



**PERSONNEL COMMISSION MEETING
AGENDA**

May 9, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, May 9, 2017, at 4:00 p.m.**, at the **Webster Elementary School**: 3602 Winter Canyon, Malibu, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on May 9, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Julie Waterstone						

- G.06 Approval of Minutes for Regular Meeting on April 19, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Julie Waterstone						

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

May 9, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman,
and Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, May 9, 2017**, at **4:00 p.m.**, at the **Webster Elementary School**: 3602 Winter Canyon, Malibu, 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 May 9, 2017

G.06 Approval of Minutes for Regular Meeting on April 19, 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>
Instructional Assistant - Classroom	12
Paraeducator-1	40
Paraeducator-3	12

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Angelica Argueta in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Mayra Gurrola in the classification of Senior Office Specialist at Range: 25 Step: C

- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Ashleigh Mesheski
in the classification of Paraeducator-1 at Range: 20 Step: C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2017-2018 Proposed Personnel Commission Budget

A.02 Adoption: Fiscal Year 2017-2018 Proposed Personnel Commission Budget

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

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.27 (for SMMUSD School Board Agenda)

- May 4, 2017

I.05 Classified Personnel – Non-Merit Report – No. A.28

- May 4, 2017

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

- 2016 – 2017

I.07 Board of Education Meeting Schedule

- 2016 – 2017

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, June 13, 2017, at 4:00 p.m. – *District Office Testing Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

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.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 19, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, 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: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 5:38 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Waterstone led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda: April 19, 2017**

It was moved and seconded to approve the agenda with the following amendments. 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.

- Mrs. Waterstone’s name was added to the list of Personnel Commissioners (page 1, paragraph 1).
- Agenda item V.I.06 – “Information Items – Personnel Commission’s Twelve-Month Calendar of Events” – was revised to reflect the change of dates for the regular Personnel Commission meeting from April 11, 2017 to April 19, 2017.

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

G.06 Motion to Approve Minutes: March 21, 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	✓		✓			
Julie Waterstone		✓	✓			

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 Personnel Commissioner, Mrs. Julie Waterstone, who was appointed by the State Superintendent’s Office on April 19, 2017. The appointment is effective immediately and expires on November 30, 2019.
 - Director Cool updated the Personnel Commission on the department’s activities during spring break.
 - 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. He thanked SEIU for their generous donation.
- Advisory Rules Committee Update
 - Director Cool updated the Personnel Commission on revisions to Chapter XIV: *Disciplinary Action and Appeal*. The committee did not meet during spring break due to the committee members’ availability.

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 Inatsugu welcomed Commissioner Waterstone stating that she is looking forward to working with her. She congratulated Commissioner Waterstone on her appointment by the State Superintendent.
- Commissioner Waterstone thanked everyone for a warm welcome to the Personnel Commission expressing her commitment to the District's classified workforce.
- Commissioner Inatsugu announced she will attend a retiree celebration for Mrs. Leyla Platz, Human Resources Specialist. Commissioner Inatsugu worked with Mrs. Platz for several years when she worked at the Superintendent's Office. The retirement reception will take place on Friday, May 5, 2017, in the District Board Room.

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
 - Ms. Cartee-McNeely, Chief Steward, welcomed Commissioner Waterstone and expressed her delight to work with Commissioner Waterstone in the future.
 - Ms. Cartee-McNeely thanked everyone for kind thoughts and prayers during her FMLA leave.
 - Ms. Cartee-McNeely expressed her gratitude to Dr. Kelly, Director Cool, and SEIU Project Director Haberberger for their kind words, which were presented to her during the Women Who Shape Santa Monica award ceremony hosted by the Santa Monica League of Woman Voters. Ms. Cartee-McNeely was grateful for their comments on the work and services she provides to the District. She was one of the four (4) honorees who have made significant contributions to the Santa Monica community in the field of business and labor.
 - Ms. Cartee-McNeely updated the Personnel Commission on SEIU's full contract negotiations with the District. The next session will take place on May 2, 2017.
 - Ms. Cartee-McNeely stated that SEIU continues with their labor management team meetings, namely with the Operations and Special Education Departments.
 - Ms. Cartee-McNeely informed the Personnel Commission about SEIU Local 99 political initiatives, specifically AB 621 regarding classified school employees summer furlough fund, SEIU's representation of state childcare workers, and employees' eligibility for subsidized child care program.
 - Ms. Cartee-McNeely is looking forward to the annual Classified Employees Appreciation Reception organized by the Personnel Commission. SEIU's Executive Board members were glad to provide a financial contribution, and they also plan to attend the celebration.

- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on the District's activities during spring break.**
 - **Dr. Kelly informed the Personnel Commission about the financial report for the fiscal year 2017-2018 given to the Board of Education at their March 16, 2017 regular meeting.**
 - **Dr. Kelly notified the Personnel Commission about the report generated by the Malibu unification negotiation committee. It will be presented and discussed at the Board of Education meeting on April 20, 2017.**
 - **Commissioner Lippman inquired about the involvement of School Services of California in the unification process.**
 - **Dr. Kelly confirmed the Malibu unification negotiation committee used School Services' expertise in regards to the financial aspects of the process.**
 - **Commissioner Inatsugu inquired about the Board of Education position to accept the Malibu unification.**
 - **Dr. Kelly elaborated on the unification process. A committee on re-organization at the County assesses a unification petition containing nine (9) areas to make a recommendation, which would be forwarded to the State Board of Education who makes the final decision. Due to the unique and complex financial situation, the Malibu unification negotiation committee recommends not to go through the County process, but rather using the legislative process.**

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

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

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

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

REPORT AND DISCUSSION

- **Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, if there is not a full quorum, he votes in favor in order not to disadvantage the employees being recommended for the range increase.**

III. ACTION ITEMS:

A.01 Classification Revision:

Approval of the revisions to the Instructional Assistant – Physical Education classification within the Athletic job family.

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		✓	✓			
Julie Waterstone	✓		✓			

REPORT AND DISCUSSION

- **Director Cool informed the Personnel Commission about the minor revisions that were 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, the wording of experience and license requirements was simplified, and duties, supervision, and working condition statements were expounded for the purpose of clarification.

- Director Cool added that certain classifications within the Maintenance and Operations Department also lack minimum educational requirements, so the Personnel Commission staff will meet with the department's administration in order to determine the level of education needed.

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

REPORT AND DISCUSSION

- Director Cool presented the proposed budget for fiscal year 2017-2018.
- Director Cool provided a brief overview for developing the budget proposal. He met with Ms. Jan Maez, Assistant Superintendent of Business and Fiscal Services, Ms. Pat Ho, Director of Fiscal Services, and Mr. Elhamy Tanios, Assistant Director of Fiscal Services, who also assisted with the budget process. They have already incorporated salary and benefits increase for the next year, so the discussion mostly evolved about the operating needs of the department.
- Director Cool stated that any changes to the budget recommended by the Commissioners will be incorporated and presented at the next regular meeting on May 9, 2017, for final approval. After the Personnel Commission's approval, the budget will be given to the Superintendent, and then to the Los Angeles County of Education for their final approval.
- Director Cool addressed the operating budget that will not significantly differ from the current one. He informed the Personnel Commission about his intent to increase the account 5650 for maintenance agreements due to a price increase for maintenance on the Scantron machine. Director Cool reduced the amount in the account 5802 for independent contractors and consultants as well as the account 5810 for advertising.
Director Cool informed the Personnel Commission about the increase in the account 5890 due to a price increase for the applicant tracking system, NEOGOV.
- Commissioner Lippman inquired about the cost of living adjustment. Director Cool stated that it went in effect last summer after the salary study implementation.
- Commissioner Lippman inquired about the cost for postage and postage meters. Director Cool stated that most of our advertising and mailing is being distributed electronically, so the low amount is kept for an occasional mailing via the U.S. mail.

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, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A. 35
 - April 20, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2016 – 2017
- I.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 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	✓		✓			
Julie Waterstone		✓	✓			

TIME ADJOURNED: 6:19 p.m.

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						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, May 9, 2017

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Angelica Argueta

Hire Date: 02/07/2017

ASP Request Submitted: 04/07/2017

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant, Classroom	Employee: Angelica Argueta	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent AND</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Angelica Argueta has a Bachelor's Degree in English and exceeds the education requirement. 	<p>1 level of education above the required level $\boxed{=1 \text{ Step Advance}}$ (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • There is no experience requirement for this classification. • Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people is <i>preferred</i>. 	<ul style="list-style-type: none"> • Angelica Argueta meets the experience requirement. 	<p>0 (2-year periods) of experience above the required level $\boxed{=0 \text{ Step Advance}}$</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms. Argueta's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step B is \$14.23/hour, while Step C is \$14.94/hour. The gross difference in pay is an approximate increase of \$.72 per hour, \$54.26 per month, or \$542.60 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 Angelica Argueta at Range A-18, 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						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, May 9, 2017

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Mayra Gurrola

Hire Date: 03/27/2017

ASP Request Submitted: 04/10/2017

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Mayra Gurrola	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Equivalent to completion of high school. 	<ul style="list-style-type: none"> Mayra Gurrola meets the education requirement. 	0 level of education above the required level =0 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Two or more years of varied office support experience. Preferred Qualifications: Prior customer relations and computer software applications experience is desirable 	<ul style="list-style-type: none"> Mayra Gurrola has 10 years' experience of School Secretary and exceeds the experience requirement. 	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. Gurrola's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step C is \$17.71/hour. The gross difference in pay is an approximate increase of \$1.64 per hour, \$284.52 per month, or \$2,289.17 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 Mayra Gurrola at Range A-25, 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							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, May 9, 2017

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Ashleigh Mesheski

Hire Date: 2/13/2017

ASP Request Submitted: 4/24/2017

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Ashleigh Mesheski	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least six (6) months experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness 	<ul style="list-style-type: none"> • Meets standards 	0 level of education above the required level $=0$ Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Ashleigh has over six (6) years of experience working with individuals with special needs. 	3 (2-year periods) of experience above the required level $=2$ Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Mesheski’s professional training exceeds the minimum education requirement specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step C is \$15.69/hour. The gross difference in pay is an approximate increase of \$1.46 per hour, \$189.75 per month, or \$1,525.50 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 Ashleigh Mesheski at Range A-20, 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						
Julie Waterstone						

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							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Tuesday, May 9, 2017

AGENDA ITEM NO:III.A.01

SUBJECT: Public Hearing – Fiscal Year 2017-2018 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2017-2018 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

BACKGROUND INFORMATION:

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget no later than May 30th each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. This budget includes the Personnel Commissioners’ review and input from a previous regular public meeting held on April 19, 2017, together with the Director’s recommendations. Overall, the proposed budget is similar to the budget of the previous fiscal year; the most significant increases are with employee benefits and operating expenses associated with the applicant tracking system.

DIRECTOR’S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2017-2018, in accordance with Education Code Section §45253.

OPEN THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							

CLOSE THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

ANNUAL BUDGET OF PERSONNEL COMMISSION
PROCEDURES AND INSTRUCTIONS, FISCAL YEAR 2017-18

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts for the purposes of Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administrative representatives to attend and present their views. The Personnel Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget.
4. The Personnel Commission shall then forward its budget to the County Superintendent for action, **along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2017-18 Personnel Commission Budget."**
5. If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested, in writing, by the Governing Board to reject the budget, he or she shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the district. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the district, and shall be included by the Governing Board in the regular budget of the district.
8. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding year (2016-17), and the items of expenditure shall be determined by the Personnel Commission.
9. If, with the concurrence of the Personnel Commission, the budget is amended, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

Attachment 1 to:
Informational Bulletin No. 4542

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

**NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT
THE PROPOSED FISCAL YEAR 2017-18 PERSONNEL COMMISSION BUDGET**

- _____ The Governing Board concurs with the proposed fiscal year 2017-18 Personnel Commission Budget.
- _____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**
- _____ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

Date

District Name

Signature
District Superintendent/President

NOTE: This "Notification of District Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2017-2018
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

Santa Monica - Malibu Unified School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

Library of Webster Elementary School, 3602 Winter Canyon, Malibu, CA 90265

(Place)

on May 9, 2017 at 4:00 o'clock P. M.

You are invited to attend and present your views.

Signed

Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 9, 2017

Signed

Chairman or Director of Personnel Commission

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date

**Annual Financial and Budget Report
Fiscal Year 2017-2018**

Expenditure by Object	2015-2016 Actual*	2016-2017 Actual or Estimated*	2017-2018 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,750.00	\$ 1,500.00	\$ 1,800.00
Director	112,134.00	122,000.00	128,132.00
Secretaries, Clerks	261,961.00	304,000.00	304,733.00
Other	2,357.00	2,000.00	2,500.00
3000 Employee Benefits	151,302.00	170,000.00	195,967.00
Subtotal	529,504.00	599,500.00	633,132.00
4000 Supplies and Equipment Replacement	6,359.00	4,768.00	10,000.00
5000 Operating Expenses	13,394.00	12,247.00	22,700.00
6000 Equipment	0.00	0.00	0.00
Subtotal	19,753.00	17,015.00	32,700.00
Appropriation for Contingencies ⁽³⁾	0.00	0.00	0.00
Total Expenditures	\$ 549,257.00	\$ 616,515.00	\$ 665,832.00

* Round to the nearest dollar.

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

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

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



PERSONNEL COMMISSION

Regular Meeting: Tuesday, May 9, 2017

AGENDA ITEM NO: III.A.02

SUBJECT: Adoption – Fiscal Year 2017-2018 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2017-2018
- Budget Authority and Process

BACKGROUND INFORMATION:

Through collaboration between the Director of Classified Personnel, the Chief Financial Officer, and Director of Fiscal Services, the District has tentatively agreed to provide funding to cover routine salary and benefit increases along with needed increases in funding for supplies and operating expenses.

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

THE BUDGET APPROVAL PROCESS

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the *“Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2017-2018 Personnel Commission Budget.”* If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2016-2017, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR’S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for the fiscal year 2017-2018.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							

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

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.

IV. Discussion Items:

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
45	5/9/2017	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
46	5/9/2017	IA - Classroom	A	18	B	C	43.75%	10	\$0.72	\$54.26	\$542.60
47	5/9/2017	Senior Office Specialist	A	25	A	C	100.00%	10	\$1.64	\$284.52	\$2,289.17
										2016-17 TOTAL	\$105,294.76

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
124	4/20/2017	3/13/2017	Laboratory Technician	4 Hrs/SY	A	26
125	4/20/2017	3/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
126	4/20/2017	3/6/2017	Cafeteria Worker I	3 Hrs/SY	A	13
127	4/20/2017	3/27/2017	Senior Office Specialist	8 Hrs/10 Mo	A	25
128	4/20/2017	3/6/2017	Job Development and Placement Specialist	5 Hrs/SY	A	31
129	4/20/2017	3/23/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
130	4/20/2017	3/13/2017	Bus Driver	7 Hrs/10 Mo	A	30

Open Requisitions (as of 5/3/2017)

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
17-146	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
17-184	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
17-187	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	3/22/2017
17-190	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/29/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	4/24/2017
17-192	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	4/24/2017
17-193	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75	4/19/2017
17-194	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100	4/19/2017
17-195	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	4/25/2017
17-196	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	4/25/2017

Filled Requisitions (4/1/2017 – 4/31/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-188	PARAEDUCATOR-3	SPECIAL EDUCATION	4/19/2017
17-189	PARAEDUCATOR-3	SPECIAL EDUCATION	4/28/2017

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

ACTION/CONSENT
 05/04/17

RECOMMENDATION NO. A.27

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>
Cervantes, Sandra Human Resources	Human Resources Specialist 8 Hrs/12 Mo/Range: 36 Step: A	4/12/17
Lyles, Michelle Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	4/17/17
Ross, Cheyenne Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	4/17/17
Taylor, Tonya Special Ed-Lincoln CDC	Paraeducator-1 3 Hrs/SY/Range: 20 Step: A	4/17/17

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Becherer, Karen McKinley ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/8/17-6/9/17
Butler, Deja Rogers ES	Instructional Assistant - Classroom [additional hours; professional development]	3/2/17
Engle, William Roosevelt ES	Physical Activities Specialist [additional hours; School Climate program]	3/27/17-6/9/17
Eskridge, Rondell Roosevelt ES	Physical Activities Specialist [additional hours; School Climate program]	3/27/17-6/9/17
Esquivias, Norma Facility Use	Senior Office Specialist [overtime; Facility Use projects]	11/14/16-6/30/17
Golden, Carol Rogers ES	Instructional Assistant - Classroom [additional hours; professional development]	3/2/17
Gonzalez, Diane Health Services	Health Office Specialist [additional hours; clerical support]	2/1/17-6/9/17
Gutierrez, Nallely Edison ES	Instructional Assistant - Bilingual [additional hours; classroom support]	2/17/17-6/2/17
Hayward, Gerard Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	3/8/17-6/30/17
Llosa, Silvia Special Ed-Edison ES	Paraeducator-1 [additional hours; classroom support]	3/1/17-6/9/17
Malone, Angelica Rogers ES	Instructional Assistant - Classroom [additional hours; professional development]	3/2/17

Marble, Daniel Facility Use	Electrician [overtime; Facility Use projects]	11/28/16-6/30/17
Martini, Dustin Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	3/2/17-6/30/17
Navarro, Nancy Muir ES	Senior Office Specialist [additional hours; clerical support]	2/13/17-6/9/17
Nguyen, Kim Business Office	Senior Administrative Assistant [overtime; Measure R Senior Exemption]	3/15/17-8/31/17
Perez, Michael Edison ES	Instructional Assistant - Bilingual [additional hours; classroom support]	2/17/17-6/2/17
Reyes, Marilu Rogers ES	Instructional Assistant - Classroom [additional hours; professional development]	3/2/17
Reyes, Pedro Facility Use	Electrician [overtime; Facility Use projects]	7/1/16-6/30/17
Richardson, Melvin Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	2/1/17-6/30/17
Robinson, Ayanna Rogers ES	Instructional Assistant - Classroom [additional hours; professional development]	3/2/17
Rodriguez, Sara Special Ed-Rogers ES	Paraeducator-1 [additional hours; after school math support]	2/27/17-3/31/17
Richardson, Melvin Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	2/1/17-6/30/17
Stemock, Mark Facility Use	Campus Security Officer [additional hours; Facility Use events]	1/23/17-6/30/17
Stemock, Mark Facility Use	Campus Security Officer [overtime; Facility Use events]	1/23/17-6/30/17
Vargas-Cruz, Patricia Olympic HS	Administrative Assistant [overtime; tobacco prevention grant support]	2/15/17-6/30/17
Ward, Michaele Webster ES	Senior Office Specialist [additional hours; clerical support]	3/8/17-6/14/17

SUBSTITUTES

EFFECTIVE DATE

Axtell, Michele Special Education	Paraeducator-1	3/23/17-6/9/17
Butler, Kenny Special Education	Paraeducator-3	1/30/17-6/9/17
Caluya, Sylvia Special Education	Paraeducator-1	3/23/17-6/9/17
Crane, Marshay Child Development Services	Children's Center Assistant-1	3/8/17-6/9/17
Dani, Ermal Operations	Custodian	3/1/17-6/30/17

Fernandez, Cynthia Food and Nutrition Services	Cafeteria Worker I	3/9/17-6/9/17
Flores, Daniel Operations	Custodian	3/8/17-6/30/17
Giagni, Pamela Special Education	Paraeducator-1	3/13/17-6/9/17
Gudiel-Ruano, Ana Special Education	Paraeducator-1	3/27/17-6/9/17
Gudiel-Ruano, Ana Special Education	Paraeducator-3	3/27/17-6/9/17
Hatch, Ashley Purchasing	Stock and Delivery Clerk	3/28/17-6/30/17
Kellett, Greville Facility Use	Technical Theater Technician	3/23/17-6/30/17
Lindsey, Jimmy Educational Services	Instructional Assistant – Physical Education	3/9/17-6/9/17
Lopez, Saby Food and Nutrition Services	Cafeteria Worker I	3/8/17-6/9/17
Marinez, Nicholas Rogers ES	Instructional Assistant – Physical Education	3/2/17
McClung, Vitty Food and Nutrition Services	Cafeteria Worker I	3/9/17-6/9/17
Murdock, Lynn Food and Nutrition Services	Cafeteria Worker I	3/8/17-6/9/17
Nolan, Christine Special Education	Paraeducator-3	3/30/17-6/9/17
Ortiz, Alondra Health Services-Edison ES	Health Office Specialist	2/13/17-6/9/17
Petrasich, Brenton Facility Use	Technical Theater Technician	3/23/17-6/30/17
Prothro, Paul Operations	Custodian	2/27/17-6/30/17
Purabi, Debi Special Education	Paraeducator-1	2/27/17-6/9/17
Ross, Cheyenne Special Education	Paraeducator-1	3/23/17-6/9/17
Ross, Cheyenne Special Education	Paraeducator-3	3/23/17-4/16/17
Safavi, Moshir Rogers ES	Instructional Assistant – Physical Education	3/2/17

Tarver, Olajuwon Operations	Custodian	3/2/17-6/30/17
Wideman, Bobby Food and Nutrition Services	Cafeteria Worker I	3/8/17-6/9/17
Wilson, Mia Health Services	Health Office Specialist	2/28/17-6/9/17

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Adeyemi, Olayiwola Operations-Webster ES	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations	3/1/17
Ali, Kenyatta Operations-Olympic HS	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations	3/14/17
Etchison, Chauncey Operations-Adams MS	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Santa Monica HS	3/28/17
Gomez, Jack Operations	Custodian 8 Hrs/12 Mo From: 6 Hrs/12 Mo/Operations-Franklin ES/Roosevelt ES	3/14/17
Macon, Phillip Operations-Muir ES/SMASH	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations	3/14/17

VOLUNTARY TRANSFER

EFFECTIVE DATE

Huettner, Patricia Grant ES	Instructional Assistant - Classroom 3 Hrs/SY From: 3 Hrs/SY/Rogers ES	4/17/17
Yamamoto, Mikiko Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Webster ES	4/17/17

PROFESSIONAL GROWTH

EFFECTIVE DATE

Bryan, Annette Special Ed-Santa Monica HS	Paraeducator-3	4/1/17
--	----------------	--------

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Cartee-McNeely, Keryl District	Chief Steward CFRA/FMLA	3/20/17-3/31/17
Hernandez, Yolanda Health Services-Webster ES	Health Office Specialist CFRA/FMLA	2/28/17-3/28/17
Howard, Leslie Special Ed-Muir ES	Paraeducator-1 CFRA/FMLA	4/15/17-6/9/17
Jorgenson, Stephanie Special Ed-Roosevelt ES	Paraeducator-3 CFRA/FMLA	2/23/17-4/21/17

Mitri, Veronica Special Ed-Roosevelt ES	Paraeducator-3 CFRA/FMLA/Medical	3/3/17-3/31/17
Ong, Mary Cate Special Ed-Rogers ES	Paraeducator-3 CFRA/FMLA	3/20/17-6/9/17
Torres, Victor Special Ed-McKinley ES	Paraeducator-1 Intermittent CFRA/FMLA	3/7/17-9/7/17

WORKING OUT OF CLASS

Bernadou, Michelle Pt. Dume ES	Administrative Assistant From: Senior Office Specialist	<u>EFFECTIVE DATE</u> 3/20/17-6/21/17
Durst, Peggy Special Ed-Santa Monica HS	Paraeducator-3 From: Paraeducator-1	9/22/16-6/9/17
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 From: Paraeducator-1	8/19/16-6/9/17
Jackson, Sheralynn Special Ed-Santa Monica HS	Paraeducator-2 From: Paraeducator-1	1/18/17-6/9/17
Pittman, Angela FNS-Malibu HS	Cafeteria Cook/Baker From: Cafeteria Worker I	3/6/17-3/20/17
Webster-Joseph, Shirley FNS-Malibu HS	Production Kitchen Coordinator From: Cafeteria Worker I	3/2/17-5/31/17

RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES
(39-MONTH MEDICAL REEMPLOYMENT LIST)

FB7688920	Senior Office Specialist	<u>EFFECTIVE DATE</u> 4/13/17
-----------	--------------------------	---

RESCIND DISQUALIFICATION FROM PROBATION

BP5712116 Santa Monica HS		<u>EFFECTIVE DATE</u> 3/31/17
------------------------------	--	---

DISQUALIFICATION FROM PROBATION

EP3428474 Operations	Custodian	<u>EFFECTIVE DATE</u> 5/5/17
-------------------------	-----------	--

SUSPENSION WITHOUT PAY

TN4889886 Food and Nutrition Services		<u>EFFECTIVE DATE</u> 4/13/17; 4/17/17; 4/18/17; 4/19/17; 4/20/17; 4/21/17 5/1/17; 5/2/17; 5/3/17; 5/4/17; 5/5/17 5/15/17; 5/16/17; 5/17/17; 5/18/17; 5/19/17 5/30/17; 5/31/17; 6/1/17; 6/2/17
--	--	---

RESIGNATION

Cooper, Bertran Roosevelt ES	Instructional Assistant – Classroom	<u>EFFECTIVE DATE</u> 3/31/17
Foth, Brandon Information Svcs-McKinley ES	Technology Support Assistant	4/7/17
Gabriel, Angela McKinley ES	Instructional Assistant – Classroom	4/28/17

Hawkins, Chloe Adams MS	Instructional Assistant – Music	3/31/17
Tawfik, Peter Santa Monica HS	Campus Security Officer	3/31/17
<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Lai, Chong Fah FNS-Malibu HS	Production Kitchen Coordinator	8/18/17
Miyamoto, Wende SMASH	Senior Office Specialist	6/14/17
Ybarra, Gail CDS-Adams Preschool	Children's Center Assistant-2	7/7/17

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
05/04/17

RECOMMENDATION NO. A.28

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.

AVID TUTOR

Fernandez, Caroline	Lincoln MS	3/17/17-6/9/17
Meza, Brenda	Adams MS	3/8/17-6/9/17
Ramirez, Pedro	Adams MS	3/1/17-6/9/17

NOON SUPERVISION AIDE

Carrizales, Maria	Roosevelt ES	3/20/17-6/9/17
Olmedo, Teresa	Edison ES	2/9/17-6/9/17

COACHING ASSISTANT

Amezquita, Guillermo	Malibu HS	3/15/17-6/30/17
Beirne, Justine	Santa Monica HS	2/1/17-6/9/17
Bernota, Vincent	Santa Monica HS	2/23/17-6/9/17
Burdick, Bart	Santa Monica HS	1/9/17-6/9/17
Collet, Jutta	Santa Monica HS	2/1/17-6/9/17
Goldberg, Hayden	Malibu HS	7/1/16-6/30/17
Harrison, Julian	Santa Monica HS	3/10/17-6/9/17
Hymes, Michael	Santa Monica HS	3/8/17-6/9/17
Sandoval, Christopher	Santa Monica HS	3/2/17-6/9/17

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 21, 2017	4:00 p.m.	Testing Room – District Office	
April 19, 2017	5:30 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/Malibu Classified Employees Appreciation Reception
May 17, 2017	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 13, 2017	4:00 p.m.	Testing 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
Classified Employees Appreciation Reception		May 17, 2017
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	June 2017

VIII. Next Regular Personnel Commission Meeting:

Tuesday, June 13, 2017, at 4:00 pm, *District Office Testing Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: