



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**May 8, 2018**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, May 8, 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 May 8, 2018

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							

- G.06 Approval of Minutes for Regular Meeting on March 13, 2018

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							

Approval of Minutes for Regular Meeting on April 10, 2018

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**May 8, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, May 8, 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 May 8, 2018
- G.06 Approval of Minutes for Regular Meetings on March 13, 2018 and April 10, 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>
Bilingual Community Liaison	4
Communications Specialist	10
Occupational Therapist	5
Physical Activities Specialist	1

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

Custodian	26
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C.02 Advanced Step Placement:  
 Devyna Hannah in the classification of Paraeducator-3 at Range 26, Step C

C.03 Advanced Step Placement:  
 Dustin Martini in the classification of Sports Facility Attendant at Range 24, Step B

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2018-2019 Proposed Personnel Commission Budget

A.02 Adoption: Fiscal Year 2018-2019 Proposed Personnel Commission Budget

**IV. DISCUSSION ITEMS:**

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

D.01 Santa Monica-Malibu Unified School District Budget Presentation

D.02 Personnel Commission's Twelve-Month Calendar of Events:  
Consideration of dates and time for the regular Personnel Commission meetings  
in fiscal year 2018-2019

**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. VIII.D.2. (for SMMUSD School Board Agenda)

- April 12, 2018

Classified Personnel - Merit Report - No. VIII.D.2

- May 3, 2018

I.05 Classified Personnel - Non-Merit Report - No. VIII.D.3.

- April 12, 2018

Classified Personnel - Non-Merit Report - No. VIII.D.3

- May 3, 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:

Classified Employees Appreciation Reception		May 15, 2018
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**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, June 12, 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:

\_\_\_\_\_  
Eric Rowen  
Secretary to the Personnel Commission  
Director, Classified Personnel

The meeting is adjourned in memory of Elizabeth "Libby" Sparks-Lippman, Commissioner Lippman's wife, who passed away on March 26, 2018.

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



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**March 13, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, March 13, 2018**, at **4:34 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: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:35 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Jenkins, and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Jenkins led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda: March 13, 2018**

**It was moved and seconded to approve the agenda with the following amendments. The motion passed.**

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

- **Agenda Item C.01 – “Consent Calendar – Approval of Classified Personnel Eligibility List(s)” – a revision to Instructional Assistant-Music (Strings)**

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

**G.06 Motion to Approve Minutes:** February 13, 2018

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

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

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

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

- General Comments
  - **Interim Director Caldera updated the Personnel Commission with the status of current recruitments.**

**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 and Inatsugu welcomed the new Personnel Commissioner, Ms. Lisa Jenkins, to the District and stated that they are looking forward to working with her.**
- **Commissioner Jenkins thanked everyone for a warm welcome to the Personnel Commission expressing her commitment to the classified force and working collaboratively with the District Administration and SEIU.**

**G.09 Communications:**

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

- SEIU Report
  - **None**

- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, congratulated Ms. Jenkins on her appointment as a Personnel Commissioner.**
  - **Dr. Kelly informed the Personnel Commission about the upcoming Board of Education meeting on March 15, 2018, in Malibu. Dr. Mora with the Educational Services team will present the lag and lead data on student achievement from Quarter 3.**
  - **Dr. Kelly stated that the Board will discuss potential changes to board policies regarding Independent Study Physical Education.**
  - **There will be also given a presentation on inquiry-based learning models that includes staff’s findings and recommendations based on their visits to school campuses in the state that demonstrate successful models.**
  - **Dr. Kelly stated that teachers’ reductions at the Child Development Services program will have to take place due to a low enrollment.**
  - **Dr. Kelly notified the Personnel Commission about a special Board of Education meeting on March 20, 2018, to discuss the 2018-2019 District budget and Malibu Unification.**

**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

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

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

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

**REPORT AND DISCUSSION**

- None

**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

**Commissioner Jenkins inquired about the formula for calculating Advanced Step Placement. Interim Director Caldera provided a detailed explanation of the criteria for awarding additional salary steps for new employees.**

- 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, 2018
- Classified Personnel - Merit Report - No. VIII.D.2
  - March 1, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
  - February 15, 2018
- Classified 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 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

**TIME ADJOURNED: 4:56 p.m.**

Submitted by:

\_\_\_\_\_  
Clare Caldera  
Secretary to the Personnel Commission  
Interim Director, Classified Personnel

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## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**April 10, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, April 10, 2018**, at **4:39 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: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:39 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Jenkins, and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - **The Personnel Commission having met in Closed Session and having considered the candidates' qualifications for the Director of Classified Personnel, the Personnel Commission unanimously selected Mr. Eric Rowen. His starting date will be May 1, 2018.**

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:** April 10, 2018

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

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

**G.06 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
  - **Interim Director Caldera updated the Personnel Commission with the status of current recruitments and departmental activities.**

**G.07 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 thanked Interim Director Caldera for all her hard work and dedication to the Personnel Commission during Director Cool's paternity leave.**
- **Commissioner Inatsugu expressed her gratitude to Mrs. Cindy Johnston for her hard work during this period.**
- **Commissioner Inatsugu notified the Personnel Commission that April 10 is the Equal Pay Day- the symbolic day dedicated to raising awareness of the gender pay gap in the U.S.**
- **Commissioner Jenkins also expressed her gratitude to the Interim Director Caldera and entire staff for their dedication to the department when being understaffed.**
- **In regards to the Equal Pay Day, Commissioner Jenkins expressed her appreciation of the department's practices for determining the Advanced Step Placement that is based on solely on educational background, abilities, skills, and experience.**
- **Commissioner Jenkins notified the Personnel Commission about her absence on May 8, 2018, due to a pre-planned vacation.**

**G.08 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. Keryl Cartee-McNeely, Chief Steward, informed the Personnel Commission about the Janus v. AFSCME legal case regarding union fees for non-members who benefit from collective bargaining.**
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, distributed a report generated by the School Services of California regarding revenue sharing agreement in the Malibu Unification process.**
  - **Dr. Kelly also informed the Personnel Commission about the upcoming Board of Education meeting on April 12, 2018. Some of the agenda items will include review of PCB progress, further discussions on Malibu facilities, and authorization of formation of two school facilities improvement districts in order to potentially pass bonds in two communities.**
  - **Dr. Kelly notified the Personnel Commission about the current hiring for certificated administrators.**

**G.09 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

Children’s Center Assistant	2
Electrician	1
Health Office Specialist	1
Instructional Assistant - Bilingual	3
Paraeducator	11
Senior Office Specialist	14

C.02 Advanced Step Placement: Sami Reilly  
in the classification of Senior Office Specialist at Range A-25, Step C

- C.03 Advanced Step Placement: Dawn Lee  
in the classification of Paraeducator 1 at Range A-20, Step D
- C.04 Advanced Step Placement: Amber Purdy  
in the classification of Paraeducator 1 at Range A-20, Step B
- C.05 Advanced Step Placement: Piryanka Kothari  
in the classification of Paraeducator 1 at Range A-20, Step B

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

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

**REPORT AND DISCUSSION**

- Commissioner Jenkins inquired about criteria for education and specific degrees as they relate to a particular classification.
- Interim Director Caldera explained that there is wider range of acceptable degrees and general background needed for classifications such as Paraeducator 1. The educational criteria will be revised further in order to be closely compatible with specific classifications. The Advanced Step Placement criteria will be placed on the Personnel Commission agenda for discussion in near future.

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision: Human Resources Technician

**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	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone			✓			

**REPORT AND DISCUSSION**

- Interim Director Caldera provided a brief background of the classification revisions for Human Resources Technician. There is currently a vacancy in the Human Resources Department. In addition, the classification specification has not been brought to the Personnel Commission with revisions since 1999.

- She also described the methodology she used in the review process. The focus was on making the representative duties, knowledge, and abilities more general, so that they can be applicable to both Human Resources and Personnel department.
- Interim Director Caldera has consulted the revisions with Dr. Webb, Director of Human Resources, and Mrs. Johnston, Human Resources Technician.

#### **IV. DISCUSSION ITEMS:**

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

D.01 Proposed Budget – Personnel Commission Fiscal Year 2018/19 - First Reading

#### **REPORT AND DISCUSSION**

- Interim Director Caldera distributed and introduced the newly revised proposed budget for fiscal year 2018-2019.
- Mr. Gerardo Cruz, Director of Fiscal Services, provided an overview of the Personnel Commission budget indicating specific major changes. He pointed a decrease in the salary of the new Director of Classified Personnel. Director Cruz also stated that in the fiscal year 2017-2018, the District and the Union have negotiated one time off-schedule payment for all classified employees, including the Administrative Assistant and Human Resources Technicians.
- Commissioner Jenkins inquired about budgeting for vacant positions. Director Cruz replied that the District's past practice has been to budget between step two (2) and step three (3), based on a position level.
- Director Cruz has provided salary and benefits overview for all positions in the Personnel Commission.
- Director Cruz addressed the operating budget. He informed the Personnel Commission about a decrease in the object code 4400, since there have not been any major purchases in the past years.
- Commissioner Inatsugu recommended to keep the current budget in this object code for the new Director to be able to utilize his strong background in technology that would benefit the District.
- Interim Director Caldera presented the items in the object code 5890 including subscriptions to NEOGOV, an applicant tracking and recruitment system, and CODESP, a testing material database.
- Commissioner Jenkins recommended not changing the budget in the object code 4310.
- Director Cruz provided explanation of the difference between the object codes 4310 (purchased items up to \$500) and 4400 (purchased items from \$501 - \$5000), where items' monetary value places them into one of these categories, not their function.
- Director Cruz continued to review object codes in 5000 series including mileage reimbursement, conference expenses, professional organizations memberships, maintenance agreements, independent contractors, and advertising.



- Commissioner Inatsugu stated that the Personnel Commission would like to provide more professional development opportunities for staff and Commissioners. In the past, the Director of Classified Personnel conducted Commissioners' training as part of the regular Personnel Commission meetings in order to be fiscally responsible.
- Commissioner Jenkins inquired about the current District's budget philosophy.
- Director Cruz stated that the overall theme is based on Board's objectives for each department and school site within the District.
- Dr. Kelly stated that the Board charged Superintendent Drati with a goal to reduce deficit spending. The District's expectation is for each department to plan realistically and spend the allocated resources.
- Commissioner Jenkins inquired about the object code 5890.
- Interim Director Caldera stated that this code includes NEOGOV, an applicant tracking and recruitment system, CODESP, a testing material database, and other technology related services.
- Personnel Commission requested the Supplies and Equipment (series 4000) and Operating Expenses (series 5000) to be restored to the original proposal.
- Director Cruz will provide a presentation on the District's budget at the next regular Personnel Commission meeting in May.

**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)
  - March 15, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
  - March 15, 2018
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2017 – 2018

**Personnel Commission will review the calendar for the next fiscal year in order to determine a more suitable day for regular meetings.**
- I.07 Board of Education Meeting Schedule
  - 2017 - 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

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

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

Tuesday, May 8, 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	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone			✓			

**TIME ADJOURNED: 6:04 p.m.**

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.

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, May 8, 2018

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

SUBJECT: Advanced Step Placement – Devyna Hannah

Hire Date: 4/9/18  
 ASP Request Submitted: 4/26/18

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Devyna Hannah	<b>Calculation of Advanced Step Recommendation</b>
<p><b><u>Education and Experience:</u></b></p> <p>Must have a high school diploma or its recognized equivalent and ONE of the following:</p> <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> <li>• Have at least six (6) months experience working with individuals with special needs</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Hannah has an Associate's degree in Biological Science/Physical Science and is working towards her BA degree in Psychology and Behavioral Science.</li> <li>• Ms. Hannah has over two and a half years' experience working with individuals with special needs.</li> </ul>	<p>1 level of education above the required level          =1 Step Advance          (Max. allowed)</p> <p>1 (2-year periods) of experience above the required level          =1 Step Advance</p>
<p><b><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u></b></p>		

**DIRECTOR'S COMMENTS:**

Ms. Hannah's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1,763.90 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 Devyna Hannah at Range A-26, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, May 8, 2018

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

SUBJECT: Advanced Step Placement – Dustin Martini

Hire Date: 4/9/18

ASP Request Submitted: 4/21/18

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Sports Facility Attendant	<b>Employee:</b> Dustin Martini	<b>Calculation of Advanced Step Recommendation</b>
<p><b><u>Education and Experience:</u></b></p> <p>EDUCATION:</p> <ul style="list-style-type: none"> <li>Graduation from high school or evidence of recognized equivalent educational proficiency.</li> </ul> <p>EXPERIENCE:</p> <ul style="list-style-type: none"> <li>Three (3) months paid, verifiable experience working with organized sports or in an organized setting which required coordinating small to large events.</li> <li>Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Martini has a Bachelor's Degree in Business Administration and a Master's Degree in Coaching and Athletic Administration.</li> <li>Mr. Martini meets the minimum experience requirements for working with organized sports and performing custodial functions.</li> </ul>	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p> <p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><b>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</b></p>		

**DIRECTOR'S COMMENTS:**

Mr. Martini's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step B is \$16.47/hour. The gross difference in pay is an approximate increase of \$0.78 per hour, \$118.94 per month, or \$713.63 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 Dustin Martini at Range A-24, 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						
Lisa Jenkins						
Julie Waterstone						

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

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

### 16.3 Step Advancement

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

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

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

16.3.3 Salary advancement shall be computed only on the first (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

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### III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							





## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, May 8, 2018

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

SUBJECT: Public Hearing – Fiscal Year 2018-2019 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2018-2019 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

**BACKGROUND INFORMATION:**

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget no later than May 30<sup>th</sup> each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. This budget includes the Personnel Commissioners’ review and input from a previous regular public meeting held on April 10, 2018, together with the Director’s recommendations. Overall, the proposed budget is similar to the budget of the previous fiscal year; the most significant increases are with employee salaries and benefits.

**DIRECTOR’S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2018-2019, in accordance with Education Code Section §45253.

**OPEN THE PUBLIC HEARING**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							

**CLOSE THE PUBLIC HEARING**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							

LOS ANGELES COUNTY OFFICE OF EDUCATION  
Business Advisory Services

ANNUAL BUDGET OF PERSONNEL COMMISSION  
**PROCEDURES AND INSTRUCTIONS, FISCAL YEAR 2018-19**

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts for the purposes of Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite board and district administrative representatives to attend and present their views. The Personnel Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget.
4. The Personnel Commission shall then forward its budget to the County Superintendent for action, **along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2018-19 Personnel Commission Budget."**
5. If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested, in writing, by the Governing Board to reject the budget, he or she shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the district. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the district, and shall be included by the Governing Board in the regular budget of the district.
8. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding year (2017-18), and the items of expenditure shall be determined by the Personnel Commission.
9. If the budget is amended, with the concurrence of the Personnel Commission, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

LOS ANGELES COUNTY OFFICE OF EDUCATION  
Business Advisory Services

**NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT  
THE PROPOSED FISCAL YEAR 2018-19 PERSONNEL COMMISSION BUDGET**

\_\_\_\_\_ The Governing Board concurs with the proposed fiscal year 2018-19 Personnel Commission Budget.

\_\_\_\_\_ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**

\_\_\_\_\_ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

\_\_\_\_\_  
Signature of Superintendent/President Date

\_\_\_\_\_  
Print Name District Name

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

Please provide the contact information of the person who should receive further communication regarding the Personnel Commission's budget from the Los Angeles County Office of Education.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Attachment No 2 to:  
Informational Bulletin No. 4766



**Business Advisory Services  
Annual Budget of Personnel Commission  
Fiscal Year 2018-2019  
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

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

**Notice of Public Hearing by the Personnel Commission**

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

SMMUSD Board Room, 1651 16th Street, Santa Monica, CA 90404

(Place)

on May 8, 2018 at 4:30 o'clock P. M.

You are invited to attend and present your views.

\_\_\_\_\_  
Signature of Chairman or Director of Personnel Commission  
Julie Waterstone  
\_\_\_\_\_  
Print Name  
Chair of Personnel Commission  
\_\_\_\_\_  
Title

**Adopted Annual Budget of Personnel Commission**

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 8, 2018

\_\_\_\_\_  
Signature of Chairman or Director of Personnel Commission  
Julie Waterstone  
\_\_\_\_\_  
Print Name  
Chair of Personnel Commission  
\_\_\_\_\_  
Title

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**Approval of Annual Budget of Personnel Commission**

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date \_\_\_\_\_

**Annual Financial and Budget Report  
Fiscal Year 2018-2019**

Name of Local Educational Agency: Santa Monica - Malibu Unified School District

<b>Expenditure by Object</b>	<b>2016-2017 Actual*</b>	<b>2017-2018 Actual or Estimated*</b>	<b>2018-2019 Budget*</b>
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$ 1,400.00	\$ 1,050.00	\$ 1,800.00
Director	122,068.00	86,982.00	116,798.00
Secretaries, Clerks	305,213.00	184,977.00	316,766.00
Other	0.00	0.00	2,250.00
<b>3000 Employee Benefits</b>	179,122.00	125,878.00	235,588.00
<b>Subtotal</b>	607,803.00	398,887.00	673,202.00
<b>4000 Supplies and Equipment Replacement</b>	4,689.00	1,984.00	10,000.00
<b>5000 Operating Expenses</b>	12,141.00	16,381.00	23,000.00
<b>6000 Equipment</b>	0.00	0.00	0.00
<b>Subtotal</b>	16,830.00	18,365.00	33,000.00
<b>Appropriation for Contingencies <sup>(3)</sup></b>	0.00	0.00	0.00
<b>Total Expenditures</b>	\$ 624,633.00	\$ 417,252.00	\$ 706,202.00

\* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.

**For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

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

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



## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, May 8, 2018

**AGENDA ITEM NO: III.A.02**

SUBJECT: Adoption – Fiscal Year 2018-2019 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2018-2019
- Budget Authority and Process

**BACKGROUND INFORMATION:**

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

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

**THE BUDGET APPROVAL PROCESS**

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the *“Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2018-2019 Personnel Commission Budget.”* If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2017-2018, and the terms of expenditure shall be determined by the Personnel Commission.

**DIRECTOR’S RECOMMENDATIONS**

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for the fiscal year 2018-2019.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							

## 2018-2019 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2016-2017		2017-2018		2018-2019	Change from 17-18 Proposed \$+/-
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 4/10/18	Proposed (dollars only)	
<b>2000</b>	<b>Classified Salaries</b>	<b>429,412</b>	<b>428,681</b>	<b>449,492</b>	<b>273,009</b>	<b>437,614</b>	<b>(11,878)</b>
2300	Director	122,069	122,068	128,047	86,982	116,798	(11,249)
2317	Supervisors (Analyst)	74,380	74,347	75,287	48,446	79,262	3,975
2319	Commission Members (3)	1,550	1,400	1,800	1,050	1,800	0
2410	HR Technicians/Admin. Assistant	228,913	230,866	241,858	136,531	237,504	(4,354)
2430	Clerical Hourly	2,500	0	2,500	0	2,000	(500)
2460	Clerical Overtime	0	0	0	0	250	250
<b>3000</b>	<b>Employee Benefits</b>	<b>178,949</b>	<b>179,122</b>	<b>198,789</b>	<b>125,878</b>	<b>235,588</b>	<b>36,799</b>
3212	Public Employee Retirement System	59,422	58,689	70,436	45,413	81,145	10,709
3312	Social Security	26,528	26,615	28,067	19,302	27,907	(160)
3332	Medicare	6,227	6,244	6,591	4,517	6,527	(64)
3412	Health/Welfare	63,671	64,511	68,405	40,936	96,153	27,748
3512	Unemployment Insurance	215	215	228	156	225	(3)
3612	Workers Compensation	16,318	16,290	18,180	11,162	18,005	(175)
3712	Other Post-Employment Benefits	5,368	5,358	5,682	3,671	5,626	(56)
3912	Cash in Lieu	1,200	1,200	1,200	720	0	(1,200)
<b>4000</b>	<b>Supplies and Equipment</b>	<b>9,998</b>	<b>4,689</b>	<b>10,000</b>	<b>1,984</b>	<b>10,000</b>	<b>0</b>
4310	General Supplies and Materials	7,168	4,126	5,000	1,466	5,000	0
4400	Non-Capitalized Equipment	2,830	563	5,000	518	5,000	0
<b>5000</b>	<b>Operating Expenses</b>	<b>20,302</b>	<b>12,141</b>	<b>23,000</b>	<b>16,381</b>	<b>23,000</b>	<b>0</b>
5210	Mileage Reimbursement	200	231	200	93	200	0
5220	Conference/Travel Expense	2,000	638	2,000	350	2,000	0
5300	Dues and Memberships	900	40	1,200	1,140	1,200	0
5640	Repair by Vendor	200	0	200	0	200	0
5650	Maintenance Agreement	352	667	1,270	1,266	1,270	0
5710	Direct Cost Transfer-Intrafund	1,500	1,174	1,500	890	1,500	0
5802	Independent Contractors/Consultant	2,000	0	1,190	0	1,190	0
5810	Advertising	2,000	0	1,290	950	1,290	0
5890	Other Operating Expenses	11,000	9,391	14,000	11,692	14,000	0
5910	Postage for Mail	150	0	150	0	150	0
<b>6000</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2000-3000 Subtotal</b>	<b>608,361</b>	<b>607,803</b>	<b>648,281</b>	<b>398,887</b>	<b>673,202</b>	<b>24,921</b>
	<b>4000-6000 Subtotal</b>	<b>30,300</b>	<b>16,830</b>	<b>33,000</b>	<b>18,365</b>	<b>33,000</b>	<b>0</b>
	<b>TOTAL</b>	<b>638,661</b>	<b>624,633</b>	<b>681,281</b>	<b>417,252</b>	<b>706,202</b>	<b>24,921</b>

TOPIC	PC Budget Authority and Process
THE BASICS	<ul style="list-style-type: none"> <li>• The PC shall prepare a proposed budget for approval by the County Superintendent</li> <li>• The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal</li> <li>• If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount</li> </ul>
REFERENCES	<ol style="list-style-type: none"> <li>1) Education Code - 45253</li> <li>2) Merit Rules - 2.4.1</li> </ol>

### Procedure for PC Budget Approval at SMMUSD

1. The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
2. The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
3. The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
4. The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
  - a. The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
  - b. Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
5. Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
6. After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
7. The County Superintendent approves or rejects the proposed budget.
  - a. If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
  - b. If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

*SEE LEGAL BREAKDOWN ON FOLLOWING PAGE*



LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p><b>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</b></p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p>	<ul style="list-style-type: none"> <li>• The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent.</li> <li>• The PC budget may include funding for staff development</li>   <li>• The PC shall conduct a public hearing regarding its budget by May 30<sup>th</sup> each year.</li> <li>• The PC shall invite Board members and District administrators to express feedback on the budget.</li>   <li>• The PC shall approve and submit its proposed budget to the county superintendent.</li>   <li>• If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission.</li> <li>• After the public hearing, he/she shall either reject or amend the proposed budget.</li> <li>• If there is no agreement, the budget of the previous year will serve as the proposed budget.</li> </ul>

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**IV. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, May 8, 2018**

#### **AGENDA ITEM NO: IV.D.02**

SUBJECT: Personnel Commission's Twelve-Month Calendar of Events for 2018-2019

#### **BACKGROUND INFORMATION:**

The Personnel Commissioners' attendance at Personnel Commission meetings is critical. In order to maximize the likelihood the Commissioners will be available to attend future meetings, it is necessary to discuss specific dates and time for the 2018-2019 fiscal year.

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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
<b>2017-18</b>											
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
22	4/10/2018	Senior Office Specialist	A	25	A	C	100.00%	10	\$1.64	\$284.52	\$2,289.17
23	4/10/2018	Paraeducator 1	A	20	A	D	75.00%	10	\$2.24	\$291.75	\$2,545.50
24	4/10/2018	Pareducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
25	4/10/2018	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
26	5/8/2018	Paraeducator 3	A	26	A	c	75.00%	10	\$1.69	\$219.44	\$1,763.90
27	5/8/2018	Sports Facility Attendant	A	24	A	B	87.50%	10	\$0.78	\$118.94	\$713.63
<b>2017-18 TOTAL</b>											<b>\$48,177.60</b>

## Open Requisitions (5/01/2018)

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
18-061	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
18-073	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

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-077	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	9/27/2017
18-109	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY PRESCHOOL	Vac	100	11/15/2017
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
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
18-135	PLANT SUPERVISOR	M & O (Maintenance & Operations)	Vac	100	1/22/2018
18-136	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	Vac	100	1/12/2018
18-143	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5	2/8/2018
18-144	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION	Vac	62.5	2/9/2018
18-147	COMMUNICATIONS SPECIALIST	FACILITIES MAINTENANCE	Vac	100	2/21/2018
18-150	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75	2/28/2018
18-151	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5	2/27/2018
18-153	HEALTH OFFICE SPECIALIST Position requires bilingugal spanish skills.	EDISON LANGUAGE ACADEMY	New	75	2/26/2018
18-154	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	3/6/2018
18-155	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/6/2018
18-156	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	3/12/2018



Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-158	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	3/12/2018
18-161	AUDIO-VISUAL TECHNICIAN	INFORMATION SERVICES	Vac	100	3/20/2018
18-162	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	Vac	100	3/19/2018
18-164	CUSTODIAN	CHILD DEVELOPMENT SERVICES	Vac	100	4/9/2018
18-165	ELECTRICIAN	FACILITIES MAINTENANCE	Vac	100	4/13/2018
18-166	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	Vac	75	4/16/2018
18-167	SENIOR BUYER	FACILITIES MAINTENANCE	New	100	4/13/2018
18-168	SPORTS FACILITY ATTENDANT	FACILITIES MAINTENANCE	Vac	75	4/16/2018
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	4/19/2018

## Filled Requisitions (05/01/18)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-145	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	4/26/2018
18-157	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	3/12/2018

**Classified Personnel – Merit  
4/12/18**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Armitage, Chandley Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	3/1/18
Reilly, Sami Roosevelt ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	3/1/18

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Coleman, Daniel Webster ES	Physical Activities Specialist [additional hours; overnight field trip supervision]	5/2/18-5/4/18
Coleman, Daniel Webster ES	Physical Activities Specialist [overtime; overnight field trip supervision]	5/2/18-5/4/18
Cueva, Sandra Grant ES	Instructional Assistant – Classroom [additional hours; classroom assistance]	2/26/18-3/23/18
Greene, Milton Malibu HS	Campus Security Officer [overtime; school events]	7/1/17-6/30/18
Hobkirk, Christina Health Services-Adams MS	Health Office Specialist [additional hours; health office support]	8/19/17-6/9/18
Jackson, Donte Operations-Malibu HS	Custodian [overtime; school events]	7/1/17-6/30/18
Muhammed Jinadu, Fatimoh Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/17-6/30/18
O'Rourke, Thomas Operations- Santa Monica HS	Custodian [overtime; school events]	8/1/17-6/30/18
Osaki, Brenda Lincoln MS	Senior Office Specialist [additional hours; clerical support]	1/25/18
Oyenoki, Aimee McKinley ES	Instructional Assistant – Classroom [additional hours; school talent show support]	2/8/18-2/9/18
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; clerical support]	8/15/17-6/13/18
Roller, Yolanda Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	1/19/18
Smith, Matthew Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/17-6/30/18
Soloway, Beth District	Senior Office Specialist [additional hours; clerical support]	7/1/17-6/30/18

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Colvig, Stefanie Special Education	Paraeducator-1	3/1/18-6/8/18

Gainey, Mia Special Education	Paraeducator-1	2/12/18-6/8/18
Jala, Ariel Operations	Custodian	2/17/18-6/30/18
Martinez, Angel Facility Use	Technical Theater Technician	2/13/18-6/30/18
Villafana, Diego Special Education	Paraeducator-1	2/20/18-6/8/18

**VOLUNTARY TRANSFER**

Jackson, Donte  
Operations-Malibu HS

Custodian  
8 Hrs/12 Mo  
From: 8 Hrs/12 Mo/Operations

**EFFECTIVE DATE**

3/1/18

**PROFESSIONAL GROWTH**

Gutierrez, Corina  
CDS-McKinley ES

Children's Center Assistant-2

**EFFECTIVE DATE**

4/1/18

Murray, April  
Facility Use Dept

Swim Instructor/Life Guard

4/1/18

Ockner, Sari  
Special Education

Occupational Therapist

4/1/18

Sullivan, Brianna  
Grant Elementary

Instructional Assistant – Classroom

4/1/18

**LEAVE OF ABSENCE (PAID)**

Flores, Francisco  
Operations

Custodian  
CFRA/FMLA/Medical

**EFFECTIVE DATE**

2/26/18—3/25/18

Gomez, Jose  
FNS-Santa Monica HS

Production Kitchen Coordinator  
CFRA/FMLA/Medical

3/19/18-4/13/18

Jackson, LaTasha  
Special Ed-McKinley ES

Paraeducator-2  
CFRA/FMLA

2/18/18-2/22/18

Johnson, Joseph  
Santa Monica HS

Campus Security Officer  
CFRA/FMLA/Medical

2/17/18-5/30/18

Mitri, Veronica  
Special Ed-Roosevelt ES

Paraeducator-3  
FMLA/Maternity

2/26/18-5/13/18

Watkins, Ernest  
Operations-Cabrillo ES

Custodian  
Medical

3/1/18-3/9/18

Watts, Anne  
Special Ed-Adams MS

Paraeducator-1  
CFRA/FMLA

3/12/18-3/16/18

**LEAVE OF ABSENCE (UNPAID)**

Jackson, LaTasha  
Special Ed-McKinley ES

Paraeducator-2  
CFRA/FMLA

**EFFECTIVE DATE**

2/23/18-5/25/18

Perez, Brittany Special Ed-McKinley ES	Paraeducator-1 Personal	3/5/18-6/8/18
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**WORKING OUT OF CLASS**

Fuller, Charesse Operations-Santa Monica HS	Lead Custodian From: Custodian	<b><u>EFFECTIVE DATE</u></b> 2/26/18-6/29/18
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Sullivan, Stacy Special Education	Special Education Specialist From: Administrative Assistant	2/20/18-6/30/18
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**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST) RK8020416 Transportation	Bus Driver	<b><u>EFFECTIVE DATE</u></b> 4/12/18
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**RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST) ZU6134889 Information Services		<b><u>EFFECTIVE DATE</u></b> 3/21/18
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**RESCIND DISQUALIFICATION FROM PROBATION**

PW4441782 Child Development Services		<b><u>EFFECTIVE DATE</u></b> 3/30/18
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**RESIGNATION**

Juarez, Eduardo Santa Monica HS	Instructional Assistant – Bilingual	<b><u>EFFECTIVE DATE</u></b> 3/9/18
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Manson, Manfred Child Development Services	Custodian	3/30/18
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Nava, Claudia Santa Monica HS	Student Outreach Specialist	2/20/18
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**RETIREMENT**

Quintanilla, Albert Special Ed-Point Dume ES	Paraeducator-1	<b><u>EFFECTIVE DATE</u></b> 3/7/18
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Shafiey, Mahvash Santa Monica HS	Job Development and Placement Specialist	6/8/18
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**Classified Personnel – Merit  
5/3/18**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Castro, Alexander Operations-Malibu HS	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	4/9/18
Fynn, Elliott Facility Use-Lincoln MS	Sports Facility Attendant 6 Hrs/12 Mo/Range: 24 Step: A	4/9/18
Gearing, Nathaniel Facility Use-Adams MS	Sports Facility Attendant 6 Hrs/12 Mo/Range: 24 Step: A	4/5/18
Hannah, Devyna Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	4/9/18
Martini, Dustin Facility Use-Lincoln MS	Sports Facility Attendant 7 Hrs/12 Mo/Range: 24 Step: A	4/9/18
Palmer, Justin Operations-Grant ES	Custodian 8 Hrs/12 Mo/Range: 24 Step: A	4/9/18
Rowen, Eric Personnel Commission	Director of Classified Personnel 8 Hrs/12 Mo/Range: 64 Step: A	5/1/18

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Kamkar, Vida Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 34 Step: F From: Human Resources Technician: 8 Hrs/12 Mo	3/19/18

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Camp, Monique Rogers ES	Instructional Assistant – Classroom [additional hours; field trip supervision]	1/17/18
De La Rosa, Johanna Educational Services	Bilingual Community Liaison [additional hours; field trip supervision]	2/10/18
De La Rosa, Johanna Ed. Svcs-Lincoln MS, Olympic HS Santa Monica HS	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
DeLeon, Adrian Special Ed-McKinley ES	Paraeducator-3 [additional hours; bus supervision]	2/23/18-6/8/18
DeLeon, Adrian Special Ed-McKinley ES	Paraeducator-3 [overtime; bus supervision]	2/23/18-6/8/18
Devis, Juanita Ed. Svcs-Cabrillo ES, Malibu HS	Bilingual Community Liaison [overtime; interpretations & translations]	3/6/18-6/13/18
Devis, Juanita Ed. Svcs-Cabrillo ES, Malibu HS	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
Ellis, Ashley Special Ed-Rogers ES	Paraeducator-3 [additional hours; overnight field trip supervision]	3/5/18-3/7/18

Ellis, Ashley Special Ed-Rogers ES	Paraeducator-3 [overtime; overnight field trip supervision]	3/5/18-3/7/18
Fair, James Special Ed-Rogers ES	Paraeducator-1 [additional hours; overnight field trip supervision]	3/5/18-3/7/18
Fair, James Special Ed-Rogers ES	Paraeducator-1 [overtime; overnight field trip supervision]	3/5/18-3/7/18
Garcia, Mayra Special Ed-Rogers ES	Paraeducator-1 [additional hours; overnight field trip supervision]	3/5/18-3/7/18
Gutierrez, Nancy Ed. Svcs-Adams MS	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
Gutierrez, Yoly Ed. Svcs-Edison ES	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
Hernandez, Christopher Rogers ES	Instructional Assistant – Classroom [additional hours; classroom support]	1/8/18-6/8/18
Mitchell, Alvin Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/17-6/30/18
Morales, Arturo Malibu HS	Campus Security Officer [limited term; school security]	3/5/18-6/13/18
Myles, Donald Operations-Malibu HS	Custodian [overtime; school sponsored events]	7/1/17-6/30/18
Perez, Grace CDS-Adams MS	Children's Center Assistant-2 [additional hours; attendance office assistance]	3/1/18-3/2/18
Rams, Florencia Ed. Svcs-Franklin, Grant ES	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
Rodriguez, Maria Ed. Svcs-Adams MS	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
Sakamoto-Wengel, James Special Ed-Grant ES	Paraeducator-3 [additional hours; overnight field trip supervision]	2/14/18-2/16/18
Taylor, Inelle Malibu HS	Campus Security Officer [overtime; school sponsored events]	7/1/17-6/30/18
Torres, Veronica Business Services	Senior Office Specialist [additional hours; clerical support]	3/26/18-8/31/18
Uliantzeff, Elena Ed. Svcs-Muir, Roosevelt ES SMASH	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
Vasquez, Grace Santa Monica HS	Campus Security Officer [overtime; school security]	8/1/17-6/30/18
Vila, Florinda Rogers ES	Bilingual Community Liaison [additional hours; translation services]	3/19/18-3/23/18

Vila, Florinda Ed. Svcs-Rogers ES	Bilingual Community Liaison [overtime; interpretations & translations]	3/16/18-6/13/18
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**SUBSTITUTES**

**EFFECTIVE DATE**

Brown, Shawn Operations	Custodian	3/1/18-6/30/18
Corral, Brenda Special Education	Paraeducator-3	2/12/18-6/8/18
Johnson, Arkeli Special Education	Paraeducator-1	3/16/18-6/8/18
Ortiz, Alondra Special Education	Office Specialist	2/20/18-6/30/18
Ostendorf, Mari Muir ES	Instructional Assistant – Classroom	2/26/18-6/8/18
Quintana, Manuel Operations	Custodian	2/27/18-6/30/18
Robinson, Keisha Special Education	Paraeducator-2	2/15/18
Robinson, Keisha Special Education	Paraeducator-3	1/19/18
Waterford-Bailey, Elzamarco Rogers ES	Instructional Assistant – Classroom	3/15/18-3/20/18

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Webber, Walter Facility Use-Adams MS	Sports Facility Attendant 7 Hrs/12 Mo From: 6 Hrs/12 Mo/Facility Use-Adams MS	4/9/18
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**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Capitano, Carol Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	3/12/18
Casey, Brittany CDS-Muir ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Washington West	8/29/17

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Comejo, Natalia Santa Monica HS	Campus Security Officer	5/1/18
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**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Basha, Arsanios Special Education	Paraeducator-3 CFRA	4/9/18-5/18/18
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Greene, Milton Malibu HS	Campus Security Officer Personal	3/13/18-6/13/18
Hunter-Sallustio, Dominique CDS-Pine Street	Children's Center Assistant-2 CFRA/FMLA/Medical	4/1/18-5/31/18
Kubicz-Preis, Anna Educational Services	Administrative Assistant CFRA/FMLA	3/15/18-3/23/18
LeVeaux, Mele Santa Monica HS	Student Outreach Specialist FMLA/Maternity	3/24/18-5/25/18
Martinez, Isabel Special Ed-Franklin ES	Paraeducator-3 FMLA/Maternity	3/16/18-6/10/18
Nava, Virginia FNS-Point Dume ES	Cafeteria Worker II CFRA/FMLA/Medical	3/2/18-3/23/18
Rodriguez, Denise CDS-Grant ES	Children's Center Assistant-2 FMLA/Maternity	4/16/18-5/25/18
Rodriguez, Denise CDS-Grant ES	Children's Center Assistant-2 CFRA	5/28/18-6/8/18 8/22/18-9/28/18
Simpson, Endeya Special Ed-Grant ES	Paraeducator-3 CFRA/FMLA/Medical	4/25/18-5/11/18
Tangum, Cathy Olympic HS	Campus Security Officer CFRA/FMLA/Medical	3/14/18-3/23/18
Watkins, Ernest Operations-Cabrillo ES	Custodian Medical	3/12/18-3/26/18

**LEAVE OF ABSENCE (UNPAID)**

Thomas, Craig Special Ed-CDS-Lincoln Preschool	Paraeducator-1 FMLA	<b><u>EFFECTIVE DATE</u></b> 4/9/18-5/7/18
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**WORKING OUT OF CLASS**

Caldera, Clare Personnel Commission	Director of Classified Personnel From: Personnel Analyst	<b><u>EFFECTIVE DATE</u></b> 3/1/18-4/30/18
Comejo, Ana FNS-Muir ES	Cafeteria Worker II From: Cafeteria Worker I	3/12/18-6/8/18
Fowler, Damone FNS-Malibu HS	Production Kitchen Coordinator From: Cafeteria Cook/Baker	3/1/18-5/31/18
Jimenez, Paul Grounds	Equipment Operator From: Gardener	1/3/18-1/5/18
Quiroz, Timothy FNS-Malibu HS	Production Kitchen Coordinator From: Site Food Service Coordinator	3/12/18-6/8/18
Webster, Shirley FNS-Malibu HS	Cafeteria Cook/Baker From: Cafeteria Worker I	3/1/18-5/31/18

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

(39-MONTH MEDICAL REEMPLOYMENT LIST)

FR1272410

Instructional Assistant – Physical Education

**EFFECTIVE DATE**  
5/2/18

PH1326269

Special Education

5/1/18

WA3110985

Adams MS

4/25/18

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

(39-MONTH MEDICAL REEMPLOYMENT LIST)

RK8020416

Bus Driver

Transportation

**EFFECTIVE DATE**  
4/12/18

**LAYOFF**

Educational Services

Administrative Assistant

**EFFECTIVE DATE**

7/5/18

**DISQUALIFICATION FROM PROBATION**

KD9155595

Food and Nutrition Services

Cafeteria Worker I

**EFFECTIVE DATE**

3/30/18

**RESIGNATION**

Green, Timothy

Maintenance

Maintenance Supervisor

**EFFECTIVE DATE**

4/30/18

Velasco, Alexis

Grounds

Gardener

4/17/18

**Classified Personnel – Non-Merit  
4/12/18**

**NOON SUPERVISION AIDE**

Hernandez, Yolanda	Webster ES	2/1/18-6/9/18
Lombardia, Pamela	Cabrillo ES	2/23/18-6/8/18

**COACHING ASSISTANT**

Alperin, Howard	Santa Monica HS	2/15/18-6/8/18
Ashley, Billy	Malibu HS	7/1/17-6/30/18
Kline, Adam	Santa Monica HS	1/22/18-6/8/18
McConnell, Cinthia	Malibu HS	7/1/17-6/30/18
Norris, Darren	Santa Monica HS	1/22/18-6/8/18
Shafer, Tony	Malibu HS	7/1/17-6/30/18
Tran, Nathan	Santa Monica HS	8/22/18-6/9/18
Ward, Tim	Malibu HS	7/1/17-6/30/18

**TECHNICAL SPECIALIST – LEVEL II**

Crawford, Miles	Santa Monica HS [Theater Music Choreographer] - Funding: Santa Monica Arts Parents Association	3/2/18-6/8/18
Goldstein, Stephanie	SMASH [Mindfulness Instructor] - Funding: Formula & Old Tier III	9/11/17-2/28/18

**TECHNICAL SPECIALIST – LEVEL III**

Leon, Maria	Educational Services [Voice Instructor] - Funding: Gifts – Stairway to the Stars	1/24/18-3/15/18
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**STUDENT WORKER - WORKABILITY**

Cabellos, Vanessa	Santa Monica HS	1/2/18-6/30/18
Davis, Noel	Santa Monica HS	1/2/18-6/30/18
Diaz, Johana	Santa Monica HS	1/2/18-6/30/18
Meneses Lopez, Jerry	Santa Monica HS	1/2/18-6/30/18
Sanchez Gomez, Elisa	Santa Monica HS	1/2/18-6/30/18



**STUDENT WORKER - WORKABILITY**

Lopez, Juan	Santa Monica HS	3/15/18-6/30/18
Nasankhuu, Orgil	Santa Monica HS	3/5/18-6/30/18
Putnam, Brooklin	Santa Monica HS	3/5/18-6/30/18
Roth, Spencer	Santa Monica HS	3/5/18-6/30/18
Thompson, Christian	Santa Monica HS	2/21/18-6/30/18

**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.	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	

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

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

Classified Employees Appreciation Reception		May 15, 2018
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**VIII. Next Regular Personnel Commission Meeting:**

Tuesday, June 12, 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:**