



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

March 13, 2018

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, March 13, 2018**, at **4:30 p.m.**, 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 March 13, 2018

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

- G.06 Approval of Minutes for Regular Meeting on February 13, 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)

March 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, March 13, 2018**, at **4:30 p.m.**, 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 March 13, 2018

G.06 Approval of Minutes for Regular Meeting on February 13, 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.

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>
Bus Driver	2
Director of Classified Personnel	4
Instructional Assistant-Music (Band)	2
Instructional Assistant-Music (Strings)	2
Library Assistant	9
Paraeducator-1	2
Paraeducator-2	3
Paraeducator-3	1
Payroll Specialist	6

C.02 Advanced Step Placement:
 Kristina Madsen in the classification of Instructional Assistant - Classroom at Range 18, Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

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. VI.D.2. (for SMMUSD School Board Agenda)
 - February 15, 2018Classified Personnel - Merit Report - No. VIII.D.2
 - March 1, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - February 15, 2018Classified Personnel - Non-Merit Report - No. VIII.D.3
 - March 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, April 10, 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:

Clare Caldera
Secretary to the Personnel Commission
Interim 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)

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 was held on **Tuesday, February 13, 2018**, at **4:34 p.m.**, 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 4:34 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Waterstone were present.**
- G.03 Pledge of Allegiance: Dr. Suzanne Webb, Director of Human Resources, led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda: February 13, 2018**

It was moved and seconded to approve the agenda, noting that the following item was added in compliance with the Brown Act:

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.

**A. Agenda item X. Closed Session - Public Employee Disciplinary Hearing Conference: Employee #: BW9173450 - was added to the agenda.
The motion passed.**

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

G.06 Motion to Approve Minutes: January 16, 2018

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 updated the Personnel Commission with the status of current recruitments.**
 - **Director Cool stated that the extension for the Director of Classified Personnel recruitment closed on February 9, 2018. The Qualification Appraisal Interviews will take place on February 23, 2018.**
 - **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 notified the Personnel Commission about his meeting with the Assistant Superintendent of Business and Fiscal Services and the Director of Fiscal and Business Services to discuss the Personnel Commission’s budget for fiscal year 2018-2019. It will be rather similar to this fiscal year’s budget. The new budget will be presented to the Personnel Commission for first reading at the regular meeting in April.**
- Commissioner Recruitment
 - **Director Cool updated the Personnel Commission on the new Personnel Commissioner recruitment. Ms. Lisa Jenkins has been selected and approved by the Board of Education, and the recommendation has been sent to the Office of the State Superintendent of Public Instruction for their approval.**

- Advisory Rules Committee Update
 - **Director Cool stated that the advisory rules committee has not met in 2018. However, the committee has reviewed all the chapters of the Merit Rules, except for the glossary.**

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 Director Cool all the best in his new endeavors.**
- **Commissioner Inatsugu reflected on Director Cool's tenure at the District commending him for his dedicated service and wished him all the best in his new chapter of life.**

G.09 Communications:

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

- SEIU Report
 - **Ms. Cartee-McNeely, Chief Steward, expressed her gratitude for all the support and encouragement she received during her leave of absence.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about ratification of the new tentative agreement with the District on February 6, 2018. It will be presented to the Board of Education for an approval on February 15, 2018.**
 - **Ms. Cartee-McNeely reminded the Personnel Commission staff about requesting SEIU to provide a letter of support for newly elected Personnel Commissioner, Ms. Lisa Jenkins, in order to expedite the approval process at the Office of the State Superintendent of Public Instruction.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU executive board elections and the new constitution and bylaws.**
 - **Ms. Cartee-McNeely expressed her gratitude to Director Cool for a great working relationship during his tenure.**
- Board of Education Report
 - **Dr. Suzanne Webb, Director of Human Resources, expressed her gratitude to Director Cool for his valuable contribution to a collaborative and effective working relationship between the Human Resources and Personnel Commission.**
 - **Dr. Webb also informed the Personnel Commission about the ratification of the tentative agreement between SEIU and the District.**
 - **Dr. Webb stated that there has been a slight modification in the contract in regards to classified employees performance evaluations. Dr. Webb has been holding training sessions for both certificated and classified administrators on an effective evaluation process.**

Commissioner Inatsugu inquired about the possibility of the Personnel Commissioners attending this training session. Dr. Webb invited them to participate.

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

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

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

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:
Elementary Library Coordinator within the Student Services 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 Elementary Library Coordinator. He also introduced the specific functions of the classification and described the methodology he used in the review process. Director Cool conducted a basic classification study that included work observations, informal interviews of the incumbents, and desk audits.
- Director Cool received input from several of the elementary principals and the middle and high school librarians in order to obtain a comprehensive perspective of library operations.
- Director Cool made specific adjustments to the minimum education requirements.
- Director Cool stated that language has been added to reflect the Elementary Library Coordinators' role in developing library skills in students and reinforcing classroom learning by providing relevant books and materials in preparation for classroom visits. Duties regarding processes of ordering, cataloging, distributing, and discarding books, textbooks, and other instructional materials were added.
- Commissioner Inatsugu inquired about informational inappropriate content of library materials. Director Cool stated that this concept relates to a cultural and social evolution of the society. Dr. Webb added that the Education Services department, which is in charge of selection and removal of instructional resources, utilizes a committee to make the final decisions.

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.

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- 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, 2018

- Classified Personnel - Merit Report - No. VII.D.2
 - February 1, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VII.D.3.
 - January 18, 2018
- Classified Personnel - Non-Merit Report - No. VII.D.3
 - February 1, 2018
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2017 - 2018
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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 the closed session.

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at 5:08 p.m. pursuant to Government Code Section 54957 to discuss:

- A. PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: BW9173450

The Commission reconvened into open session at 5:16 p.m. and reported on the following action taken in closed session:

The Personnel Commission having met in Closed Session and having considered the evidence presented at the hearing in the matter of public employee number BW9173450, on February 8, 2018, as well as the pleadings filed by the parties, the Personnel Commission hereby unanimously upholds the decision of the Board of Education issued in this matter on June 30, 2017.

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: 5:17 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, March 13, 2018

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Kristina Madsen

Hire Date: 3/01/2018

ASP Request Submitted: 3/05/2018

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant, Classroom	Employee: Kristina Madsen	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> Completed 48 units at an accredited 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"> Kristina Madsen meets the education requirement – she has a Bachelor of Science Degree in Political Science. 	0 level of education above the required level = 0 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people. 	<ul style="list-style-type: none"> Kristina Madsen exceeds the experience requirement. She has worked with preschool and school-aged children for approximately 3 years. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Ms. Madsen's professional 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. (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 Kristina Madsen 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						
Julie Waterstone						
Vacant						

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:

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

IV. Discussion Items:

V. **Commissioner Training/Briefing:**

VI. Information Items:

Advanced Step Placement Fiscal Impact Report

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
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 and Business Services	M	68	A	C	100.00%	12	\$5.67	\$982.00	\$11,784.00
15	2/13/2018	Occupational Therapist	A	61	A	C	100.00%	10	\$3.97	\$687.76	\$5,537.59
16	2/13/2018	Administrative Assistant	A	31	A	C	100.00%	10	\$1.91	\$331.00	\$2,660.54
17	2/13/2018	Director – Food Services	M	59	A	B	100.00%	12	\$2.22	\$384.00	\$4,608.00
18	2/13/2018	Elementary Library Coordinator	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
19	2/13/2018	IA - Classroom	A	18	B	E	37.50%	10	\$2.24	\$145.76	\$1,457.62
20	2/13/2018	Paraeducator 1	A	20	A	B	62.50%	10	\$0.72	\$77.50	\$465.00
21	3/13/2018	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
										2017-18 TOTAL	\$48,177.60

Requests Not Recommended for Advanced Step Placement					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
2017-18					
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%

Open Requisitions (as of 3/8/2018)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/29/16
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/17
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	7/13/17
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/17
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/17
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/10/17
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/17
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	1/12/18
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/17
18-054	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100	8/24/17
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	8/30/17
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	37.5	9/1/17

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-064	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	9/1/17
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/17
18-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	9/11/17
18-073	SENIOR OFFICE SPECIALIST	PT DUME ELEMENTARY SCHOOL	Vac	50	9/15/17
18-074	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	9/26/17
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	9/26/17
18-076	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	1/8/18
18-077	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	9/27/17
18-109	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY PRESCHOOL	Vac	100	11/15/17
18-110	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5	11/15/17
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	11/4/17
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	37.5	11/29/17
18-118	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	12/11/17
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	12/11/17

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	12/11/17
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	Vac	75	12/14/17
18-129	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	62.5	1/8/18
18-135	PLANT SUPERVISOR	M & O (Maintenance & Operations)	Vac	100	1/22/18
18-136	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	Vac	100	1/12/18
18-140	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	2/7/18
18-141	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	2/7/18
18-143	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5	2/8/18
18-144	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION	Vac	62.5	2/9/18
18-145	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100	2/9/18
18-147	COMMUNICATIONS SPECIALIST	FACILITIES MAINTENANCE	Vac	100	2/21/18
18-148	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	2/16/18
18-150	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75	2/28/18
18-151	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5	2/27/18

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-152	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/27/18
18-153	Position requires bilingugal spanish skills.	EDISON LANGUAGE ACADEMY	New	75	2/26/18

Filled Requisitions (2/1/2018 – 2/29/2018)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-053	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	2/9/18
18-056	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	2/7/18
18-102	CUSTODIAN	MALIBU HIGH SCHOOL	2/21/18
18-125	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	2/14/18
18-134	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	2/2/18
18-146	SENIOR OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	2/23/18

**Classified Personnel – Merit
2/15/18**

NEW HIRES

Davis, Lisa	Health Office Specialist	<u>EFFECTIVE DATE</u> 1/29/18
Health Services-McKinley ES	3.5 Hrs/SY/Range: 25 Step: A	

PROMOTION

Gonzalez, Andrea	Children's Center Assistant-2	<u>EFFECTIVE DATE</u> 2/5/18
CDS-Seaside Preschool-Grant ES	5 Hrs/SY/Range: 18 Step: E From: Children's Center Assistant-1: 3.5 Hrs/SY	

Kothari, Priyanka	Paraeducator-1	1/16/18
Special Ed-Malibu HS	6 Hrs/SY/Range: 20 Step: A From: Instructional Assistant – Classroom: 1.5 Hrs/SY	

PROVISIONAL ASSIGNMENT

Cerdon, Maria	Payroll Specialist	<u>EFFECTIVE DATE</u> 1/8/18-2/28/18
Fiscal Services	8 Hrs/12 Mo/Range: 34 Step: A	

RECLASSIFICATION

Mata, Estella	Administrative Assistant	<u>EFFECTIVE DATE</u> 11/1/16
CDS-Business Office	8 Hrs/12 Mo/Range: 31 Step: D From: Senior Office Specialist: 8 Hrs/12 Mo	

TEMP/ADDITIONAL ASSIGNMENTS

Cage, Ramondo	Custodian	<u>EFFECTIVE DATE</u> 8/1/17-6/30/18
Operations-Santa Monica HS	[overtime; school events]	

Carrillo Castillo, Ruben	Custodian	12/1/17-6/30/18
Operations-Santa Monica HS	[overtime; school events]	

DeLeon, Adrian	Paraeducator-3	11/21/17
Special Ed-McKinley ES	[additional hours; bus supervision]	11/30/17-6/8/18

Doty, Joel	Paraeducator-1	11/1/17-6/8/18
Special Ed-McKinley ES	[additional hours; bus supervision]	

Gutierrez, Nallely	Instructional Assistant – Bilingual	1/10/18-6/8/18
Edison ES	[additional hours; intervention assistance]	

Mesrobian, Varso	Senior Office Specialist	11/16/17-6/8/18
Franklin ES	[overtime; clerical support]	

Perez, Michael	Instructional Assistant – Bilingual	1/10/18-6/8/18
Edison ES	[additional hours; intervention assistance]	

Ramos, Marlene	Bilingual Community Liaison	12/18/17-6/8/18
Educational Svcs-McKinley ES	[additional hours; meeting translations]	

Santillan Morales, Samantha	Paraeducator-3	12/19/17-12/21/17
Special Ed-McKinley ES	[additional hours; bus supervision]	

Soria, Michelle Special Ed-Franklin ES	Paraeducator-3 [additional hours; overnight field trip supervision]	2/26/18-2/28/18
Soria, Michelle Special Ed-Franklin ES	Paraeducator-3 [overtime; overnight field trip supervision]	2/26/18-2/28/18
Uliantzeff, Elena Special Education	Bilingual Community Liaison [overtime; interpretation for parent education session]	11/30/17

SUBSTITUTES

Lyons, Debra Health Services	Health Office Specialist	<u>EFFECTIVE DATE</u> 12/16/17-6/8/18
Ortiz, Alondra Special Education	Office Specialist	10/23/17-1/5/18

INVOLUNTARY TRANSFER

Brigham, Dolores CDS-Washington West	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Muir ES	<u>EFFECTIVE DATE</u> 8/29/17
Nairouz, Dina FNS-Lincoln MS	Cafeteria Worker I 3 Hrs/SY From: 3 Hrs/SY/FNS-Webster ES	1/8/18

PROFESSIONAL GROWTH

Lopez, Luis Special Ed-Lincoln MS	Paraeducator-1	<u>EFFECTIVE DATE</u> 2/1/18
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LEAVE OF ABSENCE (PAID)

Crawford, Cynthia Adams MS	Library Assistant CFRA/FMLA/Medical	<u>EFFECTIVE DATE</u> 1/19/18-4/16/18
Johnson, Joseph Santa Monica HS	Campus Security Officer CFRA/FMLA/Medical	1/9/18-2/16/18
Marshall, Shaquita Special Ed-Santa Monica HS	Paraeducator-3 CFRA/FMLA/Medical	1/8/18-2/8/18
Mirabal, Martha Adams MS	Administrative Assistant CFRA/FMLA/Medical	1/1/18-6/30/18
Nava, Claudia Santa Monica HS	Student Outreach Specialist CFRA/FMLA	12/14/17-1/23/18
Pittman, Angela FNS-Webster ES	Cafeteria Worker I FMLA/Medical	2/9/18-5/31/18
Reinbold, Linda Lincoln MS	Senior Office Specialist CFRA/FMLA/Medical	1/29/18-4/30/18
Thruston, Linda Muir ES	Instructional Assistant – Classroom CFRA/FMLA/Medical	1/8/18-3/2/18

Watkins, Ernest Operations-Cabrillo ES	Custodian CFRA/FMLA	12/14/17-1/31/18
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Marasco, Gina Grant ES	Instructional Assistant – Classroom Personal	12/5/17-1/22/18
Villatoro, Jennifer FNS-Webster ES	Cafeteria Worker II Child Care	1/8/18-4/6/18
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Bakhyt, Peter FNS-Cabrillo ES & Malibu HS	Cafeteria Worker II From: Cafeteria Worker - Transporter	1/8/18-4/8/18
Benjamin, Venecia FNS-Webster ES	Cafeteria Worker II From: Cafeteria Worker I	1/8/18-2/8/18
Gil, Moises FNS-Santa Monica HS	Cafeteria Cook-Baker From: Cafeteria Worker I	12/15/17-6/8/18
Herrera, Zenon Maintenance	Electrician From: Locksmith	1/1/18-5/14/18
Mollmann, Irene Special Ed-Santa Monica HS	Braille Transcriber From: Paraeducator-1	12/8/17-1/16/18
<u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u> (39-MONTH MEDICAL REEMPLOYMENT LIST)		<u>EFFECTIVE DATE</u>
EJ4168439 Special Education	Paraeducator-1	2/12/18
<u>RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u> (39-MONTH MEDICAL REEMPLOYMENT LIST)		<u>EFFECTIVE DATE</u>
TV0629296	Senior Office Specialist	2/2/18
<u>RESCIND DISQUALIFICATION FROM PROBATION</u>		<u>EFFECTIVE DATE</u>
ST7632655 Special Ed-Lincoln MS	Paraeducator-1	2/2/18
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Castellanos, Joseph Operations	Plant Supervisor	1/26/18
Cooper, Bertran Special Ed-Lincoln MS	Paraeducator-1	1/29/18
Goldbach, Eder Special Ed-Franklin ES	Paraeducator-3	1/8/18
Malone, Angelica Rogers ES	Instructional Assistant – Classroom	1/1/18

Monroy, Rosa
Special Ed-Rogers ES Paraeducator-1 1/26/18

Palacio, Ramon
Fiscal Services Payroll Specialist 2/2/18

Vera, Carla
McKinley ES Instructional Assistant – Classroom 1/30/18

RETIREMENT

Perez, Bertha
Roosevelt ES

Senior Office Specialist

EFFECTIVE DATE

2/1/18

**Classified Personnel – Merit
3/1/18**

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Khodadadi, Shirin Health Services-Roosevelt ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	2/26/18
Purdy, Amber Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	2/7/18
Reed, Trinee Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	2/1/18
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Ingle, Jennifer Special Education	Speech Language Pathology Assistant 8 Hrs/10 Mo/Range: 36 Step: F From: Special Education Specialist: 8 Hrs/12 Mo	2/20/18
Smith, Deveeda Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A From: Paraeducator-1: 6 Hrs/SY	2/12/18
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Aguilar, Mary Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	1/22/18-6/8/18
Badjelan, Golnar Grant ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	1/11/18-1/16/18
Barrett, Sarah Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	1/22/18-6/8/18
Cajas, Debbie Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	1/22/18-6/8/18
Camp, Monique Rogers ES	Instructional Assistant – Classroom [additional hours; field trip supervision]	1/17/18
Ceja, Karla Business Services	Senior Office Specialist [additional hours; Measure R Senior Exemption support]	3/26/18-8/31/18
Gonzalez, Jose Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/17-6/30/18
Harris, Eddie Operations-Santa Monica HS	Custodian [overtime; school events]	1/1/18-6/30/18
Heiderman, Daniel Operations	Utility Worker [overtime; District projects]	7/1/17-6/30/18
Isaac, Arthur Operations-Franklin/Roosevelt ES	Custodian [additional hours; school events]	1/18/18-6/30/18
Isaac, Arthur Operations-Franklin/Roosevelt ES	Custodian [overtime; school events]	1/18/18-6/30/18

Miller, Maurice Operations-Lincoln MS	Custodian [overtime; school events]	1/26/18-6/8/18
Motoyama Hughes, Patricia Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	1/22/18-6/8/18
Nguyen, Kim Business Services	Senior Administrative Assistant [overtime; Measure R Senior Exemption processing]	3/15/18-9/30/18
Nunez, Sherry Santa Monica HS	Campus Security Officer [overtime; campus security support]	8/1/17-6/30/18
Rodriguez, Sara Rogers ES	Instructional Assistant – Classroom [additional hours; math intervention assistance]	11/13/17-12/22/17
Romero, Clara Rogers ES	Administrative Assistant [additional hours; clerical support]	1/8/18-1/12/18
Strauss, Yoko Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	1/22/18-6/8/18
Tate, Wiley Operations-Lincoln MS	Custodian [overtime; school events]	1/26/18-6/8/18
Torres, Jose Operations	Utility Worker [overtime; District projects]	7/1/17-6/30/18
Uliantzeff, Elena Educational Services	Bilingual Community Liaison [overtime; Stairway to the Stars translation]	10/31/17
Vasquez, Graciela Malibu HS	Campus Security Officer [overtime; campus security support]	7/1/17-6/30/18
Wilson, Terry Santa Monica HS	Campus Security Officer [overtime; campus security support]	8/1/17-6/30/18
Wooden, Christopher Operations	Custodian [overtime; custodial projects]	12/28/17-6/30/18
Yadegari, Sholeh Rogers ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	11/17/17
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Garcia, Melina District	Office Specialist	2/1/18-6/30/18
Hardiman, LaShonna Grant ES	Office Specialist	2/1/18-2/2/18
Khodadadi, Shirin Health Services	Health Office Specialist	1/16/18-6/8/18
Morales, Leticia Child Development Services	Children's Center Assistant-1	2/5/18-6/8/18
Ranous, Alma Santa Monica HS	Swimming Instructor/Lifeguard	2/12/18-6/8/18

Rivera, Nancy CDS-Business Office	Accountant	12/27/17-6/30/18
Suezo, Aida Purchasing	Administrative Assistant	1/15/18-2/28/18
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Jiwani, Rahim Special Ed-McKinley ES	Paraeducator-3 7.25 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	10/13/17
<u>VOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Trepagnier, Bryant Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	2/5/18
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1	3/1/18
Jelks, Curtis Lincoln MS	Campus Security Officer	3/1/18
Perez, Maria Operations-Olympic HS	Custodian	3/1/18
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Ausmus, Juley Cabrillo ES	Instructional Assistant – Classroom CFRA/FMLA/Medical	1/8/18-2/2/18
Brito, Salvador Transportation	Bus Driver CFRA/FMLA/Medical	2/1/18-3/13/18
Dixon, Crystal Special Ed-Grant ES	Paraeducator-1 CFRA/FMLA/Medical	2/26/18-3/9/18
Farley, Barbara Franklin ES	Instructional Assistant – Classroom CFRA/FMLA/Medical	1/8/18-3/12/18
Flores, Francisco Operations	Custodian CFRA/FMLA/Medical	2/3/18-2/25/18
Gold, Kathleen Information Services	Technology Support Assistant CFRA/FMLA/Medical	1/9/18-3/11/18
Hunter-Sallustio, Dominique CDS-Pine Street	Children's Center Assistant-2 CFRA/FMLA/Medical	2/12/18-3/30/18
Malina, Caroline CDS-Adams MS	Children's Center Assistant-2 CFRA/FMLA	2/2/18-5/10/18
Nava, Claudia Santa Monica HS	Student Outreach Specialist CFRA/FMLA	1/24/18-2/16/18

Nava, Virginia FNS-Point Dume ES	Cafeteria Worker II CFRA/FMLA/Medical	1/13/18-1/25/18
Richardson, Melvin Adams MS	Instructional Assistant – Physical Education CFRA/FMLA/Medical	2/6/18-3/19/18
Rising, Robert Operations-Adams MS	Custodian Intermittent CFRA/FMLA	2/1/18-8/1/18
Wedhas, Karu Grant ES	Instructional Assistant – Classroom Parental Leave of Absence	2/26/18-4/6/18

LEAVE OF ABSENCE (UNPAID)

Widner, Kim
Operations-Point Dume ES

Custodian
Personal

EFFECTIVE DATE

2/1/18-5/1/18

WORKING OUT OF CLASS

Aguilar, Mark
Operations-Santa Monica HS

Lead Custodian
From: Custodian

EFFECTIVE DATE

1/30/18-6/8/18

Avitia-Quintana, Hector
Grounds

Gardener
From: Custodian

12/19/17-5/1/18

Burrell, Catherine
Santa Monica HS

Campus Security Officer
From: Swimming Instructor/Lifeguard

1/29/18-6/8/18

Emhardt, Jana
Purchasing

Buyer
From: Administrative Assistant

1/15/18-2/28/18

Gil, Moises
Food and Nutrition Services

Cafeteria Worker II
From: Cafeteria Worker I

1/19/18-6/8/18

Lucas, Ralph
Special Ed-McKinley ES

Paraeducator-3
From: Instructional Assistant – Classroom

10/16/17-12/15/17

Mollmann, Irene
Special Education

Braille Transcriber
From: Paraeducator-1

1/17/18-3/23/18

Morris, Sean
Operations-Santa Monica HS

Lead Custodian
From: Custodian

1/22/18

Salonga-Miguel, Jayvee
Purchasing

Senior Buyer
From: Buyer

1/15/18-2/28/18

RESIGNATION

Gonzales, Brian
Information Services

Audio Visual Technician

EFFECTIVE DATE

2/22/18

Hawes, Manuela
Santa Monica HS

Job Development and Placement Specialist

2/15/18

Huss, Katherine
Special Education

Occupational Therapist

2/16/18

Jala, Ariel
Operations-Malibu HS

Custodian

2/16/18

RETIREMENT
Miller, Sandra
Franklin ES

Instructional Assistant – Classroom

EFFECTIVE DATE
6/9/18

**Classified Personnel – Non-Merit
3/1/18**

AVID TUTOR

Gonzalez, Michael Lincoln MS 1/9/18-6/8/18

COACHING ASSISTANT

Castillo, Ashley Santa Monica HS 8/22/17-6/9/18
Green, Cody Santa Monica HS 1/23/18-6/8/18
Kondrakhin, Pavel Santa Monica HS 1/26/18-6/8/18

TECHNICAL SPECIALIST – LEVEL II

Gonzalez, Juan Santa Monica HS 1/1/18-6/30/18
[Color Guard Instructor]
- Funding: Unrestricted Resource

TECHNICAL SPECIALIST – LEVEL II

Loyd, Allen Educational Services 1/24/18-3/15/18
[Flutes Coach]
- Funding: Gifts – Stairway to the Stars

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

Date	Time	Location	Notes
2017			
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	
2018			
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.	Board Room – District Office	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	

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

VIII. Next Regular Personnel Commission Meeting:

Tuesday, April 10, 2018, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: