



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**October 24, 2017**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, October 24, 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 October 24, 2017

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

- G.06 Approval of Minutes for Special Meeting on September 1, 2017

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

Approval of Minutes for Regular 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
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**October 24, 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, October 24, 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 October 24, 2017

G.06 Approval of Minutes for Special Meeting on September 1 & Regular Meeting on September 12, 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>
Director – Food Services	4
Elementary Library Coordinator	3
Instructional Assistant - Classroom	17
Paraeducator-1	6
Paraeducator-2	5

C.02 Advanced Step Placement:

Derek Abrego in the classification of Education Data Specialist at Range 49, Step E

C.03 Advanced Step Placement:

Natalia Gonzalez in the classification of Paraeducator-1 at Range 20, Step B

### III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Second Reading of Changes to Merit Rule:  
*Chapter XIV: Disciplinary Action and Appeal*
- A.02 Classification Revision:  
Library Assistant within the Student Services job family
- A.03 Classification Revision:  
Student Outreach Specialist within the Student Services job family
- A.04 Certification from another Eligibility List:  
Library Assistant within the Student Services 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.

- 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 3

### 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. V.D.2. (for SMMUSD School Board Agenda)
  - September 13, 2017Classified Personnel – Merit Report - No. VII.D.2.
  - October 5, 2017
- I.05 Classified Personnel – Non-Merit Report – No. V.D.3.
  - September 13, 2017Classified Personnel – Non-Merit Report – No. VII.D.3.
  - October 5, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2017 – 2018
- I.07 Board of Education Meeting Schedule
  - 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XV: Resignation and Retirement</i>	November 2017

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

Tuesday, November 14, 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)

**September 1, 2017**

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

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Friday, July 11, 2017**, at **12:02 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 Special Meeting of the Personnel Commission was called to order at 12:02 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Waterstone were present.**
- G.03 Pledge of Allegiance: Ms. Clare Caldera, Personnel Analyst, led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda: September 1, 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 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. ACTION ITEMS:**

These items are presented for ACTION at this time.

**A.01 Classification Revision:**

Approval of the revisions to the Director of Fiscal and Business Services classification within the Fiscal job family.

**It was moved and seconded to approve the Director’s recommendations for item II.A.01 as corrected – consistency for Business and Fiscal Services. The motion passed.**

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

**REPORT AND DISCUSSION**

- **Director Cool stated the reason for revising this classification is that it has not been updated in the past ten (10) years. In anticipation of the current director’s retirement later this year, the Executive Cabinet requested the job description to be updated.**
- **Director Cool stated that the Basic Function section was shortened. References to Risk Management were removed as this classification no longer provides oversight of that department.**
- **Regarding the duty statements, they largely remain the same. Duties concerning leadership, supervision, and collaboration were added and/or clarified.**
- **Director Cool brought attention to the Knowledge section, into which generally accepted accounting principles (GAAP) were included.**

- In addition, the overall format was updated using the most recent template with Basic Function and Minimum Qualifications featured near the top, followed by Representative Duties.
- Commissioner Lippman inquired about differences between the Associate Superintendent of Business and Fiscal Services and the Assistant Superintendent of Business and Fiscal Services. Director Cool clarified that the former Chief Business Officer was an Associate Superintendent of Business and Fiscal Services. The current recruitment for the Chief Business Officer is for the Assistant Superintendent of Business and Fiscal Services.

A.02 Salary Reallocation:

Approval of the salary reallocation to the Director of Fiscal and Business Services classification within the Fiscal job family.

**It was moved and seconded to approve the Director’s recommendations for item II.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 background information explaining the salary reallocation from M-64 to M-68 on the Classified Management Salary Schedule. At the time of the 2015-2016 salary study, the Director of Business and Fiscal Services was found to be seven percent below (-7%) market median. After a six percent (6%) salary increase, this classification remained at the original salary range M-64. Currently, the classification is ten percent below (-10%) market average, and nine percent below (-9%) market median. When recruiting for this position, the District will be competing with both local and extended job markets. Another compounding factor that must be considered is a difficult commute.

A.03 New Classification:

Approval of the new classification Special Education Specialist within the Student Services job family.

**It was moved and seconded to approve the Director’s recommendations for item II.A.03 as submitted. The motion passed.**

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



## REPORT AND DISCUSSION

- Director Cool explained the reason for establishing this new classification is to meet the needs of the Special Education Department. The new job description contains specialized duties outside the scope of an Administrative Assistant classification that address contracts and service agreements for non-public school students, compliance with District insurance, applicable laws, and Special Education Local Plan Area (SELPA) rates, just to name a few.
- Director Cool stated that this classification also provides support to the Director of Special Education Department by collecting and preparing relevant information in legal matters and proceedings.
- Director Cool recommended this new classification to be range A-34 on the Classified Salary Schedule.
- Commissioner Waterstone inquired about the education level. Director Cool explained the internal alignment within the clerical job family as it relates to education qualifications.

### A.04 Reclassification:

Approval of the reclassification for Ms. Jennifer Ingle from Administrative Assistant to Special Education Specialist.

**It was moved and seconded to approve the Director's recommendations for item II.A.04 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 background of the reclassification study. Ms. Ingle's overall role within the Special Education Department and her responsibilities related to initiating and overseeing specialized contract lie outside the scope of the Administrative Assistant classification.
- Director Cool stated that Ms. Ingle will receive retroactive pay for working out of class starting on June 1, 2016.

### III. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

**IV. 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: 12:34 p.m.**

Submitted by:

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

The meeting was adjourned in memory of the victims of hurricane Harvey in Texas.

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## **PERSONNEL COMMISSION MEETING MINUTES**

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 was held on **Tuesday, September 12, 2017**, at **4:34 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

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

### **OPEN SESSION**

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

- G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:34 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Waterstone 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: September 12, 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 moved and seconded to approve the minutes as submitted. The motion passed.

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

**Motion to Approve Minutes: August 8, 2017**

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

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

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

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

- General Comments
  - **Director Cool updated the Personnel Commission about the three (3) strategic recruitments the department is currently working on - Director of Food and Nutrition Services, Director of Business and Fiscal Services, and Director of Purchasing.**
  - **Director Cool reported on the convocation that took place on August 17, 2017, at the Santa Monica High School's Barnum Hall. Commissioner Inatsugu was invited to speak on behalf of the classified employees. It was the first time that a Commissioner participated at opening remarks. The keynote speaker was Superintendent Drati presenting the three pronged approach to excellence through equity.**
- Advisory Rules Committee Update
  - **Director Cool stated that the Chapter XIV: *Disciplinary Action and Appeal* is finally on this agenda for first reading.**
  - **Director Cool informed the Personnel Commission about the committee's intent to revise specific rules from several chapters that need to be addressed before starting a new chapter.**

#### **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 Lippman announced that he will not seek a reappointment for another term on the Personnel Commission for personal reasons.**
- **Commissioner Inatsugu and Commissioner Waterstone expressed their appreciation of working with Commissioner Lippman wishing him their best.**
- **Commissioner Inatsugu shared her gratitude to be included on the presenters' panel at the District convocation.**

#### **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 the effective communication in Labor Management Team meetings and other District committees. SEIU has calendared meetings in Special Education, Transportation, and Maintenance & Operation Departments.**
  - **Mrs. Cartee-McNeely reported on SEIU's continuous initiative for classified employees' summer bridging and summer employment, Bill AB 621, to pass in the Senate. SEIU has made a request to the Board of Education to pass a resolution in support of the Bill.**
  - **Mrs. Cartee-McNeely read a statement issued by SEIU California in regard to the decision from the Trump administration on DACA.**
  - **Mrs. Cartee-McNeely informed the Personnel Commission about new SEIU website to support victims of Hurricane Harvey.**
  - **Mrs. Cartee-McNeely expressed her concern regarding the Personnel Commission Action agenda item, III.A.01, Accelerated Hiring Rate for the Licensed Vocational Nurse classification. SEIU is concerned about an inequity in the application of process and consideration for increased salary between management and bargaining unit positions. SEIU is asking the Personnel Commission to take notice and review their process and action in regard to recommendations related to salaries and reclassifications to ensure they are applying an equitable process for all classified employees.**
  - **Mrs. Cartee-McNeely expressed her gratitude to Commissioner Lippman for his dedicated service to the classified employees wishing him her best.**
  - **Commissioner Inatsugu expressed her support of the SEIU's initiatives regarding DACA.**

- Board of Education Report
  - **Dr. Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on certificated and administrative hiring for the 2017-2018 school year. He presented the new administrators - Principal of McKinley Elementary School, Dr. Ashley Benjamin, Principal of Webster Elementary School, Mr. Patrick Miller, Assistant Principal of Franklin Elementary School, Ms. Cynthia McGregory, Assistant Principal of John Adams Middle School, Ms. Martha Chacon, Assistant Principal of Malibu High School, Mr. Nauman Zaidi, and House Principal of Santa Monica High School, Mr. Isaac Burgess.**
  - **Dr. Kelly informed the Personnel Commission about the joint meeting of the Board of Education and Santa Monica College Board that included presentations on counseling and support services, mitigated disaster planning, and modernization of John Adam Middle School Auditorium. The next Board of Education meeting will take place on September 13, 2017. Dr. Ron Leaf will make a presentation on Applied Behavioral Analysis working with autistic students. Dr. Ben Drati will present a first part of a series - Student Achievement Lag Data Review - to monitor lag and lead data focusing on the 2016-2017 CAASP results. The Board of Education will continue the discussion on Santa Monica High School campus renovation, including parking.**

**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

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

**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**

- **Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, if there is not a full quorum, he votes in favor in order not to disadvantage the employees being recommended for the salary increase.**

**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

**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 rationale for the Accelerated Hiring Rate for the Licensed Vocational Nurse. There is difficulty of recruiting at the first step of the salary range. The recommendation is for Step C in order to attract more qualified candidates.**

- Director Cool stated that there is currently one (1) employee in this classification who has already exceeded Step C, so there will be no financial impact at this time.
- Commissioner Lippman inquired about the distinction between the Accelerated Hiring Rate and Advanced Step Placement.
- Director Cool clarified that the Accelerated Hiring Rate is geared towards recruitment and advertising efforts when there is difficulty of creating a solid pool of qualified applicants. Implementing the Accelerated Hiring Rate will impact all the incumbents in that particular classification.

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

**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 Director of Purchasing and Warehouse after receiving valuable input from the subject matter experts – the Interim Purchasing Director, Ms. Loretta Courie, and Interim Assistant Superintendent of Business and Fiscal Services, Mr. Michael Bishop. All references to the District’s warehouse were removed as the Purchasing Department no longer utilizes or oversees it.
- Director Cool stated that the minimum experience requirement was increased. Duty statements were clarified, operationalized, and ranked base on criticality and frequency. Duties concerning leadership, supervision, and collaboration were added. Knowledge and Ability statements were clarified and reorganized to eliminate redundancy, and the terminology was updated.

**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*



## **REPORT AND DISCUSSION**

- **Director Cool provided a brief background to the revisions of Chapter XIV, an important and frequently referenced chapter on disciplinary matters. District supervisors must be familiar with and adhere to rules and principals of Chapter XIV, and classified employees must learn about their rights, responsibilities, and the appeal process.**
- **Director Cool stated that the rules were grammatically corrected, their language was revised to provide more clarity, and references were made to the California Education Code, the Collective Bargaining Agreement, and the Board of Education.**
- **Director Cool reminded the Personnel Commission that a standard format has been established and will be applied when updating all the chapters into one (1) document. These revisions will not be brought to the Commission as the content remains the same.**
- **Commissioner Lippman inquired about Rule 14.2.3.C in regard to the conditions under which the Personnel Commission may sustain or reject the charges filed against the employee. Commissioner Waterstone clarified the Personnel Commission's authority in this decision making process.**
- **Commissioner Waterstone inquired about references to the Government Code and the Education Code. She suggested using the California Education Code to clarify the references in the Merit Rules glossary.**
- **Commissioner Inatsugu suggested linking the references to appropriate website links as well as updating definitions in the glossary.**
- **Commissioner Inatsugu inquired about the definition of a regular employee as stated in Rule 14.1.4.**
- **Director Cool explained that a regular employee is redundant because regular is both a probationary and permanent employee. There is no difference between the definition of regular classified employee and regular classified management.**
- **Commissioner Inatsugu inquired about specific examples of unprofessional conduct that can injure the District or its reputation noted in Rule 14.1.4.**
- **Dr. Kelly stated that unprofessional behavior that unprofessional behavior that may injure the District's reputation should be assessed on individual basis.**
- **Commissioner Inatsugu inquired about an open disciplinary hearing if requested by the appellant.**
- **Dr. Kelly stated that the deliberations would be conducted in a closed session.**

**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, 2017
- Classified Personnel – Merit Report - No. VII.D.2.
  - August 30, 2017
- I.05 Classified Personnel – Non-Merit Report – No. VIII.D.3.
  - August 9, 2017
- Classified Personnel – Non-Merit Report – No. VII.D.3.
  - August 30, 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:

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

**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 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: 5:32 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:

<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

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, October 10, 2017

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

SUBJECT: Advanced Step Placement – Derek Abrego

Hire Date: 09/11/2017

ASP Request Submitted: 09/18/2017

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Education Data Specialist	<b>Employee:</b> Derek Abrego	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Associate degree in Information Systems, Computer Science, or related field.</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Abrego meets the education requirement.</li> </ul>	<b>0</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>Two (2) years of full-time experience implementing and maintaining data information systems, which includes at least one (1) year of progressively responsible experience managing and maintaining the California Longitudinal Pupil Achievement Data System (CALPADS).</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Abrego has four (4) years of experience with information data systems, and over three (3) years of experience with CALPADS.</li> </ul>	2 (2-year periods) of experience above the required level = <u>2 Step Advance</u>
<b><u>Difficulty of Recruitment:</u></b> <ul style="list-style-type: none"> <li>The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants</li> </ul>	<ul style="list-style-type: none"> <li>The eligibility list consists of only two (2) people.</li> <li>The Director has concluded that it would be very challenging to find alternative qualified applicants.</li> </ul>	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u>
<b><u>Emergency Option</u></b> <ul style="list-style-type: none"> <li>Difficulty of recruitment</li> <li>Employee would otherwise experience a loss in salary</li> <li>Initial total compensation likely to prohibit acceptance of employment</li> <li>Hiring authority had expressed a strong preference for the employee</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Abrego has a specific skillset (CALPADS) that makes him uniquely qualified. He meets the criteria for the "Emergency Option."</li> </ul>	= <u>1 Step Advance</u>
<b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) + 1 (Difficulty) + 1 (Emergency) = 4 Advanced Step = STEP E</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Abrego's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-49 at Step A is \$28.85/hour, while Step D is \$35.07/hour. The net difference in pay is an approximate increase of \$6.22 per hour, \$1,077.74 per month, or \$11,432.57 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 Derek Abrego at Range A-49, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

<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

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, October 10, 2017

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

SUBJECT: Advanced Step Placement – Natalia Gonzalez

Hire Date: 09/07/2017

ASP Request Submitted: 09/08/2017

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Natalie Gonzalez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education &amp; Experience:</u></b> <i>EDUCATION AND EXPERIENCE:</i> Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• Have at least six (6) months experience working with individuals with special needs; OR</li> <li>• Must Pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.</li> </ul>	<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Ms. Gonzales has a Bachelor's Degree in Developmental Biology</li> </ul>	<b>1</b> level of education above the required level =1 Step Advance (Max. allowed)
	<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• Ms. Gonzales meets the experience requirement</li> </ul>	<b>0</b> (2-year periods) of experience above the required level =0 Step Advance
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Gonzalez' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The gross difference in pay is an approximate increase of \$0.72 per hour, \$93.00 per month, or \$558.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Natalia Gonzalez at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
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, October 10, 2017**

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

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

#### **BACKGROUND INFORMATION:**

The first reading of *Chapter XIV: Disciplinary Action and Appeal* took place at the regular Personnel Commission meeting on September 12, 2017. Based on feedback from the Commissioners, the following revisions were made:

- Spelling corrections were made
- “Regular” was removed from “regular classified employees” as it is not needed
- “California” was added to references of “California Education Code”

Chapter XIV 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.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the proposed revisions as provided or amended.

<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						

## 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, mental 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: California 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: California 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. 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 personnel director 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: California Education Code 45304

- B. 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.

C. 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.

D. 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 actions~~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~~ actione, 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~~is 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: California 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. ~~Th~~ hat the procedure set forth in these Rules ~~has~~ ve 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~~ shall 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.

|

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 born 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<sub>1</sub>;
  4. the transcript shall only be released<sub>d</sub> upon payment in full. When the deposit is greater than the actual costs, plus copies, of the document the remainder shall be refunded.
- |
- |



## **PERSONNEL COMMISSION**

**Regular Meeting: Tuesday, October 10, 2017**

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

Classification Description Revision: Library Assistant within the Student Services job family

#### **BACKGROUND INFORMATION:**

In 2015, the classification of Library Assistant I was merged with Library Assistant II, and because there were no longer two (2) levels to this series, it was simply renamed Library Assistant. The merge (reclassification) took place because it was found that incumbents in both classifications were performing duties at the Library Assistant II level. The job description was not revised as part of the reclassification process.

Earlier this year in August, a recruitment was initiated to fill a Library Assistant vacancy at Malibu High School. Although fifty-nine (59) applications were submitted, the majority did not meet the minimum qualifications. Upon review of the job description, the Director of Classified Personnel suspected that the minimum qualifications may be unnecessarily high and pose a barrier to employment.

#### **METHODOLOGY:**

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

- Discussed the minimum qualifications with each of the five (5) Librarians who work for the District.

#### **DISCUSSION:**

Of the five (5) Librarians, four (4) recommended lowering the minimum qualifications for either education, experience, or both. The current minimum qualifications call for two (2) years of college-level coursework in library science. However, undergraduate coursework in library science is not common. Although some colleges offer a bachelor's degree in Library Science, this content area is typically found at the master's level. Therefore, we are currently limiting ourselves to candidates who have master's degrees, and that is not realistic given the scope and salary of this classification.

As for the experience requirement, many of the Librarians thought that two (2) years is unnecessary. Many of the skills that are required can be learned on the job, under the guidance of the Librarians.

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

- Education: Two (2) years of college-level coursework in library science was reduced to two (2) years of college-level coursework in any field.
- Experience: Two (2) years of paraprofessional or clerical experience in a library or media center was reduced to one (1) year.
- An equivalency provision was added to allow additional experience to substitute for the education requirement on a year-for-year basis. Also, a Bachelor's degree in any field could substitute for the required library experience.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Library Assistant 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							





**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 541473  
SALARY RANGE: A-26

## LIBRARY ASSISTANT

### BASIC FUNCTION:

Under the direction of a Certified Librarian, perform a variety of paraprofessional and specialized clerical duties related to the operation of the Library/Media Center; provide library service to students and instructional personnel; supervise clerks, aides, student helpers and volunteers.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

Two (2) years of college-level coursework.

#### EXPERIENCE:

One (1) year of paraprofessional or responsible clerical experience in a library or media center.

Any combination equivalent to: two (2) years college-level coursework in library science and two (2) years of paraprofessional or responsible clerical experience in a library or media center.

#### EQUIVALENCY:

Experience may substitute for education on a year-for-year basis. A Bachelor's degree may substitute for the experience requirement.

### REPRESENTATIVE DUTIES:

1. Perform on-line circulation and related procedures; check materials in and out of the Library; inspect materials for damage and wear; bill and receipt overdue, lost and/or damaged materials; mail overdue, lost and damage notices; collect and account for money due; maintain records of payments; compile and maintain circulation statistics; prepare circulation related reports as required; assure materials' security system is functioning
2. Provide assistance and support to students, instructional personnel and other staff in locating materials and information by using, demonstrating the use of, and assisting in the instruction of the use of print and non-print media, such as reference sources and serials, computers, on-line catalogs, and CD-ROM databases
3. Respond to inquiries and complaints and explain Library policies and procedures, rules and regulations
4. Assist with student supervision by collecting student hall passes and by observing student behavior; advise students of acceptable behavior and refer behavior problems to the Librarian or other appropriate personnel
5. Operate and maintain photocopiers, microfiche reader/printer, computers, fax, TV, VCR and other equipment by making minor adjustments and replacing paper supplies, toner cartridges, bulbs, meter reading and counting, and depositing and crediting proper accounts for coin operated equipment
6. Shelve and supervise the shelving of library materials; assist in determining materials to be bound, mended or discarded, prepare materials for bindery and maintain bindery records; mend damaged materials; assure that materials are maintained in proper order
7. Prepare materials and equipment requisitions and purchase orders in accordance with District procedures and maintain Library budget records and related files

8. Maintain inventory control by assuring regular physical inventories of books, materials and equipment and by maintaining up-to-date inventory records; order and maintain library supplies, such as barcodes, toner cartridges and computer paper
9. Process new books, periodicals and other materials by checking invoices and purchase orders, bar coding, stamping and adding security stripping and labeling materials for location purposes
10. Perform bibliographic checking; maintain publishers catalogs, and other sources of bibliographic information; input bibliographic data into the on-line catalog; modify commercial cataloging under the direction of a Librarian
11. Assist in preparation of reports and type correspondence, notices and bulletins
12. Assist in maintaining an educational and motivational environment; design appropriate displays, bulletins, and exhibits
13. Conduct orientation sessions, book talks, literary reviews and student club meetings as required
14. Performs other 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**

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### **KNOWLEDGE OF:**

- Contemporary standard library practices, procedures and equipment, including the Dewey Decimal classification system and basic reference sources
- Current office practices and equipment, including business correspondence, filing systems, computer hardware and software applications
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Principles of training students and providing work direction for clerks, aides, volunteers and others
- Basic arithmetic
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

### **ABILITY TO:**

- Ability needed Perform a variety of paraprofessional and specialized clerical duties related to the operation of the library/Media Center
- Provide library service to students and instructional personnel
- Supervise student helpers and volunteers
- Exercise sound judgment to perform assigned duties
- Work independently and accurately under the pressure of frequent interruptions
- Operate a computer and other equipment as assigned
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Explain policies and procedures of the library
- Assign and review work

## **WORKING CONDITIONS:**

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### **ENVIRONMENT:**

Library environment with constant interruptions.

### **PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information

- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Lifting and carrying moderately heavy objects
- Pushing and pulling book cards
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling or crouching

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

***CLASSIFICATION APPROVES  
PERSONNEL COMMISSION:***

Revision: October 10, 2017



## **PERSONNEL COMMISSION**

**Regular Meeting: Tuesday, October 10, 2017**

### **AGENDA ITEM NO: III.A.03**

Classification Description Revision: Student Outreach Specialist

### **BACKGROUND INFORMATION:**

The job description for Student Outreach Specialist has not been updated since 1998. There is currently a vacancy at Malibu High School, and in anticipation of the recruitment and testing process, a job analysis was performed to ensure the responsibilities of the job are accurately reflected in the job description.

### **METHODOLOGY:**

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

- Met with Robert Howard, Restorative Justice Coordinator, and Hector Medrano, S-House Principal at Santa Monica High School.
- Utilized a competency card sort exercise to validate the skills and abilities required to perform the duties assigned to the position.
- Discussed the differences between this position and other similar jobs in the District such as Community Liaison and Bilingual Community Liaison.
- Verified that positions within this classification no longer require a driver license and personal vehicle. This requirement was necessary when the classification was originally established, but over time the responsibility of visiting students at home was shifted to other classifications.
  - Student Outreach Specialists may still be required to travel to a student's home when accompanied by a District Administrator, but they are not required to provide personal transportation.

### **ANALYSIS & FINDINGS:**

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

- Clarified the position's Basic Function statement.
- Relaxed the minimum education requirement to allow for consideration of candidates who have relevant work experience but whose bachelor's degree is not in a related field.
- Removal of driver license and personal vehicle requirements.
- Removed original duty statement #3 and replaced with new duty statement #11.
- Clarified and made minor revisions to Supervision, Knowledge, and Ability sections.
- Added Working Conditions section with brief detail on the Environment, Physical Demands, and Hazards of the classification.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Student Outreach Specialist 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							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 541768  
SALARY RANGE: A-44

## STUDENT OUTREACH SPECIALIST

### BASIC FUNCTION:

Under direction from the Restorative Justice Coordinator, Recruits and mentors, engages, supports and assists in the identification of at-risk students in order to establish a sense of belonging and reintegrate students and/or their families. ~~referred for services, and helps to establish a sense of belonging in students presently alienated from school culture and community norms and at risk for school failure and drop-out.~~  
~~conducts student and parent outreach program and services. Connects students and families to social and cultural activities in the school and community.~~

### MINIMUM QUALIFICATIONS

#### EDUCATION:

A bachelor's degree ~~in counseling, social work, or a related field~~ from an accredited college or university, preferably in counseling, social work, urban studies or a related field.

#### EXPERIENCE:

~~Three~~ Two years of experience working with youth in urban community\_-based activities, including at least one year working with high school aged youth. ~~with at least one year working in cooperation with or in a high school.~~

#### LICENSES AND OTHER REQUIREMENTS:

- ~~• Possession of a valid California Class C Driver's License.~~
- ~~• Must have use of a personal vehicle and be insurable by the District's carrier.~~

Some positions may require bilingual skills.

### REPRESENTATIVE DUTIES:

1. Establishes contact and facilitates meetings with students and/or parents of students referred by District staff who demonstrate have school attendance, academic performance, and/or frequent excessive disciplinary problems.
- ~~1. Researches and maintains awareness of available community resources such as counseling, job development, social and cultural activities, and information regarding service programs; connects students and their families with appropriate community services. -~~
- ~~2. Makes home visits to students with excessive absences.~~
- 2.3. Visits sites, to establish contact, where students gather when not in school, such as parks, street corners and/or recreation centers, in order to establish contact and build rapport.

- ~~3.4.~~ Establishes partnerships with ~~community recreation programs, performing arts groups, churches and other~~ positive alternative community programs and involves at-risk students in after-school, weekend and summer recreational and cultural events ~~as alternatives to "street" activities.~~
- ~~4.5.~~ Serves as a liaison ~~with between performing arts and cultural programs, service student clubs, committees~~ and other organizations on campus ~~to include and~~ at risk students currently not participating in these activities or programs.
- ~~5.6.~~ Co-facilitates classes with parents and/or students on the availability of supportive school and community programs, such as tutoring and mentoring, parenting skills, job readiness, and other appropriate services.
- ~~6.7.~~ Leads group discussions with students on cultural, ethnic and gender identity issues, ~~which affect that impact~~ attendance, academic performance, behavior, and school connectedness.
- ~~7.8.~~ Works in partnership with ~~the school~~ Counselor(s), /Dean, Job Development Specialist, Community Liaison/Bilingual Community Liaison, and students' families to recover at risk students and keep them in school.
- ~~8.9.~~ Establishes contact with middle school students and families to ease the transition of incoming ninth graders into high school.
10. Facilitates community building circles and other restorative justice activities.
11. May assist administrators in carrying out home visits.
- ~~9. Writes reports and keeps appropriate documentation for school and grant records.~~
- ~~10.12.~~ Performs ~~other~~ related duties as assigned.

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

#### **SUPERVISION:**

Supervision is received from a Certificated Administrator~~the Principal or designee~~. Technical and functional work direction is received from the Restorative Justice Coordinator. No supervision is exercised over District staff.

#### **KNOWLEDGE AND ABILITIES**

##### **KNOWLEDGE OF:**

- Community and social service agencies.
- School programs, requirements, objectives, policies, and concerns.
- Cultural and intercultural issues, needs and concerns of students and families.
- Urban adolescent issues.
- Adolescent behavior and psychology.
- Practical principals of intercultural relationships and communication techniques.
- Restorative Justice principles and techniques.

**ABILITY TO:**

- Establish contact with students and serve as a role model.
- Work independently with ~~a minimum of minimal~~ supervision.
- Work collaboratively with District personnel and community agencies.
- Communicate effectively both orally and in writing ~~to present clear, accurate and concise reports.~~
- Establish and maintain contact and cooperation with community organizations.
- ~~Analyze issues and p~~Problem solve quickly and effectively.
- Speak in front of ~~large diverse~~ groups and ~~to~~ facilitate meetings.
- Maintain confidentiality ~~of sensitive information.~~
- Attend night and weekend meetings ~~as required.~~
- ~~Be flexible~~ Adapt and reprioritize as situations change.

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

Works at a school site in close contact with at risk students.

**PHYSICAL DEMANDS:**

- Ability to stand and sit for extended periods of time.
- Visual acuity sufficient for observing and monitoring students and for reading, writing, typing and doing other work on a computer.
- Ability to hear and speak to exchange information and provide assistance to students.
- Manual dexterity sufficient to operate office equipment and access materials and files.

**HAZARDS:**

May be exposed to turbulent environments while conducting home visits with an administrator.





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, October 24, 2017

**AGENDA ITEM NO: III.A.04**

SUBJECT: Certification from another Eligibility List – Library Assistant

**BACKGROUND INFORMATION:**

Personnel Commission staff recently ran a successful recruitment for Elementary Library Coordinator that resulted in an eligibility list with three (3) ranks. One (1) of the candidates was selected for a permanent position, thus leaving two (2) eligible candidates.

Staff are currently in the testing process for a similar classification: Library Assistant. Due to the low number of candidates, it is anticipated that the Library Assistant recruitment will yield an eligibility list with less than three (3) ranks.

Merit Rule 6.2.8 allows certification from another eligibility list, with approval from the Commission. The Director of Classified Personnel recommends that the Commission approve the Elementary Library Coordinator eligibility list for certification for Library Assistant. Although it is possible that the hiring authority will select an eligible candidate from a potential Library Assistant eligibility list, the Elementary Library Coordinator list could be used as a backup.

Merit Rule 6.2.8 – Certification from another Class List

*If there is no eligibility list for the class in which the vacancy occurs, certification may be made from an eligibility list of another class at the same or a higher salary level if the duties and qualifications of the class, for which the examination was given, include substantially all of the duties of the position to be filled; and the Director of Classified Personnel finds, subject to approval by the Commission, that necessary skills and knowledge were adequately tested in the examination.*

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the Elementary Library Coordinator eligibility list for certification for Library Assistant.

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

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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, October 10, 2017**

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

SUBJECT: Merit Rules – part 3

**SUMMARY:**

This presentation of the Merit Rules will cover the highlights of Chapter IV – Application for Employment, Chapter V – Recruitment and Examination, and Chapter VI – Eligibility Lists.

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**VI. Information Items:**

**Advanced Step Placement Fiscal Impact Report**

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
<b>2017-18</b>											
1	8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
2	9/12/2017	IA - Classroom	A	18	B	D	37.50%	10	\$1.46	\$94.79	\$947.86
3	10/10/2017	Paraeducator-1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
4	10/10/2017	Education Data Specialist	A	49	A	E	100.00%	12	\$6.22	\$1,077.74	\$11,432.57
									<b>2017-18 TOTAL</b>		<b>\$14,018.98</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%
9/7/2017	10/4/2017	IA - Classroom	A	18	37.50%

**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
8	9/13/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
9	9/13/2017	8/21/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
10	9/13/2017	8/21/2017	Physical Activities Specialist	6 Hrs/SY	A	26
11	9/13/2017	8/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
12	9/13/2017	8/21/2017	Paraeducator-1	5.5 Hrs/SY	A	20
13	9/13/2017	8/28/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
14	9/13/2017	8/21/2017	Physical Activities Specialist	4 Hrs/SY	A	26
15	9/13/2017	8/21/2017	Paraeducator-1	6.33 Hrs/SY	A	20
16	9/13/2017	8/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
17	9/13/2017	8/28/2017	Instructional Assistant - Music	6 Hrs/SY	A	20
18	9/13/2017	8/21/2017	Paraeducator-1	4 Hrs/SY	A	20
19	9/13/2017	8/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
20	9/13/2017	8/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
21	10/5/2017	9/11/2017	Education Data Specialist	8 Hrs/12 Mo	A	49
22	10/5/2017	9/1/2017	Paraeducator-1	6 Hrs/SY	A	20
23	10/5/2017	9/12/2017	Custodian	6 Hrs/12 Mo	A	24
24	10/5/2017	9/8/2017	Paraeducator-1	6 Hrs/SY	A	20
25	10/5/2017	9/14/2017	Communications Specialist	4 Hrs/12 Mo	A	36
26	10/5/2017	9/1/2017	Custodian	5 Hrs/12 Mo	A	24
27	10/5/2017	9/7/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
28	10/5/2017	9/7/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
29	10/5/2017	9/1/2017	Production Kitchen Coordinators	7 Hrs/SY	A	31
30	10/5/2017	9/1/2017	Custodian	5 Hrs/12 Mo	A	24
31	10/5/2017	9/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18



## Open Requisitions (as of 10/2/2017)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/29/2016
17-179	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	3/14/2017
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
18-004	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	New	75	7/11/2017
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/2017
18-034	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
18-038	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
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/24/2017
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
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
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	8/30/2017
18-062	Health Office Specialist - Bilingual	EDISON LANGUAGE ACADEMY	New	37.5	9/1/2017
18-063	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New	37.5	9/1/2017
18-064	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	9/1/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/2017
18-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	46.25	8/29/2017
18-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	New	43.75	8/29/2017
18-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	9/11/2017
18-069	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	50	9/8/2017
18-070	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	75	9/19/2017
18-071	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	9/15/2017
18-073	SENIOR OFFICE SPECIALIST	PT DUME ELEMENTARY SCHOOL	Vac	50	9/15/2017
18-074	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	9/26/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	9/26/2017
18-076	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	9/26/2017
18-077	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	9/27/2017
18-078	HEALTH OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75	9/28/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-079	PHYSICAL ACTIVITIES SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	Vac	75	9/29/2017

## Filled Requisitions (9/1/2017 – 10/1/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-200	GARDENER	GROUNDS MAINTENANCE	9/11/2017
18-007	ACCOUNTING TECHNICIAN	FISCAL SERVICES	9/19/2017
18-009	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	9/20/2017
18-022	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/31/2017
18-027	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	9/18/2017
18-033	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	9/20/2017
18-046	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	9/18/2017
18-047	PARAEDUCATOR-3	SPECIAL EDUCATION	9/22/2017
18-051	CUSTODIAN	M & O (Maintenance & Operations)	9/1/2017
18-060	CUSTODIAN	CHILD DEVELOPMENT SERVICES	9/27/2017
17-200	GARDENER	GROUNDS MAINTENANCE	9/11/2017
18-007	ACCOUNTING TECHNICIAN	FISCAL SERVICES	9/19/2017
18-009	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	9/20/2017
18-022	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/31/2017
18-027	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	9/18/2017

18-033	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	9/20/2017
18-046	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	9/18/2017
18-047	PARAEDUCATOR-3	SPECIAL EDUCATION	9/22/2017
18-051	CUSTODIAN	M & O (Maintenance & Operations)	9/1/2017
18-060	CUSTODIAN	CHILD DEVELOPMENT SERVICES	9/27/2017

**Classified Personnel – Merit  
9/13/17**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Alexander, Karissa Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/21/17
Barrett, Sarah Roosevelt ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/21/17
Batalla, Karlia Rogers ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A	8/21/17
Camp, Monique Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/23/17
De Los Santos Arrazola, Jasmine Special Ed-McKinley ES	Paraeducator-1 5.5 Hrs/SY/Range: 20 Step: A	8/21/17
Del Rio Valle, Marco Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/28/17
Hunter, John Rogers ES	Physical Activities Specialist 4 Hrs/SY/Range: 26 Step: A	8/21/17
Maldonado, Frederick Special Ed-Santa Monica HS	Paraeducator-1 6.33 Hrs/SY/Range: 20 Step: A	8/21/17
Marasco, Gina Marie Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/24/17
Reynolds, Travis Adams MS	Instructional Assistant – Music 6 Hrs/SY/Range: 20 Step: A	8/28/17
Sarti, Stewart Special Ed-Muir ES	Paraeducator-1 4 Hrs/SY/Range: 20 Step: A	8/21/17
Wedhas, Karu Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/23/17
Wedlow, Darina McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/22/17

**PROVISIONAL ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Bakhyt, Peter Maintenance	Painter	7/21/17-8/18/17
Coleman, Daniel Webster ES	Instructional Assistant – Classroom	8/22/17-6/8/18

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Miller, Karen Grant ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: F From: Paraeducator-3: 6 Hrs/SY	8/14/17

Rosales, Anacelia Edison ES	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 20 Step: B From: Instructional Assistant - Classroom: 3 Hrs/SY	8/21/17
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**SUMMER ASSIGNMENTS**

**EFFECTIVE DATE**

Benjamin, Venecia FNS-Lincoln MS	Cafeteria Worker I 5 Hrs/Day	8/2/17
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
Castro, Esperanza FNS-Adams MS	Site Food Service Coordinator 5 Hrs/Day	8/15/17
Cojan, Carmen FNS-Roosevelt ES	Cafeteria Worker I 5 Hrs/Day	8/2/17
Escobar Rios, Alicia Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Gomez, Jose FNS-Santa Monica HS	Production Kitchen Coordinator 5 Hrs/Day	8/15/17
Gondo, Janet Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Muller, Larissa Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Ramos, Margaret Educational Services	Instructional Assistant - Classroom Not to exceed: 8 Hrs	6/19/17-7/14/17
Smith, Darlene FNS-Roosevelt ES	Cafeteria Worker I 5 Hrs/Day	8/2/17
Webster-Joseph, Shirley FNS-Malibu HS	Cafeteria Worker I 5 Hrs/Day	8/2/17

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Castillo, John Facility Improvement Projects	Network Engineer [overtime; FIP projects]	7/1/17-6/30/18
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; school projects]	8/1/17-6/30/18
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; FIP projects]	7/1/17-6/30/18
Pineda Balbuena, Luz Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	3/15/17-6/9/17

Reyes, Pedro Facility Use	Electrician [overtime; Facility Use projects]	7/1/17-6/30/18
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**SUBSTITUTES**

**EFFECTIVE DATE**

Gibson, Leticia Food and Nutrition Services	Cafeteria Worker I	8/21/17-6/8/18
Hauck, Judy Fiscal Services	Office Specialist	8/7/17-9/29/17
Nairouz, Dina Food and Nutrition Services	Cafeteria Worker I	8/21/17-6/8/18
Zakaria, Mahnaz Special Education	Paraeducator-1	8/22/17-6/8/18

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Brigham, Dolores CDS-Muir ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-McKinley ES	8/21/17
Brito, Maria CDS-McKinley ES	Children's Center Assistant-2 6 Hrs/SY From: 6 Hrs/SY/CDS-Muir ES	8/21/17
Campos, Mercedes CDS-Adams MS	Children's Center Assistant-2 7 Hrs/SY From: 7 Hrs/SY/CDS-McKinley ES	8/21/17
Chan, Robin Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Rogers ES	8/21/17
DeLeon, Adrian Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Rogers ES	8/21/17
Hoorizadeh, Shayesteh CDS-Rogers ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Pine Street	8/21/17
Marshall, Shaquita Special Ed-Santa Monica HS	Paraeducator-3 7 Hrs/SY From: 7 Hrs/SY/McKinley ES	8/21/17
Martinez, Daniel CDS-Grant ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-McKinley ES	8/21/17
Martinez, Melinda Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Roosevelt ES	8/21/17
Perez, Grace CDS-McKinley ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers ES	8/21/17



Ramirez, Armida CDS-Franklin ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Roosevelt ES	8/21/17
Ridley, Latresse Special Ed-Rogers ES	Paraeducator-1 5 Hrs/SY From: 5 Hrs/SY/Roosevelt ES	8/21/17
Solis, David Special Ed-Santa Monica HS	Paraeducator-1 6.33 Hrs/SY From: 6 Hrs/SY/Lincoln MS	8/21/17
Thomas, Marjorie CDS-Roosevelt ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Grant ES	8/21/17
Trepagnier, Bryant Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Franklin ES	8/21/17
Young, Abigail Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Rogers ES	8/21/17

**PROFESSIONAL GROWTH**

Chew, Jenny Santa Monica HS	Administrative Assistant	<b><u>EFFECTIVE DATE</u></b> 9/1/17
Gonzalez, Andrea CDS-Franklin ES	Children's Center Assistant-1	9/1/17
Sumaria, Urvashi CDS-Rogers ES	Children's Center Assistant-3	9/1/17
Womack, Raven CDS-Muir ES	Children's Center Assistant-2	9/1/17

**LEAVE OF ABSENCE (PAID)**

Rizk, Rizk Fiscal Services	Payroll Specialist CFRA/FMLA/Medical	<b><u>EFFECTIVE DATE</u></b> 8/7/17-10/1/17
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**WORKING OUT OF CLASS**

Plascencia, Henry Maintenance	Painter From: Skilled Maintenance Worker	<b><u>EFFECTIVE DATE</u></b> 7/24/17-12/1/17
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**RESIGNATION**

Perez, Venus Special Ed-Roosevelt ES	Paraeducator-3	<b><u>EFFECTIVE DATE</u></b> 6/10/17
Welch, Samantha Special Ed-Grant ES	Paraeducator-3	8/14/17
Wilkinson-Flores, Ana Special Ed-Muir ES	Paraeducator-1	8/25/17

**Classified Personnel – Merit  
10/5/17**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Abrego, Derek Educational Services	Education Data Specialist 8 Hrs/12 Mo/Range: 49 Step: A	9/11/17
Clark, Marena Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	9/1/17
Elias, Damian Operations	Custodian 6 Hrs/12 Mo/Range: 24 Step: A	9/12/17
Gonzalez, Natalia Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	9/8/17
Helper, Stephanie Facility Improvement Projects	Communications Specialist 4 Hrs/12 Mo/Range: 36 Step: A	9/14/17
Olvera, Daniel Operations-Olympic HS	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	9/1/17
Persaud, Brian McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	9/7/17
Portillo, Isaac Franklin ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 18 Step: B	9/7/17
Reyes, Alondra FNS-Malibu HS	Production Kitchen Coordinator 7 Hrs/SY/Range: 31 Step: A	9/1/17
Roberts, Traveon Operations-Adams MS	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	9/1/17
Williams, Elyssa Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	9/13/17

**RE-INSTATEMENT**

		<b><u>EFFECTIVE DATE</u></b>
Tate, Wiley Operations-Lincoln MS	Custodian 5 Hrs/12 Mo/Range: 24 Step: B	9/1/17

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Ascencio, Miguel Special Ed-Malibu HS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: F From: Paraeducator-1: 6 Hrs/SY	8/21/17
Bernadou, Michelle Point Dume ES	Administrative Assistant 8 Hrs/10+10 Mo/Range: 31 Step: D From: Senior Office Specialist: 4 Hrs/SY	9/1/17

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Jelks, Curtis Lincoln MS	Campus Security Officer Not to exceed: 16 Hrs	8/11/17-8/14/17

Nunez, Sherry Lincoln MS	Campus Security Officer Not to exceed: 16 Hrs	8/11/17-8/14/17
Wilson, Terry Lincoln MS	Campus Security Officer Not to exceed: 16 Hrs	8/11/17-8/14/17

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Baghoomian, Edwin Facility Use	HVAC Mechanic [overtime; Facility Use projects]	7/1/17-6/30/18
Baghoomian, Edwin Maintenance	HVAC Mechanic [overtime; district projects]	7/1/17-6/30/18
Bravo, Isaura Webster ES	Administrative Assistant [overtime; extra office hours]	8/22/17-6/9/18
Carrillo, Rigoberto Facility Use	HVAC Mechanic [overtime; Facility Use projects]	7/1/17-6/30/18
Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; district projects]	7/1/17-6/30/18
Davis, Jeffery Facility Use	Carpenter [overtime; Facility Use projects]	7/1/17-6/30/18
Davis, Jeffery Maintenance	Carpenter [overtime; district projects]	7/1/17-6/30/18
Flores, Maria Roosevelt ES	Senior Office Specialist [overtime; clerical support]	8/15/17-6/8/18
Hedges, Eric Facility Use	Facilities Technician [overtime; Facility Use projects]	7/1/17-6/30/18
Hedges, Eric Maintenance	Facilities Technician [overtime; district projects]	7/1/17-6/30/18
Hernandez, Yolanda Health Services-Webster ES	Health Office Specialist [additional hours; health office support]	8/22/17-6/9/18
Plascencia, Henry Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/17-6/30/18
Ramos, Marlene Child Development Services	Bilingual Community Liaison [additional hours; preschool support]	7/1/17-6/30/18
Reyes, Pedro Maintenance	Electrician [overtime; district projects]	7/1/17-6/30/18
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime; school projects]	8/1/17-6/30/18
Soloway, Beth Malibu HS	Senior Office Specialist [additional hours; clerical support]	7/1/17-6/30/18
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; office support]	8/15/17-6/8/18

Villa, Alejandro Facility Improvement Projects	Carpenter [overtime; FIP projects]	7/1/17-6/30/18
Villa, Alejandro Facility Use	Carpenter [overtime; Facility Use projects]	7/1/17-6/30/18
Villa, Alejandro Maintenance	Carpenter [overtime; district projects]	7/1/17-6/30/18
Villalobos, Elizabeth Facility Use	Facilities Technician [overtime; Facility Use projects]	7/1/17-6/30/18
Villalobos, Elizabeth Maintenance	Facilities Technician [overtime; district projects]	7/1/17-6/30/18
Ward, Michael Webster ES	Senior Office Specialist [additional hours; clerical support]	8/22/17-6/9/18

**SUBSTITUTES**

**EFFECTIVE DATE**

Blackmon, Enisha Special Education	Paraeducator-1	8/22/17-6/8/18
Clark, Marena Special Education	Paraeducator-1	8/22/17-6/8/18
Davis, Mychal Special Education	Paraeducator-2	8/22/17-6/8/18
Davis, Mychal Special Education	Paraeducator-3	8/22/17-6/8/18
Ighani, Roshanak District	Office Specialist	7/1/17-6/30/18
Reed, Trinee Special Education	Paraeducator-3	8/22/17-6/8/18
Robinson, Atiya Child Development Services	Children's Center Assistant-1	8/22/17-6/8/18
Sena, Ashley Special Education	Paraeducator-1	8/22/17-6/8/18
Sena, Ashley Special Education	Paraeducator-3	8/22/17-6/8/18
Skowlund, Carol SMASH	Administrative Assistant	8/23/17-9/1/17
Stiffel, Zach Educational Services	Instructional Assistant – Physical Education	8/22/17-6/8/18
Stokes, Kevin Educational Services	Instructional Assistant – Physical Education	8/22/17-6/8/18
Whittle, Steven Child Development Services	Children's Center Assistant-1	8/22/17-6/8/18

**INVOLUNTARY TRANSFER**Soria, Michelle  
Special Ed-Franklin ESParaeducator-1  
6 Hrs/SY  
From: 6 Hrs/SY/Lincoln MS**EFFECTIVE DATE**

9/14/17

**PROFESSIONAL GROWTH**Cooper, Dionne  
Point Dume ES

Elementary Library Coordinator

**EFFECTIVE DATE**

10/1/17

Hoorizadeh, Shayesteh  
CDS-Rogers ES

Children's Center Assistant-2

10/1/17

Rubio, Ana  
CDS-Woods Venice

Children's Center Assistant-2

9/1/17

Simpson, Endeya  
Special Ed-Grant ES

Paraeducator-3

9/1/17

**LEAVE OF ABSENCE (PAID)**Anderson, Bruno  
Operations-Santa Monica HSCustodian  
CFRA/FMLA/Medical**EFFECTIVE DATE**

8/8/17-11/8/17

Baghoomian, Edwin  
MaintenanceHVAC Mechanic  
CFRA/FMLA/Medical

9/7/17-9/20/17

Biren, Sara  
CDS-Franklin ESChildren's Center Assistant-2  
CFRA/FMLA/Medical

8/21/17-12/31/17

Durham, Michael  
Operations-Malibu HSCustodian  
CFRA/FMLA/Medical

7/27/17-8/25/17

Gold, Kathy  
Information ServicesTechnology Support Assistant  
CFRA/FMLA/Medical

9/1/17-1/8/18

Martin, Maria  
Santa Monica HSCustodian  
CFRA/FMLA/Medical

9/14/17-10/26/17

Santiago, Guillermo  
Special Ed-Roosevelt ESParaeducator-1  
Personal

9/27/17-10/13/17

Thruston, Linda  
Muir ESInstructional Assistant - Classroom  
CFRA/FMLA/Medical

8/21/17-11/6/17

Villatoro, Jennifer  
FNS-Cabrillo ESCafeteria Worker I  
CFRA

8/21/17-11/13/17

Walton, James  
Special Ed-Cabrillo ESParaeducator-3  
CFRA/FMLA/Medical

8/30/17-9/13/17

Zaldivar, Guadalupe  
FNS-Cabrillo ESCafeteria Worker I  
CFRA/FMLA/Medical

8/21/17-12/31/17

**WORKING OUT OF CLASS**Kamkar, Vida  
Human ResourcesPayroll Specialist  
From: Human Resources Technician**EFFECTIVE DATE**

9/8/17-12/5/17

West, Malcom  
Operations

Utility Worker  
From: Custodian

8/15/17-8/16/17

**RESIGNATION**

Caputo, Briena  
SMASH

Senior Office Specialist

**EFFECTIVE DATE**

8/11/17

Evans, Michael  
Special Ed-Lincoln MS

Paraeducator-3

9/15/17

Mangangey, Janice  
Special Ed-Lincoln MS

Paraeducator-3

10/25/17

Sudarso, Sarah  
Special Ed-McKinley ES

Speech Language Pathology Assistant

9/29/17

Villegas, Lorena  
CDS-Grant ES

Children's Center Assistant-2

9/20/17

Whaley, Jordan  
Special Ed-Grant ES

Paraeducator-1

9/29/17

**RETIREMENT**

Stout, Bonnie  
Adams MS

Senior Office Specialist

**EFFECTIVE DATE**

9/15/17

**Classified Personnel – Non-Merit  
9/13/17**

**NOON SUPERVISION AIDE**

Harrington, Tynese	Rogers ES	8/22/17-6/8/18
Hernandez, Christopher	Rogers ES	8/22/17-6/8/18
Llosa, Sylvia	Rogers ES	8/22/17-6/8/18

**EDUCATIONAL SPECIALIST – LEVEL II**

Farokhzadeh, Mersedeh	Franklin ES [Counselor] - Funding: Formula & Old Tier III	8/22/17-6/8/18
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**TECHNICAL SPECIALIST – LEVEL I**

Burke, Lucia	Food and Nutrition Services [School Garden Coordinator Assistant] - Funding: Child Nutrition	8/21/17-6/8/18
Harding, Debbie	Food and Nutrition Services [School Garden Coordinator Assistant] - Funding: Child Nutrition	8/21/17-6/8/18

**Classified Personnel – Non-Merit  
10/5/17**

**AVID TUTOR**

Carino, Caitlin	Lincoln MS	9/11/17-6/8/18
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**NOON SUPERVISION AIDE**

Cajas, Debbie	Roosevelt ES	8/22/17-6/8/18
Calvert, Cheryl	Point Dume ES	8/21/17-6/8/18
Carriere, Leigh	Point Dume ES	8/21/17-6/8/18
Chavez, Luis	Rogers ES	8/22/17-6/8/18
Daniels, Adriana	Rogers ES	8/22/17-6/8/18
Davidson, Diane	Point Dume ES	8/21/17-6/8/18
Grant, Carol	Rogers ES	8/22/17-6/8/18
Hudgins, Priscilla	Roosevelt ES	8/22/17-6/8/18
Malone, Angelica	Rogers ES	8/22/17-6/8/18
Martinez, Aida	Rogers ES	8/22/17-6/8/18
Motoyama Hughes, Patricia	Roosevelt ES	8/22/17-6/8/18
Reyes, Marilu	Rogers ES	8/22/17-6/8/18
Rivas De Hernandez, Gladis	Rogers ES	8/22/17-6/8/18
Roe, Jennifer	Roosevelt ES	8/22/17-6/8/18
Sencio, Heidi	Rogers ES	8/22/17-6/8/18
Torres, Corina	Roosevelt ES	8/22/17-6/8/18
Villero, Carmen	Roosevelt ES	8/30/17-6/8/18
White, Paula	Rogers ES	8/22/17-6/8/18

**COACHING ASSISTANT**

Kempainen, Edward	Malibu HS	7/1/17-6/30/18
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**EDUCATIONAL SPECIALIST – LEVEL I**

Soloway, Beth	Malibu High School [Service Learning Coordinator] - Funding: Formula & Old Tier III – 52%; SMMEF Funded – 48%	8/21/17-6/8/18
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**TECHNICAL SPECIALIST – LEVEL II**

Brown, Kim	Cabrillo ES [Science Specialist] - Funding: SMMEF Funded	8/22/17-6/8/18
Kibler, John	Santa Monica Alternative Schoolhouse [Middle School Strings Instructor] - Funding: SMMEF Funded – 57.9% Reimbursed by PTA – 42.1%	8/29/17-5/31/18



**TECHNICAL SPECIALIST – LEVEL III**

Aubrun, Ambroise	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Feldman, Susan	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Flanagan Lysy, Margaret	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Lamell, Guido	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Reaves, Teag	Santa Monica HS [French Horn Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Shetzen, Eric	Santa Monica HS [Bass Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Strand-Polyak, Lindsey	Santa Monica HS [Viola Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Tyler, Charles	Santa Monica HS [Cello Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2017 – 2018**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2017</b>			
July 11, 2017	4:30 p.m.	Board Room – District Office	
August 8, 2017	4:30 p.m.	Board Room – District Office	
September 12, 2017	4:30 p.m.	Board Room – District Office	
October 10, 2017	4:30 p.m.	Board Room – District Office	
November 14, 2017	4:30 p.m.	Board 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	- First Reading of Changes to Merit Rule: <i>Chapter XV: Resignation and Retirement</i>	November 2017

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**VIII. Next Regular Personnel Commission Meeting:**  
Tuesday, November 14, 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:**