500	-500
5890	Other Operating Expenses	9,050	11,000	9,221	14,000	3,000
5910	Postage and Postage Meters	0	150	0	150	0
6000	Equipment	0	0	0	0	0
	2000-3000 Subtotal	529,504	622,404	599,500	633,132	10,728
	4000-6000 Subtotal	19,753	30,300	17,015	32,700	2,400
	TOTAL	549,257	652,704	616,515	665,832	13,128

V. **Commissioner Training/Briefing:**

VI. Information Items:

Advanced Step Placement Fiscal Impact Report

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17											
1	9/13/2016	Paraeducator 3	A	26	A	D	75.00%	10	\$2.60	\$337.46	\$2,944.06
2	9/13/2016	Paraeducator 3	A	26	A	D	75.00%	10	\$2.60	\$337.46	\$2,944.06
3	9/13/2016	IA - Classroom	A	18	A	B	43.75%	10	\$0.68	\$51.37	\$308.25
4	9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
5	9/13/2016	Personnel Analyst	M	46	A	B	100.00%	12	\$1.60	\$278.00	\$3,336.00
6	9/13/2016	Occupational Therapist	A	61	A	C	100.00%	12	\$3.97	\$687.76	\$6,243.10
7	9/13/2016	Athletic Trainer	A	35	A	C	87.50%	12	\$2.11	\$320.25	\$2,906.96
8	10/11/2016	Paraeducator 2	A	25	A	B	75.00%	10	\$0.80	\$104.25	\$625.50
9	10/11/2016	Paraeducator 2	A	25	A	B	75.00%	10	\$0.80	\$104.25	\$625.50
10	10/11/2016	Custodian	A	24	A	C	100.00%	11	\$1.61	\$279.43	\$2,394.07
11	10/11/2016	IA - Classroom	A	18	B	C	62.50%	10	\$0.72	\$77.51	\$775.15
12	11/15/2016	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
13	11/15/2016	Paraeducator 1	A	20	A	D	75.00%	10	\$2.24	\$291.75	\$2,545.50
14	11/15/2016	Occupational Therapist	A	61	A	D	100.00%	10	\$6.10	\$1,058.00	\$9,240.00
15	12/13/2016	Director M&O	M	63	A	D	100.00%	12	\$7.70	\$1,335.00	\$16,020.00
16	12/13/2016	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
17	12/13/2016	IA-PE	A	20	A	C	50.00%	10	\$1.46	\$126.50	\$1,017.00
18	12/13/2016	Swimming Instructor/Lifeg	A	21	A	D	50.00%	12	\$2.30	\$199.44	\$2,014.35
19	12/13/2016	Administrative Assistant	A	31	A	C	100.00%	12	\$1.91	\$331.00	\$2,997.82
20	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
21	12/13/2016	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
22	12/13/2016	Paraeducator 3	A	26	A	B	80.00%	10	\$0.83	\$114.80	\$688.80
23	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
24	12/13/2016	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
25	12/13/2016	Paraeducator 3	A	26	A	D	62.50%	10	\$2.60	\$281.21	\$2,453.38
26	12/13/2016	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
27	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
28	12/13/2016	Campus Security Officer	A	25	A	B	100.00%	10	\$0.80	\$139.00	\$834.00
29	12/13/2016	Paraeducator 1	A	20	A	B	56.25%	10	\$0.72	\$69.75	\$418.50
30	12/13/2016	Theater Ops Supervisor	M	45	A	D	100.00%	11	\$4.94	\$857.00	\$9,427.00
31	1/10/2017	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
32	1/10/2017	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
33	1/10/2017	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
34	2/14/2017	Campus Security Officer	A	25	A	B	50.00%	10	\$0.80	\$69.50	\$417.00
35	2/14/2017	Technical Theater Tech	A	35	A	B	50.00%	12	\$1.03	\$89.15	\$534.88
36	2/14/2017	IA - Music	A	20	A	B	37.50%	10	\$0.72	\$46.50	\$279.00
37	2/14/2017	Lead Custodian	A	29	A	C	100.00%	12	\$1.82	\$314.74	\$2,862.62
38	3/21/2017	Library Assistant-II	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
39	3/21/2017	Occupational Therapist	A	61	A	B	100.00%	10	\$1.93	\$335.00	\$2,010.00
40	3/21/2017	Job Development and Placem	A	31	A	B	62.50%	10	\$0.94	\$101.48	\$608.86
41	3/21/2017	Bilingual Community Liaison	A	27	A	D	100.00%	10	\$2.65	\$460.09	\$4,015.91
42	3/21/2017	Health Office Specialist	A	25	A	C	43.75%	10	\$1.64	\$124.48	\$1,001.51
43	3/21/2017	Custodian N1	A	24	A	B	62.50%	12	\$0.78	\$84.96	\$509.73
44	4/19/2017	Bus Driver	A	30	A	C	87.50%	10	\$1.86	\$281.67	\$2,266.00
										2016-17 TOTAL	\$100,937.48

Requests Not Recommended for Advanced Step Placement					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
2016-17					
12/1/2016	12/5/2016	Paraeducator 3	A	26	75.00%
12/1/2016	12/8/2016	Paraeducator 3	A	26	75.00%
12/17/2016	1/10/2017	Custodian	A	24	37.50%
2/1/2017	2/16/2017	Paraeducator 1	A	20	75.00%
1/9/2017	1/16/2017	IA Classroom	A	18	37.50%
1/24/2017	1/26/2017	IA Classroom	A	18	37.50%
2/14/2017	2/12/2017	Paraeducator 3	A	26	75.00%

New Hires Report 2016-2017

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
2	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
3	8/10/2016	7/18/2016	Senior Administrative Assistant	8 Hrs/12 Mo	A	36
4	9/1/2016	8/19/2016	Occupational Therapist	8 Hrs/SY	A	61
5	9/1/2016	7/26/2016	Personnel Analyst	8 Hrs/12 Mo	M	46
6	9/1/2016	8/16/2016	Administrative Assistant	8 Hrs/10 + 10	A	31
7	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
8	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
9	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
10	9/1/2016	8/15/2016	Technology Support Assistant	8 Hrs/12 Mo	A	30
11	9/1/2016	8/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
12	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
13	9/1/2016	8/8/2016	Vehicle and Equipment Mechanic	8 Hrs/12 Mo	A	36
14	9/1/2016	8/15/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
15	9/1/2016	8/15/2016	Athletic Trainer	7 Hrs/10 Mo	A	35
16	9/1/2016	8/15/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
17	9/22/2016	8/19/2016	Cafeteria Worker I	3 Hrs/SY	A	13
18	9/22/2016	8/19/2016	Physical Activities Specialist	3.75 Hrs/SY	A	26
19	9/22/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
20	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
21	9/22/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
22	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
23	9/22/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
24	9/22/2016	8/19/2016	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
25	9/22/2016	8/19/2016	Children's Center Assitant-2	5 Hrs/SY	A	18
26	9/22/2016	8/19/2016	Instructional Assistant - Physical Education	4 Hrs/SY	A	20
27	9/22/2016	8/22/2016	Paraeducator-1	6 Hrs/SY	A	20
28	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
29	9/22/2016	8/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
30	10/6/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	26
31	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
32	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25
33	10/6/2016	8/29/2016	Occupational Therapist	8 Hrs/SY	A	61
34	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
35	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
36	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
38	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	10/20/2016	9/26/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
40	10/20/2016	9/2/2016	Paraeducator-3	5 Hrs/SY	A	26
41	10/20/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	20
42	10/20/2016	9/14/2016	Technology Support Assistant	8 Hrs/12 Mo	A	38
43	10/20/2016	9/12/2016	Health Office Specialist	3.5 Hrs/SY	A	25
44	10/20/2016	9/14/2016	Facilities Technician	8 Hrs/12 Mo	A	45
45	10/20/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
46	10/20/2016	9/26/2016	Children's Center Assitant-2	3.5 Hrs/SY	A	18
47	10/20/2016	9/19/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
48	11/3/2016	10/17/2016	Instructional Assistant - Classroom	3.6 Hrs/SY	A	18
49	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
50	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3.7 Hrs/SY	A	18
51	11/3/2016	10/17/2016	Paraeducator-1	5 Hrs/SY	A	20
52	11/3/2016	10/13/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
53	11/3/2016	10/17/2016	Paraeducator-3	6 Hrs/SY	A	26
54	11/3/2016	10/20/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
55	11/3/2016	10/13/2016	Elementary Library Coordinator	8 Hrs/10 Mo	A	26
56	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
57	11/17/2016	10/17/2016	Paraeducator-2	6 Hrs/SY	A	25
58	11/17/2016	10/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
59	11/17/2016	11/1/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
60	11/17/2016	11/2/2016	Food Services Operations Supervisor	8 Hrs/12 Mo	M	38
61	11/17/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
62	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
63	11/17/2016	10/24/2016	Paraeducator-1	4.5 Hrs/SY	A	20
64	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
65	12/15/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
66	12/15/2016	11/14/2016	Swimming Instructor/Lifeguard	4 Hrs/12 Mo	A	21
67	12/15/2016	11/14/2016	Senior Office Specialist	8 Hrs/12 Mo	A	25
68	12/15/2016	11/28/2016	Paraeducator-1	6 Hrs/SY	A	20
69	12/15/2016	11/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
70	12/15/2016	11/2/2016	Instructional Assistant - Special Education	6 Hrs/SY	A	20
71	12/15/2016	11/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
72	12/15/2016	11/28/2016	Electrician	8 Hrs/12 Mo	A	39
73	12/15/2016	11/21/2016	Health Office Specialist	3.5 Hrs/SY	A	25
74	12/15/2016	11/14/2016	Administrative Assistant	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
75	1/19/2017	11/21/2016	Director of Maintenance and Operations	8 Hrs/12 Mo	M	63
76	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
77	1/19/2017	12/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
78	1/19/2017	12/5/2016	Instrutional Assistant - Bilingual	3 Hrs/SY	A	20
79	1/19/2017	12/6/2016	Theater Operations Supervisor	8 Hrs/12 Mo	M	45
80	1/19/2017	12/13/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
81	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
82	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
83	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
84	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
85	1/19/2017	12/5/2016	Lead Custodian	8 Hrs/12 Mo	A	29
86	1/19/2017	12/12/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
87	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
88	1/19/2017	12/11/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
89	1/19/2017	12/6/2016	Paraeducator-3	5 Hrs/SY	A	26
90	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
91	1/19/2017	12/6/2016	Custodian	3 Hrs/12 Mo	A	24
92	2/2/2017	12/20/2016	Paraeducator-3	6 Hrs/SY	A	26
93	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
94	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
95	2/2/2017	1/9/2017	Cafeteria Worker I	3 Hrs/SY	A	13
96	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
97	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
98	2/2/2017	1/12/2017	Technical Theater Technician	4 Hrs/12 Mo	A	35
99	2/2/2017	1/10/2017	Instructional Assistant - Music	3 Hrs/SY	A	20
100	2/2/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
101	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
102	2/2/2017	1/17/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
103	2/2/2017	1/17/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
104	2/2/2017	1/9/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
105	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
106	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
107	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
108	2/16/2017	12/1/2016	Paraeducator-3	6.4 Hrs/SY	A	26
109	2/16/2017	2/1/2017	Paraeducator-1	6 Hrs/SY	A	20
110	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
111	2/16/2017	2/1/2017	Children's Center Assitant-2	3.5 Hrs/SY	A	18
112	2/16/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
113	2/16/2017	1/25/2017	Paraeducator-1	4 Hrs/SY	A	20
114	2/16/2017	1/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
115	2/16/2017	1/23/2017	Administrative Assistant	8 Hrs/10+10	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
116	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
117	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
118	3/2/2017	2/21/2017	Occupational Therapist	8 Hrs/SY	A	61
119	3/2/2017	2/13/2017	Custodian	5 Hrs/12 Mo	A	24
120	3/2/2017	2/13/2017	Paraeducator-1	6 Hrs/SY	A	20
121	3/2/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
122	3/16/2017	2/14/2017	Health Office Specialist	3.5 Hrs/SY	A	25
123	3/16/2017	3/1/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27

Open Requisitions (as of 3/13/2017)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-006	INSTRUCTIONAL ASSISTANT-CLASSROOM	EDUCATIONAL SERVICES	New	37.5	7/28/2016
17-007	INSTRUCTIONAL ASSISTANT-CLASSROOM	EDUCATIONAL SERVICES	New	37.5	7/28/2016
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/29/2016
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.75	10/27/2016
17-133	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	12/1/2016
17-146	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	43.75	12/28/2016
17-147	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	Vac	100	1/10/2017
17-153	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	1/12/2017
17-156	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	1/13/2017
17-165	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	2/9/2017
17-179	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	3/14/2017
17-180	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	3/14/2017
17-184	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	3/24/2017
17-185	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	3/24/2017
17-186	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	3/22/2016

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-187	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	3/22/2017
17-188	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	79.16	3/29/2017
17-189	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/29/2017
17-190	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/29/2017

Filled Requisitions (3/1/2017 – 3/31/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	3/23/2017
17-115	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	3/17/2017
17-119	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	3/1/2017
17-149	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	3/30/2017
17-150	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	3/30/2017
17-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	3/31/2017
17-160	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	3/15/2017
17-171	BUS DRIVER	TRANSPORTATION	3/6/2017
17-172	CAFETERIA WORKER I	JOHN MUIR ELEMENTARY SCHOOL	3/3/2017
17-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	PT DUME ELEMENTARY SCHOOL	3/23/2017
17-174	PARAEDUCATOR-2	SPECIAL EDUCATION	3/9/2017
17-175	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	3/14/2017
17-176	PARAEDUCATOR-3	SPECIAL EDUCATION	3/24/2017
17-178	PARAEDUCATOR-3	SPECIAL EDUCATION	3/24/2017
17-181	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	3/24/2017
17-182	PARAEDUCATOR-3	SPECIAL EDUCATION	3/17/2017
17-183	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES	3/27/2017

TO: BOARD OF EDUCATION
 FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 04/20/17

RECOMMENDATION NO. A.34

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Drewry, Ristin Malibu HS	Laboratory Technician 4 Hrs/SY/Range: 26 Step: A	3/13/17
Gabriel, Angela McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	3/13/17
Garcia, Claudia FNS-Muir ES	Cafeteria Worker I 3 Hrs/SY/Range: 13 Step: D	3/6/17
Gurrola, Mayra Franklin ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	3/27/17
Hawes, Manuela Special Education	Job Development and Placement Specialist 5 Hrs/SY/Range: 31 Step: A	3/6/17
Reynolds, Luz Muir ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 18 Step: B	3/23/17
Reynoso, Rosa Transportation	Bus Driver 7 Hrs/10 Mo/Range: 30 Step: A	3/13/17
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Pineda Balbuena, Luz Special Ed-McKinley ES	Paraeducator-2 5.5 Hrs/SY/Range: 25 Step: A From: Paraeducator-1: 5.5 Hrs/SY	3/23/17
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Israel, Jacob Facility Use	Technical Theater Technician [additional hours; Facility Use events]	12/1/16-6/30/17
Israel, Jacob Facility Use	Technical Theater Technician [overtime; Facility Use events]	12/1/16-6/30/17
Shafiey, Mahvash Santa Monica HS	Job Development and Placement Specialist [additional hours; Workability projects]	12/9/16-6/9/17
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Barthol, Lora Special Education	Paraeducator-1	2/27/17-6/9/17
Godinez, Marco Operations	Custodian	2/24/17-6/30/17

Harris, Eddie Food and Nutrition Services	Cafeteria Worker I	2/1/17
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Bonilla, Leroy Operations-Malibu HS	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Webster ES	3/1/17
Gomes, Qiesana Special Ed-Grant ES	Paraeducator-3 6.4 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	1/24/17
Montes, Julie Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Santa Monica HS	3/1/17
Morales, Steve Operations-Edison ES	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Adams MS	3/7/17
<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Morris, Sean Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Adams MS	3/13/17
Omari, Saleem Operations-Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	3/13/17
Razon-McMillan, Monica CDS-Adams MS	Children's Center Assistant-2 7 Hrs/SY From: 7 Hrs/SY/CDS-Rogers ES	3/3/17
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Berumen, Theodore Purchasing	Senior Buyer	4/1/17
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Huettner, Patricia Rogers ES	Instructional Assistant – Classroom Medical	11/29/16-4/17/17
Klee, Hilary Lincoln MS	Instructional Assistant – Music CFRA/FMLA/Medical	2/15/17-3/21/17
Larios, Carmen Fiscal Services	Fiscal Services Supervisor CFRA/FMLA/Medical	4/13/17-5/5/17
Rising, Robert Operations-Adams MS	Custodian Intermittent FMLA	2/1/17-8/1/17
Rose, Pamela Cabrillo ES	Senior Office Specialist CFRA/FMLA/Medical	8/15/16-3/31/17

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

FB7688920

Senior Office Specialist

EFFECTIVE DATE

4/13/17

SUSPENSION WITHOUT PAY

TQ7792494

Franklin ES

EFFECTIVE DATE

2/28/17; 3/2/17; 3/7/17; 3/10/17 and 3/15/17

(Revised dates from 2/16/17 BOE Agenda)

DISQUALIFICATION FROM PROBATION

BP5712116

Santa Monica HS

EFFECTIVE DATE

3/31/17

RESIGNATION

Ceballos, Sueleme

Pt. Dume ES

Administrative Assistant

EFFECTIVE DATE

3/17/17

Chiriboga, Giovanni

Operations-McKinley ES

Custodian

3/2/17

Gonzalez, German

Special Ed-Santa Monica HS

Paraeducator-3

3/17/17

Hawkins, Chloe

Adams MS

Instructional Assistant – Music

6/9/17

Vasquez, Julie

Special Ed-Grant ES

Paraeducator-1

6/9/17

RETIREMENT

Maez, Janece

Business Services

Associate Superintendent/Chief Financial Officer

EFFECTIVE DATE

6/30/17

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION
FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT
04/20/17

RECOMMENDATION NO. A.35

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

NOON SUPERVISION AIDE

Badjelan, Golnar	Grant ES	2/2/17-6/9/17
Willie, Kyrie	Roosevelt ES	2/24/17-6/9/17

COACHING ASSISTANT

Durham, Ian	Santa Monica HS	2/23/17-6/9/17
McGrew, Joseph	Santa Monica HS	2/23/17-6/9/17

STUDENT WORKER - WORKABILITY

Bonilla, Joel	Santa Monica HS	2/20/17-6/30/17
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2016 – 2017**

Date	Time	Location	Notes
2016			
July 12, 2016	4:00 p.m.	Board Room – District Office	
August 9, 2016	4:00 p.m.	Board Room – District Office	
September 13, 2016	4:00 p.m.	Board Room – District Office	
October 11, 2016	4:00 p.m.	Board Room – District Office	
November 15, 2016	4:00 p.m.	Board Room – District Office	
December 13, 2016	4:00 p.m.	Board Room – District Office	
2017			
January 10, 2017	4:00 p.m.	Board Room – District Office	
January 26, 2017 – January 29, 2017	Daily Conference	San Francisco	CSPCA 2017 Annual Conference
February 14, 2017	4:00 p.m.	Board Room – District Office	
March 14, 2017	4:00 p.m.	Board Room – District Office	
April 11, 2017	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 9, 2017	4:00 p.m.	Library – Webster Elementary School	2016-17 Budget Adoption
May 17, 2017	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 13, 2017	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2016-17

Closed Session begins at 4:30pm
Public Meetings begin at 5:30pm

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/22/16 (Th)	DO		X		
10/6/16 (Th)	M	X			
10/20/16 (Th)	DO		X		
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 29, 2016

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget – Fiscal Year 2017-2018	- Second Reading	May 2017
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	May 2017
Classified Employees Appreciation Reception		May 2017

VIII. Next Regular Personnel Commission Meeting:

Tuesday, May 9, 2017, at 4:00 pm, *Library–Webster Elementary School*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: