



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**August 8, 2018**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 8, 2018**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

### **I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on August 8, 2018

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

- G.06 Approval of Minutes for Regular Meeting on July 11, 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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**August 8, 2018**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 8, 2018, at 4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on August 8, 2018
- G.06 Approval of Minutes for Regular Meeting on July 11, 2018

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

G.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

G.08 Personnel Commissioner Comments/Reports:  
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:  
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:  
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

## II. **CONSENT CALENDAR:**

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

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

Classification

# Eligibles

Sports Facility Coordinator	4
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C.02 Advanced Step Placement:

Eric Castro in the classification of Human Resources Technician at Range 31, Step D

C.03 Advanced Step Placement:

Chris Clonts in the classification of Communications Specialist at Range 36, Step C

C.04 Advanced Step Placement:  
Kimberly Rivetti in the classification of Senior Office Specialist at Range 25, Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- No Action

**IV. DISCUSSION ITEMS:**

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

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

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

T.01 Exam Scoring Methods

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
  - July 19, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
  - July 19, 2018
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2018 - 2019
- I.06 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>
Merit Rules Revisions Update - Definitions	Discussion	9/12/18

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

Wednesday, September 12, 2018, at 4:30 p.m. - *District Office Board Room*

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

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

**X. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m. pursuant to Government Code Section 54954.5 to discuss:

A. CANDIDATE'S APPEAL

Title: Plant Supervisor

The Commission reconvened into open session at \_\_\_\_\_ p.m. and reported on the following action taken in 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

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)

**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 was held on **Wednesday, July 11, 2018**, at **4:36 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 4:36 p.m.

**G.02 Roll Call:** Commissioners Inatsugu and Jenkins were present. Commissioner Waterstone was excused.

**G.03 Pledge of Allegiance:** Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** July 11, 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: June 12, 2018**

**It was moved and seconded to approve the agenda with technical revisions. 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 regarding the status of current recruitments and departmental activities.**
  - **Director Rowen informed the Personnel Commission about his intention to hire a substitute Human Resources Technician for a staff member who is on a long-term medical leave.**
  - **Director Rowen commended the Personnel Commission staff for all their hard work and professional attitude during this busy recruiting time.**
  - **Director Rowen informed the Personnel Commission about a potential appeal from a candidate who may wish to address the Personnel Commission. Director Rowen is currently reviewing the merit of the appeal.**

**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 Jenkins expressed her gratitude to the Personnel Commission staff for their dedication during this demanding period preparing for the new school year.**
- **Commissioner Inatsugu stated that she will announce her decision regarding her reappointment for another term at the next Personnel Commission meeting on August 8, 2018.**
- **Commissioner Jenkins expressed the Personnel Commission's full support for Commissioner Inatsugu no matter what her decision will be.**
- **Director Rowen expressed his appreciation for Commissioner Inatsugu's dedication to the Personnel Commission.**

## **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 provided the Personnel Commission with a copy of SEIU statement regarding the legal decision in the Janus vs. AFSCME case. SEIU continues reaching out to the Union membership explaining the role and importance of Union representation for working families. Ms. Cartee-McNeely stated that in Santa Monica, the membership is over 90% in the classified rank. SEIU is going to engage the non-members in conversations about the Union's significance.**
  - **Commissioner Inatsugu thanked Ms. Cartee-McNeely for her report, and wished all the best for Unions' initiatives to actively reach out to their membership in order to offset some of the challenges they are facing after the decision in the Janus vs. AFSCME case.**
  
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on the current certificated recruitments and hiring. New principals for Grant and Rogers Elementary Schools were hired, in addition to two house principals for Santa Monica High School. A new assistant principal of Lincoln Middle School is also on board now. Human Resources Department is in the process of recruiting for teachers, a special education coordinator, and a director for assessment, research, and evaluation.**
  - **Dr. Kelly informed the Personnel Commission about the Board of Education adopting a model for the Education Foundation that separates the fundraising between Santa Monica and Malibu. The Santa Monica Education Foundation will be responsible for facilitating the fundraising in Santa Monica. The District is working with Malibu to identify a group that would be facilitating the fundraising for programs there. At the coming Board of Education meeting, the Education Foundation will present a revised Memorandum of Understanding that will reflect the separation between the two regions.**
  - **Dr. Kelly notified the Personnel Commission about a bond proposal that would be presented at the next Board of Education meeting on July 19, 2018.**
  - **Dr. Kelly announced a new colleague in the Human Resources Department, Mr. Eric Castro, Human Resources Technician, starting on July 16, 2018. There is a vacancy in the department for Credential Analyst due to the retirement of Ms. Marcia Hagen. Dr. Kelly wished her and her family all the best in their new endeavors.**

## **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

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

**It was moved and seconded to approve the Consent Calendar as submitted with a clerical correction - the Health Office Specialist eligibility list will be signed by the Director of Classified Personnel. The motion passed.**

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

**REPORT AND DISCUSSION**

- **Commissioner Inatsugu inquired about the difficulty of recruitment for Health Office Specialist. Director Rowen stated that this recruitment brings challenges due to a limited number of hours. The Personnel Commission is conducting an outreach at various regional colleges and universities in order to increase the applicant pool.**

**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

**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 summary of the discussion from the regular Personnel Commission meeting on June 12, 2018.
- Director Rowen stated that the report will be generated internally within the department.

**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

- 2017 – 2018

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>
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 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: 5:07 p.m.**

Submitted by:

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

The meeting was 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.

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, August 8, 2018

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

SUBJECT: Advanced Step Placement – Eric Castro

Hire Date: 7/17/2018

ASP Request Submitted: 7/18/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Human Resources Technician	<b>Employee:</b> Eric Castro	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>High school diploma or recognized equivalent. College-level coursework and/or certification in human resources, public administration, or office management is <u>desirable</u>.</li> </ul>	<ul style="list-style-type: none"> <li>Eric has a Bachelor's degree in Liberal Studies/Business Administration</li> </ul>	<b>1</b> level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>Three (3) years of progressively responsible experience performing technical and clerical support duties, <u>preferably</u> in a human resources or personnel office.</li> </ul>	<ul style="list-style-type: none"> <li>Eric Castro has over seven (7) years of experience in a school district human resources/personnel office</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b>
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Castro's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$20.14/hour, while Step D is \$23.33/hour. The gross difference in pay is an approximate increase of \$3.19 per hour, \$510.40 per month, or \$6,124.80 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Eric Castro at Range A-31, 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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, August 8, 2018

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

SUBJECT: Advanced Step Placement – Chris Clonts

Hire Date: 7/18/2018

ASP Request Submitted: 7/19/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Communications Specialist	<b>Employee:</b> Chris Clonts	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, Broadcasting or a closely related field.	<ul style="list-style-type: none"> <li>(See below)</li> </ul>	<b>0</b> level of education above the required level = <b>0</b> Step Advance
<b>Experience:</b> One (1) year of experience in journalism, news reporting, public relations, marketing, or other communications-related field including some experience with use of social media, desktop publishing, or videography.	<ul style="list-style-type: none"> <li>(See below)</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <b>2</b> Step Advance (Max. allowed)
<b>Education/Experience Equivalency:</b> Experience may substitute for education on a year for year basis.	<ul style="list-style-type: none"> <li>Mr. Clonts has over 20 years of experience in the communications field.</li> </ul>	(See above)
<b>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Mr. Clonts' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-36 at Step A is \$21.02/hour, while Step C is \$23.17/hour. The gross difference in pay is an approximate increase of \$2.15 per hour, \$327.09 per month, or \$3,384.56 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Chris Clonts at Range A-36, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, August 8, 2018

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

SUBJECT: Advanced Step Placement – Kimberly Rivetti

Hire Date: 5/10/2018

ASP Request Submitted: 7/6/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Senior Office Specialist	<b>Employee:</b> Kimberly Rivetti	<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>Kimberly Rivetti has a Bachelor of Science Degree in International Business.</li> </ul>	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
<b>Experience:</b> <ul style="list-style-type: none"> <li>Two (2) or more years of varied office support experience.</li> </ul>	<ul style="list-style-type: none"> <li>Kimberly Rivetti exceeds the experience requirement. She has eight and half (8 ½) years of office support experience.</li> </ul>	<p>4 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<b>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</b>		

**DIRECTOR’S COMMENTS:**

Ms. Rivetti’s education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.59/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$218.50 per month, or \$1,907.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee’s assignment.)

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Kimberly Rivetti at Range A-25, 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							

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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, August 8, 2018**

#### **AGENDA ITEM NO: V.T.01**

**SUBJECT:** A review of scoring methods used in examinations for selection purposes, with an emphasis on Qualification Appraisal Interviews (QAIs).

#### **SUMMARY:**

In selection testing, several methods of measurement may be used to score candidates and create ranks on an eligibility list for hiring consideration. Due to several recent changes in leadership and work processes in the Office of the Personnel Commission at SMMUSD, a variety of methods have been used to score candidates over time. Looking forward, the Office will need to apply a standardized method across recruitments for all classifications to ensure uniformity in our processes.

This presentation will outline and discuss the considerations taken when choosing an exam scoring method and propose a standardized scoring model for SMMUSD's future recruitments.

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**VI. Information Items:**

## Open Requisitions (8/8/2018)

Req Number	Req Title	Department	Position Type	FTE	Date Received 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



18-115	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
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
18-150	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
18-164	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
18-172	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
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
18-189	SENIOR OFFICE SPECIALIST	CABRILLO ELEMENTARY SCHOOL	Vac	50	5/29/2018
18-190	CUSTODIAN	M & O (Maintenance & Operations)	Vac	30	6/1/2018
18-192	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	6/11/2018
18-194	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5	6/11/2018
18-196	BUS DRIVER	TRANSPORTATION	Vac	87.5	6/14/2018
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

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
19-001	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	7/9/2018
19-003	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	7/2/2018
19-004	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	7/2/2018
19-006	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES	Vac	50	7/13/2018
19-007	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	7/13/2018
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	7/13/2018
19-009	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5	7/13/2018
19-010	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	JOHN ADAMS MIDDLE SCHOOL	Vac	87.5	7/13/2018
19-011	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25	7/16/2018
19-012	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	Vac	75	7/13/2018

19-013	Transportation Supervisor	TRANSPORTATION	New	100	7/16/2018
19-014	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	Vac	87.5	6/26/2018
19-015	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	7/19/2018

## Filled Requisitions (8/8/18)

Req Number	Req Title	Department	Expected Start Date	Date of Accepted Job Offer
18-147	COMMUNICATIONS SPECIALIST	FACILITIES MAINTENANCE	7/18/2018	7/6/2018
18-182	CUSTODIAN	M & O (Maintenance & Operations)		7/25/2018
18-191	CUSTODIAN	M & O (Maintenance & Operations)		7/17/2018
18-193	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL		7/12/2018
18-195	BILINGUAL COMMUNITY LIAISON (SPANISH)	LINCOLN MIDDLE SCHOOL		7/9/2018

**Classified Personnel – Merit  
7/19/18**

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Aceves, Cindy Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Adams, Daryl Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Afshar, Stephanie Special Education	Occupational Therapist 6 Hrs/Day	6/14/18
Afshar, Stephanie Special Education	Occupational Therapist 4 Hrs/Day	6/18/18-7/13/18
Amaya, Janene Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Ausmus, Juley Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Ausmus, Juley Ed. Svcs-Cabrillo ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Bakhyt, Peter Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Barthol, Lora Special Ed-Grant ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Bazouzi-Palmer, Roula Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Beltran, Marbella Special Ed-Roosevelt ES	Paraeducator-2 4 Hrs/Day	6/18/18-7/13/18
Benjamin, Jacquita Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Biber, Jessica Special Education	Occupational Therapist Not to exceed: 30 Hrs	6/18/18-7/13/18
Bilotti, Scott Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Boyer, Liliana Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Boyer, Liliana Ed. Svcs-Lincoln MS	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Bracey, Kendra Special Ed-Cabrillo ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Brackett, Kimberly Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18

Brandoli, Alexandra Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Brewer, Ariana Special Ed-Cabrillo ES	Paraeducator-3 7 Hrs/Day	6/18/18-7/13/18
Brigham, Dolores Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Brito, Maria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Brito, Salvador Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Brooks, Latricia Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Brotman, Mary Special Education	Occupational Therapist 6 Hrs/Day	6/14/18
Brown, Lincoln Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Buendia, Carolina Special Ed-Roosevelt ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Burgess, Alan Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Burham, REXANNE Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Burrell, Catherine Facility Use	Swimming Instructor/Lifeguard Not to exceed: 200 Hrs	6/18/18-8/19/18
Cabrera, Jennifer Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Calderon, Bianca Facility Use	Swimming Instructor/Lifeguard Not to exceed: 100 Hrs	6/18/18-8/19/18
Campos, Mercedes Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Capitano, Carol Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Carbajal, Patricia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Carrillo, Steven Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Casey, Brittany Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Casiano, Violeta Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18

Castaneda, Laura Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Castellanos, Kimberly Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Ceron, Gloria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Clark, Marena Special Ed-Grant ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Colula Moncada, Anilu Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Conrad, Wei-Jin Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Corral, Brenda Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Cornejo, Natalie Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Cruz, Carmen Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Cruz-Aguilar, Julia Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Cueva, Sandra Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Cueva, Sandra Ed. Svcs-Grant ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Cunningham, Jill Special Ed-Roosevelt ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Custodio, Thelma Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/18/18-7/20/18
Daniels, Delonie Special Ed-Santa Monica HS	Paraeducator-2 7 Hrs/Day	6/18/18-7/13/18
Davis, Jonathan Special Ed-Roosevelt ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Davis, Kenrick Transportation	Bus Driver Not to exceed: 140 Hrs	6/14/18-7/13/18
Davis, Lenora Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Davis, Luke Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
De La Rosa Isaac, Johanna Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18



De Los Santos, Gabriela Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
De Los Santos, Gabriela Ed. Svcs-Lincoln MS	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
De Los Santos, Jasmine Special Ed-Roosevelt ES	Paraeducator-2 4 Hrs/Day	6/18/18-7/13/18
Dixon, Crystal Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Do, Thu Hong Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Doty, Joel Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Drewry, Ristin Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Durst, Peggy Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Elie, Latrice Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Elie-Turner, Banita Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Fagnoli, Cathy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Fagnoli, Cathy Edison ES	Senior Office Specialist Not to exceed: 40 Hrs	8/9/18-8/12/18
Fernandez, Angelica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Field, Larissa Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Field, Larissa Ed. Svcs-Roosevelt ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Flores, Ardis Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Flores, Maria Maintenance	Senior Office Specialist 8 Hrs/Day	6/18/18-8/17/18
Fowler, Damone Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Friedenberg, Mindy Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18

Gaglione, Lisa Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Garcia Mayra Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Gauntt, Deborah Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Gheewala, Mehrun Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gil, Moises FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/18/18-7/20/18
Godinez, Lorena Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gomez, Aida Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gomez, Cynthia Special Ed-Roosevelt ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Gomez, Jose Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Gomez, Monica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gondo, Janet Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Gonzalez, Cecilia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator-3 7 Hrs/Day	6/18/18-7/13/18
Gonzalez, Natalia Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Gonzalez, Ramona Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Gonzalez, Ramona Ed. Svcs-Grant ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Gonzalez, Simona Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gottlieb, Galit Special Ed-Grant ES	Paraeducator-3 7 Hrs/Day	6/18/18-7/13/18
Gould, Travis Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18

Graciano, Luis Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/11/18-8/20/18
Granadino, Frank Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Griffis, Crystal Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Gutierrez, Corina Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gutierrez, Nallely Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Gutierrez, Yoly Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Gutierrez, Yoly Edison ES	Bilingual Community Liaison Not to exceed: 35 Hrs	6/14/18-8/12/18
Haro, Irma Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Hernandez, Maira Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Hernandez, Steven Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Higgins, Shaun Special Ed-Lincoln MS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Hobkirk, Christina Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Homami, Christina Franklin ES	Senior Office Specialist 8 Hrs/Day	8/8/18-8/15/18
Honore, Crystal Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Islas, Gloria FNS-Grant ES	Cafeteria Worker I 4 Hrs/Day	6/18/18-7/13/18
Jackson, LaTasha Special Ed-Roosevelt ES	Paraeducator-2 7 Hrs/Day	6/18/18-7/13/18
Jackson, Sheralynn Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Jenson, Diane Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18

Jimenez, Maria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Jimenez, Osvaldo Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Jiwani, Rahim Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Johnson, Kerri Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Johnson, Lore Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Jones, Chancy Santa Monica HS	Campus Security Officer 4 Hrs/Day	6/18/18-7/20/18
Jones, Mashawnda Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Kahaleuahi, Joan Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Kothari, Priyanka Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Lazo, Noreen Special Ed-Olympic	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Levy, Robin Special Ed-Cabrillo ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Lewis, Jesse Transportation	Bus Driver Not to exceed: 140 Hrs	6/14/18-8/15/18
Llosa, Silvia Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/18/18-7/20/18
Lo Greco, Vincent Special Ed-Cabrillo ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Lopez, Francisco Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Lopez, Saby Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Lopez, Sarah Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18

Lucas, Ralph Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Madry, Tyrone Special Ed-Lincoln MS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Maldonado, Frederick Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Martinez, Daniel Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Martinez, Isabel Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Martinez, Maisha Special Ed-Grant ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Martinez, Martha Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/11/18-8/20/18
Martinez, Melinda Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Mayer, Patricia Special Ed-Cabrillo ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
McKeever, Marissa Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Medellin, Diane Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Mejia, Laura Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Mendoza, Ana Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Mendoza, Ana Ed. Svcs-Grant ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Menendez, Joshua Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Mesrobian, Varso Franklin ES	Senior Office Specialist 8 Hrs/Day	8/3/18-8/15/18
Mollmann, Irene Special Ed-Santa Monica HS	Braille Transcriber Not to exceed: 30 Hrs	6/18/18-7/13/18
Monjaraz, Gabriela Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18

Morales, Arturo Malibu HS	Campus Security Officer 5 Hrs/Day	6/25/18-7/20/18
Morales, Daniel Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/11/18-8/20/18
Morales, Stephany Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Morales Mendez, Prisma Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Morales Mendez, Prisma Ed. Svcs-Roosevelt ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Moreno, Rosa Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Morich, Karin Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Moya, Kimberly Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Muhammed, Fatimoh Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Murray, April Facility Use	Swimming Instructor/Lifeguard Not to exceed: 150 Hrs	7/1/18-7/31/18
Nelli, Maria Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Newman, Pasley Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Ollikainen Joslin, Alia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Orozco, Cecilia Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Ortega-Maya, Lisa Special Ed-Roosevelt ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Ortiz, Alma FNS-Lincoln MS	Cafeteria Worker I 4 Hrs/Day	6/18/18-8/17/18
Padilla Barrera, Elva Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Palmore, Renata FNS-Lincoln MS	Cafeteria Worker I 4 Hrs/Day	6/11/18-7/13/18
Pannu, Jessica Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18

Pegue, Forrest Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Perez-Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Pernell, Barbara Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Peterson, Ingrid Special Ed-Cabrillo ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Pineda, Blanca Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Pineda, Luz Special Ed-Grant ES	Paraeducator-2 3 Hrs/Day	6/18/18-7/13/18
Pollack, Bridget Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Pollack, Bridget Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Pongas, Dorothea Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Portillo, Cristina Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/11/18-8/20/18
Preciado, Daniel Olympic HS	Campus Security Officer 8 Hrs/Day	6/18/18-7/20/18
Preciado, Daniel Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Preciado, Edwin Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Purdy, Amber Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Ramirez, Armida Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Randolph, Tamara Special Ed-Cabrillo ES	Licensed Vocational Nurse 4.5 Hrs/Day	6/18/18-7/13/18
Razon-McMillan, Monica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Reed, Desiree Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Reed, Trinee Special Ed-Cabrillo ES	Paraeducator-3 3 Hrs/Day	6/18/18-7/13/18
Reilly, Sami Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18

Reuther, Theresa Special Ed-Santa Monica HS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Richards, Ingrid Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Richards, Michelle Special Ed-Lincoln MS	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Ridley, Latresse Special Ed-Grant ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Ridley, Tischa FNS-Lincoln MS	Cafeteria Worker II 4 Hrs/Day	6/11/18-7/13/18
Riley, Martelle Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Robbins, Marcus Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Rodriguez, Frances Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Rogers, Ericka Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Rogers, Ericka Ed. Svcs-Lincoln MS	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Roller, Yolanda Special Ed-Lincoln MS	Paraeducator-2 7 Hrs/Day	6/18/18-7/13/18
Rosas, Rosemarie Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Sakamoto-Wengel, James Special Ed-Roosevelt ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/20/18
Sammann, Kevin Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Sanchez, Cecilia Special Ed-Santa Monica HS	Paraeducator-3 4.5 Hrs/Day	6/18/18-7/20/18
Santino, Susan Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Santino, Susan Ed. Svcs-Grant ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Sarti, Stewart Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Silvestre, Ernestina Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Smith, Angelique Special Education	Occupational Therapist 6 Hrs/Day	6/14/18



Smith, Brian Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18
Smith, Darlene FNS-Roosevelt ES	Cafeteria Worker I 4 Hrs/Day	6/18/18-7/13/18
Smith, Deveeda Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Smith, Luz-Stella Special Education	Translator 6.4 Hrs/Day	7/9/18-7/27/18
Stewart, April Special Ed-Cabrillo ES	Paraeducator-3 7 Hrs/Day	6/18/18-7/13/18
Sullivan, Brianna Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Sullivan, Brianna Ed. Svcs-Grant ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Sumaria, Urvashi Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/11/18-8/20/18
Tanamas, Ayda Special Ed-Santa Monica HS	Paraeducator-2 4 Hrs/Day	6/18/18-7/13/18
Taylor, Christian Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Taylor, Inelle Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Taylor, Tonya Special Ed-Grant ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Tehrani, Mahnaz Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Tenison, Laura Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Thomas, Marjorie Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Trepagnier, Bryant Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Tse, Pui Yin Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Valdivia, Brenda Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Vargas, Cynthia Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Vasquez, Grace Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18

Vecchiotti, John Special Ed-Grant ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Vethavanam, Savithri Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Villafana Vazquez, Paulo Educational Services	Instructional Assistant – Classroom 3 Hrs/Day	6/15/18
Villafana Vazquez, Paulo Ed. Svcs-Grant ES	Instructional Assistant – Classroom 3.5 Hrs/Day	6/18/18-7/13/18
Villagomez, Alicia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Villegas, Bibiana Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Wade, Byron Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Walker, Christine Special Ed-Cabrillo ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Walsh, Leslie Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Wang, Stephen Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Watts, Anne Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Wilkinson, Greg Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Williams, Steven Operations	Custodian 8 Hrs/Day	6/12/18-8/17/18
Wilson, Stanley Operations	Custodian 8 Hrs/Day	6/14/18-8/17/18
Wingfield, Janet Special Ed-Santa Monica HS	Paraeducator-2 7 Hrs/Day	6/18/18-7/13/18
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	6/14/18-8/15/18
Womack, Raven Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Wood, Jeff Special Ed-Grant ES	Paraeducator-1 3 Hrs/Day	6/18/18-7/13/18
Woods, Leah Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 140 Hrs	6/18/18-7/13/18

Young, Abigail Special Ed-Grant ES	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Zheng, Jin Special Ed-Grant ES	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
Zibahalat, Haide Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Gonzalez, April Special Ed-Santa Monica HS	Paraeducator-1 [overtime; prom coverage]	5/19/18
Gutierrez, Cindy Rogers ES	Health Office Specialist [additional hours; field trips]	2/14/18-6/8/18
Gutierrez, Corina CDS-McKinley ES	Children's Center Assistant-2 [additional hours; a special education student support]	5/28/18-6/8/18
Levy, Robin Special Ed-Cabrillo ES	Paraeducator-1 [additional hours; overnight field trip]	5/15/18-5/17/18
Levy, Robin Special Ed-Cabrillo ES	Paraeducator-1 [overtime; overnight field trip]	5/15/18-5/17/18
Ortiz, Alondra Special Education	Office Specialist [additional hours; clerical support]	5/7/18-6/30/18

**SUBSTITUTES**

**EFFECTIVE DATE**

Olvera, Daniel Operations	Custodian	6/1/18-6/30/18
Skowlund, Carol Special Education	Administrative Assistant	6/14/18-7/31/18
Zurich-Lunsford, Kathleen Special Education	Senior Office Specialist	5/7/18-6/30/18

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Payton, Tawny Special Ed-Roosevelt ES	Paraeducator-3 8 Hrs/SY From: 6.33 Hrs/SY/ Special Ed-Roosevelt ES	4/9/18
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**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Gottlieb, Galit Special Ed-Franklin ES	Paraeducator-3 7.6 Hrs/SY From: 7.6 Hrs/SY/Special Ed-Cabrillo ES	4/9/18
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**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Aldana, Monica Grant ES	Health Office Specialist	7/1/18
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**LEAVE OF ABSENCE (PAID)**Kothari, Priyanka  
Special Ed-Malibu HSParaeducator-1  
CFRA/FMLA/Medical**EFFECTIVE DATE**

5/17/18-5/26/18

Toma, Julie  
Personnel CommissionHuman Resources Technician  
CFRA/FMLA/Medical

6/4/18-6/21/18

**LEAVE OF ABSENCE (UNPAID)**Pierce, Elisabeth  
Child Development ServicesAccountant  
Child Care**EFFECTIVE DATE**

3/26/18-3/26/19

**ABOLISHMENT OF POSITION**

Food and Nutrition Services

Food Service Operations Supervisor  
8 Hrs/12 Mo**EFFECTIVE DATE**

7/1/18

McKinley ES

Instructional Assistant - Classroom  
3 Hrs/SY

8/23/18

FNS-Malibu HS

Production Kitchen Coordinator  
8 Hrs/10 Mo

8/21/18

**REDUCTION OF HOURS**

CDS-Edison Seaside Preschool

Children's Center Assistant-2  
3.5 Hrs/SY  
From: 5.5 Hrs/SY**EFFECTIVE DATE**

9/20/18

CDS-Grant Seaside Preschool

Children's Center Assistant-2  
3.5 Hrs/SY  
From: 5.5 Hrs/SY

9/20/18

**RESIGNATION**Argueta, Angelica  
Franklin ES

Instructional Assistant - Classroom

**EFFECTIVE DATE**

6/8/18

Brown, Virginia  
Edison ES

Instructional Assistant - Bilingual

6/8/18

Buster, Anne  
McKinley ES

Instructional Assistant - Classroom

6/8/18

Cooper, James  
Cabrillo ES

Physical Activities Specialist

4/11/18

Ernst, Amanda  
Special Ed-Cabrillo ES

Paraeducator-2

6/8/18

Lawrence, Adrianna  
Transportation

Bus Driver

6/13/18

Nunez, Kimberly  
Rogers ES

Instructional Assistant - Classroom

6/8/18

Oyenoki, Aimee  
McKinley ES

Instructional Assistant - Classroom

6/8/18

**Classified Personnel – Non-Merit  
7/19/18**

**AVID TUTOR**

Carino, Caitlin

Adams MS

4/9/18-6/8/18

**NOON SUPERVISION AIDE**

Valadez, Luz

Edison ES

6/11/18-6/20/18

**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>
Merit Rules Revisions Update - Definitions	Discussion	9/12/18



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

Wednesday, September 12, 2018, at 4:30 pm, *District Office Board Room*

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

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## **X. Closed Session:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m. pursuant to Government Code Section 54954.5 to discuss:

- A. CANDIDATE'S APPEAL  
Title: Plant Supervisor

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

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**XI. Adjournment:**