



## **PERSONNEL COMMISSION MEETING AGENDA**

**February 13, 2018**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, February 13, 2018**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16<sup>th</sup> 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 February 13, 2018

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

- G.06 Approval of Minutes for Regular Meeting on January 16, 2018

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**February 13, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mrs. Julie Waterstone, and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, February 13, 2018**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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 February 13, 2018

G.06 Approval of Minutes for Regular Meeting on January 16, 2018

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

- Commissioner Recruitment
- Advisory Rules Committee Update

G.08 Personnel Commissioner Comments/Reports:

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

G.09 Communications:

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

- SEIU Report
- Board of Education Report

G.10 Public Comments:

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

## II. **CONSENT CALENDAR:**

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

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

Classification

# Eligibles

Custodian	13
Paraeducator-1	5
Paraeducator-2	3
Speech Language Pathology Assistant	2
Student Outreach Specialist	12

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

Senior Office Specialist	10
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- C.02 Advanced Step Placement:  
Gerardo Cruz in the classification of Director - Fiscal and Business Services at Range M-68, Step C
- C.03 Advanced Step Placement  
Talia Friedman in the classification of Occupational Therapist at Range 61, Step C
- C.04 Advanced Step Placement  
Rebecca Lugo in the classification of Administrative Assistant at Range 31, Step D
- C.05 Advanced Step Placement  
Richard Marchini in the classification of Director - Food Services at Range M-59, Step B
- C.06 Advanced Step Placement:  
Keshia Nash-Johnson in the classification of Elementary Library Coordinator at Range 26, Step B
- C.07 Advanced Step Placement:  
Stacy Nii-Eastly in the classification of Instructional Assistant - Classroom at Range 18, Step E
- C.08 Advanced Step Placement:  
Bianca Vanderhorst in the classification of Paraeducator-1 at Range 20, Step B
- C.09 Extension of Working Out of Class:  
Guido Sebastiani in the classification of Equipment Operator from Gardener, December 27, 2017 - February 2, 2018

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Elementary Library Coordinator within the Student Services job family

**IV. DISCUSSION ITEMS:**

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

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**VI. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel - Merit Report No. VII.D.2. (for SMMUSD School Board Agenda)
  - January 18, 2018Classified Personnel - Merit Report - No. VII.D.2
  - February 1, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VII.D.3.
  - January 18, 2018Classified Personnel - Non-Merit Report - No. VII.D.3
  - February 1, 2018
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2017 - 2018
- I.07 Board of Education Meeting Schedule
  - 2017 - 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Preliminary Budget - Fiscal Year 2018-2019	First Reading	April 2018
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	May 2018
Classified Employees Appreciation Reception		May 2018

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, March 13, 2018, at 4:30 p.m. - *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**January 16, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mrs. Julie Waterstone, and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, January 16, 2018**, at **4:32 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

Note: This meeting was originally scheduled for January 9, 2018.

- ❖ **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 4:32 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Dr. Mark Kelly, Assistant Superintendent of Human Resources, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
- None

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

**G.05 Motion to Approve Agenda:** January 16, 2018

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

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

**G.06 Motion to Approve Minutes:** December 19, 2017

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

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

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments
  - **Director Cool expressed his gratitude to Ms. Caldera, Personnel Analyst, for serving as acting director during his paternity leave in December.**
  - **Director Cool updated the Personnel Commission with the status of current recruitments.**
  - **Director Cool informed the Personnel Commission about the District providing a clerical substitute for the department as one of the staff members has been on an extensive medical leave.**
  - **Director Cool updated the Personnel Commission on the new Personnel Commissioner recruitment. The selection interview will take place on January 18, 2018.**
- Advisory Rules Committee Update
  - **Director Cool stated that the advisory rules committee has not met for some time due to members' busy schedules.**

**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 Waterstone wished Commissioner Inatsugu happy belated birthday.**



## **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. Kelly informed the Personnel Commission about the District's planning and groundwork for the new school year 2018-2019.**
  - **Dr. Kelly updated the Personnel Commission on the Board of Education agenda for January 18, 2018 regarding the early learning pathway.**
  - **Dr. Kelly informed the Personnel Commission about Superintendent Drati's direction regarding an investigation of Board of Education potential conflict of interest review.**
  - **Dr. Kelly stated that the Board will adopt a resolution for Dr. Martin Luther King.**
  - **Dr. Kelly wished everyone happy new year.**

## **G.10 Public Comments:**

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

- **None**

## **II. CONSENT CALENDAR:**

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

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

Classification

# Eligibles

Audience Services Coordinator	4
Health Office Specialist	3
Instructional Assistant - Classroom	13
Paraeducator-1	8
Paraeducator-3	3
Sports Facility Attendant	4

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

Children's Center Assistant	7
Sports Facility Attendant	6

- C.02 Advanced Step Placement:  
Marlen Avalos in the classification of Senior Office Specialist at Range 25, Step D
- C.03 Advanced Step Placement  
Breony Brown in the classification of Paraeducator-3 at Range 26, Step B
- C.04 Advanced Step Placement:  
Ansuya (Anna) Chhabria in the classification of Director of Purchasing at Range M-59, Step E
- C.05 Extension of Working Out of Class:  
Hector Avitia-Quintana in the classification of Equipment Operator-Tree Trimmer from Gardener, December 19, 2017 – May 1, 2018

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

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

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Buyer within the Fiscal job family

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

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

## **REPORT AND DISCUSSION**

- Director Cool provided a brief background of the classification revisions for Buyer. The new Director – Purchasing, Ms. Anna Chhabria, recommended increasing the education requirement beyond the level of a high school diploma to an associate degree in Supply Chain Management, Business, or Legal Studies. Ms. Chhabria felt that it was unlikely that a person without a college degree would successfully perform the complex duties in the Purchasing Department. She was also concerned that a low level education requirement would mislead potential candidates into perceiving the position as an entry level.
- At this time, no changes were being made to the experience requirement.

A.02 Classification Revision:  
Senior Buyer within the Fiscal job family

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

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

## **REPORT AND DISCUSSION**

- Director Cool stated that the education requirement was also increased for Senior Buyer classification specification from a high school diploma to an associate degree in Supply Chain Management, Business, or Legal Studies for the same reasons as in the Buyer classification specification.

A.03 Classification Revision:  
Custodian within the Facility job family

**It was moved and seconded to approve the Director's recommendations for item III.A.03 as submitted. The motion passed.**

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

## **REPORT AND DISCUSSION**

- Director Cool stated that the two main revisions pertained to physical demands and minimum education requirements.
- Director Cool informed the Personnel Commission that the lifting requirement of sixty-five (65) pounds was taken directly from an analysis performed by the District Risk Manager based on actual functions that Custodians already perform.

- **Director Cool stated that the minimum education requirements were revised using a flexible language of “training or education sufficient to demonstrate the knowledge and abilities listed in this job description” rather than leaving this section blank. Using this language as the minimum education requirement will still allow Personnel Commission staff to review and screen applications based on prior training and education.**

A.04 Classification Revision:  
Lead Custodian within the Facility job family

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

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

#### **REPORT AND DISCUSSION**

- **Director Cool stated that the same revisions were made in Lead Custodian as in the Custodian classification specification.**

A.05 Classification Revision:  
Director of Classified Personnel within the Personnel job family

**It was moved and seconded to approve the Director’s recommendations for item III.A.05 as submitted. The motion passed.**

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

#### **REPORT AND DISCUSSION**

- **Director Cool stated that in posting the job bulletin for Director of Classified Personnel, an inaccuracy was discovered in the abilities section, specifically to receive supervision from the Assistant Superintendent of Human Resources. The Director of Classified Personnel reports only to the Personnel Commission, in order to retain a neutral position within the District.**

**IV. DISCUSSION ITEMS:**

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

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**VI. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report (for SMMUSD School Board    Agenda)
  - None
- I.05 Classified Personnel – Non-Merit Report
  - None
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2017 – 2018
- I.07 Board of Education Meeting Schedule
  - 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
New Personnel Commissioner	Selection Interviews	January 2018

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, February 13, 2018, at 4:30 p.m. – *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

- None

**X. CLOSED SESSION:**

- **No Closed Session**

**XI. ADJOURNMENT:**

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

**It was moved and seconded to adjourn the meeting.**

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

**TIME ADJOURNED: 4:59 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.

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## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, February 13, 2018

#### **AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Gerardo Cruz

Hire Date: 01/15/2018

ASP Request Submitted: 01/19/2018

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Director-Fiscal and Business Services	<b>Employee:</b> Gerardo Cruz	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Graduation from college with a bachelor's degree in accounting, business administration, or related field. A CPA certificate is desired.</li> </ul>	<ul style="list-style-type: none"> <li>Gerardo Cruz has a Masters of Public Administration, Chief Business Official Certification, and School Business Management Certification.</li> </ul>	<b>1</b> level of education above the required level =1 Step Advance (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Five (5) years of increasingly responsible professional experience in business management, accounting and budget analysis, including at least three (3) years in a supervisory capacity. Experience within a K-12 school district is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Gerardo Cruz has over ten (10) years of experience in school business management and has over six (6) years of experience in a supervisory capacity.</li> </ul>	<b>1</b> (5-year period) of experience above the required level =1 Step Advance
<b><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u></b>		

#### **DIRECTOR'S COMMENTS:**

Mr. Cruz's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range M-68 at Step A is \$55.28/hour, while Step C is \$60.95/hour. The gross difference in pay is an approximate increase of \$5.67 per hour, \$982.00 per month, or \$11,784.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Gerardo Cruz at Range M-68, 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
Julie Waterstone							
Barbara Inatsugu							
Vacant							





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

**Regular Meeting: Tuesday, February 13, 2018**

### **AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Talia Friedman

Hire Date: 01/03/18

ASP Request Submitted: 01/16/18

### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Occupational Therapist	<b>Employee:</b> Talia Friedman	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field.	<ul style="list-style-type: none"> <li>Ms. Friedman has her Master's in Occupational Therapy.</li> </ul>	<b>1</b> level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting.	<ul style="list-style-type: none"> <li>Ms. Friedman has over five years of experience, including experience in an educational setting.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b>
<b><u>Total Advanced Steps:</u> 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</b>		

### **DIRECTOR'S COMMENTS:**

Mr. Friedman's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-61 at Step A is \$38.66/hour, while Step C is \$42.63/hour. The gross difference in pay is an approximate increase of \$3.97 per hour, \$687.76 per month, or \$5,537.59 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Talia Friedman at Range A-61, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Julie Waterstone							
Barbara Inatsugu							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, February 13, 2018

#### **AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Rebecca Lugo

Hire Date: 01/08/2018

ASP Request Submitted: 01/17/2018

#### **BACKGROUND INFORMATION:**

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

#### **DIRECTOR'S COMMENTS:**

Ms. Lugo's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step C is \$20.50/hour. The gross difference in pay is an approximate increase of \$1.91 per hour, \$331.00 per month, or \$2,660.54 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Rebecca Lugo 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
Julie Waterstone							
Barbara Inatsugu							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, February 13, 2018

#### **AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Richard Marchini

Hire Date: 01/03/18

ASP Request Submitted: 01/16/18

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Director – Food Services	<b>Employee:</b> Richard Marchini	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Bachelor's degree in food service management, dietetics, nutrition or related field. A Registered Dietitian (Rd.) degree may be substituted for three (3) years of the required experience.	<ul style="list-style-type: none"> <li>Mr. Marchini has a Bachelor's degree in Hospitality Management/Culinary Arts</li> </ul>	<b>0</b> level of education above the required level =0 Step Advance (Max. allowed)
<b><u>Experience:</u></b> Five (5) years of experience in a food service operation, including at least two (2) years in a supervisory capacity.	<ul style="list-style-type: none"> <li>Mr. Marchini has over ten (10) years of experience in food services operations that includes supervision.</li> </ul>	<b>1</b> (5-year periods) of experience above the required level =1 Step Advance
<b><u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</b>		

#### **DIRECTOR'S COMMENTS:**

Mr. Marchini's professional experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-59 at Step A is \$44.26/hour, while Step B is \$46.48/hour. The gross difference in pay is an approximate increase of \$2.22 per hour, \$384.00 per month, or \$4,608.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Richard Marchini at Range A-59, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Julie Waterstone							
Barbara Inatsugu							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, February 13, 2018

#### **AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Keshia Nash-Johnson

Hire Date: 11/15/2017

ASP Request Submitted: 11/20/2017

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Elementary Library Coordinator	<b>Employee:</b> Keshia Nash-Johnson	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>College-level course work in Library Science</li> </ul>	<ul style="list-style-type: none"> <li>Keshia Nash-Johnson has a Bachelor's Degree in Writing and Literature.</li> </ul>	<b>1</b> level of education above the required level <b>=1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Two (2) years of experience performing a wide variety of clerical duties in a library.</li> </ul>	<ul style="list-style-type: none"> <li>Keshia Nash-Johnson meets the experience requirement.</li> </ul>	<b>0</b> (2-year periods) of experience above the required level <b>=0 Step Advance</b>
<b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</b>		

#### **DIRECTOR'S COMMENTS:**

Ms. Nash-Johnson's education exceeds 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 gross difference in pay is an approximate increase of \$.83 per hour, \$107.62 per month, or \$645.75 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Keshia Nash-Johnson 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							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, February 13, 2018

#### **AGENDA ITEM NO: II.C.07**

SUBJECT: Advanced Step Placement – Stacy Nii-Eastly

Hire Date: 12/01/2017

ASP Request Submitted: 12/14/2017

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant, Classroom	<b>Employee:</b> Stacy Nii-Eastly	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> <li>Completed 48 units at an accredited institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Stacy Nii-Eastly has a Bachelor of Science Degree and a Teaching Credential.</li> </ul>	<b>1</b> level of education above the required level = <b>1</b> Step Advance (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>Stacy Nii-Eastly exceeds the experience requirement. She has taught elementary school for 14 years.</li> </ul>	<b>7</b> (2-year periods) of experience above the required level = <b>2</b> Step Advance
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP E</b>		

#### **DIRECTOR'S COMMENTS:**

Ms. Nii-Eastly'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 E is \$16.47/hour. The net difference in pay is an approximate increase of \$2.24 per hour, \$179.77 per month, or \$1,797.74 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Stacy Nii-Eastly at Range A-18, Step E 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							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, February 13, 2018

#### **AGENDA ITEM NO: II.C.08**

SUBJECT: Advanced Step Placement – Bianca Vanderhorst

Hire Date: 01/09/2018

ASP Request Submitted: 01/17/2018

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Bianca Vanderhorst	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree;</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Bianca meets the minimum requirements for the position.</li> </ul>	<b>0</b> level of education above the required level =0 Step Advance (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Have at least six (6) months experience working with individuals with special needs</li> </ul>	<ul style="list-style-type: none"> <li>Bianca has over three (3) years of experience working with students with special needs.</li> </ul>	<b>1</b> (2-year periods) of experience above the required level =1 Step Advance
<b><u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</b>		

#### **DIRECTOR'S COMMENTS:**

Ms. Vanderhorst's professional 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 gross difference in pay is an approximate increase of \$.72 per hour, \$93.00 per month, or \$558.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

#### **DIRECTOR'S RECOMMENDATION:**

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

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Julie Waterstone							
Barbara Inatsugu							
Vacant							

#### **RULE 12.2.4.B: SALARY ON EMPLOYMENT**

A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

### 16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1<sup>st</sup>) of each calendar month. When an anniversary date falls on or before the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured on the first (1<sup>st</sup>) of the month. When the anniversary date falls after the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured the first (1<sup>st</sup>) 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





## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, February 13, 2018**

#### **AGENDA ITEM NO: II.C.09**

Extension of Working Out of Class – Guido Sebastiani in the classification of Equipment Operator from Gardener

#### **BACKGROUND INFORMATION:**

Mr. Sebastiani, Gardener, was previously approved to work out-of-class as an Equipment Operator and worked approximately seventy-five (75) days ending on or before December 26, 2017. Upon completion of the initial assignment, District management requested that Mr. Sebastiani be approved to work an additional assignment from December 27, 2017 to no later than February 2, 2018. Both of these assignments combined will exceed ninety (90) working days; therefore, Personnel Commission approval is required.

Agreement between SMMUSD and SEIU, Article 29

29.2.8 Pay differentials for working-out-of-class shall be limited to ninety (90) working days in one (1) fiscal year for each employee. The Personnel Commission may authorize one (1) extension of working out of class not to exceed an additional ninety (90) working days.

#### **RECOMMENDATION:**

It is recommended that the Personnel Commission approve the request for extension of the working out-of-class assignment for Mr. Sebastiani.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Julie Waterstone							
Vacant							

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### III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, February 13, 2018**

#### **AGENDA ITEM NO: III.A.01**

Classification Description Revision: Elementary Library Coordinator

#### **BACKGROUND INFORMATION:**

The Elementary Library Coordinator (ELC) oversees the daily operations of an elementary school library. The daily operations include, but are not limited to: conducting read alouds and other learning activities for visiting classes, performing circulation duties, selecting books for purchase, and otherwise creating a welcoming environment for students. There is one (1) ELC per elementary school, with no other regular classified or certificated personnel assigned to the library.

The ELCs are an independent group of employees who support and rely on one another. As such, they regularly hold self-directed meeting to discuss best practices, challenges, and other issues they face. One of the concerns that the ELCs have identified is their outdated job description, and as a result, they have requested a classification study.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Met with the ELCs at their monthly meetings to discuss concerns and revisions to their job description.
- Individually met with several ELCs to perform work observation, conduct informational interview, and collect work samples.
- Received input from several of the middle and high school librarians.
- Received input from several of the elementary school principals who serve as the direct supervisors over the ELCs.
- Received input from Director of Educational Technology, who has been acting as the District liaison to the ELCs.

#### **DISCUSSION:**

The Elementary Library Coordinator job description has not been updated since 1997. Since that time, the overall role and purpose of the ELC has remained the same, but specific duties have been added or changed which are not reflected in the job description. Below is a summary of the most significant revisions:

- The minimum education requirement was previously two (2) years of college-level coursework in Library Science. However, there are very few baccalaureate programs in library science. This content area is typically found at the master's level. Essentially, we were requiring an advanced degree which is an unreasonable and unnecessary requirement for this classification.

- Language has been added to reflect the ELCs role in developing library skills in students, and reinforcing classroom learning by finding age-appropriate and relevant books in preparation for classroom visits.
- Language has been added to better describe the process of discarding obsolete materials.
- A duty statement was added regarding the receiving, processing, and distributing textbooks. On a smaller scale, this task takes place at the beginning of each year when books are distributed to all students, and at the end of year when they are collected. However, this duty statement also refers to the large logistical process that happens every couple of years when there is a new textbook adoption, and large quantities of books must be initially cataloged and processed.
- A duty statement has been added regarding the inventory process, which requires that each book within the library be individually scanned to reconcile online records with what is contained in the stacks.
- Language has been added regarding the ELCs responsibility to organize and rearrange the library to ensure books are accessible and the library space is conducive to student usage.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Elementary Library Coordinator classification description as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Julie Waterstone							
Vacant							

## ELEMENTARY LIBRARY COORDINATOR

### BASIC FUNCTION:

Under the direction of the school Principal ~~&and~~ in coordination with district programmatic activities through the Assistant Superintendent, Educational Services, ~~;~~ oversee the daily operation of an elementary school library; order, process, store, maintain and circulate a wide variety of library materials, including books, textbooks, audio-visual equipment and software, and related instructional materials; assist in the supervision of students using the library.

### MINIMUM QUALIFICATIONS

#### EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: college-level course work in Library Science and two years of experience performing a wide variety of responsible clerical duties in a library; prior experience working directly with elementary age students is highly desirable.~~

#### EDUCATION:

Two (2) years of college-level coursework.

#### EXPERIENCE:

Two (2) years of experience performing a wide variety of responsible clerical duties in a library.

#### PREFERRED QUALIFICATIONS:

Paid or volunteer experience working with groups of elementary age children in an academic or structured setting.

### REPRESENTATIVE DUTIES:

1. Prepare and read stories to groups of students as assigned; discuss books ~~to-with~~ groups of students; introduce children to good literature and encourage reading. ~~E~~
2. ~~Assist classroom teachers in pP~~ Preparing and delivering instruction to elementary students ~~forrelated to~~ the development and use of library skills ~~by elementary students~~; reinforce teacher lesson plans by preparing a selection of relevant books and materials; make oral presentations and prepare other learning activities for ~~to~~ classes visiting the library. ~~E~~
3. Assist students and staff with research, class projects, ~~and book selections;~~ explain library policies and procedures as needed; monitor and maintain appropriate student behavior within the library. ~~E~~
4. Train students in the operation of the on-line computer system, CD-ROM software programs, online applications, and other library-related computer uses. ~~E~~
5. Train and ~~supervise-oversee~~ student and volunteer assistants; develop work schedules, assign and review work. ~~E~~
6. Perform on-line circulation and related procedures on the computer; operate other office equipment as assigned. ~~E~~
7. Weed the library of obsolete books and materials based on literary quality, age, and informational content; ~~S~~shelve, mend and discard materials as appropriate; arrange for the repair and/or disposal of library materials. ~~E~~

8. Select books for purchase that meet state standards and other curriculum requirements by reading book reviews and communicating with teachers, site administrators and ~~professional~~ librarians. **E**
9. Prepare and place orders for a wide variety of instructional materials for use in elementary curriculum, including library books, textbooks, and audio-visual materials and software. **E**
10. Receive, process, catalog and circulate library and related instructional materials; monitor and control materials; record usage and location of curriculum items; level library books as requested. **E**
11. Receive, process, stamp, and distribute new textbooks and supplementary instructional materials; collect textbooks and materials from teachers and students at year-end.
12. Maintain applicable budgets; maintain inventory of materials. **E**
13. Collect and account for money from lost or damaged books and texts; maintain related records. **E**
14. Prepare written reports related to circulation statistics and other usage indicators; maintain library files, including computer on-line card catalogs, shelf lists and others; update materials as needed. **E**
15. Conduct annual inventory; prepare and maintain a variety of records and reports related to the inventory and distribution of textbooks and other library and media materials.
16. Prepare annual and seasonal library displays and bulletin boards; rearrange and organize books and resources according to standards of the American Library Association; maintain library in a neat and orderly fashion. **E**
17. Schedule class use of the library and assist in planning special literacy events.
18. Oversee the maintenance and circulation of audio-visual equipment. **E**
19. Performs related duties as assigned.

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

### **SUPERVISION:**

Supervision is received from the school Principal. Work direction may be given to student or volunteer assistants. No supervision is exercised over other staff.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Basic principles and practices of library management, including the processing, cataloguing and circulation of a wide variety of instructional materials-
- Interpersonal skills using tact, patience and courtesy-
- Oral and written communication skills-
- Correct English usage, grammar, spelling, punctuation and vocabulary-
- Research methods-
- Dewey Decimal System
- Children's literature-
- Operation of a computer and applicable software-

#### **ABILITY TO:**

- Oversee the activities and operations of an elementary school library.
- Work cooperatively and effectively with classroom teachers, students, and school and District administrative personnel.
- Organize and maintain basic budget control records.
- Organize and prepare presentations on library skills and library orientation for students.

- Prepare library displays and bulletin boards.
- ~~Type catalog cards and other forms~~Enter data and information into library management software with accuracy and adherence to prescribed formats.
- Train and ~~oversee~~supervise student and adult assistants.
- Prioritize and schedule work.
- Prepare written reports.
- Operate a variety of audio-visual and equipment.
- Work with students in a library setting.
- Operate computer and other office equipment.
- Utilize computer keyboard skills with accuracy and adherence to prescribed formats.

## **WORKING CONDITIONS:**

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### *ENVIRONMENT:*

Library environment.  
Constant interruptions.

### *PHYSICAL ~~ABILITIES~~ DEMANDS:*

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Lifting and carrying moderately heavy objects.  
Pushing or pulling book carts  
Reaching overhead, above the shoulders horizontally.  
Bending at the waist, kneeling or crouching.

**DUTIES APPROVED  
BOARD OF EDUCATION**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION**

Revised: February 1997  
Revised: February 13, 2018

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#### **IV. Discussion Items:**



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**V. Commissioner Training/Briefing:**

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**VI. Information Items:**

## Advanced Step Placement Fiscal Impact Report

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2017-18											
1	8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
2	9/12/2017	IA - Classroom	A	18	B	D	37.50%	10	\$1.46	\$94.79	\$947.86
3	10/24/2017	Paraeducator-1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
4	10/24/2017	Education Data Specialist	A	49	A	E	100.00%	12	\$6.22	\$1,077.74	\$11,432.57
5	11/14/2017	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
6	11/14/2017	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
7	12/19/2017	LVN	A	34	C	E	87.50%	10	\$2.27	\$344.75	\$3,447.50
8	12/12/2017	Accounting Technician	A	31	A	C	100.00%	12	\$1.91	\$331.00	\$2,997.82
9	12/19/2017	Physical Activities Specialist	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
10	12/19/2017	Custodian	A	24	A	C	100.00%	12	\$1.61	\$279.43	\$2,537.57
11	1/16/2018	Senior Office Specialist	A	25	A	D	50.00%	10	\$2.52	\$218.50	\$1,907.00
12	1/16/2018	Director, Purchasing	M	59	A	E	100.00%	12	\$9.54	\$1,653.00	\$19,836.00
13	1/16/2018	Paraeducator	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
14	2/13/2018	Director-Fiscal & Bus Svcs	M	68	A	C	100.00%	12	\$5.67	\$982.00	\$11,784.00
15	2/13/2018	Director-Food Services	M	59	A	B	100.00%	12	\$2.22	\$384.00	\$4,608.00
16	2/13/2018	Elementary Library Coord	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
17	2/13/2018	IA - Classroom	A	18	B	E	46.25%	10	\$2.24	\$179.77	\$1,797.74
18	2/13/2018	Occupational Therapist	A	61	A	C	100.00%	10	\$3.97	\$687.76	\$5,537.59
19	2/13/2018	Administrative Assistant	A	31	A	C	100.00%	10	\$1.91	\$331.00	\$2,660.54
20	2/13/2018	Paraeducator-1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
		2017-18 TOTAL									\$75,769.22

Requests Not Recommended for Advanced Step Placement					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
<b>2017-18</b>					
6/26/2017	7/24/2017	Custodian I, NSI	A	24	100.00%
6/28/2017	8/31/2017	Custodian I, NSI	A	24	100.00%
9/7/2017	10/4/2017	IA - Classroom	A	18	37.50%
9/22/2017	9/28/2017	IA - Classroom	A	18	37.50%
10/4/2017	11/6/2017	Custodian I, Day	A	24	100.00%
1/8/2017	1/7/2017	Paraeducator 1	A	20	75.00%

New Hires Report 2017-2018						
	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/9/2017	8/21/2017	Paraeducator-1	4 Hrs/SY	A	20
2	8/9/2017	8/15/2017	Senior Office Specialist	4 Hrs/10 Mo	A	25
3	8/9/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
4	8/9/2017	8/15/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
5	8/9/2017	8/21/2017	Paraeducator-1	4.5 Hrs/SY	A	20
6	8/30/2017	8/21/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
7	8/30/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
8	9/13/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
9	9/13/2017	8/21/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
10	9/13/2017	8/21/2017	Physical Activities Specialist	6 Hrs/SY	A	26
11	9/13/2017	8/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
12	9/13/2017	8/21/2017	Paraeducator-1	5.5 Hrs/SY	A	20
13	9/13/2017	8/28/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
14	9/13/2017	8/21/2017	Physical Activities Specialist	4 Hrs/SY	A	26
15	9/13/2017	8/21/2017	Paraeducator-1	6.33 Hrs/SY	A	20
16	9/13/2017	8/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
17	9/13/2017	8/28/2017	Instructional Assistant - Music	6 Hrs/SY	A	20
18	9/13/2017	8/21/2017	Paraeducator-1	4 Hrs/SY	A	20
19	9/13/2017	8/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
20	9/13/2017	8/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
21	10/5/2017	9/11/2017	Education Data Specialist	8 Hrs/12 Mo	A	49
22	10/5/2017	9/1/2017	Paraeducator-1	6 Hrs/SY	A	20
23	10/5/2017	9/12/2017	Custodian	6 Hrs/12 Mo	A	24
24	10/5/2017	9/8/2017	Paraeducator-1	6 Hrs/SY	A	20
25	10/5/2017	9/14/2017	Communications Specialist	4 Hrs/12 Mo	A	36
26	10/5/2017	9/1/2017	Custodian	5 Hrs/12 Mo	A	24
27	10/5/2017	9/7/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
28	10/5/2017	9/7/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
29	10/5/2017	9/1/2017	Production Kitchen Coordinators	7 Hrs/SY	A	31
30	10/5/2017	9/1/2017	Custodian	5 Hrs/12 Mo	A	24
31	10/5/2017	9/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
32	10/19/2017	9/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
33	10/19/2017	10/2/2017	Cafeteria Worker I	3 Hrs/SY	A	13
34	10/19/2017	10/2/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
35	10/19/2017	9/27/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
36	10/19/2017	9/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/19/2017	9/28/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
38	11/2/2017	10/16/2017	Accounting Technician	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	11/2/2017	10/2/2017	Paraeducator-1	5 Hrs/SY	A	20
40	11/2/2017	10/4/2017	Custodian	8 Hrs/11 Mo	A	24
41	11/16/2017	10/23/2017	Gardener	5.6 Hrs/12 Mo	A	26
42	11/16/2017	10/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
43	12/14/2017	11/13/2017	Paraeducator-1	6 Hrs/SY	A	20
44	12/14/2017	11/13/2017	Paraeducator-1	6 Hrs/SY	A	20
45	12/14/2017	11/2/2017	Paraeducator-3	6 Hrs/SY	A	26
46	12/14/2017	1/16/2017	Director - Fiscal and Business Services	8 Hrs/12 Mo	M	68
47	12/14/2017	11/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
48	12/14/2017	10/21/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
49	12/14/2017	11/20/2017	Instructional Assistant - Classroom	2 Hrs/SY	A	18
50	12/14/2017	11/8/2017	Instructional Assistant - Classroom	1.5 Hrs/SY	A	18
51	12/14/2017	11/14/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
52	12/14/2017	1/2/2017	Director - Food Services	8 Hrs/12 Mo	M	59
53	12/14/2017	11/15/2017	Elementary Library Coordinator	6 Hrs/10 Mo	A	26
54	12/14/2017	11/9/2017	Licensed Vocational Nurse	7 Hrs/SY	A	34
55	12/14/2017	11/20/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
56	1/18/2018	12/11/2017	Paraeducator-1	6 Hrs/SY	A	20
57	1/18/2018	1/8/2018	Administrative Assistant	8 Hrs/10mo+10	A	31
58	2/1/2018	12/18/2017	Paraeducator-1	6.33 Hrs/SY	A	20
59	2/1/2018	1/8/2018	Paraeducator-1	6 Hrs/SY	A	20
60	2/1/2018	1/16/2018	Occupational Therapist	8 Hrs/SY	A	61
61	2/1/2018	1/8/2018	Custodian	6 Hrs/SY	A	24
62	2/1/2018	1/8/2018	Paraeducator-1	6 Hrs/SY	A	20
63	2/1/2018	1/8/2018	Paraeducator-1	6 Hrs/SY	A	20
64	2/1/2018	1/8/2018	Paraeducator-1	4.5 Hrs/SY	A	20
65	2/1/2018	1/9/2018	Paraeducator-1	5 Hrs/SY	A	20

## Open Requisitions (02/13/2018)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/29/2016
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/2017
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	7/13/2017
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/2017
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/10/2017
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017
18-053	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	8/24/2017
18-054	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100	8/24/2017
18-055	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	62.5	8/22/2017
18-056	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100	8/24/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	8/30/2017
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	37.5	9/1/2017
18-064	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	9/1/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/2017
18-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	9/11/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-073	SENIOR OFFICE SPECIALIST	PT DUME ELEMENTARY SCHOOL	Vac	50	9/15/2017
18-074	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	9/26/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	9/26/2017
18-076	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	1/8/2018
18-077	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	9/27/2017
18-082	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	75	9/29/2017
18-083	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	87.5	9/29/2017
18-084	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	87.5	9/29/2017
18-088	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	68.88	10/4/2017
18-092	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	75	10/12/2017
18-095	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	10/16/2017
18-096	PARAEDUCATOR-3	SPECIAL EDUCATION	New	62.5	10/10/2017
18-100	LICENSED VOCATIONAL NURSE (LVN)	PT DUME ELEMENTARY SCHOOL	New	87.5	11/2/2017
18-102	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	11/2/2017
18-103	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	11/2/2017
18-103	LEAD CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	11/2/2017
18-109	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY PRESCHOOL	Vac	100	11/15/2017
18-110	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5	11/15/2017
18-114	DIRECTOR OF PURCHASING	FISCAL SERVICES	Vac	100	11/28/2017
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	11/4/2017
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	37.5	11/29/2017



Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-118	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	12/11/1917
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	12/11/2017
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	12/11/2017
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	Vac	75	12/14/1917
18-125	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100	11/29/2017
18-126	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	New	100	12/21/2017
18-129	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	62.5	1/8/2018
18-131	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	75	1/11/2018
18-132	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	1/11/2018
18-133	PAYROLL SPECIALIST	FISCAL SERVICES	Vac	100	1/9/2018
18-135	PLANT SUPERVISOR	M & O (Maintenance & Operations)	Vac	100	1/22/2018
18-136	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	Vac	100	1/12/2018
18-137	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25	1/29/2018
18-138	PARAEDUCATOR-2	MCKINLEY ELEMENTARY SCHOOL	New	75	1/28/2018

## Filled Requisitions (2/13/18)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-057	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	1/26/2018
18-078	HEALTH OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	1/23/2018
18-127	HEALTH OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	1/29/2018

**Classified Personnel – Merit**  
**1/18/18**

**NEW HIRES**

**EFFECTIVE DATE**

Cooper, Bertran Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	12/11/17
Lugo, Rebecca Rogers ES	Administrative Assistant 8 Hrs/10 Mo+10/Range: 31 Step: A	1/8/18

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Adams, Toni Operations-Santa Monica HS	Custodian [overtime; school events]	10/1/17-6/30/18
Anderson, Sally Malibu HS	Senior Office Specialist [overtime; athletic events support]	9/1/17-6/30/18
Dominguez-Morales, Yanet Malibu HS	Senior Technology Support Technician [additional hours; athletic events support]	7/1/17-6/30/18
Gil, Moises Food and Nutrition Services	Cafeteria Worker-1 [additional hours; FNS support]	10/1/17-6/8/18
Harding, Stephanie Adams MS	Senior Office Specialist [additional hours; overnight field trip supervision]	10/27/17-10/29/17
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator-1 [additional hours; after school library support]	8/22/17-6/6/18
Malone, Angelica Rogers ES	Instructional Assistant – Classroom [additional hours; classroom support]	11/13/17-11/17/17
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 [additional hours; after school science seminar support]	8/22/17-6/8/18
Navarro, Nancy SMASH	Senior Office Specialist [additional hours; clerical support]	9/4/17-6/8/18
Ong, Mary Cate Special Ed-CDS Lincoln Preschool	Paraeducator-3 [additional hours; preschool PECS training]	12/5/17-1/19/18
Ortega-Maya, Lisa Special Ed-Adams MS	Paraeducator-1 [additional hours; ELD meeting child care support]	8/31/17-6/30/18
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; parent related translations]	11/15/17-1/18/18
Papp, Elizabeth Malibu HS	Senior Administrative Assistant [overtime; athletic events support]	9/1/17-6/30/18
Velasco Esparza, Alexis Grounds	Gardener [additional hours; District projects]	10/23/17-6/30/18
Zurich-Lunsford, Kathleen Rogers ES	Senior Office Specialist [additional hours; clerical support]	8/8/17-8/11/17

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Aguirre, Gloria District	Office Specialist	11/1/17-6/30/18
Camarillo, Helga District	Office Specialist	11/1/17-6/30/18
Floyd, Christopher District	Office Specialist	11/1/17-6/30/18
Hardiman, Lashonna District	Office Specialist	11/8/17-6/30/18
Jeffers, Barrett Maintenance	Painter	11/20/17-6/30/18
LeDoux, Kimberley District	Office Specialist	11/20/17-4/30/18
Martinez, Daniel Maintenance	Painter	10/6/17-6/30/18
Reed, Desiree Special Education	Paraeducator-3	8/22/17-6/8/18
Sanders, Justin Operations	Custodian	10/23/17-6/30/18
Seiden, Abbey District	Office Specialist	11/15/17-6/30/18
Shenouda, Selefana Special Education	Paraeducator-1	11/17/17-6/8/18

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Mejia, Laura Special Ed-Muir ES	Paraeducator-1 7.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	10/2/17
Stout, Bonnie Special Ed-Adams MS	Senior Office Specialist 8 Hrs/SY From: 4 Hrs/SY/Special Ed-Adams MS	8/28/17

**INVOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	11/6/17

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Martino, Jessica Special Ed-CDS Lincoln Preschool	Occupational Therapist	1/1/18
Ortega-Maya, Lisa Special Ed-Adams MS	Paraeducator-1	1/1/18

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Carrillo, Brenda Educational Services	Administrative Assistant FMLA/Medical Maternity	12/18/17-3/4/18
Carrillo, Brenda Educational Services	Administrative Assistant CFRA/FMLA	3/5/18-4/13/18
Casiano, Delfina CDS-Washington West	Children's Center Assistant-2 CFRA/FMLA/Medical	12/5/17-1/7/18
Crawford, Cynthia Adams MS	Library Assistant II CFRA/FMLA/Medical	10/26/17-1/19/18
Maender, Alaina Special Education	Occupational Therapist FMLA/Medical Maternity	12/11/17-2/2/18
Maender, Alaina Special Education	Occupational Therapist CFRA/FMLA	2/5/18-4/6/18
Orozco, Cecilia FNS-Lincoln MS	Cafeteria Worker I CFRA/FMLA/Medical	12/1/17-12/15/17
Robinson, Ayana Special Ed-Grant ES	Paraeducator-1 CFRA/FMLA/Medical	12/18/17-1/8/18
Smith, Brian Transportation	Bus Driver Intermittent CFRA/FMLA	11/29/17-2/28/18

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Bakhyt, Peter Food and Nutrition Services	Cafeteria Worker II From: Cafeteria Worker - Transporter	10/1/17-6/8/18
Benjamin, Venecia FNS-Lincoln MS	Site Food Service Coordinator From: Cafeteria Worker I	10/1/17-6/8/18
Benjamin, Venecia FNS-Lincoln MS	Cafeteria Worker II From: Cafeteria Worker I	11/1/17-6/8/18
Caldera, Clare Personnel Commission	Director of Classified Personnel From: Personnel Analyst	12/13/17-6/30/18
De Los Santos Arrazola, Jasmine Special Ed-McKinley ES	Paraeducator-2 From: Paraeducator-1	10/30/17-1/31/18
Emhardt, Jana Purchasing	Buyer From: Administrative Assistant	1/1/18-1/14/18
Fowler, Damone FNS-Malibu HS	Production Kitchen Coordinator From: Cafeteria Cook/Baker	11/1/17-6/8/18
Gil, Moises Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker I	10/1/17-6/8/18
Mollmann, Irene Special Ed-Santa Monica HS	Braille Transcriber From: Paraeducator-1	11/1/17-12/7/17
Morales, Diana Santa Monica HS	Administrative Assistant From: Office Specialist	11/1/17-2/1/18

Ortiz, Alma FNS-Cabrillo ES	Cafeteria Worker II From: Cafeteria Worker I	12/1/17-4/3/18
Plascencia, Henry Maintenance	Painter From: Skilled Maintenance Worker	12/4/17-4/18/18
Salonga-Miguel, Jayvee Purchasing	Senior Buyer From: Buyer	1/1/18-1/14/18

**RESIGNATION**

Alonso, Stephanie  
Special Ed-Grant ES

Paraeducator-1

**EFFECTIVE DATE**

11/28/17

Butler, Tamara  
Special Ed-SMASH

Paraeducator-3

12/31/17

Lyons, Debra  
Roosevelt ES

Health Office Specialist

12/15/17

**Classified Personnel – Merit  
2/1/18**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Blackmon, Enisha Special Ed-Santa Monica HS	Paraeducator-1 6.33 Hrs/SY/Range: 20 Step: A	12/18/17
Drake, LaChelle Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	1/8/18
Friedman, Talia Special Education	Occupational Therapist 8 Hrs/SY/Range: 61 Step: A	1/16/18
Isaac, Arthur Operations	Custodian 6 Hrs/12 Mo/Range: 24 Step: A	1/8/18
Lee, Dawn Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	1/8/18
Ortiz, Falconeri Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	1/8/18
Rueda Garcia, Jane Special Ed-Muir ES	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	1/8/18
Vanderhorst, Bianca Special Ed-Grant ES	Paraeducator-1 5 Hrs/SY/Range: 20 Step: A	1/9/18

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Jenkins-McNeal, LaSundra Special Education	Office Specialist 4 Hrs/6 Mo/Range: 22 Step: A	12/15/17-6/15/18

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
De La Torre, Justine Special Education	Paraeducator-1 [additional hours; professional development]	12/5/17-1/19/18
Gomez, Cynthia Special Education	Paraeducator-1 [additional hours; professional development]	12/5/17-1/19/18
Jimenez, Osvaldo Special Ed-Rogers ES	Paraeducator-1 [additional hours; classroom setup]	8/18/17
Monroy, Rosa Special Education	Paraeducator-1 [additional hours; professional development]	12/5/17-1/19/18
Townsend, Gary Special Education	Paraeducator-1 [additional hours; professional development]	12/5/17-1/19/18

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Crowley, Jenine District	Office Specialist	11/16/17-6/30/18
De Los Santos Arrazola, Jasmine Special Education	Paraeducator-1	1/8/18-6/8/18

De Los Santos Arrazola, Jasmine Special Education	Paraeducator-2	1/8/18-6/8/18
Duke, Nadine District	Office Specialist	11/1/17-6/30/18
Funches, Ashleigh Child Development Services	Children's Center Assistant-1	12/4/17-6/8/18
Iverson, Ocea Special Education	Paraeducator-1	1/8/18-6/8/18
McKinley, Traci District	Office Specialist	11/2/17-6/30/18
Muhammed Jinadu, Fatimoh Special Education	Paraeducator-3	12/1/17-6/8/18
Oniel, James Child Development Services	Children's Center Assistant-1	11/9/17-6/8/18
Perez, Grace Child Development Services	Children's Center Assistant-2	10/26/17-6/8/18
Ramos, Asuncion Child Development Services	Children's Center Assistant-1	11/20/17-6/8/18
Silsbee, Adrienne District	Office Specialist	11/1/17-6/30/18

**CHANGE IN ASSIGNMENT**

Wooden, Chris Operations	Custodian 8 Hrs/12 Mo From: 3 Hrs/12 Mo/Operations
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**EFFECTIVE DATE**

12/28/17

**INVOLUNTARY TRANSFER**

Brown, Breony Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES
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**EFFECTIVE DATE**

1/8/18

Jala, Ariel Operations-Malibu HS	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Cabrillo ES
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11/13/17

Watkins, Ernest Operations-Cabrillo ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Malibu HS
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11/13/17

**VOLUNTARY TRANSFER**

Jenson, Diana Special Ed-SMASH	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS
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**EFFECTIVE DATE**

1/8/18



**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Dao, Thong Information Services	Technology Support Assistant	2/1/18
Mehrkhodavandi, Bahareh Educational Services	Administrative Assistant	2/1/18
Pierce, Elisabeth Child Development Services	Accountant	1/1/18
Sakamoto-Wengel, James Special Ed-Grant ES	Paraeducator-3	2/1/18
Striff, Jill Special Education	Occupational Therapist	2/1/18
Tursi, Lisa Roosevelt ES	Administrative Assistant	2/1/18

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Berumen, Theodore Purchasing	Senior Buyer CFRA/FMLA/Medical	1/15/18-2/28/18
Castellanos, Joseph Operations	Plant Supervisor Intermittent CFRA/FMLA	12/12/17-12/12/18
Green, Joseph Operations-Lincoln MS	Custodian CFRA/FMLA	12/8/17-12/18/17
Green, Timothy Maintenance	Maintenance Supervisor Intermittent CFRA/FMLA	11/13/17-11/13/18
Hong, Grace McKinley ES	Instructional Assistant – Classroom FMLA/Medical	12/4/17-12/22/17
Johnson, Joseph Santa Monica HS	Campus Security Officer FMLA/Medical	11/29/17-1/8/18
Mehta, Jaimini Special Ed-Santa Monica HS	Braille Transcriber Intermittent CFRA/FMLA	12/8/17-1/18/18
Pierce, Elisabeth Child Development Services	Accountant Maternity	1/12/18-2/23/18
Pierce, Elisabeth Child Development Services	Accountant CFRA/FMLA	2/26/18-5/18/18
Pittman, Angela FNS-Webster ES	Cafeteria Worker I FMLA/Medical	12/14/17-2/8/18
Tanamas, Ayda Special Ed-Santa Monica HS	Paraeducator-2 Intermittent CFRA/FMLA	12/25/17-1/12/18
Ucan, Abraham Special Ed-Cabrillo ES	Paraeducator-3 CFRA/FMLA	1/8/18-3/23/18
Ward, Allison Webster ES	Senior Office Specialist Intermittent FMLA	11/13/17-11/13/18

**LEAVE OF ABSENCE (UNPAID)**Kothari, Priyanka  
Webster ESInstructional Assistant – Classroom  
Personal**EFFECTIVE DATE**

1/8/18-1/12/18

**WORKING OUT OF CLASS**Nairouz, Dina  
FNS-Webster ESCafeteria Worker II  
From: Cafeteria Worker I**EFFECTIVE DATE**

1/1/18-6/8/18

Reuther, Theresa  
Special Ed-Santa Monica HSParaeducator-3  
From: Paraeducator-1

9/11/17-6/8/18

Villa, Maria  
FNS-Adams MSSite Food Service Coordinator  
From: Cafeteria Worker I

10/9/17-11/15/17

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST)

TV0629296

Senior Office Specialist

**EFFECTIVE DATE**

2/2/18

**DISQUALIFICATION FROM PROBATION**MM3446836  
DistrictST7632655  
Special Ed-Lincoln MS

Paraeducator-1

**EFFECTIVE DATE**

1/19/18

2/2/18

**RESIGNATION**De Los Santos Arrazola, Jasmine  
Special Ed-McKinley ES

Paraeducator-1

**EFFECTIVE DATE**

12/29/17

**Classified Personnel – Non-Merit**  
**1/18/18**

**NOON SUPERVISION AIDE**

Amarasekara, Susan	Roosevelt ES	11/22/17-6/8/18
Machare, Viviana	Grant ES	11/15/17-6/8/18

**COACHING ASSISTANT**

Anderson, Liam	Malibu HS	7/1/17-6/30/18
Black, Mark	Santa Monica HS	12/18/17-6/8/18
Coleman, Daniel	Malibu HS	11/1/17-6/30/18
Collet, Jutta	Santa Monica HS	8/22/17-6/9/18
Diaz, Ignacio	Malibu HS	7/1/17-6/30/18
Doyle, Joseph	Santa Monica HS	8/22/17-6/8/18
Goldberg, Hayden	Malibu HS	7/1/17-6/30/18
Harris, David	Malibu HS	7/1/17-6/30/18
Harris, Richard	Malibu HS	7/1/17-6/30/18
Miller, Richard	Malibu HS	9/1/17-6/30/18
Tran, Nathan	Santa Monica HS	8/22/17-6/9/18
Turner, Buzi	Santa Monica HS	11/20/17-6/9/18

**TECHNICAL SPECIALIST – LEVEL II**

Newell Baker, Elizabeth	Muir ES	11/1/17-6/9/18
	[Vocal Music Instructor]	
	- Funding: Formula & Old Tier III	

**Classified Personnel – Non-Merit**  
**2/1/18**

**NOON SUPERVISION AIDE**

Vieira, Pimienta	Point Dume ES	10/23/17-6/8/18
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**COACHING ASSISTANT**

Davis, Luke	Santa Monica HS	11/1/17-6/8/18
Fearon, Mark	Santa Monica HS	1/1/18-6/8/18
Hulbert, Daniel	Santa Monica HS	12/1/17-6/8/18
Lupi, Paul	Santa Monica HS	1/1/18-6/8/18
Martin, Daniel	Santa Monica HS	12/1/17-6/8/18
Part, Brian	Santa Monica HS	11/1/17-6/8/18
Sandoval, Christopher	Santa Monica HS	11/1/17-6/8/18
Shryane, Vrlled	Malibu HS	12/11/17-6/30/18
Von Hanzlik, Julius	Santa Monica HS	11/1/17-6/8/18

**TECHNICAL SPECIALIST – LEVEL II**

Bartelt, Benjamin	Santa Monica HS [Viola/Violin Instructor] - Funding: Santa Monica Arts Parents Association	11/7/17-6/30/18
Tharnstrom, Devyn	Special Education [Master Social Work Intern] - Funding: Medi-Cal Billing Option	10/6/17-6/8/18
Turner, Meghan	Ed. Svcs/Adams MS [Woodwind/Brass Instructor] - Funding: SMMEF – Dream Winds	9/5/17-4/30/18

**STUDENT WORKER - WORKABILITY**

Hobkirk, Erin	Santa Monica HS	10/1/17-6/30/18
Laan, Kristian	Santa Monica HS	10/1/17-6/30/18
Lassoff, Zoe	Santa Monica HS	10/1/17-6/30/18
Rosas Perez, Nicholas	Santa Monica HS	9/19/17-6/30/18
Rowe, Matthew	Santa Monica HS	10/1/17-6/30/18
Shapiro, Benjamin	Santa Monica HS	10/1/17-6/30/18
Wilson, Jack	Santa Monica HS	10/1/17-6/30/18

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2017 – 2018**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2017</b>			
July 11, 2017	4:30 p.m.	Board Room – District Office	
August 8, 2017	4:30 p.m.	Board Room – District Office	
September 12, 2017	4:30 p.m.	Board Room – District Office	
October 10, 2017	4:30 p.m.	Board Room – District Office	
November 14, 2017	4:30 p.m.	Board Conference Room – District Office	
December 19, 2017	4:30 p.m.	Board Room – District Office	
<b>2018</b>			
January 16, 2018	4:30 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:30 p.m.	Board Room – District Office	
March 13, 2018	4:30 p.m.	Board Room – District Office	
April 10, 2018	4:30 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development,
May 8, 2018	4:30 p.m.	Malibu Site - TBD	2018-19 Budget Adoption
May 15, 2018	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 12, 2018	4:30 p.m.	Board Room – District Office	

## Board of Education Meetings 2017-18

Date	Location	Meeting Format	Notes
Wed., July 19, 2017	District Office	Hybrid	
Wed., August 9, 2017	District Office	A	
Tues., August 15, 2017	District Office		Special Meeting: Retreat
Wed., August 30, 2017	District Office	A	
Mon., September 11, 2017	TBD		Special Meeting: Joint Mtg w/ SMC
Wed., September 13, 2017	District Office	B	
Thurs., October 5, 2017	Malibu City Hall	A	
Thurs., October 19, 2017	District Office	B	
Thurs., November 2, 2017	Malibu City Hall	A	
Thurs., November 16, 2017	District Office	B	
Tues., December 5, 2017	District Office		Special Meeting: Retreat
Thurs., December 14, 2017	District Office	Hybrid	
Thurs., January 18, 2018	District Office	Hybrid	
Tues., January 23, 2018	District Office		Special Meeting: Budget Workshop
Thurs., February 1, 2018	Malibu City Hall	A	
Thurs., February 15, 2018	District Office	B	
Thurs., March 1, 2018	District Office	A	
Thurs., March 15, 2018	Malibu City Hall	B	
Tues., March 20, 2018	District Office		Special Meeting: Budget Workshop
Thurs., April 12, 2018	District Office	Hybrid	
Tues., April 17, 2018	District Office		Special Meeting: Retreat
Thurs., May 3, 2018	Malibu City Hall	A	
Thurs., May 17, 2018	District Office	B	
Thurs., May 31, 2018	District Office		Special Meeting (will most likely need for prelim budget and LCAP)
Thurs., June 14, 2018	District Office	A	
Tues., June 19, 2018	District Office		Special Meeting: Retreat
Thurs., June 28, 2018	District Office	B	

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## **VII. Personnel Commission Business:**

### **A. Future Items:**

Preliminary Budget - Fiscal Year 2018-2019	First Reading	April 2018
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	May 2018
Classified Employees Appreciation Reception		May 2018

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**VIII. Next Regular Personnel Commission Meeting:**

Tuesday, March 13, 2018, at 4:30 pm, *District Office Board Room*



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**IX. Public Comments for Closed Session Items Only:**

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## **X. Closed Session:**

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**XI. Adjournment:**