



**PERSONNEL COMMISSION MEETING
AGENDA**

July 11, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, July 11, 2017**, 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 July 11, 2017

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

- G.06 Approval of Minutes for Regular Meeting on June 13, 2017

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

July 11, 2017

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, July 11, 2017**, 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 July 11, 2017

G.06 Approval of Minutes for Regular Meeting on June 13, 2017

G.07 Report from the Director of Classified Personnel:

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

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

- General Comments and Updates
- Advisory Rules Committee Update

G.08 Personnel Commissioner Comments/Reports:

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

G.09 Communications:

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

- SEIU Report
- Board of Education Report

G.10 Public Comments:

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

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Security Officer	12
Children's Center Assistant-1 & 3	6
Instructional Assistant - Classroom	5
Physical Activities Specialist	9
Production Kitchen Coordinator	2

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Approval of the revisions to the Electrician classification within the Facilities - Maintenance job family.

IV. DISCUSSION ITEMS:

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

D.01 Unification Questions Raised at Prior Personnel Commission Meetings

V. COMMISSIONER TRAINING/BRIEFING:

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

T.01 Merit Rules

VI. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.37 (for SMMUSD School Board Agenda)
 - June 29, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A.38
 - June 29, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2017 – 2018

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, August 8, 2017, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

June 13, 2017

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, June 13, 2017**, at **4:05 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 4:05 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Waterstone were present.**
- G.03 Pledge of Allegiance: Director Cool led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda: June 13, 2017**

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

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

G.06 Motion to Approve Minutes: May 9, 2017

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments
 - **Director Cool informed the Personnel Commissioners about the annual Classified Employees Appreciation Reception honoring the District classified employees' valuable contribution to our students. The event took place on May 17, 2017, at 3:00 p.m., in the District Board Room. It was a great success thanks to generous donations from the SEIU, PTA, SchoolsFirst Federal Credit Union, and District managers. Commissioner Waterstone attended the reception, enjoying the festivities.**
 - **Director Cool reported to the Personnel Commission on his participation at the McKinley Elementary School promotion and Santa Monica High School graduation.**
 - **Director Cool informed the Personnel Commission about Ms. Caldera's participation in an informal training organized by Santa Monica College on the topic of developing classification specifications. She will also attend the WRIPAC Job Analysis Method training on June 19 and June 20, 2017.**
- Advisory Rules Committee Update
 - **Director Cool stated that the revisions to Chapter XIV: *Disciplinary Action and Appeal* were completed; however, it is a significant and complex chapter, so the committee is conducting a final review. The chapter will be presented to the Personnel Commission for first reading in September.**

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 attended Grant Elementary School culmination.**

- **Commissioner Inatsugu attended Santa Monica High School graduation for her grandson.**

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
 - **Mrs. Keryl Cartee-McNeely, Chief Steward, updated the Personnel Commission on SEIU’s initiatives in regards to classified employees’ summer bridging and summer assignments.**
- Board of Education Report
 - **None**

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

Administrative Assistant	2
Children’s Center Assistant-1,2,3	6
Custodian	26
Instructional Assistant - Classroom	5
Instructional Assistant – Music (Band)	2
Instructional Assistant – Music (Strings)	2
Paraeducator-1	43
Paraeducator-2	7
Paraeducator-3	15
Technology Support Assistant	5

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

Paraeducator-3	1
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It was moved and seconded to approve the Consent Calendar as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool provided a detailed explanation of the eligibility lists' development and purpose.**
- **He pointed out the differences between eligibility lists for continuous recruitments like Paraeducator-1 and Paraeducator-3, and the ones generated based on individual recruitments.**
- **Director Cool presented the various types of testing methods, ranks, and preference points for district seniority and veteran credit.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Approval of the revisions to the Occupational Therapist classification within the Development job family.

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

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

REPORT AND DISCUSSION

- **Director Cool informed the Personnel Commission about the minor revisions in regard to the minimum qualifications for education and experience as well as abilities and physical requirements.**
- **Commissioner Waterstone inquired about physical requirements for candidates who use sign language. Director Cool explained the Department's examination practices to accommodate candidates with disabilities.**

- **Commissioner Inatsugu commended Ms. Caldera for the new order of the classification specification sections.**

A.02 **Reclassification:**

Approval of the reclassification for Ms. Lorena Martin from Senior Office Specialist to Administrative Assistant.

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

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

REPORT AND DISCUSSION

- **Director Cool provided an extensive background and analysis that led to the reclassification study’s recommendation including timelines and the nature of the gradually increased significant duties and responsibilities.**
- **Director Cool also thoroughly explained the methodology applied in the study.**
- **Director Cool concluded that Ms. Martin’s scope of work extends beyond Senior Office Specialist classification because it involves duties regularly performed by incumbents in the position of Administrative Assistant.**
- **Director Cool recommended Ms. Martin to be reclassified as an Administrative Assistant with retroactive pay for working out of class starting on August 1, 2016.**

A.03 **Personnel Commission’s Twelve-Month Calendar of Events:**

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2017-2018.

It was moved and seconded to approve the Director’s recommendations for item III.A.03 as amended to reflect a new meeting time and Malibu school site for the regular meeting of May 8, 2018. The motion passed.

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

REPORT AND DISCUSSION

- **The regular monthly meeting on May 8, 2018 will take place at one of the Malibu school sites.**
- **The regular monthly meeting time has be moved from 4:00 p.m. to 4:30 p.m.**

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.

T.01 Brown Act

REPORT AND DISCUSSION

- **Director Cool conducted an extensive training for the Personnel Commissioners on the Brown Act that was enacted in 1953. The Ralph M. Brow Act ensures that all meetings of a local agency are open and public, and all persons are permitted to attend any meeting of the legislative body of a local agency, unless a specific exception applies.**
- **Director Cool provided a brief history of this law and the historical events that led to its establishment. It is defined in the Government Code 54950.**
- **Director Cool defined the concept and the purpose of the Brown Act. It is to give Californians access to the actions and deliberations of local decision-making bodies; to enable the public to attend and participate in local government meetings; and to prohibit governmental decisions from being made in secret, unless the closed meeting exceptions apply.**
- **Director Cool provided examples of local agencies such as cities, school districts, and municipal corporations, and legislative bodies like school boards, personnel commissions, and advisory committees- just to name a few. He also named bodies that are not covered by the Brown Act like the judiciary, agency employees, and advisory committees composed of members from the legislative body that constitute less than a quorum that neither have a continuing scope of business nor a set schedule. He also provided a couple of scenarios to illustrate a compliance with the Brown Act.**
- **Commissioner Lippman inquired about quorum and the Commissioners' communication between meetings given that we have three (3) commissioners and a quorum is two (2). Commissioner Inatsugu confirmed that the Commissioners cannot discuss any business or agenda items among themselves unless they are in an official meeting.**
- **Commissioner Inatsugu inquired about the composition of the Merit Rules Advisory Committee. Director Cool listed individual members who represent the District administration, classified management, classified staff, and SEIU. The MRAC is not subject of the Brown Act.**
- **Director Cool defined a meeting and presented different types of meetings explaining their functions and guidelines these meetings need to adhere to.**
- **Director Cool described basic guidelines for e-mail communication with regards to the Brown Act.**

- Director Cool presented the difference between official meetings and non-meetings that include conferences, public meetings organized by other legislative bodies, or ceremonial or social events. All of these are permissible as long as the majority of members do not discuss any business or agenda items. Director Cool illustrated this concept on a couple of cases.
- Director Cool introduced the posting requirements for each type of a meeting.
- Director Cool informed the Personnel Commission about guidelines for agenda item titles and their brief general descriptions, including the ones for the closed session.
- Director Cool explained the concept of non-agendized items as well as adding items to the agenda after it was posted.
- Director Cool listed the principles under which members of the public can attend and participate in a public meeting. They also have a right to access the documents and recordings of the public meeting.
- Director Cool explained the rules for conducting a close session and its topics authorized under the Brown Act.
- Director Cool concluded the training session with the enforcement of the Brown Act and the consequence if the Brown Act is violated.
- Director Cool will e-mail the presentation to each Commissioner.

VI. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.17 (for SMMUSD School Board Agenda)
 - May 18, 2017
- Classified Personnel – Merit Report - No. A. 35
 - June 1, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A.18
 - May 18, 2017
- Classified Personnel – Non-Merit Report – N. A. 36
 - June 1, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2016 – 2017
- I.07 Board of Education Meeting Schedule
 - 2016 – 2017

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

- **Commissioner Lippman requested information about the proposed Malibu Unification in a near future. He provided twelve (12) specific questions to Director Cool to be considered and researched.**

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, July 11, 2017, 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		✓	✓			
Peter Lippman	✓		✓			
Julie Waterstone			✓			

TIME ADJOURNED: 5:35 p.m.

Submitted by:

 Michael Cool
 Secretary to the Personnel Commission
 Director, Classified Personnel

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

II. Consent Calendar:

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

III. Action Items:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 11, 2017

AGENDA ITEM NO: III.A.01

SUBJECT: Class Description Revision - Electrician

BACKGROUND INFORMATION:

This action item was initiated by the incumbent Maintenance Supervisor, who contacted the Personnel Director to express concern over the district's electrical needs. There are three employees currently in this classification, one of whom works with significantly different electrical systems than the other two. An investigation revealed that two electricians perform similar installation, repair, and other maintenance duties for high-voltage electrical systems such as motors, transformers, lighting systems, heaters, and electric panels. The third incumbent performs similar duties, but works solely on low-voltage electrical systems such as fire alarm controls, clocks, bells, public announcement systems and burglar alarms. Working with these low-voltage systems requires specialized knowledge and skills that an electrician who does not have low-voltage experience would not possess.

Creation of a new classification for low-voltage electricians was considered, but market research revealed that the vast majority of local school districts and internet job postings do not specifically differentiate between the two assignment types. A salary study was also conducted, and the findings indicated that low-voltage electrician assignments are typically compensated at equal or slightly lower pay rates compared to regular electrician assignments.

Based on these findings, all parties agreed that a second classification is not warranted at this time. The minimum requirements for each assignment type are identical, and insufficient evidence was found to warrant changing the pay rate for low-voltage electricians. The agreed upon course of action was to update the current Electrician classification description to include a section labeled Assignment Types, delineating the differences between high-voltage and low-voltage electrical work.

METHODOLOGY:

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

- Met with Maintenance Supervisor and the incumbent electrician who is responsible for all low-voltage work.
- Conducted market research to compare and contrast how local Districts and other agencies classify electricians.
- Performed a salary survey to determine if increase or decrease in pay was warranted.
- Requested feedback from SEIU representative, Chief Operations Officer, Director of Maintenance & Operations, and incumbent electricians who perform high-voltage work.

FINDINGS:

Based on analysis of the information gathered, the following changes were made:

- Assignment Types section was added to differentiate high-voltage and low-voltage responsibilities and duties. This section absorbed the old duty statement number one: "Install, maintain, and repair a wide range of types of electrical equipment, such as

motors, transformers, heaters, fire alarm control equipment, small and large appliances, clocks, bells, public announcement systems, school shops and labs, and others.”

- Educational requirement of a high school diploma or recognized equivalent added.
- Experience and license/other requirement clarified (no change).
- Minor clarifying changes were made to several of the duty statements as well as the supervision, knowledge, and ability sections.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Electrician classification description as provided.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560813
SALARY RANGE: A-39

ELECTRICIAN

BASIC FUNCTION:

Under general supervision, installs, maintains, and repairs electric lights, and power apparatuses, and other electrical equipment in a primarily high-voltage or low-voltage capacity.

ASSIGNMENT TYPES:

A High Voltage Electrician typically performs duties related to planning, installing, maintaining, and repairing electrical equipment such as motors, transformers, lighting systems, heaters, small and large appliances, and other electrical equipment ranging from 120-480 volts. A High Voltage Electrician also installs, maintains, and retrofits electric panels and services, and installs electric supply for boilers and pool equipment.

A Low Voltage Electrician typically performs duties related to planning, installing, maintaining, and repairing electrical equipment such as fire alarm control systems, clocks, bells, public announcement systems, burglar alarms, small and large appliances, and other electrical equipment ranging from 12-24 volts. A Low Voltage Electrician also synchronizes, programs, sets and resets clock systems and maintains master clocks and time clocks to ensure accuracy of clocks in campus facilities.

MINIMUM QUALIFICATIONS

EDUCATION:

High school diploma or recognized equivalent.

EXPERIENCE:

Three years journey-level ~~electrical~~ experience: performing high-voltage or low-voltage electrical work.

LICENSE AND OTHER REQUIREMENTS:

Valid ~~California Class C~~ Driver's License and ~~be insurable by~~ insurability by the District's auto insurance carrier.

REPRESENTATIVE DUTIES:

1. Installs new equipment wiring, rewires classrooms and offices, and ensures that electrical wiring meets governmental standards.
2. Prepares reports and maintains records on completed work and supplies used.
3. Estimates labor, material and equipment needed for assigned projects and prepares cost estimates in writing.
4. Assists with emergency electrical problems at school activities or events; troubleshoots other electrical problems as needed.
5. Diagnoses and repairs or replaces malfunctioning apparatus and faulty electrical machine components; performs preventive maintenance.

6. Reviews new electrical construction plans for appropriateness of intended use and compliance with California and National electrical codes.
7. Operates portable electrical power tools, various bench power tools, and hand tools.
8. Interprets electrical plans, diagrams, blue prints, sketches and specifications; works from verbal and written instructions and work orders.
9. Maintain work areas, equipment and tools in safe, clean, and orderly condition.
10. Provides technical and functional work direction to assigned personnel on special projects and work requiring additional assistance.
11. Drives a service vehicle to and from work sites.
12. Climbs ladders and poles to install or repair electrical wiring.
- ~~1. Install, maintain, and repair a wide range of types of electrical equipment, such as motors, transformers, heaters, fire alarm control equipment, small and large appliances, clocks, bells, public announcement systems, school shops and labs, and others.~~
- ~~2. Install new equipment wiring of high and low voltage; rewire offices; assure that electrical wiring meets governmental standards.~~
- ~~3. Prepare reports and maintain records on completed work and supplies used.~~
- ~~4. Install, maintain, and retrofit electric panels and services; install electric supply for boilers and pool equipment.~~
- ~~5. Perform materials and labor estimates on work to be performed; maintain and order supplies and parts as needed.~~
- ~~6. Direct maintenance personnel as assigned on special projects and work requiring additional assistance.~~
- ~~7. Drive a service vehicle to and from work sites.~~
- ~~8. Assist with emergency electrical problems which occur at school activities or events; troubleshoot other electrical problems as directed.~~
9. 13. Performs related duties as assigned.

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

SUPERVISION:

Supervision is received from the Maintenance Supervisor. Technical and functional work direction may be exercised over assigned personnel.

~~Direct supervision is received from the Manager of Maintenance and Construction. Functional and technical supervision is received from the Lead Person-Mechanical Trades. Work supervision may be exercised for assigned Skilled Maintenance Workers, Maintenance Workers, and Utility Workers.~~

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Methods, practices, materials, tools and equipment used in the electrical trade.
- Electrical codes and regulations applicable to school facility maintenance, repair, and construction.
- Electrical and electronic theory.
- Design, construction, installation, and maintenance of electrical apparatus equipment and systems.
- Safe working methods and procedures.

- Federal, State, and local electrical codes, orders, ordinances, and regulations.
- ~~Technical aspects of primary assignment type (high or low voltage), field of specialty.~~
- High voltage installation, tools, and safety.

ABILITY TO:

- Skilfully use tools and equipment in performing electrical installation, maintenance, and repair activities.
- Analyze and troubleshoot malfunctioning electrical equipment.
- Plan, organize, and lay out electrical work.
- Accurately estimate labor and material costs.
- Maintain work pace appropriate to given work load.
- Work independently with minimal supervision.
- ~~Work from~~ Read and understand diagrams, blueprints, shop drawings, sketches, shop plans, and specifications.
- Maintain simple records and prepare complete and concise reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Observe legal laws of the road and exercise defensive driving practices.
- ~~Be flexible.~~

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, and shop environment; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Kneeling; lifting heavy objects; climbing ladders and working from heights; dexterity of hands and fingers to safely and efficiently operate specialized hand and power tools; reaching overhead above the shoulders and horizontally; standing and walking for extended periods of time; bending at the waist; visual and auditory acuity sufficient to maintain safety standards; speaking and hearing sufficient to exchange information.

HAZARDS:

Exposure to electrical power supply and high voltage; working in a cramped or restrictive work chamber; adverse weather conditions.

**DUTIES APPROVED
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

IV. Discussion Items:



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 11, 2017

AGENDA ITEM NO: IV.D.01

SUBJECT: Unification Questions Raised at Prior Personnel Commission Meetings

BACKGROUND:

At the June 13, 2017 Regular Personnel Commission Meeting, Commissioner Lippman raised several questions regarding how the potential Unification of Malibu Unified School District would impact classified staff and the Personnel Commission of SMMUSD. The Director of Classified Personnel will respond to these questions.

V. **Commissioner Training/Briefing:**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, July 11, 2017

AGENDA ITEM NO: V.T.01

SUBJECT: Merit Rules

SUMMARY:

The Merit Rules provide procedures to be followed by the Board of Education as they pertain to classified employees regarding applications, examinations, promotions, layoffs, and many other areas of personnel management. The Personnel Commission prescribes, amends, and interprets these rules to ensure the efficiency of the classified service, and selection and retention of employees on the basis of merit and fitness.

VI. Information Items:

Advanced Step Placement Fiscal Impact Report

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17											
1	9/13/2016	Paraeducator 3	A	26	A	D	75.00%	10	\$2.60	\$337.46	\$2,944.06
2	9/13/2016	Paraeducator 3	A	26	A	D	75.00%	10	\$2.60	\$337.46	\$2,944.06
3	9/13/2016	IA - Classroom	A	18	A	B	43.75%	10	\$0.68	\$51.37	\$308.25
4	9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
5	9/13/2016	Personnel Analyst	M	46	A	B	100.00%	12	\$1.60	\$278.00	\$3,336.00
6	9/13/2016	Occupational Therapist	A	61	A	C	100.00%	12	\$3.97	\$687.76	\$6,243.10
7	9/13/2016	Athletic Trainer	A	35	A	C	87.50%	12	\$2.11	\$320.25	\$2,906.96
8	10/11/2016	Paraeducator 2	A	25	A	B	75.00%	10	\$0.80	\$104.25	\$625.50
9	10/11/2016	Paraeducator 2	A	25	A	B	75.00%	10	\$0.80	\$104.25	\$625.50
10	10/11/2016	Custodian	A	24	A	C	100.00%	11	\$1.61	\$279.43	\$2,394.07
11	10/11/2016	IA - Classroom	A	18	B	C	62.50%	10	\$0.72	\$77.51	\$775.15
12	11/15/2016	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
13	11/15/2016	Paraeducator 1	A	20	A	D	75.00%	10	\$2.24	\$291.75	\$2,545.50
14	11/15/2016	Occupational Therapist	A	61	A	D	100.00%	10	\$6.10	\$1,058.00	\$9,240.00
15	12/13/2016	Director M&O	M	63	A	D	100.00%	12	\$7.70	\$1,335.00	\$16,020.00
16	12/13/2016	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
17	12/13/2016	IA-PE	A	20	A	C	50.00%	10	\$1.46	\$126.50	\$1,017.00
18	12/13/2016	Swimming Instructor/Lifeg	A	21	A	D	50.00%	12	\$2.30	\$199.44	\$2,014.35
19	12/13/2016	Administrative Assistant	A	31	A	C	100.00%	12	\$1.91	\$331.00	\$2,997.82
20	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
21	12/13/2016	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
22	12/13/2016	Paraeducator 3	A	26	A	B	80.00%	10	\$0.83	\$114.80	\$688.80
23	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
24	12/13/2016	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
25	12/13/2016	Paraeducator 3	A	26	A	D	62.50%	10	\$2.60	\$281.21	\$2,453.38
26	12/13/2016	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
27	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
28	12/13/2016	Campus Security Officer	A	25	A	B	100.00%	10	\$0.80	\$139.00	\$834.00
29	12/13/2016	Paraeducator 1	A	20	A	B	56.25%	10	\$0.72	\$69.75	\$418.50
30	12/13/2016	Theater Ops Supervisor	M	45	A	D	100.00%	11	\$4.94	\$857.00	\$9,427.00
31	1/10/2017	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
32	1/10/2017	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
33	1/10/2017	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
34	2/14/2017	Campus Security Officer	A	25	A	B	50.00%	10	\$0.80	\$69.50	\$417.00
35	2/14/2017	Technical Theater Tech	A	35	A	B	50.00%	12	\$1.03	\$89.15	\$534.88
36	2/14/2017	IA - Music	A	20	A	B	37.50%	10	\$0.72	\$46.50	\$279.00
37	2/14/2017	Lead Custodian	A	29	A	C	100.00%	12	\$1.82	\$314.74	\$2,862.62
38	3/21/2017	Library Assistant-II	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
39	3/21/2017	Occupational Therapist	A	61	A	B	100.00%	10	\$1.93	\$335.00	\$2,010.00
40	3/21/2017	Job Development and Placem	A	31	A	B	62.50%	10	\$0.94	\$101.48	\$608.86
41	3/21/2017	Bilingual Community Liaison	A	27	A	D	100.00%	10	\$2.65	\$460.09	\$4,015.91
42	3/21/2017	Health Office Specialist	A	25	A	C	43.75%	10	\$1.64	\$124.48	\$1,001.51
43	3/21/2017	Custodian N1	A	24	A	B	62.50%	12	\$0.78	\$84.96	\$509.73
44	4/19/2017	Bus Driver	A	30	A	C	87.50%	10	\$1.86	\$281.67	\$2,266.00
45	5/9/2017	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
46	5/9/2017	IA - Classroom	A	18	B	C	43.75%	10	\$0.72	\$54.26	\$542.60
47	5/9/2017	Senior Office Specialist	A	25	A	C	100.00%	10	\$1.64	\$284.52	\$2,289.17
										2016-17 TOTAL	\$105,294.76

Requests Not Recommended for Advanced Step Placement					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
2016-17					
12/1/2016	12/5/2016	Paraeducator 3	A	26	75.00%
12/1/2016	12/8/2016	Paraeducator 3	A	26	75.00%
12/17/2016	1/10/2017	Custodian	A	24	37.50%
2/1/2017	2/16/2017	Paraeducator 1	A	20	75.00%
1/9/2017	1/16/2017	IA Classroom	A	18	37.50%
1/24/2017	1/26/2017	IA Classroom	A	18	37.50%
2/14/2017	2/12/2017	Paraeducator 3	A	26	75.00%
6/13/2017	4/19/2017	Paraeducator 3	A	26	75.00%

New Hires Report 2016-2017

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
2	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
3	8/10/2016	7/18/2016	Senior Administrative Assistant	8 Hrs/12 Mo	A	36
4	9/1/2016	8/19/2016	Occupational Therapist	8 Hrs/SY	A	61
5	9/1/2016	7/26/2016	Personnel Analyst	8 Hrs/12 Mo	M	46
6	9/1/2016	8/16/2016	Administrative Assistant	8 Hrs/10 + 10	A	31
7	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
8	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
9	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
10	9/1/2016	8/15/2016	Technology Support Assistant	8 Hrs/12 Mo	A	30
11	9/1/2016	8/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
12	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
13	9/1/2016	8/8/2016	Vehicle and Equipment Mechanic	8 Hrs/12 Mo	A	36
14	9/1/2016	8/15/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
15	9/1/2016	8/15/2016	Athletic Trainer	7 Hrs/10 Mo	A	35
16	9/1/2016	8/15/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
17	9/22/2016	8/19/2016	Cafeteria Worker I	3 Hrs/SY	A	13
18	9/22/2016	8/19/2016	Physical Activities Specialist	3.75 Hrs/SY	A	26
19	9/22/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
20	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
21	9/22/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
22	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
23	9/22/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
24	9/22/2016	8/19/2016	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
25	9/22/2016	8/19/2016	Children's Center Assitant-2	5 Hrs/SY	A	18
26	9/22/2016	8/19/2016	Instructional Assistant - Physical Education	4 Hrs/SY	A	20
27	9/22/2016	8/22/2016	Paraeducator-1	6 Hrs/SY	A	20
28	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
29	9/22/2016	8/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
30	10/6/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	26
31	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
32	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25
33	10/6/2016	8/29/2016	Occupational Therapist	8 Hrs/SY	A	61
34	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
35	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
36	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
38	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	10/20/2016	9/26/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
40	10/20/2016	9/2/2016	Paraeducator-3	5 Hrs/SY	A	26
41	10/20/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	20
42	10/20/2016	9/14/2016	Technology Support Assistant	8 Hrs/12 Mo	A	38
43	10/20/2016	9/12/2016	Health Office Specialist	3.5 Hrs/SY	A	25
44	10/20/2016	9/14/2016	Facilities Technician	8 Hrs/12 Mo	A	45
45	10/20/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
46	10/20/2016	9/26/2016	Children's Center Assitant-2	3.5 Hrs/SY	A	18
47	10/20/2016	9/19/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
48	11/3/2016	10/17/2016	Instructional Assistant - Classroom	3.6 Hrs/SY	A	18
49	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
50	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3.7 Hrs/SY	A	18
51	11/3/2016	10/17/2016	Paraeducator-1	5 Hrs/SY	A	20
52	11/3/2016	10/13/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
53	11/3/2016	10/17/2016	Paraeducator-3	6 Hrs/SY	A	26
54	11/3/2016	10/20/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
55	11/3/2016	10/13/2016	Elementary Library Coordinator	8 Hrs/10 Mo	A	26
56	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
57	11/17/2016	10/17/2016	Paraeducator-2	6 Hrs/SY	A	25
58	11/17/2016	10/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
59	11/17/2016	11/1/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
60	11/17/2016	11/2/2016	Food Services Operations Supervisor	8 Hrs/12 Mo	M	38
61	11/17/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
62	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
63	11/17/2016	10/24/2016	Paraeducator-1	4.5 Hrs/SY	A	20
64	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
65	12/15/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
66	12/15/2016	11/14/2016	Swimming Instructor/Lifeguard	4 Hrs/12 Mo	A	21
67	12/15/2016	11/14/2016	Senior Office Specialist	8 Hrs/12 Mo	A	25
68	12/15/2016	11/28/2016	Paraeducator-1	6 Hrs/SY	A	20
69	12/15/2016	11/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
70	12/15/2016	11/2/2016	Instructional Assistant - Special Education	6 Hrs/SY	A	20
71	12/15/2016	11/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
72	12/15/2016	11/28/2016	Electrician	8 Hrs/12 Mo	A	39
73	12/15/2016	11/21/2016	Health Office Specialist	3.5 Hrs/SY	A	25
74	12/15/2016	11/14/2016	Administrative Assistant	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
75	1/19/2017	11/21/2016	Director of Maintenance and Operations	8 Hrs/12 Mo	M	63
76	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
77	1/19/2017	12/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
78	1/19/2017	12/5/2016	Instrutional Assistant - Bilingual	3 Hrs/SY	A	20
79	1/19/2017	12/6/2016	Theater Operations Supervisor	8 Hrs/12 Mo	M	45
80	1/19/2017	12/13/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
81	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
82	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
83	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
84	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
85	1/19/2017	12/5/2016	Lead Custodian	8 Hrs/12 Mo	A	29
86	1/19/2017	12/12/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
87	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
88	1/19/2017	12/11/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
89	1/19/2017	12/6/2016	Paraeducator-3	5 Hrs/SY	A	26
90	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
91	1/19/2017	12/6/2016	Custodian	3 Hrs/12 Mo	A	24
92	2/2/2017	12/20/2016	Paraeducator-3	6 Hrs/SY	A	26
93	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
94	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
95	2/2/2017	1/9/2017	Cafeteria Worker I	3 Hrs/SY	A	13
96	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
97	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
98	2/2/2017	1/12/2017	Technical Theater Technician	4 Hrs/12 Mo	A	35
99	2/2/2017	1/10/2017	Instructional Assistant - Music	3 Hrs/SY	A	20
100	2/2/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
101	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
102	2/2/2017	1/17/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
103	2/2/2017	1/17/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
104	2/2/2017	1/9/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
105	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
106	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
107	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
108	2/16/2017	12/1/2016	Paraeducator-3	6.4 Hrs/SY	A	26
109	2/16/2017	2/1/2017	Paraeducator-1	6 Hrs/SY	A	20
110	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
111	2/16/2017	2/1/2017	Children's Center Assitant-2	3.5 Hrs/SY	A	18
112	2/16/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
113	2/16/2017	1/25/2017	Paraeducator-1	4 Hrs/SY	A	20
114	2/16/2017	1/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
115	2/16/2017	1/23/2017	Administrative Assistant	8 Hrs/10+10	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
116	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
117	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
118	3/2/2017	2/21/2017	Occupational Therapist	8 Hrs/SY	A	61
119	3/2/2017	2/13/2017	Custodian	5 Hrs/12 Mo	A	24
120	3/2/2017	2/13/2017	Paraeducator-1	6 Hrs/SY	A	20
121	3/2/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
122	3/16/2017	2/14/2017	Health Office Specialist	3.5 Hrs/SY	A	25
123	3/16/2017	3/1/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
124	4/20/2017	3/13/2017	Laboratory Technician	4 Hrs/SY	A	26
125	4/20/2017	3/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
126	4/20/2017	3/6/2017	Cafeteria Worker I	3 Hrs/SY	A	13
127	4/20/2017	3/27/2017	Senior Office Specialist	8 Hrs/10 Mo	A	25
128	4/20/2017	3/6/2017	Job Development and Placement Specialist	5 Hrs/SY	A	31
129	4/20/2017	3/23/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
130	4/20/2017	3/13/2017	Bus Driver	7 Hrs/10 Mo	A	30
131	5/4/2017	4/12/2017	Human Resources Specialist	8 Hrs/12 Mo	C	36
132	5/4/2017	4/17/2017	Paraeducator-3	6 Hrs/SY	A	26
133	5/4/2017	4/17/2017	Paraeducator-3	6 Hrs/SY	A	26
134	5/4/2017	4/17/2017	Paraeducator-1	3 Hrs/SY	A	20
135	5/18/2017	4/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
136	5/18/2017	4/25/2017	Instructional Assistant - Music	2.5 Hrs/SY	A	20
137	6/1/2017	5/8/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
138	6/1/2017	5/8/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
139	6/1/2017	5/8/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
140	6/29/2017	5/22/2017	Cafeteria Worker I	3 Hrs/SY	A	13
141	6/29/2017	5/30/2017	Vehicle and Equipment Mechanic	8 Hrs/12 Mo	A	36
142	6/29/2017	6/12/2017	Custodian	8 Hrs/12 Mo	A	24
143	6/29/2017	6/12/2017	Custodian	5 Hrs/12 Mo	A	24

Open Requisitions (as of 7/5/2017)

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/29/2016
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.75	10/27/2016
17-153	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	1/12/2017
17-179	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	3/14/2017
17-184	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	3/24/2017
17-185	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	3/24/2017
17-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	4/24/2017
17-192	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	4/24/2017
17-196	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	4/25/2017
17-199	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES	Vac	100	5/11/2017
17-200	GARDENER	GROUNDS MAINTENANCE	Vac	70	6/1/2017
17-200	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	75	5/11/2017
17-201	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	5/9/2017
17-203	PARAEDUCATOR-2	SPECIAL EDUCATION	New	81.25	5/9/2017

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-204	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/11/2017
17-205	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25	5/12/2017
17-206	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	Vac	87.5	5/12/2017
17-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	5/19/2017
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/2017
17-210	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/19/2017
17-211	PARAEDUCATOR-3	SPECIAL EDUCATION	New	62.5	5/19/2017
17-213	ASSISTANT SUPERINTENDENT, BUSINESS AND FISCAL SERVICES	BUSINESS SERVICES	Vac	100	5/22/2017
17-215	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/22/2017
17-216	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	5/22/2017
17-217	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	50	5/22/2017
17-220	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	50	6/28/2017
17-221	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	6/1/2017
17-222	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	68.75	5/25/2017
17-225	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5	6/7/2017
17-226	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	6/7/2017
17-227	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	6/28/2017

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-228	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75	6/19/2017
17-230	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	6/28/2017

Filled Requisitions (6/1/2017 – 6/30/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-186	CUSTODIAN	M & O (Maintenance & Operations)	6/5/2017
17-187	CUSTODIAN	M & O (Maintenance & Operations)	6/5/2017
17-193	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	6/14/2017
17-194	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	5/31/2017
17-195	CUSTODIAN	M & O (Maintenance & Operations)	6/2/2017
17-197	CUSTODIAN	M & O (Maintenance & Operations)	6/2/2017
17-198	SENIOR OFFICE SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	6/5/2017
17-214	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	6/20/2017
17-218	CUSTODIAN	M & O (Maintenance & Operations)	6/9/2017
17-223	PARAEDUCATOR-3	SPECIAL EDUCATION	6/14/2017

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

ACTION/CONSENT
 06/29/17

RECOMMENDATION NO. A.37

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies.

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Lopez, Saby FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 13 Step: D	5/22/17
Nwaigwe, Moses Transportation	Vehicle and Equipment Mechanic 8 Hrs/12 Mo/Range: 36 Step: A	5/30/17
Prothro, Paul Operations-McKinley ES	Custodian 8 Hrs/12 Mo/Range: 24 Step: A	6/12/17
Quintana, Anthony Operations-Lincoln MS	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	6/12/17

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Jackson, Donte Operations	Custodian 8 Hrs/12 Mo/Range: 24 Step: A From: Cafeteria Worker I: 3 Hrs/SY	6/12/17

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Alaniz, Federico Food and Nutrition Services	Stock and Delivery Clerk 5 Hrs/Day	6/19/17-8/17/17
Alaniz, Federico Purchasing	Stock and Delivery Clerk 1 Hr/Day	7/3/17-7/28/17
Ausmus, Juley Educational Services-Cabrillo ES	Instructional Assistant – Classroom Not to exceed: 75 Hrs	6/19/17-7/14/17
Brandoli, Alexandra Educational Services-Edison ES	Instructional Assistant – Bilingual Not to exceed: 75 Hrs	6/19/17-7/14/17
Brown, Virginia Educational Services-Edison ES	Instructional Assistant – Bilingual Not to exceed: 75 Hrs	6/19/17-7/14/17
Cojan, Carmen FNS-Edison ES	Cafeteria Worker II 3 Hrs/Day	6/19/17-7/14/17
De Los Santos, Gabriela Educational Services-Adams MS	Instructional Assistant – Classroom Not to exceed: 75 Hrs	6/19/17-7/14/17
Escobar Rios, Alicia Educational Services-Edison ES	Instructional Assistant – Bilingual Not to exceed: 75 Hrs	6/19/17-7/14/17
Fargnoli, Cathy Educational Services-Edison ES	Administrative Assistant Not to exceed: 105 Hrs	6/16/17-7/14/17

Frei, Jeanne Special Education	Occupational Therapist 4 Hrs/Day	6/19/17-7/14/17
Gomez, Jose Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Gondo, Janet Educational Services-McKinley ES	Instructional Assistant – Classroom Not to exceed: 75 Hrs	6/19/17-7/14/17
Griffis, Denise Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/12/17-8/17/17
Honore, Crystal Operations	Custodian 8 Hrs/Day	6/19/17-8/17/17
Jelks, Curtis Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Jones, Chancy Educational Services-SAMOHI	Campus Security Officer Not to exceed: 100 Hrs	6/19/17-7/21/17
Lucas, Ralph Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Mangum, Don Educational Services-SAMOHI	Campus Security Officer Not to exceed: 100 Hrs	6/19/17-7/21/17
Miranda, Karla Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Morales, Rosa FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/12/17-8/17/17
Muller, Larissa Educational Services-McKinley ES	Instructional Assistant – Classroom Not to exceed: 75 Hrs	6/19/17-7/14/17
Nolen, Henry FNS-Adams MS	Cafeteria Worker II 3 Hrs/Day	6/19/17-7/14/17
Ockner, Sari Special Education	Occupational Therapist 4 Hrs/Day	6/19/17-7/14/17
Palmore, Renata Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Quintanilla, Albert Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Quiroz, Timothy FNS-Santa Monica HS	Site Food Services Coordinator 5 Hrs/Day	6/12/17-8/18/17
Ramos, Margaret Educational Services-Edison ES	Instructional Assistant – Bilingual Not to exceed: 75 Hrs	6/19/17-7/14/17

Richardson, Melvin Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Ridley, Tischa FNS-McKinley ES	Cafeteria Worker II 3 Hrs/Day	6/19/17-7/14/17
Rogers, Ericka Educational Services-Adams MS	Instructional Assistant – Classroom Not to exceed: 75 Hrs	6/19/17-7/14/17
Rosas, Rosemarie FNS-McKinley ES	Cafeteria Worker I 3 Hrs/Day	6/19/17-7/14/17
Russell, Melissa Educational Services-McKinley ES	Administrative Assistant Not to exceed: 105 Hrs	6/22/17-7/20/17
Serrano, Elva Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Smith, Angelique Special Education	Occupational Therapist 4 Hrs/Day	6/19/17-7/14/17
Smith, Darlene FNS-Edison ES	Cafeteria Worker I 2.5 Hrs/Day	6/19/17-7/14/17
Smith, Dunnell Educational Services-SAMOHI	Campus Security Officer Not to exceed: 125 Hrs	6/19/17-7/21/17
Sullivan, Briana Educational Services-Adams MS	Instructional Assistant – Classroom Not to exceed: 75 Hrs	6/19/17-7/14/17
Syed, Shaeema Olympic HS	Instructional Assistant – Classroom 4 Hrs/Day	6/19/17-7/21/17
Valdivia, Brenda Operations	Custodian 8 Hrs/Day	6/12/17-8/17/17
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk 5 Hrs/Day	6/12/17-8/17/17
Wilson, Stanley Educational Services-Adams MS	Campus Security Officer Not to exceed: 100 Hrs	6/19/17-7/14/17
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	7/5/17-7/26/17

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Alvarez, Maryke Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Ausman, Devon Facility Use	Vehicle and Equipment Mechanic [overtime; Facility Use events]	3/24/17-5/5/17
Boyer, Liliana Special Ed-SMASH	Paraeducator-1 [overtime; field trip supervision]	5/15/17-6/9/17
Claunch, Eboni Special Ed-Adams MS	Paraeducator-1 [additional hours; field trip supervision]	5/1/17-5/30/17
Claunch, Eboni Special Ed-Adams MS	Paraeducator-1 [overtime; field trip supervision]	5/1/17-5/30/17

Coleman, Daniel Webster ES	Instructional Assistant – Classroom [additional hours; classroom support]	4/17/17-6/9/17
Dacanay, Peter Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Davis, Luke Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; prom supervision]	5/20/17-5/21/17
De La Torre, Justine Special Ed-Rogers ES	Paraeducator-1 [additional hours; bus supervision]	5/1/17-5/25/17
Drewry, Ristin Malibu HS	Laboratory Technician [additional hours; science lab maintenance]	5/22/17-6/16/17
Eby, David Grant ES	Physical Activities Specialist [additional hours; physical education support]	8/22/16-6/9/17
Escobar, Evanny Special Ed-McKinley ES	Paraeducator-1 [additional hours; bus supervision]	3/1/17-6/9/17
Evans, Michael Special Ed-McKinley ES	Paraeducator-3 [additional hours; bus supervision]	3/1/17-6/9/17
Fair, James Special Ed-Rogers ES	Paraeducator-1 [additional hours; field trip supervision]	5/15/17-5/17/17
Fair, James Special Ed-Rogers ES	Paraeducator-1 [overtime; field trip supervision]	5/15/17-5/17/17
Garcia-Ramirez, Carol Edison ES	Elementary Library Coordinator [additional hours; textbook distribution]	3/20/17-6/23/17
Gardea-Perez, Guadalupe Facility Improvement Projects	Bilingual Community Liaison [overtime; translations]	7/1/16-6/30/17
Gomez, Cynthia Special Ed-Rogers ES	Paraeducator-1 [additional hours; field trip supervision]	5/15/17-5/17/17
Gomez, Cynthia Special Ed-Rogers ES	Paraeducator-1 [overtime; field trip supervision]	5/15/17-5/17/17
Gonzalez, Angelica Santa Monica HS	Administrative Assistant [overtime; AP testing support]	5/8/17-5/19/17
Greene, Milton Malibu HS	Campus Security Officer [overtime; overnight campus security]	6/2/17-6/9/17
Hampton, Kizzie Special Ed-Muir ES	Paraeducator-1 [additional hours; classroom support]	5/15/17-6/9/17
Hawes, Manuela Santa Monica HS	Job Development and Placement Specialist [additional hours; Workability support]	4/19/17-6/15/17
Hills, Kevin Special Ed-Lincoln MS	Paraeducator-1 [additional hours; choir practice assistance]	5/10/17-6/9/17
Hills, Kevin Special Ed-Lincoln MS	Paraeducator-1 [overtime; choir practice assistance]	5/10/17-6/9/17

Jackson, Latasha Special Ed-Muir ES	Paraeducator-2 [overtime; field trip supervision]	5/5/17
Jackson, Sheralynn Special Education	Office Specialist [additional hours; clerical support]	3/15/17-6/9/17
Jiwani, Rahim Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Korduner, Justin Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Krstic, Nadine Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; bus supervision]	3/1/17-6/9/17
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 [overtime; bus supervision]	12/16/16-6/9/17
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 [overtime; prom supervision]	5/20/17-5/21/17
Lampley, Keyona Facility Use	Custodian [additional hours; Facility Use events]	7/1/16-6/30/17
Lampley, Keyona Facility Use	Custodian [overtime; Facility Use events]	7/1/16-6/30/17
Landaverde, Elmer Grant ES	Physical Activities Specialist [additional hours; physical education support]	8/22/16-6/9/17
Lopez, Maribel Special Ed-Santa Monica HS	Paraeducator-2 [overtime; prom supervision]	5/20/17-5/21/17
Lyles, Michelle Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Macon, Philip Operations-Santa Monica HS	Custodian [overtime; school events]	5/1/17-6/30/17
Marquez, Lilia McKinley ES	Bilingual Community Liaison [overtime; parent meeting translation]	5/23/17
McNaughton, Joellen Educational Services-Malibu HS	Accompanist [additional hours; Stairway of the Stars]	3/8/17-3/15/17
Medellin, Diana Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Mejia, Laura Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Mejia, Laura Special Ed-Muir ES	Paraeducator-1 [overtime; field trip supervision]	5/5/17
Morales, Stephany Special Ed-Santa Monica HS	Paraeducator-3 [overtime; prom supervision]	5/20/17-5/21/17

Mosley, Andrey Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
O'Brien, Diane Santa Monica HS	Administrative Assistant [overtime; AP testing support]	5/8/17-5/19/17
Orlinski, Aneta Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Ortiz, Alondra Special Education	Office Specialist [additional hours; clerical support]	5/15/17-6/30/17
Osaki, Brenda Lincoln MS	Senior Office Specialist [additional hours; testing material support]	4/25/17-4/28/17
Rizk, Rizk Student Services	Payroll Specialist [overtime; translations]	5/1/17-6/9/17
Rodriguez, Maria Facility Improvement Projects	Bilingual Community Liaison [overtime; translations]	7/1/16-6/30/17
Ross, Cheyenne Special Ed-SMASH	Paraeducator-1 [overtime; field trip supervision]	5/15/17-6/9/17
Soto, Delia Superintendent's Office	Bilingual Community Liaison [overtime; translations]	4/1/17-6/30/17
Taylor, Inelle Malibu HS	Campus Security Officer [overtime; overnight campus security]	5/25/17-6/9/17
Toma, Julie Educational Services	Human Resources Technician [overtime; translation]	5/25/17
Ucan, Abraham Special Ed-Cabrillo ES	Paraeducator-3 [additional hours; transportation supervision]	4/17/17-6/9/17
Ugwuede, Victor Facility Use	Campus Security Officer [additional hours; Facility Use events]	2/10/17-6/30/17
Vasquez, Grace Malibu HS	Campus Security Officer [overtime; overnight campus security]	5/25/17-6/9/17
Villa, Alejandro Facility Improvement Projects	Carpenter [overtime; FIP projects]	1/1/17-6/30/17
Wahrenbrock, Sarah Superintendent's Office	Assistant to the Superintendent [overtime; administrative support]	7/1/16-6/30/17
Wang, Jingbo Special Education	Paraeducator-1 [additional hours; professional development]	12/10/16
Wolfe, Petra Grant ES	Elementary Library Coordinator [additional hours; textbook distribution]	3/20/17-6/23/17
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Albrecht-Gray, Pia District	Office Specialist	4/1/17-6/30/17
Aranda, Antonio McKinley ES	Instructional Assistant – Classroom	5/8/17-5/31/17

Becherer, Karen McKinley ES	Instructional Assistant – Classroom	5/8/17-5/31/17
Buster, Anne McKinley ES	Instructional Assistant – Classroom	5/8/17-5/31/17
Doughty Austin, Kim District	Office Specialist	5/4/17-6/30/17
Garduno, Alejandro Operations	Custodian	3/10/17-6/30/17
Hernandez-Jimenez, Catherine Educational Services	Instructional Assistant – Physical Education	4/17/17-6/9/17
Hong, Grace McKinley ES	Instructional Assistant – Classroom	5/8/17-5/31/17
Kotovets, Danielle Special Education	Paraeducator-1	4/17/17-6/9/17
Marland, Tatiana McKinley ES	Instructional Assistant – Classroom	5/8/17-5/31/17
Mehrazar, Saman McKinley ES	Instructional Assistant – Classroom	5/8/17-5/31/17
Muller, Larissa McKinley ES	Instructional Assistant – Classroom	5/8/17-5/31/17
Munoz, Yahaira Food and Nutrition Services	Cafeteria Worker I	3/23/17-6/9/17
Skowlund, Carol Adams MS	Administrative Assistant	6/6/17-6/14/17

CHANGE IN ASSIGNMENT

Elie, Latrice
Transportation

Bus Driver
7.25 Hrs/10 Mo
From: 7 Hrs/10 Mo/Transportation

EFFECTIVE DATE

4/24/17

INVOLUNTARY TRANSFER

Aguayo, Melissa
Special Ed-Webster ES

Paraeducator-3
6 Hrs/SY
From: 6 Hrs/SY/Pt. Dume ES

EFFECTIVE DATE

6/8/17

Lamplsey, Keyona
Operations-Franklin/Roosevelt ES

Custodian
6 Hrs/12 Mo
From: 5 Hrs/12 Mo/Operations

3/14/17

PROFESSIONAL GROWTH

Godinez Lorena
CDS-ITC-Santa Monica HS

Children's Center Assistant-2

EFFECTIVE DATE

7/1/17

Rizk, Rizk
Fiscal Services

Payroll Specialist

7/1/17

White, Robert Facility Use	Sports Facility Attendant	7/1/17
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LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Adams, Daryl Webster ES	Physical Activities Specialist CFRA/FMLA/Medical	5/1/17-5/10/17
Cueva, Sandra CDS-Washington West	Children's Center Assistant-2 FMLA/Medical Maternity	5/30/17-6/9/17
Gheewala, Mehrun CDS-Rogers ES	Children's Center Assistant-2 Personal	8/23/17-9/8/17
Jackson, Michael Grounds	Gardener CFRA/FMLA/Medical	5/8/17-5/19/17
Klee, Hilary Lincoln MS	Instructional Assistant – Music CFRA/FMLA/Medical	2/15/17-6/9/17
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator-1 CFRA/FMLA/Medical	4/20/17-6/9/17
Lew, Shawn Operations-Malibu HS	Custodian CFRA/FMLA	5/25/17-6/22/17
Mirabal, Martha Adams MS	Administrative Assistant CFRA/FMLA/Medical	6/2/17-6/23/17
Morales, Diana Santa Monica HS	Office Specialist CFRA/FMLA/Medical	5/17/17-5/29/17
Nava, Claudia Santa Monica HS	Student Outreach Specialist Partial Medical	8/15/16-6/6/17
Richardson, Melvin Adams MS	Instructional Assistant – Physical Education CFRA/FMLA/Medical	4/19/17-6/9/17
Yamamoto, Mikiko Special Ed-Grant ES	Paraeducator-3 CFRA/FMLA	5/10/17-6/9/17

LEAVE OF ABSENCE (UNPAID)

Villatoro, Jennifer FNS-Webster ES	Cafeteria Worker II Personal	<u>EFFECTIVE DATE</u> 4/28/17-6/6/17
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WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Avitia-Quintana, Hector Grounds	Gardener From: Custodian	5/10/17-8/10/17
Cline, Wendy FNS-Pt. Dume ES	Cafeteria Worker II From: Cafeteria Worker I	5/8/17-5/19/17
Nairouz, Dina FNS-Webster ES	Cafeteria Worker II From: Cafeteria Worker I	5/1/17-6/9/17
Sutton, Ry Special Ed-Lincoln MS	Paraeducator-3 From: Paraeducator-1	8/22/16-12/6/16 2/25/17-6/9/17

DISQUALIFICATION FROM PROBATION

KS0199063 Custodian
Operations

EFFECTIVE DATE

6/16/17

RESIGNATION

Gomes, Qiseana Paraeducator-3
Special Ed-Grant ES

EFFECTIVE DATE

6/2/17

Hills, Kevin Paraeducator-1
Special Ed-Lincoln MS

6/9/17

Montes, Julio Custodian
Operations-Santa Monica HS

6/28/17

Mulligan, Tiffany Instructional Assistant – Classroom
Cabrillo ES

6/9/17

RETIREMENT

Lai, Chong Fah Production Kitchen Coordinator
FNS-Malibu HS

EFFECTIVE DATE

6/12/17

(Revised date from 5/4/17 BOE Agenda)

RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT

Cartee-McNeely, Keryl Chief Steward
Human Resources/SEIU

EFFECTIVE DATE

7/1/17-6/30/18

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

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

ACTION/CONSENT
 06/29/17

RECOMMENDATION NO. A.38

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

NOON SUPERVISION AIDE

Buster, Anne	McKinley ES	1/24/17-6/30/17
Villero, Alejandro	Roosevelt ES	5/15/17-6/9/17

TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Ed Svcs/Adams MS [Strings Instructor] - Funding: Gifts – Stairway of the Stars Gifts – Dream Strings SMMEF – Dream Winds	4/19/17-4/28/17
Call, Emily	Ed Svcs/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	4/19/17-4/28/17
Glaser, Christie	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Woodwind/Brass Instructor] - Funding: Gifts – Stairway of the Stars Gifts – Dream Strings SMMEF – Dream Winds	4/19/17-5/26/17
Kieme, Roxanne	Ed Svcs/Adams MS [Strings Instructor] - Funding: Gifts – Stairway of the Stars Gifts – Dream Strings SMMEF – Dream Winds	4/19/17-4/28/17
Kieme, Roxanne	Ed Svcs/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	4/19/17-5/26/17
Leon Mazorra, Maria	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Voice Instructor] - Funding: Gifts – Stairway of the Stars Gifts – Dream Strings SMMEF – Dream Winds	4/19/17-5/26/17
Reis, Steven	Ed Svcs/McKinley/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	4/19/17-5/26/17

Senchuk, Peter

Ed Svcs/Adams/Lincoln MS

4/19/17-5/4/17

[Band Coach]

- Funding: Gifts – Stairway of the Stars

Gifts – Dream Strings

SMMEF – Dream Winds

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

**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 Room – District Office	
December 12, 2017	4:30 p.m.	Board Room – District Office	
2018			
January 9, 2018	4:30 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:30 p.m.	Board Room – District Office	
March 13, 2018	4:30 p.m.	Board Room – District Office	
April 10, 2018	4:30 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development
May 8, 2018	4:30 p.m.	Malibu Site - TBD	2018-19 Budget Adoption
May 15, 2018	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
June 12, 2018	4:30 p.m.	Board Room – District Office	

VII. Personnel Commission Business:

A. Future Items:

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

VIII. Next Regular Personnel Commission Meeting:

Tuesday, August 8, 2017, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: