



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

December 13, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, December 13, 2016**, 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 December 15, 2016

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

- G.06 Approval of Minutes for Regular Meeting on October 11, 2016

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

Approval of Minutes for Regular Meeting on November 15, 2016

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

- 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)

December 13, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, December 13, 2016**, 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 December 13, 2016

G.06 Approval of Minutes for Regular Meetings on October 11, 2016 and November 15, 2016

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
- New Personnel Commissioner Recruitment 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>
Children's Center Assistant-1,2,3,	5
Director of Maintenance & Operations	4
Instructional Assistant – Music (Band)	1

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

Campus Security Officer	10
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C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Isaac Baxter in the classification of Swimming Instructor/Lifeguard at Range: 21 Step: D

- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Kenhalo Bernet in the classification of Paraeducator-3 at Range: 26 Step: B
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Roosevelt Brown in the classification of Director of Maintenance and Operations at Range: M-63 Step: D
- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Elizabeth Burrus in the classification of Paraeducator-3 at Range: 26 Step: B
- C.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Robin Chan in the classification of Paraeducator-3 at Range: 26 Step: C
- C.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Luke Davis in the classification of Paraeducator-3 at Range: 26 Step: B
- C.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Cynthia Ditusa in the classification of Instructional Assistant – Classroom at Range: 18 Step: C
- C.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Michael Evans in the classification of Paraeducator-3 at Range: 26 Step: B
- C.10 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee James Fair in the classification of Paraeducator-1 at Range: 20 Step: C
- C.11 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Karen Hassenger in the classification of Theater Operations Supervisor at Range: M-45 Step: D
- C.12 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jasmine Jones in the classification of Instructional Assistant – Physical Education at Range: 20 Step: C
- C.13 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Rosa Monroy in the classification of Paraeducator-1 at Range: 20 Step: B
- C.14 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Sadrica Morgan in the classification of Paraeducator-3 at Range: 26 Step: C

- C.15 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Roxana Sarvey in the classification of Paraeducator-1 at Range: 20 Step: C
- C.16 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stacy Sullivan in the classification of Administrative Assistant at Range: 31 Step: C
- C.17 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Alexandra Turtle in the classification of Paraeducator-3 at Range: 26 Step: D
- C.18 Approval of the Advanced Step Placement for new employee Terry Wilson in the classification of Campus Security Officer at Range: 25 Step: B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Merit Rules:
Adoption of Second Reading of Changes to Chapter XII: *Salaries, Overtime Pay, and Benefits*

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. 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)
- November 17, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A. 19
- November 17, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
- 2016 – 2017
- I.07 Board of Education Meeting Schedule
- 2016 – 2017

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	-First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, January 10, 2017, at 4:00 p.m. – *District Office Board Room*

VIII. 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.

IX. CLOSED SESSION:

- No Closed Session

X. 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

The meeting is adjourned in memory of David Cline, Santa Monica High School graduate, who passed away in the Ghost Ship fire in Oakland.

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)

October 11, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, October 11, 2016**, 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 4:03 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Pertel were present. Commissioner Lippman was absent.
- G.03 Pledge of Allegiance:** Commissioner Pertel led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:** September 13, 2016
Commissioner Inatsugu reported that the Personnel Commission met in Closed Session following its meeting of September 13, 2016 for the purpose of Public Employee Performance Evaluation of the Director of Classified Personnel. Following review and discussion, Personnel Commissioners agreed that Director Michael Cool's overall performance meets established

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standards, in some areas exceeds standards, and he has successfully passed probation to become a permanent employee of the District.

G.05 Motion to Approve Agenda: October 11, 2016

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

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

G.06 Motion to Approve Minutes: September 13, 2016

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						✓
Joseph Pertel	✓		✓			

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 reported on the current recruitments' status and classification studies.
 - Director Cool informed the Personnel Commission about his participation on the oral examination panel for the City of Santa Monica on September 15, 2016. The Personnel Commission department is also exchanging raters with Santa Monica College.
 - Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to revisions of chapter 12 of the Merit Rules dealing with salaries, overtime, and benefits. The chapter will be presented to the Personnel Commission for first reading at the regular Personnel Commission meeting in November.
- New Personnel Commissioner Recruitment Update
 - Director Cool updated the Personnel Commission regarding the new Personnel Commissioner recruitment. So far, one (1) application was received; however, the applicant does not meet the minimum qualifications since he/she does not live in Santa Monica or Malibu.
 - Director Cool attended the PTA Council meeting on September 20, 2016, presenting the overview of this position.

- **Director Cool continues to collaborate with Ms. Gail Pinsker, the District's Community and Public Relations Officer, who released a press release about the position on the District website and in social media, and also placed an advertisement in local newspapers, in both Santa Monica and Malibu communities on a couple occasions.**
- **Director Cool will request assistance from the Superintendent's Office to address various advisory committees in the District.**

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.

- **For transparency reasons, Commissioner Inatsugu reported out that she held discussions with Interim Co-Superintendent Dr. Sylvia Rousseau and the Chief Union Steward, Ms. Keryl Cartee-McNeely before this meeting.**

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, Interim Deputy Superintendent, was glad to report that the District hired Dr. Antonio Shelton, as the principal of Santa Monica High School, and Dr. Cheli Nye, the principal of Malibu High School. Even though both principals have been with the District just for a few weeks, they are already deeply immersed in the understanding the needs of their respective schools.**
 - **Dr. Kelly updated the Personnel Commission on the new superintendent's search. The Board of Education reviewed the applications; hence, selection interviews will be scheduled in a near future.**
 - **Dr. Kelly also informed the Personnel Commission about the Interim Co-Superintendent, Dr. Sylvia Rousseau, facilitating an intense academic discourse on excellence and equity work in the District at the last Board of Education meeting in Santa Monica. Similar conversation will be held at the next Board of Education meeting on October 22, 2016.**
 - **Dr. Kelly stated that there are sunshine proposals from SEIU and the District with regard to negotiations. One training in Inter-space Bargaining Process has already taken place, and the full negotiations will begin at the end of October.**

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):

<u>Classification</u>	<u># Eligibles</u>
Elementary Library Coordinator	4
Food Service Operations Supervisor	4
Paraeducator-1	18
Paraeducator-2	2
Paraeducator-3	10

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

Bilingual Community Liaison	7
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C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Ruben Carrillo in the classification of Custodian at Range: 24 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Amanda Ernst in the classification of Paraeducator-2 at Range: 25 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Sean Sandoval in the classification of Paraeducator-2 at Range: 25 Step: B

C.05 Advanced Step Placement:

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

It was moved and seconded to approve the Consent Calendar – II.C.01-05 *Advanced Step Placements* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

A.01 Scheduling of Regular Personnel Commission Meeting in November 2016

It was moved and seconded to approve the Director’s recommendation to move the November 8, 2016 PC meeting to November 15, 2016. The motion passed.

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

REPORT AND DISCUSSION

- Director Cool stated that he spoke with Commissioner Lippman to confirm that Commissioner Lippman is available on Tuesday, November 15, 2016.
- Commissioner Inatsugu and Commissioner Pertel agreed that the next regular Personnel Commission meeting will take place on November 15, 2016.

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. 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.19 (for SMMUSD School Board Agenda)
 - September 22, 2016
 Classified Personnel – Merit Report - No. A. 12
 - October 6, 2016
- I.05 Classified Personnel – Non-Merit Report - No. A. 20
 - September 22, 2016
 Classified Personnel – Non-Merit Report – No. A. 30
 - October 6, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	November 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, **November 15, 2016**, at 4:00 p.m. – *District Office Board Room*

VIII. 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**

IX. CLOSED SESSION:

- **No Closed Session**

X. 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						✓
Joseph Pertel	✓					

TIME ADJOURNED: 4:16 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.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 15, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, November 15, 2016**, 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 4:10 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a work commitment.
- G.03 Pledge of Allegiance:** Commissioner Lippman led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
- None
- G.05 Motion to Approve Agenda:** November 15, 2016

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

- **Agenda item I.G.06 – “Motion to Approve Minutes: October 11, 2016” – postpone to December meeting (see below)**

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

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

Of those present, only Commissioner Inatsugu attended the October 11, 2016, regular Personnel Commission meeting. This item was postponed and moved to the December 13, 2016, regular Personnel Commission meeting.

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

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 reported on the status of the current recruitments. He stated that the recruitment for the Director of Maintenance and Operations is to be completed with selection interviews scheduled for November 17, 2016.**
 - **Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to completion of Chapter XII of the Merit Rules dealing with salaries, overtime, and benefits. The next chapter to revise will be Chapter XIV on disciplinary matters.**
- New Personnel Commissioner Recruitment Update
 - **Director Cool updated the Personnel Commission regarding the new Personnel Commissioner recruitment. The selection interviews for the two (2) eligible candidates are scheduled for December 5, 2016. The interview panel is comprised of the representatives from the District Administration, SEIU, PTA, and the Personnel Commission.**

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 regretted that Commissioner Pertel could not be present at this meeting since it would have been his last meeting.**

The Personnel Commissioners and Personnel Commission staff prepared a token of gratitude for his outstanding service to the District and classified employees. Commissioner Pertel's valuable dedication and contribution will be acknowledged at the regular Personnel Commission meeting on December 13, 2016.

- Commissioner Inatsugu informed the Personnel Commission that because the election of new board of education members was a non-contested one, all three (3) candidates will automatically assume office in December. There will be one new school board member, Mr. Jon Kean.
- Commissioner Inatsugu was pleased to announce that Measures GS and GSH passed in the local election, which translates into major additional funding for the District. Furthermore, the Santa Monica College's Measure V, the Facilities Bond, passed. It is a clear evidence that the community values and supports public education.
- Commissioner Lippman also acknowledged Commissioner Pertel's exemplary service.

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, Interim Deputy Superintendent, was glad to report that the measures supporting public education passed in the local election and statewide. Measure V, the SMC's Facilities Bond relates to the District as it partners with the College on the John Adams' Auditorium renovation. Measures GS and GSH passed as well. It will add another eight (8) million dollars to the District's budget for a variety of programs and projects. The District is already balancing the new revenue. The District is very pleased how well public education was supported in this election.
 - Dr. Kelly informed the Personnel Commission about the presentation on instruction in the classroom focusing on student engagement and the role of academic discourse in math. Part III of the series will be presented at the Board of Education meeting on November 17, 2016.
 - Dr. Kelly stated that School Services of California will provide the Board of Education with their report to the Malibu Unification Negotiations Committee on November 17, 2016.
 - Dr. Kelly announced that Dr. Jose Escarce will be honored at the November 17, 2016, meeting for his 16 years of Board of Education service. Returning Board Members Maria Leon-Vazquez, Ralph Mechur, and newcomer Jon Kean will take their seats at the December 13, 2016 meeting.

- Dr. Kelly was pleased to announce the new superintendent, Dr. Ben Drati, who will join the District on January 1, 2017. Dr. Drati comes to SMMUSD from the Santa Barbara Unified School District.
- Dr. Kelly informed the Personnel Commission about a letter from the Interim Co-Superintendents, Dr. Rousseau and Dr. King, relative to last week's election including some reflections and thoughts from a leadership perspective for parents, students, community members, and faculty. The letter was sent to parents, but it can also be found on the District website.
- Commissioner Inatsugu has been in communication with a couple of school sites and Interim Co-Superintendent Rousseau regarding bullying and student misconduct that occurred following the election.

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):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	20
Children's Center Assistant-1,2,3,	3
Electrician	3
Health Office Specialist	2
Instructional Assistant - Bilingual	9
Instructional Assistant - Classroom	16
Instructional Assistant - Physical Education	2
Lead Custodian	7
Paraeducator-1	24
Paraeducator-3	13
Swimming Instructor/Lifeguard	2
Technical Theater Technician	1
Theater Operations Supervisor	3

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stephanie Caruso Afshar in the classification of Occupational Therapist at Range: 61 Step: D
- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stephanie Alonso in the classification of Paraeducator-1 at Range: 20 Step: D
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Shawndra Miles in the classification of Paraeducator-1 at Range: Step: C

It was moved and seconded to approve the Consent Calendar – II.C.01-04 *Advanced Step Placements* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- 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:

- No Action Items

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 First Reading of Changes to Merit Rules:
Chapter XII: Salaries, Overtime Pay, and Benefits

REPORT AND DISCUSSION

- Director Cool provided a brief background to the revisions of Chapter XII. Original revisions were never brought up to the Personnel Commission for a first reading, and the Advisory Rules Committee believed that further revisions are needed to improve clarity and California Education Code citations. The most significant change was a direct citation from the Education Code in Section 12.1.1., and also removal of language that does not pertain to the authority of the Merit

Rules. References were made to either the Collective Bargaining Agreement or the Board of Education policies.

- Director Cool stated that the formatting will be standardized at a certain point. The Advisory Rules Committee has placed priority on content revisions and updates.
- Commissioner Lippman requested specifying the kind of cost-of-living index in Section 12.1.1.D.1. Director Cool stated that the language is taken directly from Education Code.
- Commissioner Lippman provided suggestions regarding locations for comparison districts and public agencies when conducting salary studies to specifically state: “within local recruiting areas” in Section 12.1.3.C.
- Commissioner Lippman suggested including salary schedules into Section 12.2. Dr. Kelly stated that they are posted on the Human Resources website in several formats. Some of them are categorized by classification, others by range. He cautioned about placing the salary schedules into the Merit Rules because they are likely to change. The Merit Rules should not be influenced by the ongoing negotiations with the Union.
- Commissioner Lippman inquired about adding “value added” category into Section 12.2.4. dealing with Advanced Step Placement. He also inquired about removing a statement pertaining to the new employee’s previous experience and qualifications that substantially exceed the qualifications of the classification. Commissioner Inatsugu responded that the criteria were developed as a departmental procedure. Director Cool stated that the Merit Rules should be more general, but the departmental practice is written in different documents so that it is easier to revise as needed.
- Commissioner Lippman suggested adding another section addressing stipends in Section 12.2.4. Director Cool replied that stipends are under the purview of the Board of Education, not the Personnel Commission.
- Commissioner Lippman suggested defining “Y-rating” in Section 12.2.8.B. Commissioner Inatsugu replied that Chapter I of the Merit Rules contains definitions of terms. Director Cool will ensure that this definition is included in Chapter I.
- Commissioner Lippman inquired about the probationary period for reclassified employees in Sections 12.2.9.B. and 12.2.16. Commissioner Inatsugu stated that the specifics are already defined in another section.
- Commissioner Lippman suggested specifying business mileage rates as determined by the Internal Revenue Service.
- Director Cool will take these suggestions to the Advisory Rules Committee for consideration.

V. 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.20 (for SMMUSD School Board Agenda)
 - October 20, 2016
- Classified Personnel – Merit Report - No. A. 22
 - November 3, 2016
- I.05 Classified Personnel – Non-Merit Report - No. A. 21
 - October 20, 2016
- Classified Personnel – Non-Merit Report – No. A. 23
 - November 3, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	December 2016
	-First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, December 13, 2016, at 4:00 p.m. – *District Office Board Room*

VIII. 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**

IX. CLOSED SESSION:

- **No Closed Session**

X. 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	✓		✓			
Joseph Pertel						✓

TIME ADJOURNED: 4:55 p.m.

The meeting is adjourned in memory of Jorge Bracamonte, Santa Monica High School day custodian, who recently passed away.

Director Cool cited a few Santa Monica High School staff thoughts about Mr. Bracamonte:

“What a positive spirit and hard worker we’ve lost. I will miss his warm greeting and smile,” Benjamin Kay, science department.

“I am deeply, deeply saddened by this news. Jorge was such a warm person who always had time to talk and help,” Kate Song, science department.

“Indeed very sad to hear about the death of our beloved Sr. Jorge. He will be deeply missed. It was always a joy to walk around campus only to see him waving his hand to me with a big smile, or have a short conversation "about life" and at the end of the day hear him say: ‘Have a wonderful day Sra. Santa Cruz and drive safely on your way back home.’ Rest in peace Sr. Jorge,” Dr. Conny Santa Cruz, business teacher and student store advisor.

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							
Joseph Pertel							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Isaac Baxter

BACKGROUND INFORMATION:

Classification Title: Swimming Instructor/Lifeguard	Employee: Isaac Baxter	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"> Isaac does not meet the educational requirement. 	0 level of education above the required level = <u>0 Step Advance</u> (Max. allowed)
Experience: <ul style="list-style-type: none"> One (1) year of experience as a lifeguard at a public facility. 	<ul style="list-style-type: none"> Isaac has over ten years of lifeguard and swimming instructor experience at various public facilities. 	4 (2-year periods) of experience above the required level = <u>2 Step Advance</u>
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants. 	<ul style="list-style-type: none"> The recruitment did not provide a rank of three (3). The Director has concluded that it would be very challenging to find alternative qualified applicants. 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u>
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) + 1 (Difficulty) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Isaac Baxter's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-21 at Step A is \$14.57/hr. while Step D is \$16.87/hr. The net difference in pay is an approximate increase of \$2.30/hr., \$199.94/month, or \$ 2014.35/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Isaac Baxter at Range A-21, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Kenhalo Bernet

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Kenhalo Bernet	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> • Kenhalo has a Master's degree in Business Law. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Kenhalo meets the experience requirement. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Bernet' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The net difference in pay is an approximate increase of \$0.83 per hour, \$107.62 per month, or \$645.75 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kenhalo Bernet at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Roosevelt Brown

BACKGROUND INFORMATION:

Classification Title: Director of Maintenance & Operations	Employee: Roosevelt Brown	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Industrial Management or a closely related subject. 	<ul style="list-style-type: none"> Roosevelt Brown has a bachelor's degree in Business Operations and a master's degree in Business Administration 	<p>1 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)</p>
Experience: <ul style="list-style-type: none"> Five (5) years management and/or supervisory experience in M&O management, which includes providing custodial, grounds, maintenance, security and construction planning of buildings preferably in a multi-site organization, such as schools and office buildings. 	<ul style="list-style-type: none"> Roosevelt Brown has over 17 years of experience in the area of M&O management, including School District experience 	<p>2 (5-year periods) of experience above the required level = <u>2 Step Advance</u></p>
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Roosevelt Brown's professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate for salary Range M63 at Step A is \$8,469/month, while Step D is \$9,804/month. The net difference in pay is an approximate increase of \$1,335/month, or \$16,020/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Roosevelt Brown at Range M63, Step D, on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Elizabeth Burrus

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Elizabeth Burrus	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> Elizabeth has a bachelor's degree in psychology. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> Elizabeth meets the experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Burrus' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The net difference in pay is an approximate increase of \$0.83 per hour, \$107.62 per month, or \$645.75 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Elizabeth Burrus at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Robin Chan

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Robin Chan	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> • Robin has a bachelor's degree in sociology. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Robin has three (3) years of experience working with individuals with exceptional needs. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Chan's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The net difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1,763.90 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Robin Chan at Range A-26, 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							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Luke Davis

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Luke Davis	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> • Luke meets the education requirement. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Luke has over three (3) years of experience working with individuals with exceptional needs. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Davis' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The net difference in pay is an approximate increase of \$0.83 per hour, \$114.80 per month, or \$688.80 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Luke Davis at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Cynthia Ditusa

BACKGROUND INFORMATION:

Cynthia Ditusa’s Advanced Step Placement request was evaluated under the revised ASP criteria.

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Cynthia Ditusa</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u> 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"> • Cynthia has a Bachelor's degree in Music Education 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • There is no experience requirement. 		<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps: Starting Step: B (Accelerated Rate) + 1 (Education) + 0 (Experience) = 2</u> Advanced Step = STEP C</p>		

DIRECTOR’S COMMENTS:

Ms. Ditusa’s professional training and experience exceed 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 net difference in pay is an approximate increase of \$0.72 per hour, \$46.51 per month, or \$465.09 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cynthia Ditusa 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						
Joseph Pertel						
Peter Lippman						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Michael Evans

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Michael Evans	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> Michael has an associate and bachelor's degree in business studies. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> Michael meets the experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Evans' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The net difference in pay is an approximate increase of \$0.83 per hour, \$107.62 per month, or \$645.75 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Michael Evans at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.10

SUBJECT: Advanced Step Placement – James Fair

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: James Fair	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"> • James has over 10 years of experience working with individuals with exceptional needs. 	5 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Mr. Fair’s experience exceeds the minimum requirements 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 net difference in pay is an approximate increase of \$1.46 per hour, \$189.75 per month, or \$1,525.50 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for James Fair 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							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.11

SUBJECT: Advanced Step Placement – Karen Hassenger

BACKGROUND INFORMATION:

Classification Title: Theater Operations Supervisor	Employee: Karen Hassenger	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"> Karen Hassenger has a bachelor's degree in Theater and a master's degree in Film & Television Production 	1 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years of recent paid experience in a Theater Operations supervisory position, either as a Production Manager, Technical Director, Producer or related position. 	<ul style="list-style-type: none"> Karen Hassenger has over 20 years of experience in the area of production management, technical directing, and theater operations. 	2 (3-year periods) of experience above the required level = <u>2 Step Advance</u>
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR'S COMMENTS:

Karen Hassenger's professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate for salary Range M-45 at Step A is \$5,429/month, while Step D is \$6,286/month. The net difference in pay is an approximate increase of \$857/month, or \$9,427/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Karen Hassenger at Range M-45, Step D, on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.12

SUBJECT: Advanced Step Placement – Jasmine Jones

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant-Physical Education	Employee: Jasmine Jones	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> No specific education is required. 	<ul style="list-style-type: none"> Jasmine has a Bachelor's Degree in Kinesiology and a minor in K-12 Physical Education 	<p>2 level of education above the required level = 1 Step Advance (Max. allowed)</p>
Experience: <ul style="list-style-type: none"> At least six (6) months paid or verifiable volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Jasmine has one and a half (1.5) years' experience working directly with children in activities, creating programs and coaching. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> This position required a female employee. Jasmine was the only female rank on the current and previous eligibility lists. The Director has concluded that it would be very challenging to find alternative qualified applicants 	<p>Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance</p>
<p>Total Advanced Steps: 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Jasmine Jones' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hr. while Step C is \$15.69/hr. The net difference in pay is an approximate increase of \$1.46/hr., \$126.50/month, or \$ 1017.00/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jasmine Jones 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							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.13

SUBJECT: Advanced Step Placement – Rosa Monroy

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Rosa Monroy	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"> • Rosa has over two (2) years of experience working with children. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Steps = STEP B</u>		

DIRECTOR’S COMMENTS:

Ms. Monroy’s experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$0.72 per hour, \$69.75 per month, or \$418.50 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Rosa Monroy at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.14

SUBJECT: Advanced Step Placement – Sadrica Morgan

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Sadrica Morgan	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> • Sadrica meets the education requirement. 	0 level of education above the required level = 0 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Sadrica has over five (5) years of experience working with individuals with exceptional needs. 	2 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Morgans' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The net difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1763.90 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Sadrica Morgan at Range A-26, 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							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.15

SUBJECT: Advanced Step Placement – Roxana Sarvey

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Roxana Sarvey	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 = <u>0 Step Advance</u>
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Roxana has over seven (7) years of experience working with individuals with exceptional needs. 	3 (2-year periods) of experience above the required level = <u>2 Step Advance</u> (Max Allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Sarvey’s experience exceeds the minimum requirements 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 net difference in pay is an approximate increase of \$1.46 per hour, \$189.75 per month, or \$1,525.50 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Roxana Sarvey 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						
Joseph Pertel						
Peter Lippman						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.16

SUBJECT: Advanced Step Placement – Stacy Sullivan

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Stacy Sullivan	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or evidence of equivalent educational proficiency 	<ul style="list-style-type: none"> Stacy has a Master's in Business Administration. 	3 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) or more years of varied administrative, secretarial and clerical support experience 	<ul style="list-style-type: none"> Stacy has over seven (7) years of varied administrative and clerical support experience. 	1 (3-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Stacy Sullivan's education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hr. while Step C is \$20.50/hr. The net difference in pay is an approximate increase of \$1.91/hr., \$331.00/month, or \$2,997.82/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Stacy Sullivan at Range A-31, 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							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.17

SUBJECT: Advanced Step Placement – Alexandra Turtle

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Alexandra Turtle	Calculation of Advanced Step Recommendation
<u>Education:</u> <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"> Alexandra has a bachelor's and master's degree in human development with a specialization in early childhood education. 	2 level of education above the required level $=$ 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> Alexandra has over ten (10) years of experience supporting students. 	5 (2-year periods) of experience above the required level $=$ 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Turtle's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step D is \$19.06/hour. The net difference in pay is an approximate increase of \$2.60 per hour, \$281.21 per month, or \$2,453.38 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alexandra Turtle at Range A-26, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: II.C.18

SUBJECT: Advanced Step Placement – Terry Wilson

BACKGROUND INFORMATION:

Classification Title: Campus Security Officer	Employee: Terry Wilson	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Terry meets the education requirement. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) years' experience working with youth in an organized setting. 	<ul style="list-style-type: none"> Terry has over four (4) years of experience working with youth in an organized setting. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>License or Certificate:</u> <ul style="list-style-type: none"> Valid of California driver's license. Valid First Aid Certificate and CPR Certificate. Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 (SB 1626). 	<ul style="list-style-type: none"> Terry meets license and certificate requirements. 	0 level of license or certificate above the required level = 0 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Wilson's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step B is \$16.87/hour. The net difference in pay is an approximate increase of \$.80 per hour, \$139.00 per month, or \$834.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Terry Wilson at Range A-25, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

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:



PERSONNEL COMMISSION
Regular Meeting: Tuesday, December 13, 2016

AGENDA ITEM NO: III.A.01

SUBJECT: Second Reading and Adoption of Changes to Merit Rules - Chapter XII

BACKGROUND INFORMATION:

Chapter XII of the Merit Rules was brought to the Personnel Commission for a first reading in November, 2016. Chapter XII was previously revised by the Advisory Rules Committee (ARC) in the 2012-2013 school year; however, the revisions were never brought to the Personnel Commission for approval and adoption. Although this chapter had been previously revised, the ARC felt it was necessary to review each section again in detail. Further revisions were identified.

DISCUSSION:

Based on collaboration with the ARC, the following areas were modified:

- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Language from Ed Code was inserted when appropriate
- When authority does not lie with the Merit Rules, references were made either to the Collective Bargaining Agreement or the Board of Education
- The formatting of Ed Code references was revised

The Personnel Commission office, not the ARC, will address the overall format of the Merit Rules. Between chapters, the spacing, font, and size of text are not consistent. Thus far, revising the Merit Rules has been priority, rather than standardizing the format. However, a standard format should be determined soon, and the process to reformat all chapters will take place over the next several months.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the proposed revisions as provided or amended.

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

CHAPTER XII: SALARIES, OVERTIME PAY, AND BENEFITS

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CHAPTER XII: SALARIES, OVERTIME PAY AND BENEFITS

RULE 12.1 DETERMINATION OF SALARY SCHEDULES

The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

12.1.1

FIXING ESTABLISHING ANNUAL SALARY SCHEDULES (EDUCATION CODE 45160, 45162, 45163, 45241)

- A. The Board of Education shall ~~fix~~ establish the annual salaries for all classified employees and other employees not requiring certification qualifications, employed by the District, unless otherwise prescribed by law.
- B. The Board of Education may increase the salary schedule for classified employees at any time during the fiscal year and shall adopt increases and/or decreases resulting from the classification or reclassification of positions as approved by the Personnel Commission.
- C. The provisions of this section shall not be construed to permit the Board of Education to demote or dismiss an employee due to the reclassification of a position or class of positions unless otherwise authorized by law or these Rules.
- D. If the Board of Education is unable to comply with the provisions of paragraph A above ~~because it is engaged in a study, which was initiated prior due to the commencement of the school year, to increase the salaries and wages of the persons employed by the District in positions not requiring certification qualifications, the Board of Education may, by appropriate action taken collective negotiations or because a salary study is being conducted, the Board may, prior to the final adoption of the budget, do either of the following:~~
 1. Adopt an interim salary schedule which shall be the same schedule as for the preceding year, except that increases may be granted at that time based upon increased cost-of-living indexes, and provide that the salaries and wages fixed as a result of the study shall be payable for the entire school year to include the period thereof in which the study was conducted and final Board of Education action taken.
 2. Provide that the salaries and wages fixed as a result of the study shall be effective only for that portion of the school year, as determined by the Board of Education at the time it takes action after the study has been completed. "Portion of the school year," as used here shall not be for any period of time less than the period of time remaining in the school year from the date the Board of Education adopts the salary schedule based on the study commenced prior to that school year.
- E. The ~~b~~Board of Education shall employ, pay and otherwise control the services of classified employees only in accordance with the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6 (Merit System of the State of California Education Code and these Rules).

12.1.2

FACTORS IN SALARY DETERMINATION

- A. The Director of Classified ~~p~~Personnel shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations may take into account the following factors:
1. Wages and salaries paid for similar work in private industry in the recruitment area;
 2. Wages and salaries paid by other governmental agencies in the recruitment area;
 3. The principle of like pay for like work within the classified services;
 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan, and
 5. Such other information as the Personnel Commission may require.

12.1.3

SALARY STUDIES

- A. The Director of Classified Personnel shall conduct or, with the approval of the Commission, cause to be conducted, a salary study:
1. When a new class is created, or
 2. When directed by the Personnel Commission.
- B. The administration, an employee, or employee representative, may request a salary study of a class by directing a written communication to the Personnel Commission and setting forth the reasons for the study.
- C. A salary study may consist of a review of internal relationships with other related classes and may include a salary survey of private industry and public sector pay rates.

12.1.4

SALARY RECOMMENDATIONS (~~EDUCATION CODE 45268~~)

- A. After making its findings, the Personnel Commission shall present salary recommendations to the Board of Education for approval. The Board of Education may approve, amend or reject the recommendations ~~but shall not alter the percentage relationships among classes in the occupational family as established by the classification plan.~~ No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the ~~a~~effect the amendment will have on the principle of like pay for like work. No changes shall operate to disturb the relationship in which compensation schedules bear to one another, as the relationship has been established in the classification made by the Personnel Commission.
- B. Salary recommendations may be based on evidence that the class in question is substantially overpaid or underpaid as determined by a survey of relative community rates or the internal alignment of ~~positions with other~~ classes.

- C. Adjustments may also be made when a classification study indicates that changes of duties and responsibilities require such a change.

References: Education Codes 45160, 45162, 45163, 45241, and 45268

Rule 12.2 GENERAL SALARY PROVISIONS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

12.2.1 INTERPRETATION OF THE SALARY SCHEDULE

- A. The schedule of pay for each class represents the standard rate of pay for full-time employment, unless in the pay schedule it is specifically indicated that the rate is for part-time service.
- B. The rates of pay_s as set forth in the salary schedules_s do not include reimbursements for actual and necessary expenses_s for travel, subsistence, car mileage and similar purposes authorized and incurred as part of the employment.

12.2.2 PAYROLL PROCEDURE ~~(EDUCATION CODE 42646)~~

- A. The County Superintendent of Schools, with the approval of ~~and~~ the County Auditor_s shall prepare separate payroll warrants for classified employees. These warrants shall:
1. Provide a statement of the amount earned; and
 2. Include an itemization of the amounts withheld; and
 3. Show the closing date of the pay period and the date of issue, and
 4. Be issued on or before the tenth (10th) calendar day following the end of the pay period.
- B. The payroll procedures may provide for salary payment, including salary advances, more frequently than once a month.

Reference: Education Code 42646

12.2.3 CORRECTION OF ERROR IN SALARY ~~(EDUCATION CODE 45167)~~

- A. Whenever it is determined that an error has been made in the calculation, reporting or in the payment of any classified employee's salary, the District shall, within five (5) working days:
1. Provide the employee with a statement of correction; and

2. Issue a supplemental payment to cover the underpayment when the employee has been underpaid, or make equitable arrangements for repayment when the employee has been overpaid.
 - ~~3. Make equitable arrangements for repayment when the employee has been overpaid.~~
- B. The correction of errors made in the calculation, reporting or in the payment of any classified employee's salary shall be for not more than three (3) years from the date the error is discovered.

Reference: Education Code 45167

12.2.4 SALARY ON EMPLOYMENT

- A. New employees shall be appointed at the hiring rate for the class as approved by the Personnel Commission. The hiring rate shall be the first step of the schedule except as provided for any minimum and/or living wage provision adopted by the Board of Education. Additionally, for classes where recruitment efforts have indicated difficulty in recruiting at that step, ~~A~~ an accelerated hiring rate may be set with the approval of the Board of Education and the Personnel Commission at any step of the schedule for the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.
- B. 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 Personnel 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. (Personnel Commission Merit Chapter XII; Rule 12.2.4 Approved by the Personnel Commission: January 12, 2010)~~

12.2.5 SALARY INCREMENTS

- A. After satisfactory completion of six (6) months in a regular position, classified employees, including ~~supervisory and~~ confidential, shall advance to the next step on the appropriate salary range. After completion of one (1) year in a regular position, classified management ~~and supervisory~~ employees shall advance to the next step on the appropriate salary range upon completion of each year of continuous and satisfactory service until the maximum salary is reached.
- B. Salary advancement shall be effective on the first (1st) day of the month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be the first (1st) of that month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be the first (1st) of the following month.

- C. Employees placed above the first step of a salary range will advance at one (1) year intervals until the maximum is reached.

12.2.6 WITHHOLDING SALARY INCREMENTS

- A. A salary increment shall be withheld when an employee has received a Needs to Improve or Unsatisfactory ~~p~~Performance ~~e~~Evaluation. Upon clearance of the Needs to Improve or Unsatisfactory Performance ~~e~~Evaluation by a subsequent ~~j~~Job ~~p~~Performance Progress Report or evaluation by the employee's immediate supervisor, the increment shall be approved effective the first ~~(1st)~~ of the month following the filing of a satisfactory evaluation. This shall then become the new salary increment date.
- B. Withholding a salary increment for a permanent employee shall be subject to appeal to the Personnel Commission only as a part of any appeal resulting from a disciplinary action.

12.2.7 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, the employee shall receive at least a one ~~(1st)~~ step salary increase, but not less than the first step of the new salary range.
- B. If the increase is less than one (1) salary step, the employee shall be placed on the next higher salary step but not higher than the highest salary step ~~e~~in that range.
- C. The promoted employee shall serve a probationary period in the new class.
- D. Promoted employees placed on step A will advance one ~~(1)~~ step on the salary schedule upon satisfactory completion of the probationary period in the new class, or promoted employees placed above step A will advance one (1) step on the salary schedule upon satisfactory completion of one (1) year of service in the new class.

12.2.8 SALARY ON DEMOTION

- A. An employee who accepts a voluntary demotion shall be placed on the step of the range of the lower class which is closest to the rate earned in the higher class, provided that the employee shall not receive a salary increase thereby. The increment date established in the higher class shall be retained.
- B. An employee who accepts a voluntary demotion in lieu of layoff shall be "Y" rated ~~r~~ (Rule 3.3.3B) ~~r~~.
- C. If an employee is involuntarily demoted during probation, as provided in these Rules, salary placement shall be at the step of the lower salary range to which the employee would have progressed if the employee had served continuously in the lower class. When the demotion is a disciplinary action, the notice shall specify the step of the salary schedule at which the employee shall be placed.

12.2.9

SALARY ON RECLASSIFICATION (~~EDUCATION CODE 45268~~)

- A. When the position held by a regular employee is reclassified, the salary placement and increment date shall be determined as follows:
1. If the position is allocated to a class with a higher salary range and the employee is granted status without examination, the employee shall retain the same salary step on the higher range and the same increment date as held in the lower class.
 2. If the position is allocated to a class with a higher salary range and the employee obtains status in the higher class upon passing an examination (~~Rule 3.3.3.A~~), the change of classification shall be treated as a promotion (Rule 12.2.7).
 3. If the position is allocated to a class with a lower salary range and the employee retains the position, the employee's salary shall be "Y" rated (Rule 3.3.3B).
- B. Reclassified employees shall serve a probationary period in their new classification.

12.2.10

SALARY ON REALLOCATION (~~EDUCATION CODE 45268~~)

- A. When a class is reallocated to a higher salary range, employees in the class shall be placed on the new salary range on the same salary step they held prior to reallocation. The employee's salary increment date shall not change.

Reference: Education Code 45268

12.2.11

SALARY ON TRANSFER

- A. When an employee is transferred from one (1) position to another in the same class, or a related class on the same salary range, the employee's step placement and salary increment date shall not change.

12.2.12

SALARY ON REEMPLOYMENT, REINSTATEMENT, AND RETURN FROM LEAVE OF ABSENCE

- A. Upon reemployment, reinstatement or return from leave of absence, an employee shall be placed on the same step of the salary range that was previously held ~~prior to separation~~.
- B. Credit for step advancement shall accrue during military leave and all paid leaves.
- ~~C. Upon return from leave of absence, layoff or resignation, the employee shall be placed on the salary step last achieved prior to leave, layoff or resignation.~~
- ~~D. An employee restored after leave of absence, layoff or resignation, shall be granted prior service credit for step advancement.~~

Reference: Education Code 45309

12.2.13 **SHIFT DIFFERENTIAL PAY (EDUCATION CODE 45182)**

- A. An employee assigned to a regular position requiring four (4) or more hours of service after 5:00 p.m. and before 12:00 midnight shall be paid a differential of two (2) ranges on the salary schedule.
- B. An employee assigned to a regular position requiring four (4) or more hours of service after 12:00 midnight and before 6:00 a.m. shall be paid a differential of four (4) ranges on the salary schedule.
- C. Employees assigned to evening and night positions on a regular basis who are required to work a temporary day assignment, ~~according to these Rules~~, shall continue to be granted the differential.
- D. Positions for which differential compensation is granted shall be filled as vacancies according to these Rules.
- E. Positions which require the incumbent to regularly work evening or night hours for three (3) or more days per week shall be granted differential pay.
- F. The Board of Education may provide differential pay to those classified employees who perform duties of a distasteful, dangerous or unique nature when reasonably justified. Such differential shall be based upon findings and recommendations of the Personnel Commission.

References: Education Codes 45180, 45181 and 45182

12.2.14 **LONGEVITY PAY**

- A. Regular classified employees shall receive a longevity increment in addition to their regular salary in recognition of ~~satisfactory and~~ continuous service, adjusted for any break(s), to the Deistrict. For all non-management classifications, longevity increments are granted in accordance with the collective bargaining agreement. For management and confidential classifications, longevity increments are granted and approved by the Board of Education. Each longevity increment shall be two (2) salary ranges on the appropriate salary schedule. Longevity increments shall be granted as follows:
 - 1. ~~Management, Supervisory and Confidential employees, after~~
 - a. ~~Eight years~~
 - b. ~~Eleven years*~~
 - c. ~~Fifteen years~~
 - d. ~~Twenty years~~
 - e. ~~Twenty-five years~~
 - f. ~~Thirty years~~

~~*The eleven-year increment is granted only on completion of five (5) semester units of job-related course work.~~

~~B. Longevity is computed on total regular time with the District, adjusted for any breaks(s) in service for all classes in which regularly employed.~~

12.2.15 EFFECTIVE DATE OF SALARY CHANGES

- A. Salary increments shall be effective on the first (1st) day of the calendar month as provided below:
1. When the date of change falls on or before the fifteenth (15th) of the month, the salary change shall be effective on the first (1st) of that month.
 2. When the date of change falls after the fifteenth (15th) of the month, the salary change shall be effective on the first (1st) of the following month.

~~12.2.16 APPLICATION OF SALARY PROVISIONS TO UNIT MEMBERS~~

~~A. The salary provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

RULE 12.3 OVERTIME PROVISIONS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

12.3.1 OVERTIME DEFINED ~~(EDUCATION CODE 45128)~~

- A. Overtime shall be defined as authorized work time in excess of eight (8) hours in one (1) day or forty (40) hours in one (1) week ~~or eight (8) hours in one (1) day.~~
- B. Employees assigned to a ten (10) hour day, four (4) day, forty (40) hour week shall receive overtime pay for hours worked in excess of ten (10) hours per day or forty (40) hours per week.
- C. For purposes of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee. ~~overtime compensation, work time shall include:~~
- ~~1. All actual hours worked plus;~~
 - ~~2. All hours of paid leave or compensatory time off.~~

12.3.2 OVERTIME COMPENSATION ~~(EDUCATION CODE 45128, 45131)~~

- A. An employee who works authorized overtime shall be paid at the rate of one and one-half (1-1/2) times their his/her regular hourly rate of pay or ~~if~~ shall receive

compensatory time at the rate of one and one-half (1-1/2) times for the number of overtime hours worked.

1. For overtime purposes the employee's regular rate of pay includes all shift and special assignment differentials, longevity, professional growth, bilingual or other earned differential(s).
 2. The employee's overtime regular rate of pay is the appropriate rate for the class in which the duties are performed.
- B. Overtime at the rate of one and one-half (1-1/2) times his/her regular rate shall be paid to part-time employees as follows:
1. An employee having an average workday of four (4) hours or more shall receive overtime compensation for any authorized work performed on the sixth (6th) or seventh (7th) consecutive day of work.
 2. An employee having an average workday of less than four (4) hours shall receive overtime compensation for any authorized work performed on the seventh (7th) consecutive day of work.
- C. When a classified employee is required to work on any District paid holiday the employee shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's regular rate of pay.

~~D. The minimum authorized overtime period is one-half (1-1/2) hour.~~

12.3.3 ASSIGNMENT OF OVERTIME

- A. Overtime work shall be ~~equitably assigned based on seniority and on a rotating basis~~ among all qualified employees who are in the same class, the same organizational unit, ~~to and~~ the same work location. ~~In assigning overtime the appointing authority may consider:~~
- ~~1. Special skills and/or training required for an employee to perform the specific work, and~~
 - ~~2. The availability of regular part-time employees to perform the required work.~~

12.3.4 COMPENSATORY TIME (EDUCATION CODE 45129)

- A. Compensatory time off may be granted in lieu of cash payment for overtime hours worked at the election of the employee and with the approval of the supervisor. The following provisions apply:
1. A record of compensatory time worked and taken shall be maintained in the department.
 2. Compensatory time may be taken in lieu of any other authorized leave.
 3. Compensatory time shall be approved by the supervisor before it is taken.

4. ~~When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within twelve (12) calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing District. An employee should use compensatory time within the calendar month in which it is earned.~~
5. Compensatory time is earned at the ~~regular or~~ overtime rate. When the hours worked are in excess of ~~eight (8) per day or~~ forty (40) per week ~~or eight (8) per day~~, the rate shall be at one and one-half (1-1/2) times.

12.3.5

CALL BACK

- A. Whenever an employee is called back to duty by his/her supervisor or designee after the conclusion of the normal work shift, the employee shall receive a minimum of two (2) hours pay at the appropriate salary rate.
- B. When an employee is called back to duty by his/her supervisor or designee on a day which is not a regularly scheduled work day he/she shall receive a minimum of two (2) hours pay at the appropriate salary rate.
- C. Employees called back for more than two (2) hours shall be paid for the actual hours worked at the appropriate salary rate.

12.~~32~~.6 EXEMPTION FROM OVERTIME (EDUCATION CODE 45130)

- A. Positions or classes of positions designated supervisory, administrative, or executive by the Personnel Commission, when applicable, or the Board of Education, may be exempted from the overtime provisions of these Rules.
- B. To be exempted from overtime, positions or classes of positions must clearly and reasonably be management positions. The duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a result of this exemption.
- ~~C. The classes of established positions listed below are clearly and reasonably management positions. The duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a result of this exemption.~~

~~Accounting Supervisor
Assistant Director of Food Services
Assistant Superintendent – Fiscal and Business Services
Business Services Administrator
Director of Administrative Services
Director of Classified Personnel
Director of Food Services
Director of Maintenance and Operations
Director of Public Information/Publications
Director of Purchasing and Stores
Director of Transportation
Fiscal Services Administrator~~

~~Payroll Supervisor~~

~~C.~~ Notwithstanding the provisions of paragraph A of this Rule, if an exempt employee is required to work on any District paid holiday, he/she shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's rate of pay.

~~References: Education Codes 45127, 45128, 45129, 45130 and 45131~~

~~12.3.7 APPLICATION OF OVERTIME PROVISIONS TO UNIT MEMBERS~~

~~A. The overtime provision for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

RULE 12.4 EMPLOYEE BENEFITS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

12.4.1 HEALTH AND WELFARE BENEFITS

- ~~A.~~ The District shall provide a health and welfare benefit plan for all regular employees assigned twenty (20) or more hours per week.
- ~~B.~~ Benefits shall be the amount approved annually by the Board oOf Education.
- ~~C.~~ Group medical and dental insurance shall be provided from carriers agreed on by the District and the recognized employee organizations.
- ~~D.~~ ~~Each regular employee, after his/her selection of a medical and dental plan may designate the remainder of the authorized amount, if any, to purchase additional approved coverage or tax sheltered annuity as authorized by the Board.~~
- D. Regular employees assigned thirty-five (35) or more hours per week and nine (9) or more months per year, shall be considered full time employees.
- E. Regular employees assigned less than thirty-five (35) but twenty (20) or more hours per week, shall receive a pro rata prorata share of the benefits authorized for full time employees. This proration shall be based on the ratio that hours worked per week bear to forty (40) hours.
- F. Employees assigned less than twenty (20) hours per week shall not be eligible for benefits provided by this Rule.
- G. Notwithstanding other provisions of this Rule, classified employees hired prior to September 199, 1977, who were receiving full benefits provided by the District, shall continue to receive these benefits provided:

1. They have been continuously employed by the District since September 19, 1977, and
2. That this benefit has not been forfeited as a result of voluntary reduction in hours, except for a voluntary reduction in lieu of lay-off.

12.4.2 MILEAGE REIMBURSEMENT (EDUCATION CODE 44032)

- A. Any classified employee who is required by his/her supervisor to use his/her personal vehicle for District business shall be reimbursed for mileage at the rate determined by the Internal Revenue Service, approved by the Board.

Reference: Education Code 44032

~~12.4.3 APPLICATION OF EMPLOYEE BENEFIT PROVISIONS TO UNIT MEMBERS~~

- ~~A. The benefit provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

IV. Discussion Items:

V. Information Items:

Advanced Step Placement Fiscal Impact Report									
PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17									
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	IA - Classroom	A	18	A	B	43.75%	\$0.68	\$51.37	\$308.25
9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	\$1.04	\$180.09	\$1,080.56
9/13/2016	Personnel Analyst	M	46	A	B	100.00%	\$1.60	\$278.00	\$3,336.00
9/13/2016	Occupational Therapist	A	61	A	C	100.00%	\$3.97	\$687.76	\$6,243.10
9/13/2016	Athletic Trainer	A	35	A	C	87.50%	\$2.11	\$320.25	\$2,906.96
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Custodian	A	24	A	C	100.00%	\$1.61	\$279.43	\$2,394.07
10/11/2016	IA - Classroom	A	18	B	C	62.50%	\$0.72	\$77.51	\$775.15
11/15/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
11/15/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.24	\$291.75	\$2,545.50
11/15/2016	Occupational Therapist	A	61	A	D	100.00%	\$6.10	\$1,058.00	\$9,240.00
12/13/2016	Director M&O	M	63	A	D	100.00%	\$7.70	\$1,335.00	\$16,020.00
12/13/2016	IA - Classroom	A	18	B	C	37.50%	\$0.72	\$46.51	\$465.09
12/13/2016	IA-PE	A	20	A	C	50.00%	\$1.46	\$126.50	\$1,017.00
12/13/2016	Swimming Instructor/Lifeg	A	21	A	D	50.00%	\$2.30	\$199.44	\$2,014.35
12/13/2016	Administrative Assistant	A	31	A	C	100.00%	\$1.91	\$331.00	\$2,997.82
12/13/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
12/13/2016	Paraeducator 3	A	26	A	B	80.00%	\$0.83	\$114.80	\$688.80
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
12/13/2016	Paraeducator 3	A	26	A	D	62.50%	\$2.60	\$281.21	\$2,453.38
12/13/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Campus Security Officer	A	25	A	B	100.00%	\$0.80	\$139.00	\$834.00
12/13/2016	Paraeducator 1	A	20	A	B	56.25%	\$0.72	\$69.75	\$418.50
12/13/2016	Theater Ops Supervisor	M	45	A	D	100.00%	\$4.94	\$857.00	\$9,427.00
2016-17 TOTAL									\$82,346.18

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%

Open Requisitions (as of 12/05/2016)

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-045	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	8/26/2016
17-120	BILINGUAL COMMUNITY LIAISON (SPANISH)	CABRILLO ELEMENTARY SCHOOL	Vac	100	11/17/2016
17-112	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	11/14/2016
17-121	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	Vac	50	11/17/2016
17-122	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	Vac	50	11/17/2016
17-050	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/29/2016
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	8/29/2016
17-096	CHILDREN'S CENTER ASSISTANT-2	JOHN ADAMS MIDDLE SCHOOL	Vac	43.8	10/27/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.8	10/27/2016
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.8	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	87.5	8/22/2016
17-039	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	87.5	8/22/2016
17-098	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	10/27/2016
17-113	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	11/9/2016
17-114	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	11/9/2016
17-123	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	11/17/2016
17-109	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.8	10/28/2016
16-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.8	6/10/2016
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

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-071	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.8	9/16/2016
17-073	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	9/16/2016
17-089	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	10/11/2016
17-099	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	10/27/2016
17-115	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	11/14/2016
17-116	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.8	11/9/2016
17-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	11/14/2016
17-124	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	11/17/2016
17-125	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	11/17/2016
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.3	6/7/2016
17-082	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	9/29/2016
17-074	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50	9/16/2016
17-059	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	50	9/8/2016
17-077	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	9/22/2016
17-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	50	10/11/2016
17-128	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	11/28/2016
17-129	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	New	50	11/28/2016

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-110	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/31/2016
17-119	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100	11/14/2016
17-126	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	New	50	11/17/2016

Filled Requisitions (11/1/2016 – 11/30/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-095	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	11/9/2016
16-137	CUSTODIAN	BUSINESS SERVICES	11/14/2016
17-086	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	10/31/2016
16-182	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/3/2016
17-018	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/3/2016
17-076	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	11/4/2016
16-198	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	11/8/2016
17-003	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	11/4/2016
17-041	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	11/1/2016
17-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	11/4/2016
17-069	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	11/3/2016
17-072	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	11/4/2016
17-080	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	11/4/2016
17-081	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	11/4/2016
17-087	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	11/4/2016
17-088	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	11/2/2016

16-193	INSTRUCTIONAL ASSISTANT- PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	11/1/2016
16-163	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	11/1/2016
17-055	LEAD CUSTODIAN	M & O (Maintenance & Operations)	11/2/2016
17-100	LIBRARY ASSISTANT II	LINCOLN MIDDLE SCHOOL	11/14/2016
17-092	PARAEDUCATOR-1	PINE STREET	11/16/2016
17-042	SWIMMING INSTRUCTOR/LIFEGUARD	BUSINESS SERVICES	11/1/2016
17-127	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	11/21/2016

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/17/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.18

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>
Alonso, Stephanie Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/24/16
Daniels, Delone Special Ed-Santa Monica HS	Paraeducator-2 6 Hrs/SY/Range: 25 Step: A	10/17/16
De La Torre, Justine Special Ed-Rogers ES	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	10/21/16
Johnson, Joseph Santa Monica HS	Campus Security Officer 8 Hrs/10 Mo/Range: 25 Step: D	11/1/16
Limbrick, Karresha Food and Nutrition Services	Food Service Operations Supervisor 8 Hrs/12 Mo/Range: M-38 Step: A	11/2/16
Mejia, Laura Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	11/1/16
Miles, Shawndra Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/24/16
Monroy, Rosa Special Ed-Rogers ES	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	10/24/16
Sarvey, Roxana Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/24/16
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Venable, Mark Maintenance	Skilled Maintenance Worker 8 Hrs/12 Mo/Range: 33 Step: C From: Custodian: 8 Hrs/12 Mo	11/1/16
<u>RECLASSIFICATION</u>		<u>EFFECTIVE DATE</u>
Upton, Carey Business Services	Chief Operations Officer 8 Hrs/12 Mo/Range: M-76 Step: A From: Director of Theater Oper. & Facility Permits: 8 Hrs/12 Mo	7/1/16
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Baghoomian, Edwin Maintenance	HVAC Mechanic [overtime; district projects]	7/1/16-6/30/17
Brown, Roosevelt Business Services	Director of Maintenance and Operations [limited term; district projects]	10/12/16-2/11/17

Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; district projects]	7/1/16-6/30/17
Clayton, Lawrence Malibu HS	Campus Security Officer [overtime; ASB events]	7/1/16-6/30/17
Cruz, Carmen CDS-McKinley ES	Children's Center Assistant-2 [additional hours; classroom support]	8/19/16-6/9/17
Donovan, Marc Maintenance	Glazier [overtime; district projects]	7/1/16-6/30/17
Flores, Ana Maintenance	Administrative Assistant [overtime; special board meetings support]	10/15/16-10/16/16
Ford, Spikes Maintenance	Metal Worker [overtime; district projects]	7/1/16-6/30/17
Fuentes, Diolani FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria support]	8/1/16-6/9/17
Gomez, Aida CDS-McKinley ES	Children's Center Assistant-2 [additional hours; classroom support]	8/19/16-6/9/17
Gomez, Jack Operations	Custodian [additional hours; custodial support]	7/1/16-6/30/17
Gonzalez, Andrea CDS-Franklin ES	Children's Center Assistant-1 [additional hours; classroom support]	8/19/16-6/9/17
Gonzalez, Gary Maintenance	Plumber [overtime; district projects]	7/1/16-6/30/17
Hedges, Eric Facility Use	Electrician [overtime; Facility Use projects]	7/1/16-6/30/17
Hedges, Eric Maintenance	Electrician [overtime; district projects]	7/1/16-6/30/17
Heiderman, Daniel Facility Use	Utility Worker [overtime; Facility Use projects]	7/1/16-6/30/17
Herrera, Zenon Maintenance	Locksmith [overtime; district projects]	7/1/16-6/30/17
Jackson, Sheralynn Special Education	Office Specialist [additional hours; clerical support]	10/17/16-12/22/16
Lopez, Francisco FNS-Adams MS	Cafeteria Worker I [additional hours; cafeteria support]	8/1/16-6/9/17
Morales, Daniel CDS-Franklin ES	Children's Center Assistant-1 [additional hours; classroom support]	8/19/16-6/9/17
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; ASB events]	9/30/16-6/9/17
Parker, Stephen Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-6/30/17

Perchlak, Stanley Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-6/30/17
Plascencia, Henry Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-6/30/17
Portillo, Cristina CDS-Wood Venice	Children's Center Assistant-3 [additional hours; classroom support]	8/19/16-6/9/17
Reyes, Pedro Maintenance	Electrician [overtime; district projects]	7/1/16-6/30/17
Shanley, Scott Facility Use	Campus Security Officer [additional hours; Facility Use events]	8/1/16-6/30/17
Tabones, Remigio Maintenance	Electrician [overtime; district projects]	7/1/16-6/30/17
Tehrani, Mahnaz CDS-McKinley ES	Children's Center Assistant-2 [additional hours; classroom support]	9/26/16-6/9/17
Torres, Jose Facility Use	Utility Worker [overtime; Facility Use projects]	7/1/16-6/30/17
Ubeda, Hanzel Maintenance	Plumber [overtime; district projects]	7/1/16-6/30/17
Villa, Alejandro Maintenance	Carpenter [overtime; district projects]	7/1/16-6/30/17
Zurich-Lunsford, Kathleen Rogers ES	Senior Office Specialist [additional hours; clerical support]	10/17/16-12/31/16
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Aranda, Antonio McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Becherer, Karen McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Chan, Robin Special Education	Paraeducator-1	10/24/16-6/9/17
Chan, Robin Special Education	Paraeducator-3	10/24/16-6/9/17
Davis, Luke Special Education	Paraeducator-1	10/20/16-6/9/17
Davis, Luke Special Education	Paraeducator-3	10/20/16-6/9/17
De Leon, Adrian Special Education	Paraeducator-1	10/26/16-6/9/17
De Los Santos, Gabriela Child Development Services	Children's Center Assistant-2	8/22/16-6/9/17
Evans Jr., Michael Special Education	Paraeducator-3	10/1/16-6/9/17

Fernandez, Angelica Child Development Services	Children's Center Assistant-2	8/22/16-6/9/17
Gonzalez, Andrea Child Development Services	Children's Center Assistant-1	8/19/16-6/9/17
Hong, Grace McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Lucas, Ralph McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Macias, Uriel Food and Nutrition Services	Stock and Delivery Clerk	10/26/16-6/9/17
Martinez, Silvia Food and Nutrition Services	Cafeteria Worker I	8/19/16-6/9/17
Mehrazar, Saman McKinley ES	Instructional Assistant - Classroom	8/19/16-6/30/17
Morales, Daniel Child Development Services	Children's Center Assistant-1	8/19/16-6/9/17
Portillo, Cristina Child Development Services	Children's Center Assistant-3	8/19/16-6/9/17
Rodriguez, Cecilia Child Development Services	Children's Center Assistant-2	8/22/16-6/9/17
Tehrani, Mahnaz Child Development Services	Children's Center Assistant-2	9/26/16-6/9/17

CHANGE IN CLASSIFICATION

Rodriguez, Gerardo Roosevelt ES	Elementary Library Coordinator 8 Hrs/10 Mo From: Library Assistant II/6 Hrs/10 Mo/Lincoln MS	<u>EFFECTIVE DATE</u> 11/1/16
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CHANGE IN ASSIGNMENT

Gonzalez, Xavier Operations-Edison ES	Custodian 8 Hrs/SY From: 5 Hrs/SY/Operations-Edison ES	<u>EFFECTIVE DATE</u> 7/6/16
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INVOLUNTARY TRANSFER

Odom, Lamont Operations-Rogers ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-McKinley ES	<u>EFFECTIVE DATE</u> 10/31/16
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VOLUNTARY TRANSFER

Rodriguez, Cecilia CDS-Edison ES	Children's Center Assistant-2 5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers ES	<u>EFFECTIVE DATE</u> 8/19/16
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REDUCTION OF HOURS IN LIEU OF LAYOFF

Murray, April
Facility Use
Swimming Instructor/Lifeguard
4 Hrs/11 Mo
From: 6 Hrs/SY/Lincoln MS

EFFECTIVE DATE

11/1/16

RESIGNATION

Briseno, Elias
Special Ed-Lincoln MS

Paraeducator-3

EFFECTIVE DATE

10/21/16

Christopherson, Janet
Grant ES

Instructional Assistant - Classroom

11/4/16

Lomando, Athena
Special Ed-McKinley ES

Paraeducator-3

6/9/16

Lopez, Sandy
Rogers ES

Senior Office Specialist

10/14/16

Mamon, Stephanie
Operations

Custodian

10/28/16

Nunez, Stephanie
Muir ES

Instructional Assistant - Classroom

11/11/16

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

TO: BOARD OF EDUCATION ACTION/CONSENT
11/17/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

Chang, Victoria Lincoln MS 10/21/16-6/9/17

NOON SUPERVISION AIDE

Christopherson, Janet	Grant ES	8/22/16-6/9/17
Fountain, Maresa	Grant ES	8/22/16-6/9/17
Gonzalez, Ramona	Grant ES	8/22/16-6/9/17
Hernandez, Beatrice	Grant ES	8/22/16-6/9/17
Hodgdon, Emily	McKinley ES	10/10/16-6/9/17
Jackson, Jessica	Grant ES	8/22/16-6/9/17
Luneva, Elena	McKinley ES	10/17/16-6/9/17
McDonough, Barbara	Grant ES	8/22/16-6/9/17
Mendoza, Ana	Grant ES	8/22/16-6/9/17
Orban, Marie Claire	Grant ES	8/22/16-6/9/17
Preston, Deborah	Grant ES	8/22/16-6/9/17
Reaber, Winifred	Grant ES	8/22/16-6/9/17
Reyes, Marilu	Rogers ES	10/20/16-6/9/17
Shandalov, Lisa	Roosevelt ES	8/22/16-6/9/17
Urizar, Miriam	Grant ES	8/22/16-6/9/17
Winer, Megan	Grant ES	8/22/16-6/9/17

COACHING ASSISTANT

Klein, Adam	Santa Monica HS	10/1/16-6/9/17
Stern, Geoffrey	Malibu HS	10/4/16-6/30/17

TECHNICAL SPECIALIST – LEVEL III

Kahn, Diana	Santa Monica HS	8/22/16-6/9/17
	[Choir Instructor]	
	- Funding: Santa Monica Arts Parents Association	

STUDENT WORKER - WORKABILITY

Cotwright, Tysyn	Malibu HS	10/10/16-6/5/18
Himelfarb, Maria	Malibu HS	10/15/16-6/10/19

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/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.	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

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 10, 2017 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: