



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**September 12, 2017**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, September 12, 2017**, 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 September 12, 2017

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

- G.06 Approval of Minutes for Regular Meeting on August 8, 2017

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

Approval of Minutes for Regular Meeting on July 11, 2017

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**September 12, 2017**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, September 12, 2017**, 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 September 12, 2017

G.06 Approval of Minutes for Regular Meeting on July 11 & August 8, 2017

G.07 Report from the Director of Classified Personnel:

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

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

- General Comments and Updates
- Advisory Rules Committee Update

G.08 Personnel Commissioner Comments/Reports:

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

G.09 Communications:

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

- SEIU Report
- Board of Education Report

G.10 Public Comments:

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

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	7
Cafeteria Worker I	10
Children's Center Assistant-1,2,3	7
Communications Specialist	3
Gardener	4
Health Office Specialist	1
Instructional Assistant - Classroom	11
Instructional Assistant – Physical Education	2
Painter	10
Physical Activities Specialist	6
Plumber	3
Production Kitchen Coordinator	2

- C.02 Advanced Step Placement:  
Sarah Barrett in the classification of Instructional Assistant - Classroom at Range 18, Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Accelerated Hiring Rate:  
Licensed Vocational Nurse classification within the Student Services job family

- A.02 Classification Revision:  
Director of Purchasing and Warehouse within the Fiscal job family

**IV. DISCUSSION ITEMS:**

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

- D.01 First Reading of Changes to Merit Rule:  
*Chapter XIV: Disciplinary Action and Appeal*

**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)
  - August 9, 2017Classified Personnel – Merit Report - No. VII.D.2.
  - August 30, 2017I.05 Classified Personnel – Non-Merit Report – No. VIII.D.3.
  - August 9, 2017Classified Personnel – Non-Merit Report – No. VII.D.3.
  - August 30, 2017I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2017 – 2018I.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	- Second Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	October 2017

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

Tuesday, October 10, 2017, at 4:30 p.m. – *District Office Board Room*

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

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

**X. CLOSED SESSION:**

- No Closed Session

**XI. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**July 11, 2017**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, July 11, 2017, at 4:43 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 4:43 p.m.**

**G.02 Roll Call: Commissioners Inatsugu and Lippman were present.**

**G.03 Pledge of Allegiance: Commissioner Lippman led all in attendance in the Pledge of Allegiance.**

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

- None

**G.05 Motion to Approve Agenda: July 11, 2017**

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

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

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

**G.06 Motion to Approve Minutes:** June 13, 2017

**It was moved and seconded to approve the minutes as revised – Adjournment voting block. The motion passed.**

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

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

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

- General Comments
  - **Director Cool updated the Personnel Commission about intense summer recruiting, so that the schools are fully staffed for the next school year.**
  - **Director Cool reported to the Personnel Commission on Human Resource’s initiative to lead the pilot on-line processing of Position Control forms.**
  - **Director Cool announced his intent to go on a paternity leave as he and his wife are expecting their first child late in October.**
- Advisory Rules Committee Update - FORMAT
  - **Director Cool stated that the final revisions to Chapter XIV: *Disciplinary Action and Appeal* are still in progress. The chapter will be presented to the Personnel Commission for first reading in September.**

**G.08 Personnel Commissioner Comments/Reports:**

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

- **Commissioner Inatsugu and Commissioner Lippman congratulated Director Cool on his pending fatherhood.**

**G.09 Communications:**

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

- SEIU Report

- **Mrs. Keryl Cartee-McNeely, Chief Steward, updated the Personnel Commission on SEIU’s initiatives in regard to classified employees’ summer bridging and summer employment, bill AB 621, to pass in the Senate. AB 621 will create a 2-to-1 state-matched fund just for school employees.**
- **Board of Education Report**
  - **Dr. Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on certificated and administrative hiring for the new school year. Dr. Kelly stated that the School Services will have to open again the recruitment for the Assistant Superintendent of Business and Fiscal Services. He announced the new Principal of McKinley Elementary School, Dr. Ashley Benjamin, who was the Assistant Principal of Franklin Elementary School. The Human Resources Department is conducting a recruitment for a Principal of Webster Elementary School, a house Principal for Santa Monica High School, and Assistant Principals in Franklin Elementary School and John Adams Middle School.**
  - **Dr. Kelly notified the Personnel Commission about the agenda for the next Board of Education meeting that will take place on July 19, 2017. The main item on the agenda will be a report prepared by the Financial Oversight Committee.**

**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

Campus Security Officer	12
Children’s Center Assistant-1 & 3	6
Instructional Assistant - Classroom	5
Physical Activities Specialist	9
Production Kitchen Coordinator	2



It was moved and seconded to approve the Consent Calendar – II.C.01 *Approval of Classified Personnel Eligibility Lists* with the following amendment. The motion passed.

- **Campus Security Officer** – a correction was made for rank 9.

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

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

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

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

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

**REPORT AND DISCUSSION**

- **Director Cool provided a brief background of the classification revisions for Electrician regarding assignment types of high-voltage and low-voltage responsibilities and duties.**
- **Director Cool stated that educational requirement of a high school diploma or recognized equivalent was added. Experience and license requirements were clarified. In addition, minor clarifying changes were made to several of the duty statements as well as the supervision, knowledge, and ability sections.**

**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.

**REPORT AND DISCUSSION**

- Director Cool responded to Commissioner Lippman's questions regarding the potential unification of Malibu Unified School District and its impact on classified staff and the Personnel Commission. The questions included the merit system, a new Personnel Commission, reappointment of present Commissioners, layoff and bumping rights, classified staffing needs, and new classified salary schedules and job descriptions.
- Dr. Kelly responded to a question regarding a new employee's union. There would be a period of time in which the Malibu Unified School District would have to honor the existing collective bargaining agreement. Then the MUSD employees would have the right to choose representation and select a union organization, or they may choose not to unionize.
- Commissioner Inatsugu noted that the unification is a complex and timely process. It will not most likely impact the current Commissioners. In addition, she stated that there is not extensive guidance in the California Education Code addressing issues related to Merit Systems and Personnel Commissioners during and immediately after unification.
- Director Cool will provide the Commissioners with his responses via e-mail.
- Commissioner Inatsugu stated that the Personnel Commission will continue educating itself about the unification process.
- Dr. Kelly encouraged the Commissioners to monitor the progress of the unification and the Board's actions and direction over the next several months. He cautioned the Commissioners in terms of seeking a recommendation from the Director of Classified Personnel on unification as it is a community issue. It would not be appropriate for the Director to take a position. It is advisable to continue to obtain further information regarding the impact, and to continue asking questions such as these.
- Dr. Kelly assured the Personnel Commission about the District's full commitment to all students in Santa Monica - Malibu Unified School District.

**V. COMMISSIONER TRAINING/BRIEFING:**

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

T.01 Merit Rules

**REPORT AND DISCUSSION**

- Director Cool conducted an extensive training for the Personnel Commissioners on the Merit Rules as they relate to the authority and responsibility of the Commission. He cited several sections of the California Education Code explaining the Commission's jurisdiction.

- The Commission prescribes, amends, and interprets rules that ensure the efficiency of the classified service, the selection and retention of employees based on merit and fitness.
- Director Cool pointed out that if the rules are within the scope of the collective bargaining agreement, it takes precedence over the rules. Hence, the rules are composed in agreement with the Union contract, or the Union contract is directly referred to. The Merit Rules apply to the Board of Education, but they don't restrict its authority.
- Director Cool explained the revision process and introduced the Advisory Rules Committee composition. He also provided examples of revision processes from other agencies.
- Director Cool provided a comprehensive list of the Rules' subjects including applications, examinations, appointments, layoffs, compensation in classification, and job analysis and specifications, and many other areas of personnel management.
- Director Cool informed the Commission about proper posting and distribution of Merit Rules.
- Director Cool explained the authority of the Board of Education in contrast to the authority of the Personnel Commission. The Board of Education has jurisdiction over adoption of duties performed by all classified employees, developing salary schedules, and conducting disciplinary actions.
- Director Cool will e-mail the presentation to each Commissioner.

**VI. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.37 (for SMMUSD School Board Agenda)
  - June 29, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A.38
  - June 29, 2017
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2016 – 2017

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

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

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
Tuesday, August 8, 2017, at 4:30 p.m. – *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**  
Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of 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		✓	✓			
Peter Lippman	✓		✓			
Julie Waterstone						✓

**TIME ADJOURNED: 5:39 p.m.**

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**August 8, 2017**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, August 8, 2017**, at **4:37 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 4:37 p.m.**
- G.02 Roll Call: Commissioners Inatsugu 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: August 8, 2017**

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

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

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

**G.06 Motion to Approve Minutes: July 11, 2017**

**It was postponed to approve the minutes as submitted to the next regular Personnel Commission meeting on September 12, 2017.**

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

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

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

- General Comments
  - **Director Cool informed the Personnel Commission that the Personnel Commission 2017-2018 budget has been approved by the Los Angeles County of Education.**
  - **Director Cool reported to the Personnel Commission on the leadership retreat that took place at PDLC center from August 1, to August 3, 2017. The Superintendent, Dr. Drati, shared his vision for the District for the next school year.**
  - **Director Cool invited the Personnel Commissioners to the District's convocation on August 17, 2017 in the Santa Monica High School's Barnum Hall.**
  - **Director Cool requested a special Personnel Commission meeting to approve classification specifications for certain management positions that will be recruited for in the near future. It is essential for the District operation that they are filled promptly. Director Cool proposed to meet either on August 31 or September 1, 2017.**
- Advisory Rules Committee Update - FORMAT
  - **Director Cool stated that the final revisions to Chapter XIV: *Disciplinary Action and Appeal* are still in progress. The chapter will be presented to the Personnel Commission for first reading in September.**

**G.08 Personnel Commissioner Comments/Reports:**

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

- **Commissioner Waterstone congratulated Director Cool and his wife on his pending fatherhood.**

- **Commissioner Waterstone** inquired about the proper protocol when approached by a District employee with concerns. **Director Cool** recommended the correspondence be forwarded to him for further assessment, given the issue is under the jurisdiction of 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
  - **None**
- Board of Education Report
  - **Dr. Kelly, Assistant Superintendent of Human Resources**, informed the **Personnel Commission** of the management retreat.
  - **Dr. Kelly** announced the new administrators in the District. **Mr. Patrick Miller** has become the new Principal of Webster Elementary School. He was the Assistant Principal of Malibu High School. **Dr. Kelly** also announced the new Principal of McKinley Elementary School, **Dr. Ashley Benjamin**, who was the Assistant Principal of Franklin Elementary School. There is a new Assistant Principal of John Adams Middle School, **Ms. Martha Chacon**, a former chemistry teacher at Santa Monica High School. Recommendations for a new House Principal of Santa Monica High School as well as a new Assistant Principal of Franklin Elementary School will be presented at the next Board of Education meeting.
  - **Dr. Kelly** updated the Personnel Commission on the District facility improvement and maintenance projects. For instance, there will be new facilities for the middle school, library, and administration at Malibu High School in the near future.
  - **Dr. Kelly** informed the Personnel Commission about hiring the new Interim Chief Financial Officer, **Mr. Michael Bishop**, who is a retired CFO from Santa Ana and Paramount Unified School Districts. **Dr. Kelly** stated that the School Services has reopened the recruitment for the Assistant Superintendent of Business and Fiscal Services. The hiring interviews are planned for the end of September.
  - **Dr. Kelly** notified the Personnel Commission about the Human Resources Department and new teachers' coordinators, **Ms. Lila Daruty** and **Ms. Tristen Gartrell**, conducting a new teacher academy from August 14 to August 15, 2017.
  - **Dr. Kelly** announced that the new school year starts on August 22, 2017.

#### **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

Paraeducator-1	9
Paraeducator-2	7
Paraeducator-3	2

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Moses Nwaigwe in the classification of Vehicle and Equipment Mechanic at Range: 36 Step: B

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

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

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2016-2017.

**It was moved and seconded to approve the Director’s recommendations for item III.A.01 as amended to reflect the added Commissioners’ service dates and revised Merit Rules Chapter Revisions category. The motion passed.**

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



## REPORT AND DISCUSSION

- Director Cool provided an overview of the Personnel Commission main functions, core responsibilities, primary duties, and Merit System principles.
- Director Cool introduced the Personnel Commission Office structure including individual positions and their duties.
- Director Cool presented a statistical summary of the Personnel Commission's primary initiatives and activities. He pointed out a couple of modifications that will be implemented before submitting the report to the Board of Education. Director Cool will include service dates for Commissioner Pertel and Commissioner Waterstone in order to avoid any misunderstanding about the number of Personnel Commissioners. Director Cool will also revise the Merit Rules Chapter Revisions data under the Ancillary Activities category.
- Commissioner Inatsugu and Commissioner Waterstone commended Director Cool for a well-organized and informative report.

### A.02 Classification Revision:

Approval of the revisions to the classification descriptions within the Food Services Series

- Cafeteria Worker/Transporter
- Cafeteria Cook/Baker
- Cafeteria Worker I
- Cafeteria Worker II
- Stock and Delivery Clerk
- Production Kitchen Coordinator
- Site Food Services Coordinator
- Food Service Operations Supervisor
- Director of Food Services

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

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

## REPORT AND DISCUSSION

- Director Cool provided a brief background of the classification revisions for the Food Services series with respect to the California Department of Education's new mandatory Professional Standards for all agencies participating in the National School Lunch Program.
- Director Cool stated that educational requirement of a high school diploma or recognized equivalent was added.

- **Commissioner Inatsugu commended Ms. Caldera, Personnel Analyst, for the new classification specification formatting.**

**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 Merit Rules – part 2

**REPORT AND DISCUSSION**

- **Director Cool conducted an extensive training for the Personnel Commissioners on the Merit Rules – part 2 reviewing *Chapter I: Preliminary Statement and Definition of Terms, Chapter II: The Personnel Commission, and Chapter III: Classification.***
- **Director Cool went over the major purpose, principles, roles, and functions of the Personnel Commission. The Personnel Commission draws authority from Article 6 of the Education Code.**
- **Director Cool informed the Commission about proper posting and distribution of Merit Rules.**
- **Director Cool pointed out again that if the rules are within the scope of the collective bargaining agreement, it takes precedence over the rules. Hence, the rules are composed in agreement with the Union contract, or the Union contract is directly referred to. The Merit Rules apply to the Board of Education, but they don't restrict its authority.**
- **Director Cool explained the revision process and listed the Advisory Rules Committee's members.**
- **Director Cool emphasized Merit Rule 1.1.3.B stating that no set of Rules can contemplate all possible combinations of circumstances affecting particular cases. The Rules are to be applied with consideration of their intent and shall not preclude the Personnel Commission from approving the waiver of a specific Rule provision where special circumstances require it.**
- **Director Cool explained certain definitions of terms used in the Merit Rules such as applicant, candidate, eligible, class, classification specification, open examination, probationary employee, and working-out-of-class, among others.**
- **Director Cool introduced Merit Rules - Chapter II containing Personnel Commission organization and procedures, structure of meetings, roles and functions of the department's employees, and miscellaneous provisions dealing with Personnel Commission's budget, annual report, legal counsel, and office accommodations.**

- Director Cool described the Personnel Commission's composition consisting of three (3) members who are appointed for three (3) years. He also explained the selection process as well as potential removal of a Commissioner.
- Director Cool described the regular and special meetings explaining the different categories, components, and conditions under which each type of the meeting can be called to order. At least two (2) Commissioners must be present to conduct business at any given meeting. A public record, the minutes, must be composed and presented for approval at the next Personnel Commission meeting.
- Director Cool explained the status of the department's employees, their appointment and funding.
- Director Cool provided the Personnel Commission with the rules for approving the department's budget and annual report. He also stated that the Board of Education legal counsel shall represent the Personnel Commission in all legal matters. The Board of Education must also provide the department with suitable office accommodations.
- Director Cool introduced Merit Rules - Chapter III containing the classified service, the classification plan, and reclassification.
- Director Cool defined classified positions. He also listed exemptions from the classified service including senior management and restricted positions. The Board of Education prescribes specific duties for each position, and the Personnel Commission determines the appropriate classification based on these duties, creating classification specifications. The department also assists with maintaining these classification specifications within the internal alignment and in relation to salaries.
- Director Cool explained the process of reclassification. The basis for reclassification is a gradual increase in duties. He also noted the effects of this action on incumbents and examination requirements based on the duration of service in a particular class.
- Director Cool clarified the principles and timelines for a working-out-of-class assignment when there is a vacant position, or a permanent employee is on a leave of absence. A lower level employee, based on a seniority rotation, takes a temporary promotion with an appropriate compensation for up to ninety (90) days, with a possibility of one extension of additional ninety (90) days.
- Director Cool will e-mail the presentation to each Commissioner.

## **VI. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. VIII.D.2. (for SMMUSD School Board Agenda)
  - July 19, 2017

- I.05 Classified Personnel – Non-Merit Report – No. VIII.D.3.
  - June 19, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2016 – 2017
- 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	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2017

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

Tuesday, September 12, 2017, at 4:30 p.m. – *District Office Board Room*

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

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

- **None**

**X. CLOSED SESSION:**

- **No Closed Session**

**XI. ADJOURNMENT:**

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

**It was moved and seconded to adjourn the meeting.**

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

**TIME ADJOURNED: 5:38 p.m.**

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, September 12, 2017

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

Advanced Step Placement: Sarah Barrett in the classification of Instructional Assistant – Classroom at Range 18, Step D

Hire Date: 08/21/2017  
 ASP Request Submitted: 08/23/2017

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Sarah Barrett	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> <li>Completed 48 units at an accredited institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree;</li> </ul>	<ul style="list-style-type: none"> <li>Sarah Barrett has a Master's Degree in Education</li> </ul>	<b>1</b> level of education above the required level <u>=1 Step Advance</u> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>There is no experience requirement for this classification.</li> <li>Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people is <b><i>preferred</i></b>.</li> </ul>	<ul style="list-style-type: none"> <li>Sarah Barrett exceeds the experience requirement. She taught Kindergarten and second grade at Brentwood School for three (3) years.</li> </ul>	<b>1</b> (2-year periods) of experience above the required level <u>=1 Step Advance</u>
<b><u>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP D</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Barrett's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step B is \$14.23/hour, while Step D is \$15.68/hour. The net difference in pay is an approximate increase of \$1.46 per hour, \$94.79 per month, or \$947.86 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 Sarah Barrett at Range A-18, 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							
Peter Lippman							
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							
Peter Lippman							
Julie Waterstone							



**PERSONNEL COMMISSION**  
**Regular Meeting: Tuesday, September 12, 2017**

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

Accelerated Hiring Rate: Licensed Vocational Nurse within the Student Services job family

**BACKGROUND INFORMATION:**

Per Merit Rule 12.2.4, for classes where recruitment efforts have indicated difficulty in recruiting at the first step of the salary range, an accelerated hiring rate may be set with approval of the Personnel Commission and Board of Education at a higher step in the range. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

There is currently one (1) Licensed Vocational Nurse (LVN) vacancy, located in Malibu. The Personnel Commission Office has already begun accepting applications for this position, with a deadline of September 17<sup>th</sup>. In addition to the vacancy, Ms. Lora Morn, Coordinating Nurse, would like to establish a list of qualified substitute LVNs.

**DIRECTOR'S COMMENTS:**

Because Malibu vacancies are notoriously difficult to fill, the Director of Classified Personnel recommends implementing an accelerated hiring rate. In consultation with District Management and Executive Cabinet, the Director recommends a starting rate of \$3,824 (Range A-34, Step C). This is a monthly increase of \$355 over the current starting rate of \$3,469 (Range A-34, Step A).

There is currently only one (1) LVN within the District. If this recommendation is approved, the employee's salary will not increase as she has already exceeded Step C.

**DIRECTOR'S RECOMMENDATIONS:**

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step C at Range 34 (\$3,824) on the Classified Employee Salary Schedule (A) pursuant to Merit Rule 12.2.4.A for the position of Licensed Vocational Nurse.

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Peter Lippman						
Julie Waterstone						



## **PERSONNEL COMMISSION**

**Regular Meeting: Tuesday, September 12, 2017**

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

Classification Description Revision: Director of Purchasing and Warehouse within the Fiscal job family

### **BACKGROUND INFORMATION:**

In late 2016, the District's incumbent Director of Purchasing and Warehouse resigned separating from the District after many years of service. The classification description had not been updated during that incumbency period, and thus significant revisions to all sections of the document were necessary. Personnel Commission staff intends to initiate a recruitment for this position in the near future.

### **METHODOLOGY:**

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

- Met with Ms. Loretta Courie, the independent consultant, assisting as interim Director of Purchasing and Warehouse, to conduct a detailed job analysis and construct a competency model.
- Reviewed and analyzed related job descriptions from multiple similarly-sized school districts in the extended local market.
- Incorporated input from Mr. Michael Bishop, the Districts' Interim Assistant Superintendent of Business and Fiscal Services.
- Researched and clarified various types of acceptable purchasing-related certification.

### **ANALYSIS & FINDINGS:**

Based on the information gathered, the recommended changes are summarized as follows:

- All references to the District's warehouse were removed, as the Purchasing Department no longer utilizes or oversees it.
- The minimum experience requirement was increased from three (3) to five (5) years, which is in line with requirements for the District's other Director-level positions.
- The supervisory experience requirement was quantified for clarification.
- An equivalency statement was added in order to allow candidates with more diverse background experience and training to compete in the selection process.
- Duty statements were clarified, operationalized, and ranked based on criticality and frequency. Only duties that were determined to be essential were retained.
- Knowledge and Ability statements were clarified and reorganized to eliminate redundancy, and the terminology was updated.
- The section on work conditions was elaborated to more accurately reflect the job.
- A salary study was conducted; however, at this time, a reallocation is not being recommended.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Director of Purchasing classification description as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: Non-Represented  
CLASS CODE: 510911  
SALARY RANGE: M-59

## **DIRECTOR – PURCHASING ~~AND WAREHOUSE~~**

### **BASIC FUNCTION:**

Under ~~the general~~ direction ~~of from~~ the Assistant Superintendent of Business and Fiscal Services, plan, organize, monitor and direct the activities and operations for District Purchasing, Print Shop and Mail., ~~Warehouse and Mail functions; facilitate bidding for supplies and public work projects; assure compliance with purchasing guidelines, policies and procedures; supervise and evaluate the performance of assigned staff.~~

### **MINIMUM QUALIFICATIONS**

#### ***EDUCATION:***

Bachelor's degree in purchasing, business administration or related field.

#### ***EXPERIENCE:***

~~Three (3) Five (5)~~ years of directly related professional purchasing experience including at least two (2) years in a supervisory role. in business or government including independent and/or supervisory duties. K-12 public school district experience preferred.

#### ***EQUIVALENCY:***

Additional experience beyond the required five (5) years, when combined with an approved certificate from an accredited institution AND a Bachelor's degree in any area, may be substituted for the requirements listed above.

#### ***LICENSES AND OTHER REQUIREMENTS:***

Valid ~~California~~ Class C driver's license and use of a personal automobile.

### **REPRESENTATIVE DUTIES:**

1. Provide leadership and direction and assume full management responsibility for Purchasing Department services and activities including the Print Shop and District Mail.
2. Train, motivate, counsel, and evaluate department personnel; work with staff members to develop and improve upon skills and abilities.
3. Sign purchase orders and review for accuracy and adherence to District policies and procedures.
4. Work with legal counsel to interpret, apply, and explain federal, state, and local laws, rules, regulations, policies and procedures.
5. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to purchasing activities and personnel; maintain records on vendors, purchase orders, purchase history and related records.

6. Monitor, coordinate and manage contract services; develop RFP's, RFQ's, bids, and public work projects.
7. Review and analyze the annual preliminary budgets for the Purchasing Department, District Mail services and Print Shop; control and authorize expenditures in accordance with established limitations.
8. Review contracts for accuracy and content, including maintenance, service, and construction documents and leases for various departments prior to execution.
9. Plan and compile bid specifications and requests for proposals for equipment and public works contracts; maintain positive working relationships and negotiations with vendors.
10. Communicate and coordinate with District administrators, contractors, staff, and the community regarding purchasing matters; represent the department at District and outside meetings and activities; facilitate meetings as needed.
11. Provide technical expertise to senior management and the Board of Education; compile, organize, prepare, and present department reports, Board agenda items, and other documents as needed.
12. Explain and ensure compliance with federal, state, and local regulation and Board Policies and Procedures.
13. Plan, schedule, and conduct the District's fixed asset control inventory by identifying surplus property and equipment at all District sites and facilities; dispose of obsolete equipment in accordance with District Board policy.
14. Conduct research and provide resolution to difficult and sensitive inquiries and/or complaints from department staff, District personnel, and outside agencies.
15. Assist as needed in the formulation and development of District policies, procedures and programs.

- ~~1. Plan, organize and direct the activities and operations for District Purchasing, Print Shop, Warehouse and Mail functions; assure compliance with Education Code guidelines, Board policies and other purchasing policies and procedures. E~~
- ~~2. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. E~~
- ~~3. Communicate with other administrators, District personnel, contractors, PTA and staff to discuss purchases, coordinate activities and programs, resolve issues and conflicts and exchange information. E~~
- ~~4. Plan and compile bid specifications and request for proposals for equipment and public works contracts; work with end users to evaluate and recommend awards; maintain positive working relationships with vendors; negotiate prices with vendors. E~~
- ~~5. Review contracts including leases, maintenance, service and construction documents for various departments prior to execution; communicate with attorneys regarding contracts as needed. E~~
- ~~6. Plan, schedule and conduct District's fixed asset control inventory of furniture and equipment at various District locations. E~~
- ~~7. Maintain the District-wide telephone communications; assure proper working condition; order new lines or disconnect lines as necessary; resolve issues with the~~

~~phone company as needed; monitor and direct the installation, planning and ordering of District telecommunications services. E~~

~~8. Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs. E~~

~~9. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned purchasing activities and personnel; maintain records on vendors, purchase orders, purchase history, warehouse orders and related records. E~~

~~10. Develop and prepare the annual preliminary budgets for the Purchasing Mail, Print Shop, Warehouse and Communications; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. E~~

~~11. Operate a computer and other office equipment as assigned. E~~

~~12. Sign purchase orders and review for accuracy and adherence to policies. E~~

~~13. Attend and conduct a variety of meetings as assigned; prepare agenda items as required. E~~

~~14. Identify surplus property, produce Board item to surplus items, and dispose of obsolete equipment or sell quality items as appropriate.~~

~~15-16.~~ Perform related duties as assigned.

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

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- Planning, organization and direction of the purchasing, ~~warehouse,~~ print shop, and mail functions of ~~the a school~~ District.
- Principles and practices of Public Contract Code (PCC) and District Board Policy. ~~contract law,~~
- Cost and price analysis and negotiation techniques.
- Sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials for public education entities.
- ~~Warehousing procedures, material handling, inventory control and delivery.~~
- Product quality identification and standards.
- Budget ~~preparation and control~~ oversight and revenue management techniques.
- Oral and written communication skills.
- Principles and practices of leadership, administration, supervision, and training.
- District Board Policy and applicable federal, state and local ~~Applicable~~ laws, codes, regulations, policies and procedures.
- ~~Interpersonal skills using tact, patience and courtesy.~~



## ABILITY TO:

- Provide administrative and professional leadership and direction.
- ~~Plan, organize and direct the activities and operations for District Purchasing, Print Shop, Warehouse and Mail functions.~~
- Establish and maintain ~~cooperative and~~ effective working relationships with others.
- Facilitate bidding ~~process for supplies and public work projects~~ and effectively apply negotiation tactics to obtain ~~negotiate for~~ best price and quality.
- Assure compliance with District purchasing guidelines, policies, and procedures.
- Supervise, coach, and evaluate the performance of assigned staff.
- Communicate effectively ~~both~~ orally and in writing.
- Operate modern computer hardware and business software
- ~~Operate a computer and assigned office equipment.~~
- Learn to operate District's purchasing software and other programs as needed.
- Analyze situations accurately and implement an effective course of action. ~~adopt an effective course of actions.~~
- Meet multiple deadlines; accurately project Department time lines.
- ~~Meet schedules and time lines.~~
- Work independently with little direction; plan and organize work of the Department.
- ~~Plan and organize work.~~
- Interpret and Ppprepare comprehensive narrative and statistical reports.
- ~~Maintain reports, files, and other records in an organized and accessible fashion. Direct the maintenance of a variety of reports and files related to assigned activities.~~

## SUPERVISION:

General Ssupervision is received from the Assistant Superintendent of Business and Fiscal Services. Supervision is exercised over purchasing, ~~warehouse~~, delivery, and printing services personnel.

## WORKING CONDITIONS:

### ENVIRONMENT:

Works is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors, District facilities, and/or school sites.

- ~~Office environment.~~
- ~~Constant interruptions.~~

*PHYSICAL ABILITIES:*

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting while operating a computer for long periods of time.
- Bending at the waist, kneeling, or crouching to file materials.

***DUTIES APPROVED  
BOARD OF EDUCATION:***

***CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:***

Revision: 09/12/2017

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**IV. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, September 12, 2017**

#### **AGENDA ITEM NO: IV.D.01**

First Reading of Changes to Merit Rules – *Chapter XIV: Disciplinary Action and Appeal*

#### **BACKGROUND INFORMATION:**

Chapter XIV: Disciplinary Action and Appeal is an important and frequently referenced chapter of the Merit Rules. This chapter contains a comprehensive list of causes for disciplinary action, such as theft of district property and repeated absences. Throughout the District, supervisors that oversee classified staff must be familiar with and adhere to this chapter. Likewise, employees who have been disciplined may turn to this chapter to learn about their rights and the appeal process.

Chapter XIV was previously reviewed by the Advisory Rules Committee (ARC); however, revisions were never brought to the Personnel Commission for a first reading. This is a dense chapter that required thoughtful consideration; many further revisions were identified.

#### **DISCUSSION:**

Based on collaboration with the ARC, the following areas were revised:

- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Language from Ed Code was inserted when appropriate
- When authority does not lie with the Merit Rules, references were made to either the Collective Bargaining Agreement or the Board of Education
- The formatting of Ed Code references was revised

Between all of the chapters, the format, spacing, and font size are not consistent. Personnel Commission staff have established a standard format, and have begun the process of updating all chapters. These revisions will not be brought to the Commission as the content will remain the same.

## CHAPTER XIV

### DISCIPLINARY ACTION AND APPEAL

#### Rule 14.1 DISCIPLINARY ACTION - SUSPENSION, DEMOTION AND DISMISSAL

The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

#### 14.1.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45302)~~

- A. A ~~regular~~-classified employee shall be subject to disciplinary action only for cause as prescribed by law or this Rule. No disciplinary action shall be taken against any employee for any cause which arose more than two (2) years prior to the date of the notice of disciplinary action unless such cause was concealed or not disclosed by the employee when the facts reasonably should have been disclosed.
- B. No employee shall be suspended, demoted or dismissed, sexually harassed, or in any way discriminated against because of his/her ~~affiliations,~~ race, religious creed, color, national origin, ancestry, physical disability, ~~age, marital status, sex,~~ handicapping condition, ~~ancestry,~~ medical condition, genetic information, marital status, sex, age, sexual orientation, or military or veteran status (as defined in Government Code 12926), or religious, or political beliefs or acts, except as provided in Rule 14.1.4.
- C. No ~~permanent or probationary~~-classified employee shall be suspended, demoted or dismissed ~~until final approval is given by the Board~~ except as provided in Rule 14.1.5.

References: Education Code 45302

#### 14.1.2 NOTICE OF DISCIPLINARY ACTION

- A. The notice of disciplinary action shall include causes or charges for discipline as specified in Rule 14.1.4. The notice of disciplinary action shall also include a Statement of Charges. The Statement of Charges must be in ordinary and concise language and be clear enough so that the employee will know the precise ~~charges~~complaints against him/her and ~~may be expected to~~ be able to respond to them.
- B. When an employee is to be disciplined, he/she shall be advised of his/her right to answer, explain or deny the charges within five (5) working days after receipt of the notice of disciplinary action. The answer, explanation or denial of charges shall be made to the person sending the notice of disciplinary action. ~~The answer, explanation or denial of charges shall be made to the person sending the notice of disciplinary action.~~ The employee shall be entitled to review any records or materials which are used as part of the discipline and shall be provided copies upon request.
- C. All communications from the District to the employee shall be:
1. delivered personally and signed for by the employee or
  2. sent by certified mail, return receipt requested, to the last known address of the employee on file in the ~~Personnel~~Human Resources Office.

#### 14.1.3 DEFINITIONS

- A. Suspension shall mean the temporary removal of an employee from a position for cause with loss of pay as a disciplinary measure, or indefinite removal preliminary to investigation of charges pursuant to Education Code 45304.
- B. Demotion shall mean the involuntary reduction of an employee for cause from a class with a higher salary range~~pay scale~~ to a class with a lower salary range~~pay scale~~, ~~or from a higher salary step to a lower salary step on the same pay scale.~~ ~~A~~

~~disciplinary action reducing salary from a higher to a lower step shall specify the number of months of reduction, not to exceed six (6), and shall establish a new salary increment date.~~

- C. Dismissal shall mean the involuntary separation of an employee from service for cause.

14.1.4 CAUSES FOR SUSPENSION, DEMOTION OR DISMISSAL  
~~(EDUCATION CODE 45302, 45303)~~

- A. A ~~regular~~-classified employee may be subject to disciplinary action by the Board of Education for the following causes:
1. insubordination, including, but not limited to ~~willful~~-refusal or failure to do reasonably assigned work;
  2. discourteous, offensive or abusive conduct toward other employees, students or the public;
  3. misuse, theft, destruction or mishandling of District property, or property of employees or students of the District;
  4. offering anything of value, or offering any service in exchange for special treatment in connection with an employee's job or employment, or the accepting of anything of value or any service in exchange for granting special treatment to another employee or to any member of the public;
  5. possession of an alcoholic beverage or drinking alcoholic beverages, or being intoxicated while on the job, or the unauthorized use or being under the influence of alcohol, narcotics or any controlled substances not prescribed to the employee by a licensed physician;
  6. engaging in political, religious or personal activities during assigned hours of

employment, which impairs the efficiency of the service;

7. immoral conduct;
8. conviction of a felony or serious crime or a record of one (1) or more convictions which indicate that the person is a poor employment risk for the particular job which he/she holds in the District. (A plea, verdict, or finding of guilty, or a conviction following a plea of nolo contendere is to be deemed a conviction within the meaning of these Rules);
9. conviction of a sex or narcotics offense as defined in Education Code § 44010, ~~or 44011~~, or 45124;
10. abuse of leave privileges which impairs the efficiency of the service;
11. ~~knowingly~~ falsifying ~~any~~ information supplied to the District including, but not limited, to information supplied on applications, employment forms, payroll documents or other records;
12. ~~willful or persistent~~ violation of, or failure to enforce, rules, regulations, policies or procedures pertaining to health and safety;
13. ~~engaging in unprofessional conduct that may injure the District or its reputation~~ any willful failure of good conduct tending to injure the public service or its reputation;
14. ~~any willful or persistent~~ violation of the provisions of the Education Code or of written rules, regulations or procedures adopted or established by the Board of Education, Personnel Commission or administration;
15. abandonment of position, which means an absence without continued notification, in excess of five (5) working days, except in case of dire emergency;



16. advocacy of the overthrow of the federal, state or local government by force, violence or other unlawful means;
17. failure to report for a review of criminal records or for a health examination after due notice;
18. failure to maintain a valid license or certificate required by the District for the particular position which he/she holds;
19. sexual harassment of another; ~~(S)~~sexual harassment ~~is defined as includes but is not limited to~~ unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any conditions listed in Education Codes (EDUCATION CODE 212.5 and, 230);
20. failure to obey a duly served subpoena issued by the Personnel Commission ~~and duly served~~, or any refusal to furnish testimony or documents, other than self-incriminating, at a hearing or investigation before the Personnel Commission or Board of Education;
21. incompetency, which means below standard work performance, a pattern of inefficiency, continued neglect or dereliction in the performance of assigned duties; ~~or~~
22. repeated or unexcused tardiness or absence; or-  
22-23. physical or mental unfitness as determined by a District authorized physician.

References: Education Codes 45302, 45303 and 45304

~~B. — A permanent classified employee shall be subject to disciplinary action for the following causes only after completion of Need for Work Improvement, Unsatisfactory Work Performance and~~

Recommendation of Disciplinary Action notices as provided in Rule 14.1.4B, Rule 14.1.5D.

1. ~~incompetency, which means below standard work performance, a pattern of inefficiency, continued neglect or dereliction in the performance of assigned duties or~~
2. ~~repeated or unexcused tardiness or absence.~~
3.

C.B. A regular classified employee may be subject to ~~dismissal~~removal from service or change in status ~~under this Rule~~ due to physical or mental unfitness as determined by a District authorized physician. The employee shall retain the right to appeal to the Personnel Commission. Administration shall base the decision to recommend dismissal from service~~removal~~ or change of status based on the degree of physical or mental unfitness and the physician's prognosis as they relate to the duties to be performed. ~~under this Section on the following factors:~~

1. ~~the degree of physical or mental unfitness and the physician's prognosis as they relate to the duties to be performed;~~
2. ~~The number of positions in the employee's classification, the uniqueness and the degree of specialty required by the position and the availability of a qualified substitute, and~~
3. ~~The degree and frequency of precious sick leave use. Particular attention should be paid to employees who have extraordinary use or lack of use of sick leave with consideration of the circumstance surrounding previous use of sick leave.~~

C. Permanent classified management and confidential employees shall be subject to disciplinary action for the following causes only after completion of Need for Work Improvement, Unsatisfactory Work Performance and Recommendation of Disciplinary Action notices

as provided in Rule 14.1.4B and Rule 14.1.5D. Regular represented employees shall be subject to disciplinary action in accordance with the collective bargaining agreement.

1. incompetency, which means below standard work performance, a pattern of inefficiency, continued neglect or dereliction in the performance of assigned duties or
2. repeated or unexcused tardiness or absence, or
3. abuse of leave privileges which impairs the efficiency of the service.

14.1.5 SUSPENSION FOR SPECIFIC CAUSES (~~EDUCATION CODE 45304~~)

A. (a) For reasonable causes, an employee may be suspended without pay for not more than thirty (30) days, except as provided in this section, or may be demoted or dismissed. In this case, the school district shall, within ten (10) days of the suspension, demotion, or dismissal, file written charges with the Personnel Commission. The Director of Classified Personnel shall give to the employee or deposit in the United States registered mail with postage prepaid, addressed to the employee at his or her last known place of address, a copy of the charges and inform the employee of his or her appeal rights.

(b) Whenever an employee of a school district or county office of education is charged with a mandatory leave of absence offense, as defined in subdivision (a) of Section 44940, the Board of Education shall immediately place the employee upon a compulsory leave of absence for a period of time extending for not more than ten (10) days after the date of entry of the judgment in the proceedings. Once the employee is placed on leave of absence, he or she is subject to the provisions of Section 44940.5.

(c) Whenever an employee of a School District or county office of education is charged with an optional leave of absence offense, as defined in subdivision

(b) of Section 44940, the Board of Education may immediately place the employee upon a compulsory leave of absence in accordance with the provisions of Section 44940.5.

~~A regular employee charged with the commission of any sex offense defined in Section 44010 or narcotics offense defined in Section 44011 of the Education Code, Sections 11357 to 11361, inclusive, 11363, 11364 or 11377 to 11382, inclusive, insofar as such sections relate to any controlled substances in paragraph four (4) or five (5) of subdivision (b) of Section 11056, or any controlled substances in subdivision (d) of Section 11054, except paragraphs ten (10), eleven (11), twelve (12), and seventeen (17) of such subdivisions, of the Health and Safety Code by complaint, information, or indictment filed in a court of competent jurisdiction, may be suspended as provided in Section 45304 of the Education code.~~

~~1. When a regular employee is under investigation of charges specified in paragraph A above and the employee has not been charged by complaint, information or indictment filed in a court of competent jurisdiction, the District may suspend such employee, without pay, for up to thirty (30) days after which the employee may be suspended with pay until charges are filed or a decision is made not to pursue the case by the investigating agency.~~

~~2. The paid leave of absence requires notice to the employee regarding the reasons for the leave and shall be approved by the Board at their next regular meeting.~~

Reference: Education Code 45304

- A. An employee may be suspended immediately for up to two (2) days without pay upon recommendation of his/her immediate supervisor, and with the approval of the Superintendent or his/her designee. Immediate suspension shall be for cause as listed in Rule 14.1.4A when such suspension is necessary for the safety and/or best interests of students, parents, staff, the District or the employee.

1. Such suspension shall be documented on an appropriate notice of disciplinary action and presented to the employee upon return from suspension.
2. ~~The immediate supervisor shall schedule a~~ A conference shall be scheduled with the employee and the Assistant Superintendent-Human Resources to discuss the suspension.
3. All procedures for disciplinary action shall be followed.
4. The disciplinary action shall be ratified at at the next regular meeting of the Board of Education.

B. An employee may be suspended, without pay, pending recommended termination by the Superintendent or his/her designee. Such suspension shall be for cause as listed in Rule 14.1.4 when the suspension is in the best interest of students, parents, staff, the employee or the District. Suspension under this provision shall otherwise follow the procedure in Rule 14.1.6.

C. In cases of disciplinary action arising from causes listed in Rule 14.1.4B, the immediate supervisor shall initiate a Needs to Improve cycle to provide the employee with the following three notices before disciplinary action can be taken.

1. Need for Work Improvement - First Notice. This notice shall include performance standards, areas of needed improvement, and suggestions for improvement. The first notice shall provide a minimum thirty (30) calendar day period for the employee to improve.
2. Unsatisfactory Job Performance - Second Notice. This notice shall include the Need for Work Improvement – First Notice ~~date of previous evaluation~~, performance standards, areas of unsatisfactory performance and improvement required. The second notice

shall provide a minimum thirty (30) calendar day period for the employee to improve.

3. Recommendation of Disciplinary Action - Final Notice. This notice shall include the First and Second Notices ~~date of previous evaluation~~, performance standards not met, and the recommended disciplinary action. Procedure for disciplinary action shall be followed.
4. ~~Job Performance Progress Report - This report may be filed at any time prior to submission of the Recommendation of Disciplinary Action. This report shall include performance standards met and a summary of job performance. Submission of this report removes an employee from the Needs to Improve cycle. After a Job Performance Progress Report has been filed an employee who subsequently~~ A supervisor may remove an employee from the Needs to Improve cycle if job performance has been corrected. An employee who subsequently resumes the behaviors noted during the Needs to Improve ~~Evaluation~~ cycle may be subject to disciplinary action for up to one (1) year without the necessity of completing any of the above steps completed within the previous twelve (12) months.
5. Failure to complete the second or the final notice within ninety (90) calendar days shall remove an employee from the Needs to Improve ~~evaluation~~ cycle and the employee shall be deemed to be working at an acceptable level performance standards.

14.1.6 PROCEDURE FOR DISCIPLINARY ACTION (~~EDUCATION CODE 45304~~)

- A. An employee may be suspended, without pay, for cause as listed in this Rule for not more than thirty (30) ~~calendar~~ days upon recommendation of the Assistant Superintendent - Human Resources and the Superintendent with approval by the Board of Education.

- B. When a regular classified employee is recommended for ~~disciplinary action~~suspension for cause as listed in this Rule, ~~the recommendation shall be prepared by the immediate supervisor, approved by the Departmental Administrator, if any,~~ and forwarded to the Assistant Superintendent - Human Resources for approval.
- C. The Assistant Superintendent - Human Resources shall prepare a notice of disciplinary action.
- D. Upon completion of the notice of disciplinary action and prior to action by the Board of Education, the Assistant Superintendent - Human Resources shall notify the employee that disciplinary action may be taken and schedule a meeting to discuss the matter. The employee shall be notified that he/she is entitled to be represented by any person of his/her choice.
- E. If, subsequent to the above meeting, it is determined that the District ~~willis to~~ proceed with ~~the disciplinary action~~, the notice of disciplinary action shall be sent to the employee's last known address by certified mail with return receipt requested. The notice shall be mailed and available to the employee at least five (5) working days prior to the scheduled Board action. Alternatively, the Notice of Disciplinary Action may be delivered to the employee personally, if practicable, and he/she shall be requested to sign acknowledgement of receipt. If an employee refuses to sign an acknowledgement that the notice has been personally delivered and the notice has been presented in the presence of a witness, that witness may certify to personal delivery to the employee. When personal delivery is impracticable, the notice shall be sent to the employee's last known address by certified mail with return receipt requested. The notice shall be mailed and available to the employee at least five (5) working days prior to the scheduled Board action. A copy of the notice of disciplinary action shall immediately be filed with the Director of Classified Personnel.

E.F. An employee who has permanent status in the classified service may be involuntarily demoted with the right of appeal.

F.G. An employee who has permanent status in the classified service and who has been promoted to a higher class may be involuntarily demoted during the probationary period to his/her former class without right of appeal. If the demotion results in the separation of the employee from the classified service or if the employee alleges that the disciplinary action was taken because of prohibited basis of discrimination as a result of violation of Rule 14.1.1B, the employee shall have the right of appeal.

G.H. Dismissal ~~shall~~ may cause removal of the employee's name from all reemployment and eligibility lists.

Reference: Education Code 45304

14.1.7 PROCEDURE FOR NOTIFICATION OF RIGHT TO APPEAL

- A. When the Board of Education has taken final action to discipline an employee, the Assistant Superintendent-Human Resources shall, within three (3) working days, notify in writing the Director of Classified Personnel of the Board of Education's action.
- B. The Director of Classified Personnel shall, within ten (10) days of the Board of Education's action ~~to discipline~~, notify the employee in writing of the Board of Education's decision and the employee's right to appeal the Board of Education's decision with the Personnel Commission. ~~and file written charges with the Commission.~~
- C. This notification to the employee shall contain:
1. a copy of written charges,
  2. the time allowed to file an appeal,
  3. the right of an employee to a hearing on the appeal and



4. the requirements for employee's response as set forth in Rule 14.2.1

Rule 14.2

PROCEDURE FOR APPEAL AND HEARING

14.2.1

PROCEDURE FOR APPEAL ~~(EDUCATION CODE 45305)~~

- A. A permanent employee who has been suspended, demoted or dismissed may appeal to the Personnel Commission within fourteen (14) days after receipt of the Board of Education's decision and the employee's right to appeal notification of charges from the Director of Classified Personnel by filing a written answer to the charges and he/she may request a hearing.
- B. ~~C.~~ To appeal, the employee shall submit in writing the reasons for which the appeal is based and request a hearing before the Personnel Commission. The employee's written answer to the charges must include facts based on the following grounds: The grounds for appeal are:
1. ~~That~~ That the charges made do not constitute sufficient cause for the action taken.;
  2. ~~That~~ That the action taken was not in accord with the facts.
  3. That the ~~re~~ penalty involved by the District was excessive. ~~was abuse of discretion;~~
  4. That the procedure set forth in these Rules ~~has~~ has not been followed, or
  5. That the disciplinary action was taken because of prohibited basis of discrimination. political affiliations, religious beliefs or opinions, race, color, national origin, ancestry, sex, employee organization membership or non-membership, marital status, handicapping condition or medical condition as defined in Government Code 12926.
- C. ~~B.~~ For purposes of this Rule, if a notice is mailed, the official date of receipt shall be two (2) working days from following the postmark date of the notice. shall be considered to be the official date of receipt.

- D. Failure to appeal disciplinary action as provided in this Rule shall make the action of the Board of Education final.

14.2.2

PROCEDURE FOR HEARING (~~EDUCATION CODE 45306, 45311, 45312~~)

- A. After an employee has ~~made and~~ filed an appeal in answer to the charges against him/her, the Personnel Commission shall ~~investigate, or cause to be investigated, the matter on appeal and may require further evidence from either party. The Commission may, and upon request of the appellant, shall,~~ order a hearing. If a hearing is so ordered, the Personnel Commission shall ~~schedule~~fix the time and place of the hearing. The hearing shall be held within a reasonable length of time from the receipt of the appeal and the Director of Classified Personnel shall provide written notification to all parties.
- B. The Personnel Commission may ~~appoint a~~conduct the hearing or may appoint a hearing officer to conduct ~~the any~~ hearing ~~to and~~ report Findings and Recommendations to the Personnel Commission. The Personnel Commission may accept, reject or amend any of the Findings or Recommendations in the proposed decision. Any rejection or amendment shall be based on a review of the transcript or upon the results of ~~any such~~ supplemental hearing(s) or investigation(s) as the Personnel Commission may order.
- C. Prior to the hearing, each party shall have the right to copy any written documents that may be presented during the hearing and to a list of all witnesses to be called.
- D. Hearings shall be conducted in the manner most conducive to the determination of the truth, and neither the Personnel Commission nor its hearing officer shall be bound by technical Rules of Evidence. Decisions made by the Personnel Commission shall not be invalidated by any informality in the proceedings.

- E. The hearing shall be electronically ~~tape~~-recorded. However, either party may request that the hearing be recorded by a court reporter, in which case the party making the request shall bear the cost.
- F. The Personnel Commission or its hearing officer shall determine the relevancy, weight, and credibility of testimony and evidence. Hearsay evidence may be admitted, but shall not be sufficient in and of itself to support a Finding. The Findings of the Personnel Commission or its hearing officer shall be based on a preponderance of the evidence.
- G. The burden of proof shall be on the District except in cases of discrimination.
- H. Each party will be permitted an opening statement, with the District opening first. The District shall next present its witnesses and evidence to sustain its charges, then the employee will present witnesses and evidence in defense. Each party shall then be permitted closing arguments with the District closing first except in appeals alleging discrimination, in which case the order is reversed.
- I. Each party will be allowed to examine and cross-examine witnesses, including adverse witnesses. If the appellant does not testify on his/her own behalf, he/she may be called and examined as an adverse witness. (Evidence Code 772)
- J. The Personnel Commission, appellant, and District may be represented by separate legal counsel or other designated representative.
- K. On request of the District or the appellant, the Personnel Commission shall order the Director of Classified Personnel to issue subpoenas to require the presence of witnesses, ~~or~~ the production of records, or for information pertinent to the hearing. Subpoenas shall be delivered to the requesting party for service.
- L. The Personnel Commission may, at any time, grant a continuance for any reason it believes important to its reaching a fair and proper decision.

- M. Disciplinary hearings shall be held in closed session unless an open hearing is requested by the appellant. The Personnel Commission may, at its discretion, exclude witnesses not under examination except the appellant, District representative and their respective counsel or designated representative. When hearing testimony on alleged scandalous or indecent conduct, all persons not having direct interest in the hearing shall be excluded.
- N. The Personnel Commission may deliberate its decision in closed session and exclude all persons other than members of the Personnel Commission, its staff or counsel. If counsel also served as counsel for the District, he/she shall be excluded from the final deliberations.

14.2.3

FINDINGS AND DECISION OF APPEAL  
HEARING(EDUCATION CODE 45306, 45307)

- A. ~~The Commission shall render its Decision as soon after the conclusion of the investigation or hearing as possible and unless an agreement for an extension is agreed to by all parties, the Decision shall be made within fourteen (14) calendar days after conclusion of the deliberations.~~ The Personnel Commission shall render a decision within fourteen (14) calendar days after the conclusion of deliberations unless all parties agree to an extension.
- B. The Personnel Commission's Decision shall set forth which charge(s), if any, are sustained or rejected and the reasons therefor. The Decision shall be set forth in writing by the Director of Classified Personnel and signed by a Personnel Commissioner. A ~~true~~ copy of the Decision shall be sent to all parties interested. ~~parties in interest.~~
- C. The Personnel Commission may sustain or reject any or all of the charges filed against the employee. If the Personnel Commission rejects any or all of the charges against the employee, it may:

1. modify the disciplinary action, but not make the action more stringent than that approved by the Board of Education;
2. order all or part of the employee's full compensation from the time of suspension, demotion, or dismissal paid;
3. order the employee's reinstatement upon such terms and conditions as it may determine appropriate;
4. order the employee transferred or a changed in of work location;
5. order seniority credit for off-duty time pending reinstatement;
6. order that the employee's personnel file be expunged of all records pertaining to the disciplinary action on charges which were not sustained by the Personnel Commission;
7. order the District to pay compensation for all or any part of the legitimate expenses incurred by the parties in pursuit of appeal and/or
8. order such other action as it may find necessary to effect a just settlement of the appeal.

D. The ~~d~~Decision of the Personnel Commission shall be final and shall not be subject to review by the Board of Education.

E. Upon receipt of the Personnel Commission's written decision the Board of Education shall forthwith comply with the provisions thereof. When the ~~b~~Board of Education has fully complied with the Personnel Commission's decision it shall so notify the Personnel Commission in writing.

#### 14.2.4 HEARING TRANSCRIPT

- A. If requested, Aa copy of the hearing transcript shall be prepared and furnished to either party, under the following conditions:
1. the cost of the transcript and copies, if requested, shall be borne by the party making the request;
  2. the request shall be in writing and a cash deposit made in an amount determined by the Director of Classified Personnel prior to preparation;
  3. the final cost of the transcript shall be the actual cost of preparation plus the cost of copies as determined by the Director of Classified Personnel and ;
  4. the transcript shall only be released d upon payment in full. When the deposit is greater than the actual costs, plus copies, of the document the remainder shall be refunded.

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V. **Commissioner Training/Briefing:**



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**VI. Information Items:**

<b>Advanced Step Placement Fiscal Impact Report</b>											
	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
<b>2017-18 TOTAL</b>											<b>\$2,028.42</b>

<b>Requests Not Recommended for Advanced Step Placement</b>					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
<b>2017-18</b>					
6/26/2017	7/24/2017	Custodian I, NSI	A	24	100.00%
6/28/2017	8/31/2017	Custodian I, NSI	A	24	100.00%

**New Hires Report 2017-2018**

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/9/2017	8/21/2017	Paraeducator-1	4 Hrs/SY	A	20
2	8/9/2017	8/15/2017	Senior Office Specialist	4 Hrs/10 Mo	A	25
3	8/9/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
4	8/9/2017	8/15/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
5	8/9/2017	8/21/2017	Paraeducator-1	4.5 Hrs/SY	A	20
6	8/30/2017	8/21/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
7	8/30/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20

## Open Requisitions (as of 09/07/2017)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.8	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/29/2016
17-213	ASSISTANT SUPERINTENDENT, BUSINESS AND FISCAL SERVICES	BUSINESS SERVICES	Vac	100	5/22/2017
17-225	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5	6/7/2017
17-227	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	6/28/2017
18-002	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	62.5	7/11/2017
18-004	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	New	75	7/11/2017
18-007	ACCOUNTING TECHNICIAN	FISCAL SERVICES	Vac	100	7/17/2017
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	
18-009	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	7/13/2017
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
18-027	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	62.5	7/18/2017
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/2017
18-033	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	43.8	8/1/2017
18-034	DIRECTOR-FOOD SERVICES	FOOD & NUTRITION SERVICES	Vac	100	8/8/2017
18-035	ELEMENTARY LIBRARY COORDINATOR	CABRILLO ELEMENTARY SCHOOL	Vac	75	8/14/2017
18-036	IA-Classroom	WEBSTER ELEMENTARY SCHOOL	Vac	12.5	8/4/2017
18-037	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	8/10/2017
18-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	8/20/2017
18-039	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	8/10/2017
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/10/2017
18-042	ADMINISTRATIVE ASSISTANT	WILL ROGERS LEARNING ACADEMY	Vac	100	8/21/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	8/21/2017
18-045	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	8/21/2017
18-046	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	8/21/2017
18-047	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	8/21/2017
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	8/24/2017
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/24/2017
18-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	PT DUME ELEMENTARY SCHOOL	Vac	37.5	8/24/2017
18-053	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	8/24/2017
18-054	LIBRARY ASSISTANT II	MALIBU HIGH SCHOOL	Vac	100	8/24/2017
18-055	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	62.5	8/22/2017
18-056	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100	8/24/2017
18-057	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	8/28/2017
18-058	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	62.5	8/28/2017
18-059	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	8/28/2017
18-060	CUSTODIAN	CHILD DEVELOPMENT SERVICES	Vac	100	8/30/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.3	8/30/2017
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.8	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/29/2016
17-213	ASSISTANT SUPERINTENDENT, BUSINESS AND FISCAL SERVICES	BUSINESS SERVICES	Vac	100	5/22/2017
17-225	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5	6/7/2017
17-227	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	6/28/2017
18-002	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	62.5	7/11/2017
18-004	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	New	75	7/11/2017
18-007	ACCOUNTING TECHNICIAN	FISCAL SERVICES	Vac	100	7/17/2017
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	
18-009	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	7/13/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
18-027	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	62.5	7/18/2017
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/2017
18-033	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	43.8	8/1/2017
18-034	DIRECTOR-FOOD SERVICES	FOOD & NUTRITION SERVICES	Vac	100	8/8/2017
18-035	ELEMENTARY LIBRARY COORDINATOR	CABRILLO ELEMENTARY SCHOOL	Vac	75	8/14/2017
18-036	IA-Classroom	WEBSTER ELEMENTARY SCHOOL	Vac	12.5	8/4/2017
18-037	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	8/10/2017
18-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	8/20/2017
18-039	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	8/10/2017
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/10/2017
18-042	ADMINISTRATIVE ASSISTANT	WILL ROGERS LEARNING ACADEMY	Vac	100	8/21/2017
18-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	8/21/2017
18-045	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	8/21/2017
18-046	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	8/21/2017
18-047	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	8/21/2017
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	8/24/2017
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	8/24/2017
18-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	PT DUME ELEMENTARY SCHOOL	Vac	37.5	8/24/2017
18-053	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	8/24/2017
18-054	LIBRARY ASSISTANT II	MALIBU HIGH SCHOOL	Vac	100	8/24/2017
18-055	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	62.5	8/22/2017
18-056	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100	8/24/2017
18-057	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	8/28/2017
18-058	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	62.5	8/28/2017
18-059	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	8/28/2017
18-060	CUSTODIAN	CHILD DEVELOPMENT SERVICES	Vac	100	8/30/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.3	8/30/2017



## Filled Requisitions (8/1/2017 – 8/31/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/8/2017
17-179	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	3/14/2017
17-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/8/2017
17-196	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	8/7/2017
17-200	GARDENER	GROUNDS MAINTENANCE	8/25/2017
17-206	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	8/9/2017
17-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/8/2017
17-215	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/9/2017
17-221	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	8/1/2017
17-228	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	8/8/2017
18-001	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	8/7/2017
18-006	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	8/7/2017
18-010	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	8/29/2017
18-011	CUSTODIAN	M & O (Maintenance & Operations)	8/22/2017
18-012	CUSTODIAN	CABRILLO ELEMENTARY SCHOOL	8/1/2017
18-013	CUSTODIAN	M & O (Maintenance & Operations)	8/22/2017

18-014	CUSTODIAN	M & O (Maintenance & Operations)	8/22/2017
18-015	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	8/10/2017
18-017	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	8/16/2017
18-018	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/16/2017
18-019	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	8/7/2017
18-021	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/9/2017
18-022	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/31/2017
18-025	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/7/2017
18-029	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	8/7/2017
18-031	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	8/9/2017
18-043	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/28/2017

**Classified Personnel – Merit  
8/9/17**

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Barthol, Lora Special Ed-Adams MS	Paraeducator-1 4 Hrs/SY/Range: 20 Step: A	8/21/17
Caputo, Briena SMASH	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	8/15/17
Castellanos, Kimberly Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/21/17
Smith, Carla McKinley ES	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 27 Step: A	8/15/17
Townsend, Gary Special Ed-Rogers ES	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	8/21/17
<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A From: Paraeducator-1: 6 Hrs/SY	8/21/17
<b><u>SUMMER ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ausmus, Juley Educational Services-Cabrillo ES	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Batthey, Leticia Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	7/10/17-7/14/17
Bernet, Kenhalo Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/12/17-8/17/17
Boyer, Liliana Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Brandoli, Alexandra Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Brown, Virginia Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Davis, Luke Special Ed-Santa Monica HS	Paraeducator-3 4 Hrs/Day	7/3/17-7/14/17
Escobar Rios, Alicia Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Gondo, Janet Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Martino, Jessica Special Education	Occupational Therapist 8 Hrs/Day	6/30/17-7/6/17

Miller, Patrina Special Education	Special Education Data Technician 8 Hrs/Day	7/1/17-7/31/17
Muller, Larissa Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Nolan, Christine Special Education	Paraeducator-3 4 Hrs/Day	7/3/17-7/14/17
Ramos, Margaret Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 5 Hrs	6/23/17
Soil, Sophia Special Ed-McKinley ES	Paraeducator-3 4 Hrs/Day	7/7/17-7/14/17
Woods, Kendall Special Education	Paraeducator-1 6 Hrs/Day	7/3/17-7/14/17

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Bolan, Anette Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/17-6/30/18
Cooper, Dionne Point Dume ES	Elementary Library Coordinator [additional hours; library organization]	6/15/17-6/20/17
Escobar, Evanny Special Ed-McKinley ES	Paraeducator-1 [additional hours; bus supervision]	2/1/17-2/28/17
Fernandez, Angelica CDS-Edison ES	Children's Center Assistant-2 [additional hours; State of Our Schools event]	5/8/17
Gomez, Aida Educational Services	Children's Center Assistant-2 [additional hours; newcomer parent sessions]	5/2/17-5/10/17
Gonzalez, Celia CDS-Adams MS	Children's Center Assistant-2 [additional hours; State of Our Schools event]	5/1/17
Hills, Kevin Special Ed-Lincoln MS	Paraeducator-1 [additional hours; after school club assistance]	9/13/16-5/25/17
Llosa, Silvia Special Ed-Edison ES	Paraeducator-1 [additional hours; classroom support]	6/1/17-6/9/17
Moton, Wilson Operations-Santa Monica HS	Custodian [overtime; school events]	6/3/17-6/30/17
Pineda Balbuena, Luz Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	3/15/17-6/9/17
Rosa, Lucy Special Ed-Santa Monica HS	Paraeducator-2 [additional hours; bus supervision]	5/1/17-6/9/17
Slawter, Mary Malibu HS	Accounting Assistant [overtime; yearbook support]	6/1/17-6/30/17

Soto, Delia Educational Services	Bilingual Community Liaison [overtime; parent notification letters translation]	6/5/17-6/9/17
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; clerical support]	7/1/17-6/30/18
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Farr, Jonathan Operations	Custodian	7/6/17-6/30/17
Olvera, Daniel Operations	Custodian	6/28/17-6/30/17
Ortiz, Alondra Special Education	Office Specialist	7/1/17-7/31/17
Royal, Kenneth Operations	Custodian	6/26/17-6/30/17
<b><u>CHANGE IN ASSIGNMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Turtle, Alexandra Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY From: 5 Hrs/SY/Franklin ES	8/21/17
Wang, Stephan Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY From: 5 Hrs/SY/Muir ES	8/21/17
<b><u>INVOLUNTARY TRANSFER</u></b>		<b><u>EFFECTIVE DATE</u></b>
Fink, Conor Special Ed-Cabrillo ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Point Dume ES	8/21/17
Kim, Eun Mi Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Muir ES	8/21/17
Perez, Venus Special Ed-Adams MS	Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Roosevelt ES	8/21/17
Putt, Marissa Special Ed-Santa Monica HS	Paraeducator-1 6.33 Hrs/SY From: 6 Hrs/SY/Lincoln MS	8/21/17
<b><u>PROFESSIONAL GROWTH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Parra, Yvette Special Ed-Franklin ES	Paraeducator-1	7/1/17
Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator-1	8/1/17

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Andersen, Lisa Human Resources	Senior Administrative Assistant Intermittent CFRA/FMLA	5/1/17-9/29/17
Circenis, Anita Information Services	Technology Support Assistant Intermittent CFRA/FMLA	7/1/17-7/1/18
Gevorkyan, Arutyun Transportation	Lead Vehicle and Equipment Mechanic CFRA/FMLA	9/18/17-12/8/17
Holmes, Michael Pt. Dume ES	Physical Activities Specialist Intermittent CFRA/FMLA	8/21/17-9/15/17
Mirabal, Martha Adams MS	Administrative Assistant CFRA/FMLA/Medical	6/2/17-12/31/17
Ramirez, Philip Maintenance	Painter CFRA/FMLA/Medical	6/25/17-7/17/17
Rizk, Rizk Fiscal Services	Payroll Specialist CFRA/FMLA/Medical	7/1/17-7/14/17
Rodriguez, Maria Operations-McKinley ES	Custodian CFRA/FMLA/Medical	5/15/17-7/14/17
Sebastiani, Guido Grounds	Gardener CFRA/FMLA/Medical	6/9/17-7/17/17

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Widner, Kim Operations- Point Dume ES	Custodian Personal	7/8/17-10/16/17

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Nelli, Maria Special Ed-Santa Monica HS	Paraeducator-3 From: Paraeducator-1	5/26/17
Sutton, Ry Special Ed-Lincoln MS	Paraeducator-3 From: Paraeducator-1	12/7/16-2/20/17

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Ali, Kenyatta Operations-Olympic HS	Custodian	7/28/17
Alvizo, Abel Special Ed-McKinley ES	Paraeducator-1	6/9/17
Jackson, Jessica Grant ES	Instructional Assistant - Classroom	7/17/17
Klee, Hilary Lincoln MS	Instructional Assistant – Music	6/9/17
Kravets, Melissa Grant ES	Instructional Assistant - Classroom	6/9/17

Shibl, Ghada  
Grant ES

Instructional Assistant - Classroom

7/21/17

**RETIREMENT**

Anderson, Michael  
Operations-Cabrillo ES

Custodian

**EFFECTIVE DATE**

7/28/17

**Classified Personnel – Merit  
8/30/17**

**NEW HIRES**

Braley, Colton Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	<b><u>EFFECTIVE DATE</u></b> 8/21/17
Whaley, Jordan Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/21/17

**RE-INSTATEMENT**

Simpson, Endeya Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: C	<b><u>EFFECTIVE DATE</u></b> 8/21/17
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**PROMOTION**

Robinson, Ayana Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B From: Instructional Assistant - Classroom: 3 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 8/21/17
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**RECLASSIFICATION**

Martin, Lorena Adult Education	Administrative Assistant 8 Hrs/12 Mo/Range: 31 Step: D From: Senior Office Specialist: 8 Hrs/12 Mo	<b><u>EFFECTIVE DATE</u></b> 8/1/16
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**SUMMER ASSIGNMENTS**

Berman, Terri Child Development Services	Children's Center Assistant-2 8 Hrs/Day	<b><u>EFFECTIVE DATE</u></b> 7/1/17-8/17/17
Bravo, Isaura Child Development Services	Children's Center Assistant-2 8 Hrs/Day	7/1/17-8/17/17
Elie, Latrice Operations	Custodian 8 Hrs/Day	7/17/17-8/17/17
Evans, Michael Child Development Services	Children's Center Assistant-2 8 Hrs/Day	7/1/17-8/17/17
Mehta, Jamini Special Education	Braille Transcriber Not to exceed: 27 Hrs	7/14/17-8/18/17
Mejia, Laura Child Development Services	Children's Center Assistant-2 8 Hrs/Day	7/1/17-8/17/17
Nolen, Henry Operations	Custodian 8 Hrs/Day	7/24/17-8/11/17
Rosas, Rosemarie Operations	Custodian 8 Hrs/Day	7/25/17-8/11/17
Savage, Stephanie Lincoln MS	Senior Office Specialist 8 Hrs/Day	8/9/17-8/14/17
Soil, Sophia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	7/1/17-8/17/17



Tirado, Leticia FNS-Edison ES	Cafeteria Worker II 5 Hrs/Day	8/2/17
Wilson, Stanley Operations	Custodian 8 Hrs/Day	7/24/17-8/11/17
Zurich-Lunsford, Kathleen District	Office Specialist 8 Hrs/Day	7/1/17-8/7/17

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Tabones, Remigio Facility Use	Electrician [overtime; Facility Use projects]	7/1/17-6/30/18
Tabones, Remigio Maintenance	Electrician [overtime; District projects]	7/1/17-6/30/18
Ubeda, Hanzel Maintenance	Plumber [overtime; District projects]	7/1/17-6/30/18
Ubeda, Hanzel Santa Monica HS	Plumber [overtime; school projects]	6/30/17-8/30/17

**SUBSTITUTES**

**EFFECTIVE DATE**

Ortiz, Alondra Special Education	Office Specialist	8/1/17-9/6/17
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**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Jiwani, Rahim Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY From: 5 Hrs/SY/McKinley ES	8/21/17
Quintana, Anthony Operations-Cabrillo ES	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Lincoln MS	8/1/17

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Claunch, Eboni Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Adams MS	8/21/17
Ellis, Ashley Special Ed-Rogers ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Lincoln MS	8/21/17
Johnson, Kerri Special Ed-Cabrillo ES	Paraeducator-3 6.4 Hrs/SY From: 6.4 Hrs/SY/Lincoln MS	8/21/17
Ong, Mary Cate Special Ed-Lincoln CDS-Preschool	Paraeducator-3 4.5 Hrs/SY From: 4.5 Hrs/SY/Rogers ES	8/21/17

Rodgers, Rodney Special Ed-Cabrillo ES	Paraeducator-2 6 Hrs/SY From: 6 Hrs/SY/Lincoln MS	8/21/17
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Woods, Leah Special Ed-Muir ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Cabrillo ES	8/21/17
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**PROFESSIONAL GROWTH**

Bravo, Richard Operations-Roosevelt ES	Custodian	<b><u>EFFECTIVE DATE</u></b> 8/1/17
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Johnson, Mayra CDS-ITC-Santa Monica HS	Children's Center Assistant-2	9/1/17
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**LEAVE OF ABSENCE (PAID)**

Brito, Maria CDS-Muir Preschool	Children's Center Assistant-2 Personal	<b><u>EFFECTIVE DATE</u></b> 9/18/17-9/29/17
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Flores, Francisco Operations	Custodian CFRA/FMLA/Medical	7/27/17-8/13/17
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Manjarrez, Lisette Special Ed-McKinley ES	Paraeducator-2 FMLA/Medical Maternity	9/8/17-11/3/17
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Ontiveros, Lawrence Fiscal Services	Accounting Technician CFRA/FMLA/Medical	7/27/17-8/11/17
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**LEAVE OF ABSENCE (UNPAID)**

Martinez, Isabel Special Ed-Franklin ES	Paraeducator-3 Personal	<b><u>EFFECTIVE DATE</u></b> 8/21/17-12/12/17
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**WORKING OUT OF CLASS**

Bernadou, Michelle Point Dume ES	Administrative Assistant From: Senior Office Specialist	<b><u>EFFECTIVE DATE</u></b> 8/8/17-12/19/17
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Jimenez, Paul Grounds	Equipment Operator From: Gardener	6/20/17-8/11/17
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Watkins, Ernest Operations-Malibu HS	Lead Custodian From: Custodian	6/26/17-7/7/17
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**RESIGNATION**

Burrus, Elizabeth Special Ed-Adams MS Preschool	Paraeducator-3	<b><u>EFFECTIVE DATE</u></b> 8/3/17
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Castro, Sara Point Dume ES	Instructional Assistant – Classroom	8/14/17
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Cosby, Corey McKinley ES	Instructional Assistant – Classroom	8/10/17
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Delgadillo, Christina Grant ES	Senior Office Specialist	6/14/17
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Finch, Julia Franklin ES	Instructional Assistant – Classroom	8/14/17
Klenk, Heather Lincoln MS	Instructional Assistant – Music	8/3/17
Logan, Tracee Santa Monica HS	Student Outreach Specialist	8/11/17
Moscoso, Suzanne Cabrillo ES	Elementary Library Coordinator	7/25/17
Powell, Elizabeth Food and Nutrition Services	Director of Food Services	8/31/17
Stinson, Sara Malibu HS	Library Assistant II	8/15/17
Sutton, Ry Special Ed-Lincoln MS	Paraeducator-3	6/10/17
Terry, Christine Special Ed-McKinley ES	Paraeducator-1	8/10/17

**RETIREMENT**

Woodworth, Dorie  
Webster ES

Instructional Assistant - Classroom

**EFFECTIVE DATE**

6/10/17

**Classified Personnel – Non-Merit  
8/9/17**

**TECHNICAL SPECIALIST – LEVEL II**

Bill, Andrew	Santa Monica HS/VAPA [Percussion Instructor] - Funding: Measure "R"	7/1/17-7/6/17
Gonzalez, Juan	Santa Monica HS/VAPA [Colorguard Instructor] - Funding: Measure "R"	7/1/17-7/6/17

**Classified Personnel – Non-Merit  
8/30/17**

**NOON SUPERVISION AIDE**

Morales, Prisma	Roosevelt ES	8/22/17-6/8/18
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**COACHING ASSISTANT**

Hansberry, Felicia	Malibu HS	7/1/17-6/30/18
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**TECHNICAL SPECIALIST – LEVEL II**

Calabria, Alexandra	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Coxsey, Jimesa	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Gladstone, Daniel	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Haghayeghi, Hanna	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Loomer, Alyssa	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Martinez, Cynthia	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Ochoa, Daniel	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Rehm, Elaine	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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Seedat, Muhammad	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/17-6/8/18
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2017 – 2018**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2017</b>			
July 11, 2017	4:30 p.m.	Board Room – District Office	
August 8, 2017	4:30 p.m.	Board Room – District Office	
September 12, 2017	4:30 p.m.	Board Room – District Office	
October 10, 2017	4:30 p.m.	Board Room – District Office	
November 14, 2017	4:30 p.m.	Board Room – District Office	
December 12, 2017	4:30 p.m.	Board Room – District Office	
<b>2018</b>			
January 9, 2018	4:30 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:30 p.m.	Board Room – District Office	
March 13, 2018	4:30 p.m.	Board Room – District Office	
April 10, 2018	4:30 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development
May 8, 2018	4:30 p.m.	Malibu Site - TBD	2018-19 Budget Adoption
May 15, 2018	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
June 12, 2018	4:30 p.m.	Board Room – District Office	

## Board of Education Meetings 2017-18

Date	Location	Meeting Format	Notes
Wed., July 19, 2017	District Office	Hybrid	
Wed., August 9, 2017	District Office	A	
Tues., August 15, 2017	District Office		Special Meeting: Retreat
Wed., August 30, 2017	District Office	A	
Mon., September 11, 2017	TBD		Special Meeting: Joint Mtg w/ SMC
Wed., September 13, 2017	District Office	B	
Thurs., October 5, 2017	Malibu City Hall	A	
Thurs., October 19, 2017	District Office	B	
Thurs., November 2, 2017	Malibu City Hall	A	
Thurs., November 16, 2017	District Office	B	
Tues., December 5, 2017	District Office		Special Meeting: Retreat
Thurs., December 14, 2017	District Office	Hybrid	
Thurs., January 18, 2018	District Office	Hybrid	
Tues., January 23, 2018	District Office		Special Meeting: Budget Workshop
Thurs., February 1, 2018	Malibu City Hall	A	
Thurs., February 15, 2018	District Office	B	
Thurs., March 1, 2018	District Office	A	
Thurs., March 15, 2018	Malibu City Hall	B	
Tues., March 20, 2018	District Office		Special Meeting: Budget Workshop
Thurs., April 12, 2018	District Office	Hybrid	
Tues., April 17, 2018	District Office		Special Meeting: Retreat
Thurs., May 3, 2018	Malibu City Hall	A	
Thurs., May 17, 2018	District Office	B	
Thurs., May 31, 2018	District Office		Special Meeting (will most likely need for prelim budget and LCAP)
Thurs., June 14, 2018	District Office	A	
Tues., June 19, 2018	District Office		Special Meeting: Retreat
Thurs., June 28, 2018	District Office	B	

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## VII. Personnel Commission Business:

### A. Future Items:

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



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

Tuesday, October 10, 2017, 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:**