



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**July 11, 2018**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 11, 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 July 11, 2018

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

- G.06 Approval of Minutes for Regular Meeting on June 12, 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)

**July 11, 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 **Wednesday, July 11, 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 July 11, 2018

G.06 Approval of Minutes for Regular Meeting on June 12, 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>
Health Office Specialist	3
Human Resources Technician	10
Instructional Assistant - Classroom	11
Instructional Assistant – Physical Education	3
Instructional Assistant – Physical Education	4
Paraeducator-2	1
Paraeducator-3	3
Physical Activities Specialist	4
Special Education Specialist	7

C.02 Advanced Step Placement:  
 Otgonbayar Batmunh in the classification of Electrician at Range 39, Step E

C.03 Advanced Step Placement:  
 Patricia Mayer in the classification of Paraeducator-3 at Range 26, Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Information Item:

Removal of I. 01 Advanced Step Placement Status Report

**IV. DISCUSSION ITEMS:**

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

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**VI. INFORMATION ITEMS:**

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

I.01 Advanced Step Placement Status Report

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)

- June 14, 2018

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

- June 28, 2018

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

- June 14, 2018

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

- June 28, 2018

I.06 Personnel Commission’s Twelve-Month Calendar of Events

- 2018 - 2019

I.07 Board of Education Meeting Schedule

- 2018 – 2019

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Exam Scoring Methods	Commissioner Training	8/8/18
Merit Rules Revisions Update - Definitions	Discussion	9/12/18

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
Wednesday, August 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 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 James Wirt, a former Bus Driver, who passed away.

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 12, 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, June 12, 2018**, at **4:35 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 Waterstone led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda:** June 12, 2018

**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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

**G.06 Motion to Approve Minutes: May 8, 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 and Updates
  - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities.**
  - **Director Rowen informed the Personnel Commission about his meetings with principals at various school sites to address their classified staffing needs and concerns.**
  - **Director Rowen informed the Personnel Commission about staff's professional development. Ms. Clare Caldera, Personnel Analyst, attended the WRIPAC training on classification work. Director Rowen participated at the Personnel Commission Directors' Brown Bag meeting in Downey.**
  - **Commissioner Jenkins welcomed Director Rowen to the Personnel Commission and stated that she is looking forward to his leadership.**
  - **Commissioner Jenkins expressed her appreciation of the Personnel Commission staff's professional development.**
  - **Commissioner Waterstone expressed her appreciation to Director Rowen for his visits to the school sites that were well received and valued by the principals.**

**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.

- **None**

**G.09 Communications:**

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

- **SEIU Report**
  - **Ms. Cartee-McNeely reported on the Labor and Management Teams' activities in Maintenance and Operation, Special Education, and Transportation.**
  - **Maintenance and Operation is engaged in staff summer training and the summer cleaning plan to prepare all campuses for the new school year.**
  - **The Special Education Labor Management Team has been providing a monthly flyer to Paraeducator unit members informing them about the team's activities. The Labor Management Team distributed a survey to all Special Education unit members, and thirty-three percent (33%) of the surveys were returned before the end of this school year.**
  - **The Labor Management Transportation Team has also distributed its survey to all unit members with thirty-eight percent (38%) of participation. In addition, a draft proposal for summer training was submitted in order to implement a training plan to meet competency mandates before the new school year.**
  - **Ms. Cartee-McNeely provided the Personnel Commission with an update on the Janus vs. AFSCME case.**
  - **Ms. Cartee-McNeely expressed her appreciation of participating in the Santa Monica High School graduation ceremony with the Class of 2018, especially as her granddaughter was one of the graduates. Ms. Cartee-McNeely is also a SAMOHI graduate, Class of 1974.**
  - **In closing, Ms. Cartee-McNeely thanked the Personnel Commission for supporting the Merit System and continuing to improve the processes and procedures for classified employees in the District. She also expressed her gratitude to Dr. Kelly and Dr. Webb for working closely with SEIU on labor and management matters in this past school year that were effectively resolved thanks to a very trusting and respectful working relationship.**
  
- **Board of Education Report**
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, thanked Ms. Cartee-McNeely for her kind words, and he also expressed his appreciation of the meaningful and respectful working relationship between the District and SEIU.**
  - **Dr. Kelly informed the Personnel Commission about the next Board of Education meeting agenda on Thursday, June 14, 2018. The agenda will include a comprehensive report from Mr. Richard Marchini, the Director of Food and Nutrition Services. Another agenda item will include discussion on separate fundraising for staff and school programs in Santa Monica and Malibu. There will be a special Board of Education meeting on Tuesday, June 19, 2018, a public hearing for the LCAP and the District budget. The preliminary reports were presented to the Board of Education on Monday, June 4, 2018. The final approval of the LCAP and the budget will take place on Thursday, June 28, 2018.**
  - **Dr. Kelly updated the Personnel Commission with the current certificated recruitments and hiring.**
  - **Dr. Kelly expressed his appreciation of attending graduation ceremonies at Malibu, Olympic, and Santa Monica High Schools, and promotion at Lincoln Middle School.**



**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

Audio-Visual Technician	1
Campus Security Officer	5
Job Development and Placement Specialist	2

C.02 Advanced Step Placement:

Maria Cerdon in the classification of Accounting Technician at Range 31, Step C

C.03 Advanced Step Placement:

Alia Joslin Ollikainen in the classification of Children’s Center Assistant-2 at Range 18, Step C

C.04 Advanced Step Placement:

Eric Rowen in the classification of Director of Classified Personnel at Range 64, 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.

A.01 Classification Revision:  
Credential Analyst within the HR/Personnel 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		✓		✓			
Lisa Jenkins	✓			✓			
Julie Waterstone				✓			

**REPORT AND DISCUSSION**

- Director Rowen provided a brief background of the classification revisions for Credential Analyst. He described the methodology that was used in the review process.
- Ms. Clare Caldera, Personnel Analyst, has closely collaborated with Dr. Suzanne Webb, Director of Human Services, to receive her input in order to obtain a comprehensive perspective of the position.
- Commissioner Jenkins complimented staff on providing clarity to specific job functions. She inquired about requirements for experience and education, and whether the duties would be described as professional or technical.
- Director Rowen clarified that the classification is a management position that requires higher level analytical skills for determining certificated credentials and salary placement for incoming hires as well as generating comprehensive reports.

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

**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	✓			✓			
Lisa Jenkins		✓		✓			
Julie Waterstone				✓			

**REPORT AND DISCUSSION**

- Commissioner Waterstone reviewed major points concerning the new fiscal year calendar based on the discussion that took place at the regular Personnel Commission meeting on May 8, 2018.

- The regular meeting day has be moved from a second Tuesday to a second Wednesday of each month. The starting time remains at 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.

##### D.01 Advanced Step Placement Status Report

#### REPORT AND DISCUSSION

- Director Rowen presented a historical background of the Advanced Step Placement Status Report. He provided a detailed analysis of the data within the report, described the methodology that was used in the collecting the data, voiced his concerns regarding its validity, and also provided a rationale for removal from the Personnel Commission agenda.
- Director Rowen stated that he will create a training session addressing the Advanced Step Placement program in a comprehensive manner.
- Commissioner Inatsugu recalled the initiatives and the reasoning of former Commissioners to creative this report. Commissioner Inatsugu agreed to remove the report from the Personnel Commission agenda.
- Commissioner Jenkins suggested to keep the report as an internal document in the Personnel Commission Office in order to see the trend within a particular classification that would indicate an issue with a salary placement, or that would point to recruitment challenges related to a specific classification.
- Commissioner Jenkins requested to address the process and criteria of awarding the Advanced Step Placement in a future agenda. She also agreed that the report is no longer needed at the Personnel Commission agenda.
- Ms. Cartee-McNeely provided a historical background of the challenges with awarding the Advanced Step Placement to new hires, and she addressed the role of Personnel Commission in this process.
- Commissioner Waterstone agreed that there is no longer need for generating this report for the Personnel Commission.
- Director Rowen stated that the report will be used internally within the department, but no longer presented to the Personnel Commission after it will be placed on the next regular Personnel Commission agenda as an Action Item.

#### 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)
  - May 17, 2018
 Classified Personnel - Merit Report - No. IV.D.2
  - May 31, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
  - May 17, 2018
 Classified Personnel - Non-Merit Report - No. IV.D.3
  - May 31, 2018
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2017 – 2018

**Commissioner Waterstone will be absent at the July 11, 2018 regular Personnel Commission meeting.**
- I.07 Board of Education Meeting Schedule
  - 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions Update - Definitions	Discussion	September 2018

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

Wednesday, July 11, 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: 5:28 p.m.**

Submitted by:

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

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

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, July 11, 2018

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

SUBJECT: Advanced Step Placement – Otgonbayar Batmunh

Hire Date: 06/01/2018

ASP Request Submitted: 06/12/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Electrician	<b>Employee:</b> <u>Otgonbayar Batmunh</u>	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>High school diploma or recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Otgonbayar Batmunh has a Professional Degree in electrical engineering.</li> </ul>	<p>1 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)</p>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Three years (3) journey-level experience performing high-voltage or low-voltage electrical work.</li> </ul>	<ul style="list-style-type: none"> <li>Otgonbayar Batmunh exceeds the experience requirement. He has 5 ½ years' experience working as an electrician supervisor. Additionally, he is a fully licensed Journeyman Electrician with over 10 years' experience as a residential and commercial electrical contractor.</li> </ul>	<p>2 (3-year periods) of experience above the required level = <u>2 Step Advance</u></p>
<b>Difficulty of Recruitment:</b> <ul style="list-style-type: none"> <li>The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.</li> </ul>	<ul style="list-style-type: none"> <li>Otgonbayar Batmunh was the only rank available from the most recent recruitment.</li> <li>The Director has concluded that it would be very challenging to find alternative qualified applicants.</li> </ul>	<p>Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u></p>
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) + 1 (Difficulty) = 4 Advanced Step = STEP E</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Batmunh professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-39 at Step A is \$22.62/hour, while Step E is \$27.48/hour. The net difference in pay is an approximate increase of \$4.87 per hour, \$843.46 per month, or \$8,952.36 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 Otgonbayar Batmunh at Range A-39, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, July 11, 2018

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

SUBJECT: Advanced Step Placement – Patricia Mayer

Hire Date: 5/18/18

ASP Request Submitted: 5/18/18

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Patricia Mayer	<b>Calculation of Advanced Step Recommendation</b>
<p><b><u>Education</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> </ul>	<ul style="list-style-type: none"> <li>Patricia has a Bachelor of Science degree in Communications.</li> </ul>	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>Have at least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years.</li> </ul>	<ul style="list-style-type: none"> <li>Patricia has over four and a half years' experience working with individuals with special needs related to behavior.</li> </ul>	<p>2 (2-year periods) of experience above the required level =2 Step Advance</p>
<p><b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b></p>		

**DIRECTOR'S COMMENTS:**

Ms. Mayer'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 D is \$19.06/hour. The gross difference in pay is an approximate increase of \$2.60 per hour, \$337.46 per month, or \$2,944.06 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 Patricia Mayer at Range A-26, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
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: Wednesday, July 11, 2018

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

Removal of I.01 Advanced Step Placement Status Report

**BACKGROUND INFORMATION:**

As a discussion item for the June 2018 Personnel Commission meeting, Director Rowen provided a historical background and analysis of the Advanced Step Placement Report that is included in each month’s Personnel Commission Meeting Agenda. With input from the Commissioners, Assistant Superintendent of Human Resources, and SEIU Chief Stewart, the accuracy and utility of the report was discussed, and the Commission indicated that the report’s removal should be included as an action item for the next regular Personnel Commission meeting.

**DISCUSSION:**

Understanding the historical background and reasons for including this report in prior Personnel Commission agendas, the Commission agreed that this report should continue to be used internally in the Office of the Personnel Commission, but is not necessary to be included in the agenda for the Commission’s regular monthly meetings. In order to remove the report in the manner in which it was added as a regular agenda item, this action item for the July 11, 2018 meeting will put the inclusion/removal of this report to a vote.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission remove item I.01 Advanced Step Placement Status Report from future Personnel Commission meeting agendas.

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

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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**

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**VI. Information Items:**

**Advanced Step Placement Fiscal Impact Report**

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
<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	Paraeducator 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
28	6/12/2018	Director-Classified Personnel	M	64	A	C	100.00%	12	\$5.14	\$890.75	\$10,689.00
29	6/12/2018	Children's Center Assistant 2	A	18	B	C	43.75%	10	\$0.72	\$54.26	\$542.60
30	6/12/2018	Accounting Technician	A	31	A	C	100.00%	12	\$1.91	\$331.00	\$2,997.82
31	7/11/2018	Electrician	A	39	A	E	100.00%	12	\$4.87	\$843.46	\$8,952.36
32	7/11/2018	Paraeducator 3	A	26	A	D	75.00%	10	\$2.60	\$337.46	\$2,944.06
									<b>2017-18 TOTAL</b>		<b>\$48,177.60</b>



## Open Requisitions (7/11/2018)

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
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
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
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/2017
18-074	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	9/26/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	9/26/2017
18-076	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	1/8/2018
18-077	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	9/27/2017
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	11/4/2017
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

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
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
18-145	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100	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
18-154	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	3/6/2018
18-155	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/6/2018
18-158	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
18-166	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
18-170	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	Vac	100	4/25/2018
18-172	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100	5/8/2018
18-174	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE	Vac	100	5/3/2018
18-181	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	5/29/2018

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-182	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	6/1/2018
18-183	ELECTRICIAN	FACILITIES MAINTENANCE	Vac	100	6/1/2018
18-184	GARDENER	GROUNDS MAINTENANCE	Vac	70	5/29/2018
18-185	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL	Vac	48.75	5/29/2018
18-187	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75	6/7/2018
18-188	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY SCHOOL	Vac	75	5/29/2018
18-189	SENIOR OFFICE SPECIALIST	CABRILLO ELEMENTARY SCHOOL	Vac	50	5/29/2018
18-190	CUSTODIAN	M & O (Maintenance & Operations)	Vac	30	6/1/2018
18-191	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	6/11/2018
18-192	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	6/11/2018
18-193	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	43.75	6/11/2018
18-194	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5	6/11/2018
18-195	BILINGUAL COMMUNITY LIAISON (SPANISH)	LINCOLN MIDDLE SCHOOL	Vac	100	6/14/2018
18-196	BUS DRIVER	TRANSPORTATION	Vac	87.5	6/14/2018
18-197	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	New	100	6/19/2018
18-198	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	6/20/2018
18-199	ADMINISTRATIVE ASSISTANT	SPECIAL EDUCATION	Vac	100	6/20/2018
18-200	BRAILLE TRANSCRIBER	SANTA MONICA HIGH SCHOOL	Vac	75	6/20/2018
18-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	6/20/2018
18-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	6/21/2018

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-203	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION	Vac	100	6/20/2018
18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75	6/20/2018
18-205	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	6/20/2018
18-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	6/20/2018
18-207	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	56.25	6/20/2018

## Filled Requisitions (07/11/18)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	6/5/2018
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	6/20/2018
18-156	CUSTODIAN	M & O (Maintenance & Operations)	6/5/2018
18-162	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	3/19/2018
18-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	6/15/2018

**Classified Personnel – Merit  
6/14/18**

**NEW HIRES**

**EFFECTIVE DATE**

Batmunh, Otgonbayar Maintenance	Electrician 8 Hrs/12 Mo/Range: 39 Step: A	6/1/18
Corral, Brenda Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	5/21/18
Mayer, Patricia Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	5/18/18
Montoya, Thania Adult Education	Senior Office Specialist 8 Hrs/11 Mo/Range: 25 Step: B	8/27/18
Ollikainen Joslin, Alia CDS-Cabrillo ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 18 Step: B	5/7/18
Rivetti, Kimberly Point Dume ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	5/10/18
Wood, Jeff Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	5/1/18

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Boston, Kim Special Ed-McKinley ES	Paraeducator-1 [additional hours; student support in Head Start program]	4/30/18-6/8/18
Castro, Alexander Operations	Custodian [additional hours; custodial support]	7/1/17-6/30/18
De La Rosa, Johanna Special Ed-Cabrillo ES	Bilingual Community Liaison [overtime; interpretation at parent meetings]	2/1/18-4/17/18
Devis, Juanita Special Ed-Cabrillo ES	Bilingual Community Liaison [overtime; interpretation at parent meeting]	3/7/18
Doty, Joel Special Ed-McKinley ES	Paraeducator-1 [additional hours; bus supervision]	2/1/18-6/8/18
Doty, Joel Special Ed-McKinley ES	Paraeducator-1 [overtime; bus supervision]	2/1/18-6/8/18
Drake, Lachelle Special Ed-Malibu HS	Paraeducator-1 [additional hours; student support at Stairway of the Stars]	3/12/18
Drake, Lachelle Special Ed-Malibu HS	Paraeducator-1 [overtime; student support at Stairway of the Stars]	3/12/18
Gonzalez, Cecilia Ed. Svcs-Adams MS	Children's Center Assistant-2 [additional hours; child care at LCAP PAC meetings]	3/14/18-5/30/18
Griffis, Crystal FIP-Santa Monica HS	Paraeducator-1 [overtime; classroom support]	3/1/18-4/30/18

Gutierrez, Corina Special Ed-McKinley ES	Children's Center Assistant-2 [additional hours; student support in Head Start program]	4/30/18-6/8/18
Gutierrez-Prada, Nancy Special Ed-Cabrillo ES	Bilingual Community Liaison [overtime; interpretation at parent meeting]	2/28/18
Lopez-Rosende, Anjelina Lincoln MS	Instructional Assistant - Music [additional hours; concerts support]	5/10/18-6/8/18
McNaughton, Joellen Educational Services	Accompanist [overtime; Stairway of the Stars]	3/1/18-3/31/18
Montoya, Thania Adult Education Center	Senior Office Specialist [additional hours; clerical support]	5/7/18-6/30/18
Morich, Karin Special Ed-McKinley ES	Paraeducator-3 [additional hours; student support at school concert]	4/24/18
Palmer, Justin Operations	Custodian [overtime; custodial support]	4/5/18-6/30/18
Rams, Florencia Educational Services	Bilingual Community Liaison [overtime; translation-summer program]	5/1/18-5/25/18
Reuther, Theresa FIP-Santa Monica HS	Paraeducator-1 [overtime; classroom support]	3/1/18-4/30/18
Santillan Morales, Samantha Special Ed-McKinley ES	Paraeducator-3 [additional hours; bus supervision]	4/23/18-6/8/18
Whitesell, Lori FIP-Santa Monica HS	Senior Office Specialist [overtime; clerical support]	3/1/18-4/30/18
Zurich-Lunsford, Kathleen Lincoln MS	Senior Office Specialist [additional hours; clerical support-testing]	4/30/18-5/4/18

**SUBSTITUTES**

Lyons, Debra Special Education	Paraeducator-1	<b><u>EFFECTIVE DATE</u></b> 5/21/18-6/8/18
Lyons, Debra Special Education	Paraeducator-2	5/21/18-6/8/18
Reed, Desiree Adams MS	Senior Office Specialist	4/9/18-6/13/18

**INVOLUNTARY TRANSFER**

Avitia-Quintana, Hector Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Grant ES	<b><u>EFFECTIVE DATE</u></b> 6/11/18
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**LEAVE OF ABSENCE (PAID)**

Bryan, Annette Special Ed-Santa Monica HS	Paraeducator-3 FMLA/Maternity	<b><u>EFFECTIVE DATE</u></b> 5/21/18-6/8/18
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Dixon, Guadalupe CDS-Business Office	Bilingual Community Liaison CFRA/FMLA/Medical	5/22/18-6/5/18
Gonzalez, Ramona Grant ES	Instructional Assistant - Classroom Personal	5/16/18-5/30/18
Hunter-Sallustio, Dominique CDS-Pine Street	Children's Center Assistant-2 CFRA/FMLA/Medical	6/1/18-6/8/18
Johnson, Joseph Santa Monica HS	Campus Security Officer Catastrophic	6/1/18-6/13/18
McGrath, Kathleen Adams MS	Senior Office Specialist Personal	5/10/18-5/22/18
McNeely, Debrah Operations-Adams MS	Custodian Personal	5/2/18-5/11/18
Omari, Saleem Operations-Roosevelt ES	Custodian CFRA/FMLA/Medical	5/24/18-6/28/18
Sullivan, Stacy Special Education	Administrative Assistant Medical	4/20/18-7/17/18
Vethavanam, Savithri Special Ed-Franklin ES	Paraeducator-3 Personal	5/17/18-6/1/18

**LEAVE OF ABSENCE (UNPAID)**

Omari, Saleem  
Operations-Roosevelt ES

Lead Custodian  
Personal

**EFFECTIVE DATE**

5/7/17-5/23/18

**WORKING OUT OF CLASS**

Isaac, Arthur  
Grounds

Gardener  
From: Custodian

**EFFECTIVE DATE**

5/2/18-5/15/18

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES  
(39-MONTH MEDICAL REEMPLOYMENT LIST)**

SW3201064  
Maintenance

**EFFECTIVE DATE**

6/14/18

**ABOLISHMENT OF POSITION**

Paraeducator-1  
5 Hrs/SY; Special Ed- Adams MS

**EFFECTIVE DATE**

3/6/18

**RESIGNATION**

Chan, Robin  
Special Ed-Franklin ES

Paraeducator-3

**EFFECTIVE DATE**

5/23/18

Marble, Daniel  
Maintenance

Electrician

6/1/18

Moorehead, Dana  
Grant ES

Instructional Assistant – Classroom

5/18/18



Olvera, Daniel Operations-Olympic HS	Custodian	5/23/18
Roberts, Traveon Operations-Adams MS	Custodian	5/21/18
Simpson, Endeya Special Ed-Grant ES	Paraeducator-3	5/14/18

**Classified Personnel – Merit  
6/28/18**

**NEW HIRES**

Cerdon, Maria Fiscal Services	Accounting Technician 8 Hrs/12 Mo/Range: 31 Step: A	<b><u>EFFECTIVE DATE</u></b> 6/1/18
Villafana, Diego Special Ed-Edison ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	5/22/18

**SUMMER ASSIGNMENTS**

Alaniz, Frederico Food and Nutrition Services	Stock and Delivery Clerk 5 Hrs/Day	<b><u>EFFECTIVE DATE</u></b> 6/11/18-8/17/18
Alaniz, Frederico Purchasing	Stock and Delivery Clerk 1 Hr/Day	7/2/18-7/27/18
Bravo, Isaura Ed. Svcs-Grant ES	Administrative Assistant 5 Hrs/Day	6/15/18-7/13/18
Brotman, Mary Special Education	Certified Occupational Therapy Assistant 4 Hrs/Day	6/18/18-7/13/18
Brown, Virginia Grant ES	Instructional Assistant – Bilingual 3 Hrs/Day	6/18/18-7/13/18
Cisneros, Yolanda FNS-Grant ES	Cafeteria Worker II 4 Hrs/Day	6/18/18-7/13/18
Cojan, Carmen FNS-Roosevelt ES	Cafeteria Worker II 4 Hrs/Day	6/18/18-7/13/18
Cooper, Ray Santa Monica HS	Campus Security Officer 4 Hrs/Day	6/18/18-7/20/18
De Noya, Michael Special Education	Speech Language Pathology Assistant 4 Hrs/Day	6/18/18-7/13/18
Gondo, Janet Grant ES	Instructional Assistant – Classroom 2 Hrs/Day	6/18/18-7/13/18
Gutierrez, Nallely Grant ES	Instructional Assistant – Bilingual 3 Hrs/Day	6/18/18-7/13/18
Gutierrez, Rosa Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/18/18-7/20/18
Ingle, Jennifer Special Education	Speech Language Pathology Assistant 4 Hrs/Day	6/18/18-7/13/18
Jelks, Curtis Ed. Svcs-Lincoln MS	Campus Security Officer 4 Hrs/Day	6/18/18-7/13/18

Kachurka, Sabrina Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Mangum, Don Santa Monica HS	Campus Security Officer 4 Hrs/Day	6/18/18-7/20/18
Martino, Jessica Special Education	Occupational Therapist Not to exceed: 30 Hrs	6/18/18-7/13/18
Ockner, Sari Special Education	Occupational Therapist 4 Hrs/Day	6/18/18-7/13/18
Pollack, Bridget Grant ES	Instructional Assistant – Classroom 2 Hrs/Day	6/18/18-7/13/18
Quiroz, Timothy FNS-Lincoln MS	Site Food Service Coordinator 5 Hrs/Day	6/11/18-8/17/18
Smith, Angelique Special Education	Occupational Therapist 4 Hrs/Day	6/18/18-7/13/18
Smith, Dunell Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/18/18-7/20/18
Syed, Shaeema Olympic HS	Instructional Assistant – Classroom 4 Hrs/Day	6/18/18-7/20/18
Tursi, Lisa Ed. Svcs-Roosevelt ES	Administrative Assistant 5 Hrs/Day	6/15/18-7/13/18
Wilson, Terry Ed. Svcs-Lincoln MS	Campus Security Officer 4 Hrs/Day	6/18/18-7/13/18

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Fynn, Elliott Facility Use-Lincoln MS	Sports Facility Attendant [additional hours; Facility Use events]	4/9/18-6/30/18
Fynn, Elliott Facility Use-Lincoln MS	Sports Facility Attendant [overtime; Facility Use events]	4/9/18-6/30/18
Gearing, Nathaniel Facility Use-Adams MS	Sports Facility Attendant [additional hours; Facility Use events]	4/5/18-6/30/18
Gearing, Nathaniel Facility Use-Adams MS	Sports Facility Attendant [overtime; Facility Use events]	4/5/18-6/30/18
Gutierrez, Cindy Adams MS	Health Office Specialist [additional hours; health office support]	5/1/18-6/9/18
Gutierrez, Corina CDS-McKinley ES	Children's Center Assistant-2 [additional hours; a special education student support]	4/30/18-6/8/18
Martini, Dustin Facility Use-Lincoln MS	Sports Facility Attendant [additional hours; Facility Use events]	4/1/18-6/30/18
Martini, Dustin Facility Use-Lincoln MS	Sports Facility Attendant [overtime; Facility Use events]	4/1/18-6/30/18

Miller, Karen Grant ES	Senior Office Specialist [additional hours; clerical support]	8/9/18-6/24/19
Morrison-Muhammad, Dawud Facility Use-Malibu HS	Sports Facility Attendant [additional hours; Facility Use events]	4/19/18-6/30/18
Morrison-Muhammad, Dawud Facility Use-Malibu HS	Sports Facility Attendant [overtime; Facility Use events]	4/19/18-6/30/18
Rams, Florencia Human Resources-Grant ES	Bilingual Community Liaison [additional hours; Parent Night interpretation]	5/21/18-5/22/18
Rams, Florencia Human Resources-Grant ES	Bilingual Community Liaison [overtime; Parent Night interpretation]	5/21/18-5/22/18
Rodriguez, Maria Operations-Santa Monica HS	Custodian [overtime; school sponsored events]	5/1/18-6/30/18
Shafiey, Mahvash Special Education	Job Development and Placement Specialist [additional hours; Workability support]	5/1/18-6/30/18

**SUBSTITUTES**

**EFFECTIVE DATE**

Cummings, Nichelle District	Office Specialist	5/15/18-6/30/18
Scott, Gerald Special Education	Paraeducator-1	5/4/18
Villegas, Bibiana Edison ES	Health Office Specialist	5/1/18-5/31/18

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Lopez-Rosende, Angelina Lincoln MS	Instructional Assistant - Music 6 Hrs/SY From: 3 Hrs/SY/Lincoln MS	5/18/18
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**VOLUNTARY TRANSFER IN LIEU OF LAYOFF**

**EFFECTIVE DATE**

Carrillo, Brenda Adams MS	Administrative Assistant 8 Hrs/12 Mo From: 8 Hrs/11 Mo/Educational Services	6/11/18
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**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Sebastiani Pozu, Juan Grounds	Gardener	6/1/18
Springer, Caroline Santa Monica HS	Senior Administrative Assistant	7/1/18
Tirado, Fortino Grounds	Equipment Operator – Tree Trimmer	7/1/18
Torres, Corina Roosevelt ES	Instructional Assistant - Classroom	7/1/18

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Carrillo, Rigoberto Maintenance	HVAC Mechanic CFRA	6/4/18-7/8/18
Gould, Travis Special Ed-Santa Monica HS	Paraeducator-1 CFRA/FMLA/Medical	5/25/18-6/1/18
McNeely, Debrah Operations-Adams MS	Custodian CFRA/FMLA/Medical	5/2/18-5/24/18
Mock, Christopher Special Ed-Franklin ES	Paraeducator-3 CFRA/FMLA/Medical	5/29/18-6/1/18
Pittman, Angela FNS-Webster ES	Cafeteria Worker I FMLA/Medical	6/1/18-6/10/18

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Brooks, Victor Special Ed-Franklin ES	Paraeducator-1 Personal	5/29/18-6/8/18

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Donovan, Mark Maintenance	Electrician From: Glazier	6/4/18-6/30/18

**ABOLISHMENT OF POSITION**

		<b><u>EFFECTIVE DATE</u></b>
Educational Services	Administrative Assistant 8 Hrs/11 Mo	7/1/18

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Aldana, Monica Grant ES	Health Office Specialist	6/8/18
Bennett, Claire Roosevelt ES	Instructional Assistant – Classroom	6/8/18
Green, Joseph Operations-Lincoln MS	Custodian	7/6/18
Rueda Garcia, Jane Special Ed-Muir ES	Paraeducator-1	5/30/18

**RETIREMENT**

		<b><u>EFFECTIVE DATE</u></b>
Coburn, Sharon FNS-Santa Monica HS	Cafeteria Cook/Baker	6/8/18
Flores, Martha Special Ed-Santa Monica HS	Paraeducator-1	6/8/18
Mashkovich, Jane Special Ed-Lincoln MS	Paraeducator-3	6/8/18
Miller, Ronald Special Ed-Adams MS	Paraeducator-1	6/8/18

Mirabal, Martha  
Adams MS

Administrative Assistant

5/21/18  
(correction from BOE 5-17-18)

**RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT**

Cartee-McNeely, Keryl  
Human Resources/SEIU

Chief Steward

**EFFECTIVE DATE**

7/1/18-6/30/19

**Classified Personnel – Non-Merit  
6/14/18**

**AVID TUTOR**  
Martin, Michael

Lincoln MS

4/12/18-6/8/18

**Classified Personnel – Non-Merit  
6/28/18**

**NOON SUPERVISION AIDE**

Gridley, Ryan	Roosevelt ES	5/25/18-6/8/18
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**COACHING ASSISTANT**

Hungerland, Nina	Malibu HS	4/30/18-6/30/18
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**TECHNICAL SPECIALIST – LEVEL II**

Gerstmar, Morgan	Rogers ES [Dream Strings Instructor] - Funding: Gifts – Dream Strings	2/3/18-5/23/18
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Stout, Lewis	Facility Use [Theater Technician] - Funding: Permits	6/1/17-6/30/18
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**TECHNICAL SPECIALIST – LEVEL III**

Bautista, Beverly	Lincoln MS [Choreographer] - Funding: Gifts – Choral Parents	5/18/18-6/8/18
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2018 – 2019**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2018</b>			
July 11, 2018	4:30 p.m.	Board Room – District Office	
August 8, 2018	4:30 p.m.	Board Room – District Office	
September 12, 2018	4:30 p.m.	Board Room – District Office	
October 10, 2018	4:30 p.m.	Board Room – District Office	
November 14, 2018	4:30 p.m.	Board Room – District Office	
December 12, 2018	4:30 p.m.	Board Room – District Office	
<b>2019</b>			
January 9, 2019	4:30 p.m.	Board Room – District Office	
February 7, 2019 – February 10, 2019	Daily Conference	Anaheim	CSPCA 2019 Annual Conference
February 13, 2019	4:30 p.m.	Board Room – District Office	
March 13, 2019	4:30 p.m.	Board Room – District Office	
April 10, 2019	4:30 p.m.	Board Room – District Office	2019–20 Budget Discussion and Development,
May 8, 2019	4:30 p.m.	Board Room – District Office	2019-20 Budget Adoption
May 15, 2019	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 12, 2019	4:30 p.m.	Board Room – District Office	

## SMMUSD Board of Education Meeting Schedule **2018-19**

**Closed Session begins at 4:30pm** *(subject to change)*

**Public Meetings begin at 5:30pm** *(subject to change)*

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/19/18 (Th)	DO			X	
8/9/18 (Th)	DO				Special Meeting: Retreat
8/16/18 (Th)				X	
9/6/18 (Th)	DO	X			
9/25/18 (T)?	SMC				Special Meeting: Joint Meeting w/ SMC Board of Trustees (actual date TBD)
9/20/18 (Th)	DO		X		
10/4/18 (Th)	M	X			
10/18/18 (Th)	DO		X		
11/1/18 (Th)	M	X			
11/15/18 (Th)	DO		X		
12/18/18 (T)	DO				Special Meeting: Retreat
12/13/18 (Th)	DO			X	
<i>winter break (12/24/18 – 1/4/19)</i>					
1/17/19 (Th)	DO			X	
2/7/19 (Th)	M	X			
2/21/19 (Th)	DO		X		
2/26/19 (Th)	DO				Special Meeting: Retreat
3/7/19 (Th)	DO	X			
3/21/19 (Th)	M		X		
4/3/19 (W)	DO			X	Note: Thurs., 4/4/18 is open house for elementary schools
<i>spring break (4/8/19 – 4/19/19)</i>					
5/2/19 (Th)	M	X			
5/16/19 (Th)	DO		X		
6/6/19 (Th)	DO	X			
6/20/19 (Th)	DO				Special Meeting: Public Hearings & Retreat
6/27/19 (Th)	DO		X		

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

### **Meeting Format Structures:**

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Commendations/Recognitions</li> <li>3. Study Session</li> <li>4. Communications</li> <li>5. Executive Staff Reports</li> <li>6. Consent Calendar</li> <li>7. General Public Comments <i>(max. 30 minutes)</i></li> <li>8. Discussion Items (as needed)</li> <li>9. Major Items</li> <li>10. Continuation of General Public Comments (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Consent Calendar</li> <li>3. Study Session</li> <li>4. Discussion Items</li> <li>5. Major Items (as needed)</li> <li>6. General Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Commendations/Recognitions</li> <li>3. Study Session</li> <li>4. Communications</li> <li>5. Executive Staff Reports</li> <li>6. Consent Calendar</li> <li>7. General Public Comments <i>(max. 30 minutes)</i></li> <li>8. Discussion Items</li> <li>9. Major Items</li> <li>10. Continuation of General Public Comments (if needed)</li> </ol>

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

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Exam Scoring Methods	Commissioner Training	8/8/18
Merit Rules Revisions Update - Definitions	Discussion	9/12/18

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

Wednesday, August 8, 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:**