



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

November 14, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, November 14, 2017**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on November 14, 2017

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

- G.06 Approval of Minutes for Regular Meeting on October 24, 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)

November 14, 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, November 14, 2017**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on November 14, 2017

G.06 Approval of Minutes for Regular Meeting on October 24, 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.

- General Comments and Updates

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

- Commissioner Recruitment
- 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>
Children's Center Assistant-1,2,3	8
Library Assistant	2
Licensed Vocational Nurse	3
Office Specialist	22
Senior Office Specialist	10
Sports Facility Attendant	4

C.02 Advanced Step Placement:

Marenda Clark in the classification of Paraeducator-1 at Range 20, Step B

C.03 Advanced Step Placement:

Peggy Moreno in the classification of Instructional Assistant - Classroom at Range 18, Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

IV. DISCUSSION ITEMS:

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

D.01 First Reading of Changes to Merit Rule:
Chapter XV: Resignation and Retirement

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. V.D.2. (for SMMUSD School Board Agenda)
 - October 19, 2017Classified Personnel – Merit Report - No. VIII.D.2.
 - November 2, 2017
- I.05 Classified Personnel – Non-Merit Report – No. V.D.3.
 - October 19, 2017Classified Personnel – Non-Merit Report – No. VIII.D.3.
 - November 2, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2017 – 2018
- I.07 Board of Education Meeting Schedule
 - 2017 – 2018
- I.08 Malibu Unification – Superintendent Dr. Ben Drati’s Message

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 XV: Resignation and Retirement</i>	January 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

The meeting is adjourned in memory of Mrs. Jennifer Pust, Santa Monica High School English Teacher, and Mr. Ronald Guercio, SMMUSD retired Campus Security Officer, who recently passed away.

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

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 was held on **Tuesday, October 24, 2017**, at **4:34 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

Note: This meeting was originally scheduled for October 10, 2017.

- ❖ **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 4:40 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Waterstone were present. Commissioner Lippman was absent due to a family responsibility.**
- G.03 Pledge of Allegiance: Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - **None**

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

G.05 Motion to Approve Agenda: October 24, 2017

It was moved and seconded to approve the agenda, noting that the following items were added in compliance with the Brown Act:

- Elementary Library Coordinator eligibility list was added to the Consent Calendar.
- Agenda item III.A.04 – “Action Items – Certification from another Eligibility List” – was added to the agenda.

The motion passed.

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

**G.06 Motion to Approve Minutes: Special Meeting: September 1, 2017
Regular Meeting: September 12, 2017**

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments
 - Director Cool informed the Personnel Commission about the current shortened school schedule due to an extreme heat wave.
 - Director Cool reported on his participation in the Employment Development Department’s unemployment benefit hearings representing the District.
 - Director Cool updated the Personnel Commission about the three (3) strategic recruitments the department is currently working on. Recruitment for Director of Food and Nutrition Services has been completed, and the selection interviews will be scheduled as soon as the new Assistant Superintendent of Business and Fiscal Services assumes office. The deadline for accepting applications for Director of Purchasing has been extended twice in order to establish a strong pool of candidates. Qualification appraisal interviews for Director of Business and Fiscal Services are scheduled for November 3, 2017.
 - Director Cool updated the Personnel Commission on the Personnel Commissioner recruitment. Currently, there are two (2) applicants, and a couple of potential candidates who are highly qualified.

- Director Cool informed the Personnel Commission about the Personnel Commission staff professional development. Ms. Jana Hatch, Administrative Assistant, attended a seminar called the Matrix of Bias dealing with pre-conceived notions of race, gender, and social status. Director Cool will also attend this training with the management group.
- Director Cool informed the Personnel Commission about a medical leave one of the Human Resources Technicians is currently taking.
- Director Cool expressed his gratitude to the Personnel Commission and Human Resources staff for organizing a baby shower for him and his wife. The baby is expected to arrive at the end of October, and Director Cool is planning to take a paternity leave.
- Director Cool invited the Personnel Commissioners to view the creative Halloween decorations around the District Office.
- Advisory Rules Committee Update
 - Director Cool stated that the advisory rules committee has concluded revisions to Chapter XV: *Resignation and Retirement*, and it will be presented to the Personnel Commission for first reading in near future. The rest of the chapters should be revised in the next three (3) months, which will conclude the revision of all chapters in the past seven (7) years. The last task will be updating definitions of terms used in the Merit Rules.

G.08 Personnel Commissioner Comments/Reports:

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

- **Commissioner Waterstone expressed her gratitude for postponing the regular Personnel Commission meeting due to her illness.**

G.09 Communications:

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

- SEIU Report
 - **None**
- Board of Education Report
 - **Dr. Kelly, Assistant Superintendent of Human Resources, shared his experience participating in EDD unemployment benefit hearing.**
 - **Dr. Kelly informed the Personnel Commission about the District declaring minimum days across school sites due to the extreme heat wave. He also addressed the implications of this decision, as it relates to the number of instructional minutes in a school year.**
 - **Dr. Kelly notified the Personnel Commission about the Malibu Unification agenda for the next special Board of Education meeting that will take place on October 30, 2017. The purpose of this special meeting is to hear a presentation from the School Services of California. Dr. Kelly also provided a brief background of the Malibu**

Unification process. On November 1, 2017, the County Commission on District Reorganization will be meeting to review a petition for separation from the Malibu City Council using nine (9) criteria.

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):

<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

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

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

REPORT AND DISCUSSION

- Director Cool provided a detailed explanation and determination of the advanced step placement for Mr. Abrego based on the Difficulty of Recruitment and Emergency Option criteria in addition to Education and Experience requirements.
- Director Cool recalled the difficulties with the previous recruitment for this position of Education Data Specialist. Even though the current eligibility list contained less than three (3) ranks, the hiring authority determined that Mr. Abrego has the specific skillset in CALPADS required for this position.

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

It was moved and seconded to approve the Director's recommendations for item III.A.01 as amended – Rule 14.2.2.I. 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 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 stated that the Commissioners' feedback has been presented to the Advisory Rules Committee, and it has been implemented in this version.
- Commissioner Waterstone inquired about the source for Evidence Code 772 in Rules 14.2.2., Section I.

A.02 Classification Revision:
Library Assistant within the Student Services 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 Library Assistant. Recruitments for the Elementary Library Coordinator and Library Assistant were conducted simultaneously. They have similar minimum qualifications; however, the Library Assistant has higher level requirements, which resulted in an insufficient candidate pool. Upon consulting the District librarians, the minimum qualifications were revised from two (2) years of college-level coursework in library science to two (2) years of college-level coursework in any field. No changes were made to the job duties.
- Director Cool stated that the revision date on the classification specification will match the current regular Personnel Commission meeting date, October 24, 2017.

A.03 Classification Revision:
Student Outreach Specialist within the Student Services job family

It was moved and seconded to approve the Director’s recommendations for item III.A.03 as amended – Basic Function. The motion passed.

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

REPORT AND DISCUSSION

- Director Cool stated that the major points that had to be updated were duty statements that reflected restorative justice.
- Director Cool also informed the Personnel Commission about revisions regarding requirements for home visits. A driver license and personal vehicle are no longer mandatory. The incumbent may still be required to travel to a student’s home when accompanied by a District Administrator, but without the need to have personal transportation.
- Dr. Kelly suggested specifying the language in Basic Function in regards to supervision and direction from the Principal or Restorative Justice Designee.

A.04 Certification from another Eligibility List:
Library Assistant within the Student Services job family

It was moved and seconded to approve the Director’s recommendations for item III.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 brief rationale for utilizing the Elementary Library Coordinator eligibility list for certification of Library Assistant based on Merit Rule 6.2.8 – *Certification from another Class List*.
- Director Cool pointed out that the main difference between these two classifications is that the Library Assistant works at the middle schools and high schools under the direction of a Librarian, whereas the Elementary Library Coordinator serves at the elementary schools under the supervision of a Principal.
- Director Cool recommended approval of this certification as a backup, just in case the candidates in the two (2) ranks for the Library Assistant position are not the right match for the school site.

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

REPORT AND DISCUSSION

- Director Cool conducted an extensive training for the Personnel Commissioners on the Merit Rules – part 3 reviewing *Chapter IV: Application for Employment, Chapter V: Recruitment and Examination, and Chapter VI: Eligibility Lists*.
- Director Cool went over the major purpose of these three (3) chapters-filling a vacancy through a competitive process.
- Director Cool informed the Commission about proper completion of applications including mandatory information versus optional, confidentiality, causes for disqualification, and appeal from disqualification.
- Director Cool introduced the three (3) categories of chapter V: Recruitment, Examination, and Review and Protest of Examinations.
- Director Cool explained the necessary steps of a recruitment including a valid classification specification, with duties designated by the Board of Education and approved by the Personnel Commission, and a job

bulletin. The job bulletin is advertised for fifteen (15) days, and it contains the job title, location, number of vacancies, duties, minimum qualifications, salary and benefits, application deadline, and type of tests to be administered. The fifteen (15) day posting requirement may be waived if there is a monthly bulletin that summarizes all recruitments and requests for transfers and change of location are maintained.

- Director Cool described various types of examinations and their purpose. Strict rules are followed for selection of raters on qualification appraisal interview panels as well as during practical tests to assure fairness and equality. Most common examination is the merged examination where promotional and open candidates are merged together onto a single eligibility list. Director Cool pointed out that a candidate may retake the same examination after ninety (90) days. He also explained seniority credit and veteran points added to the final passing score. Director Cool defined the procedures and conditions under which a review and protest the examination take place.
- Director Cool explained the establishment of eligibility lists as products of the examination process. He presented the different types of eligibility lists, their functions, and durations as prescribed in Chapter VI of the Merit Rules. Director Cool emphasized that the reemployment list takes precedence over all other employment lists as it contains employees who have been laid off due to lack of work or resources.
- Commissioner Inatsugu inquired about the duration of a reinstatement list. Director Cool stated that the list is valid for thirty-nine (39) months, and it is comprised of employees who have separated from the District in good standing.
- Director Cool emphasized the fact that employees who have accepted part-time assignments shall continue to be eligible for full-time employment only; they are not eligible for positions that are less than eight (8) hours.
- In addition, Director Cool listed causes for removal from eligibility list(s).
- Director Cool provided the Personnel Commission with the certification process and duties of Personnel Commission staff, hiring authority, and also candidates. The Personnel Commission staff certifies the first three (3) ranks of eligible candidates who are ready and willing to accept the position for which the certification list is designated. The hiring manager shall make a decision within five (5) working days of the final interview unless the certification list contains less than three (3) ranks, and then he or she may request another recruitment. Eligible candidates must be willing to report to work in two (2) weeks, or one (1) month for management positions. It may be extended per the hiring manager's discretion.
- Director Cool will e-mail the presentation to each Commissioner.

VI. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report

- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. VIII.D.2. (for SMMUSD School Board Agenda)
 - 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	- 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 the closed session.

- **None**

X. CLOSED SESSION:

- **No Closed Session**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:56 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, November 14, 2017

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Marena Clark

Hire Date: 09/01/2017

ASP Request Submitted: 10/27/2017

BACKGROUND INFORMATION:

Classification Title: Paraeducator -1	Employee: Marena Clark	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least six (6) months experience working with individuals with special needs; OR • 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. 	<ul style="list-style-type: none"> • Ms. Clark meets the education requirement by having an Associates' degree. 	0 level of education above the required level =0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • There is no experience requirement for Paraeducator-1. 	<ul style="list-style-type: none"> • Ms. Clark has almost 4 years of full-time experience working as a Special Education Aid for Beverly Hills USD. 	1 (2-year periods) of experience above the required level =2 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Clarks prior work experience exceeds the minimum experience requirement 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 net 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 Marena Clark 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						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, November 14, 2017

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Peggy Moreno

Hire Date: 09/27/2017

ASP Request Submitted: 10/31/2017

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant, Classroom</p>	<p>Employee: Peggy Moreno</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u> Must have a high school diploma or its recognized equivalent AND</p> <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; OR <p>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.</p>	<ul style="list-style-type: none"> Peggy Moreno does not exceed the experience requirement. 	<p>0 level of education above the required level =0 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> There is no experience requirement for this classification. Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people is <u>preferred</u>. 	<ul style="list-style-type: none"> Peggy Moreno exceeds the experience requirement. She worked for SMMUSD as an Instructional Assistant, Special Education for four years. 	<p>1 (2-year periods) of experience above the required level =1 Step Advance</p>
<p><u>Total Advanced Steps: Starting Step: B (Living Wage) + 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP C</u></p>		

DIRECTOR'S COMMENTS:

Ms. Moreno's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step A is \$14.23/hour, while Step C is \$14.94/hour. The net difference in pay is an approximate increase of \$.72 per hour, \$46.51 per month, or \$465.09 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 Peggy Moreno at Range A-18, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
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 (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) 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

III. Action Items:

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

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, November 14, 2017

AGENDA ITEM NO: IV.D.01

First Reading of Changes to Merit Rules – *Chapter XV: Resignation and Retirement*

BACKGROUND INFORMATION:

Chapter XV: Resignation and Retirement is a brief chapter that outlines separation from the District, retirement benefits, and the opportunity for former employees to be reinstated.

Chapter XV required only a few revisions, mainly improving the clarity of language.

DISCUSSION:

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

- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- The formatting of Ed Code references was revised

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

CHAPTER XV

RESIGNATION AND REINSTATEMENT

Rule 15.1 RESIGNATION AND RETIREMENT

15.1.1 RESIGNATION (~~EDUCATION CODE 45201~~)

- A. ~~An employee shall submit a Separation Form to Human Resources to resign from a position. When an employee desires to resign from his/her position, he/she shall submit a Separation Form to Personnel Services.~~
- B. A resignation is accepted on the date tendered and may be withdrawn by the employee only with the approval of the Assistant Superintendent-Human Resources.
- C. A resignation relates only to the specific position from which the employee resigns and does not impair his/her standing on eligibility lists for other classes, except that an employee who resigns shall be removed from all promotional eligibility lists and preference points removed from all merged lists.
- D. Employees who resign in lieu of termination shall be removed from all eligibility lists.

References: California Education Code 45201

15.1.2 RETIREMENT

- A. ~~An employee shall submit a Separation Form to Human Resources~~ ~~When an employee intends to retire, he/she shall submit a Separation Form to Personnel Services~~ at least one (1) month prior to the planned date of retirement.
- B. The minimum age for retirement is fifty (50), provided that the employee meets the eligibility requirement of the Public Employees Retirement System (PERS). There is no compulsory retirement age for classified employees, however, upon reaching age seventy (70), classified employees may be required to take a mental and/or physical examination annually.

~~C. Employees who became members of PERS prior to July 1, 1980 receive retirement service credit of 0.004 years for each day of unused sick leave at the time of retirement. This provision does not apply to employees who became members of PERS on or after July 1, 1980.~~

15.1.3 ~~EARLY~~ RETIREMENT BENEFIT

- A. The District shall provide health and welfare benefits for retired employees as follows:
1. The benefit paid will be the same pro-rata percent the employee was earning at the time of retirement not to exceed the amount approved by the Board of Education and
 2. Health and welfare, and dental benefits are limited to the retiree only.~~benefits are limited to health insurance for the retiree only and a family dental plan.~~
- B. This benefit will be provided when the employee retires at age fifty (50) or greater with at least ten (10) consecutive years of service to the District immediately ~~preceding~~proceeding retirement.
- C. This benefit shall continue until the first of the month prior to the retiree's sixty-fifth birthday. In the event of the retiree's death this benefit terminates with no benefits provided to the retiree's estate or surviving dependents.
- D. In addition to the above benefit the retiree may continue in any additional health and welfare benefit provided at no cost to the District. Participation in these additional programs is subject to any reasonable requirements or limitations imposed by the District or benefit carrier regarding timely premium payment.

Rule 15.2 REINSTATEMENTS

15.2.1 REINSTATEMENT PROCEDURE ~~(EDUCATION CODE 45309)~~

- A. A classified employee who resigned in good standing may be reinstated to a vacant position in any former class in which he/she held permanency.

Reinstatement is subject to the following:

1. Reinstatement must be within thirty-nine (39) months of the last date of paid service.
2. Reinstatement shall be at the discretion of the appointing authority.

- B. Reinstatement shall have the following effects:

1. When a former employee is reinstated to a vacant position, all rights, benefits and burdens of classified employees shall be restored.
2. Salary shall be in accordance with Rule 12.2.12.
3. Seniority shall be in accordance with Rule 13.1.1.

References: California Education Code 45309

V. **Commissioner Training/Briefing:**

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
2017-18											
1	8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
2	9/12/2017	IA - Classroom	A	18	B	D	37.50%	10	\$1.46	\$94.79	\$947.86
3	10/24/2017	Paraeducator-1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
4	10/24/2017	Education Data Specialist	A	49	A	E	100.00%	12	\$6.22	\$1,077.74	\$11,432.57
5	11/14/2017	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
6	11/14/2017	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
									2017-18 TOTAL		\$15,042.07

Requests Not Recommended for Advanced Step Placement					
Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
2017-18					
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%
10/4/2017	11/6/2017	Custodian I, Day	A	24	100.00%

New Hires Report 2017-2018

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/9/2017	8/21/2017	Paraeducator-1	4 Hrs/SY	A	20
2	8/9/2017	8/15/2017	Senior Office Specialist	4 Hrs/10 Mo	A	25
3	8/9/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
4	8/9/2017	8/15/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
5	8/9/2017	8/21/2017	Paraeducator-1	4.5 Hrs/SY	A	20
6	8/30/2017	8/21/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
7	8/30/2017	8/21/2017	Paraeducator-1	6 Hrs/SY	A	20
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 Coordinatord	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
32	10/19/2017	9/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
33	10/19/2017	10/2/2017	Cafeteria Worker I	3 Hrs/SY	A	13
34	10/19/2017	10/2/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
35	10/19/2017	9/27/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
36	10/19/2017	9/22/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/19/2017	9/28/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18

Open Requisitions (as of 11/09/2017)

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
17-198	SENIOR OFFICE SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	Vac	50	5/2/2017
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/2017
17-213	ASSISTANT SUPERINTENDENT, BUSINESS AND FISCAL SERVICES	BUSINESS SERVICES	Vac	100	5/22/2017
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	7/13/2017
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	PARAEDUCATOR-1	FOOD & NUTRITION SERVICES	Vac	100	8/8/2017
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	ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	Vac	75	8/10/2017
18-042	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	100	8/21/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-044	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	8/21/2017
18-045	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	MALIBU HIGH SCHOOL	New	75	8/21/2017
18-048	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	8/24/2017
18-050	INSTRUCTIONAL ASSISTANT-MUSIC	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017
18-053	LIBRARY ASSISTANT II	LINCOLN MIDDLE SCHOOL	Vac	37.5	8/24/2017
18-054	SPORTS FACILITY ATTENDANT	MALIBU HIGH SCHOOL	Vac	100	8/24/2017
18-055	STUDENT OUTREACH SPECIALIST	BUSINESS SERVICES	Vac	62.5	8/22/2017
18-056	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL	Vac	100	8/24/2017
18-057	INSTRUCTIONAL ASSISTANT-MUSIC	WILL ROGERS LEARNING ACADEMY	Vac	37.5	8/28/2017
18-061	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	Vac	31.25	8/30/2017
18-062	INSTRUCTIONAL ASSISTANT-MUSIC	EDISON LANGUAGE ACADEMY	New	37.5	9/1/2017
18-064	CUSTODIAN	LINCOLN MIDDLE SCHOOL	Vac	37.5	9/1/2017
18-065	PARAEDUCATOR-1	M & O (Maintenance & Operations)	Vac	100	9/8/2017
18-068	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	75	9/11/2017
18-069	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	50	9/8/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-073	CHILDREN'S CENTER ASSISTANT-1	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	PARAEDUCATOR-3	CHILD DEVELOPMENT SERVICES	New	43.75	9/26/2017
18-077	HEALTH OFFICE SPECIALIST	SPECIAL EDUCATION	Vac	75	9/27/2017
18-078	SPEECH LANGUAGE PATHOLOGY ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75	9/28/2017
18-081	SPORTS FACILITY ATTENDANT	SPECIAL EDUCATION	Vac	100	9/29/2017
18-082	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	75	9/29/2017
18-083	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	87.5	9/29/2017
18-084	PARAEDUCATOR-1	BUSINESS SERVICES	New	87.5	9/29/2017
18-088	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	68.88	10/4/2017
18-090	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/12/2017
18-091	SPORTS FACILITY ATTENDANT	SPECIAL EDUCATION	New	75	10/12/2017
18-092	PARAEDUCATOR-3	BUSINESS SERVICES	New	75	10/12/2017
18-095	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	10/16/2017
18-096	CUSTODIAN	SPECIAL EDUCATION	New	62.5	10/10/2017
18-098	LICENSED VOCATIONAL NURSE (LVN)	M & O (Maintenance & Operations)	Vac	100	10/23/2017
18-100	CUSTODIAN	PT DUME ELEMENTARY SCHOOL	New	87.5	11/2/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-101	CUSTODIAN	M & O (Maintenance & Operations)	Vac	75	10/20/2017
18-102	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	11/2/2017

Filled Requisitions (10/1/2017 – 10/31/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-034	DIRECTOR-FOOD SERVICES	FOOD & NUTRITION SERVICES	11/6/2017
18-035	ELEMENTARY LIBRARY COORDINATOR	CABRILLO ELEMENTARY SCHOOL	10/17/2017
18-036	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	10/10/2017
18-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	PT DUME ELEMENTARY SCHOOL	10/3/2017
18-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	10/17/2017
18-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	10/17/2017
18-093	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	10/27/2017
18-094	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	10/27/2017
18-097	BILINGUAL COMMUNITY LIAISON (SPANISH)	CABRILLO ELEMENTARY SCHOOL	10/31/2017

**Classified Personnel – Merit
10/19/17**

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Beers-Altman, Eli McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18-Step: B	9/22/17
Gil, Moises FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 13 Step: D	10/2/17
Moorehead, Dana Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	10/2/17
Moreno, Peggy McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	9/27/17
Recarte Nunez, Kimberly Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	9/22/17
Villafana Vazquez, Paulo Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	9/28/17
<u>PROVISIONAL ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Powell-Shockley, Lynette Health Services-Point Dume ES	Licensed Vocational Nurse	9/1/17-6/8/18
Whitesell, Lori Santa Monica HS	Senior Office Specialist	9/20/17-11/1/17
<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Claunch, Eboni Special Ed-Adams MS	Paraeducator-1 8 Hrs/Day	8/7/17-8/16/17
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 8 Hrs/Day	8/8/17-8/16/17
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bakhyt, Peter FNS-Malibu HS	Cafeteria Worker/Transporter [additional hours; FNS support]	8/21/17-6/8/18
Bransford-Bennett, Elizabeth Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/14/17-6/8/18
Burton, Jerome Operations-Roosevelt ES	Custodian [overtime; school events]	8/22/17-6/9/18
Doty, Joel Special Ed-McKinley ES	Paraeducator-1 [additional hours; bus supervision]	8/22/17-6/8/18
Gardea-Perez, Guadalupe Superintendent's Office	Bilingual Community Liaison [additional hours; translations]	7/1/17-6/30/18
Gardea-Perez, Guadalupe Facility Improvement Projects	Bilingual Community Liaison [overtime; translations]	7/1/17-6/30/18

Hampton, Kizzie Special Ed-Muir ES	Paraeducator-1 [additional hours; teacher support]	6/1/17-6/7/17
Harris, Kenneth Operations-Roosevelt ES	Custodian [overtime; school events]	8/22/17-6/9/18
Jelks, Curtis Lincoln MS	Campus Security Officer [overtime; school events]	8/22/17-6/8/18
Johnson, Keri Special Ed-Lincoln MS	Paraeducator-3 [additional hours; after school computer lab support]	9/28/17-6/6/18
Kaddoura, Mariam Santa Monica HS	Instructional Assistant – Music [additional hours; percussion support]	6/29/17-7/4/17
Martinez, Melinda Special Ed-Rogers ES	Paraeducator-1 [additional hours; classroom set up]	8/14/17-8/18/17
Navarro, Nancy Muir ES	Senior Office Specialist [additional hours; attendance/enrollment support]	8/14/17-9/1/17
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; school events]	8/22/17-6/8/18
Omari, Saleem Operations-Roosevelt ES	Custodian [overtime; school events]	8/22/17-6/9/18
Padilla, Ramiro Grounds	Equipment Operator [overtime; district projects]	7/1/17-6/30/18
Perez, Brittany Special Ed-McKinley ES	Paraeducator-1 [additional hours; bus supervision]	8/22/17-6/8/18
Shanley, Scott Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/17-6/30/18
Shanley, Scott Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/17-6/30/18
Stout, Bonnie Adams MS	Senior Office Specialist [additional hours; training a long-term substitute]	8/28/17-9/1/17
Wilson, Terry Lincoln MS	Campus Security Officer [overtime; school events]	8/22/17-6/8/18
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Albrecht-Gray, Pia Health Services-Roosevelt ES	Health Office Specialist	8/22/17-6/8/18
Dixon, Crystal Special Education	Paraeducator-1	8/22/17-6/8/18
Federici, Elaine Food and Nutrition Services	Cafeteria Worker I	9/1/17-6/8/18
Gil, Moises Food and Nutrition Services	Cafeteria Worker I	8/21/17-6/9/18

Gonzalez, Diane Health Services-Edison ES	Health Office Specialist	8/28/17-6/8/18
Marshall, Elissa Point Dume ES	Instructional Assistant – Classroom	9/20/17-6/8/18
Miller, Brenda Health Services-Roosevelt ES	Health Office Specialist	8/22/17-6/8/18
Ortiz, Alondra Health Services-Roosevelt ES	Health Office Specialist	8/22/17-6/8/18
Perez, Michael Edison ES	Instructional Assistant – Bilingual	8/22/17-9/29/17
Portillo, Cristina Child Development Services	Children's Center Assistant-3	8/21/17-6/8/18
Powell-Shockley, Lynette Special Education	Paraeducator-1	8/22/17-6/8/18
Powell-Shockley, Lynette Special Education	Paraeducator-2	8/22/17-6/8/18
Reilly, Sami Roosevelt ES	Senior Office Specialist	8/15/17-6/9/18
Rodriguez, Sergio Operations-CDS	Custodian	8/1/17-6/8/18
Wilson, Mia Health Services-Roosevelt ES	Health Office Specialist	8/22/17-6/8/18

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Elliott, Eugene Special Ed-McKinley ES	Paraeducator-1 7.25 Hrs/SY From: 6 Hrs/SY/McKinley ES	8/22/17
Johnson, Kerri Special Ed-Lincoln MS	Paraeducator-3 6.4 Hrs/SY From: 6 Hrs/SY/Lincoln MS	8/21/17
Lawrence, Adrienne Transportation	Bus Driver 7.5 Hrs/10 Mo From: 7 Hrs/10 Mo/Transportation	8/15/17
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2 7 Hrs/SY From: 6 Hrs/SY/McKinley ES	8/22/17

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Brito, Maria CDS-McKinley ES	Children's Center Assistant-2 6 Hrs/SY From: 6 Hrs/SY/CDS-Muir ES	8/21/17
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PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Andersen, Lisa Human Resources	Senior Administrative Assistant	10/1/17
Benjamin, Jacquita Special Ed-Santa Monica HS	Paraeducator-3	10/1/17

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Avitia-Quintana, Hector Grounds	Equipment Operator/Tree Trimmer From: Custodian	8/14/17-12/18/17
Bakhyt, Peter Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker/Transporter	8/21/17-6/8/18
Garrett, Christine Human Resources	Human Resources Technician From: Senior Office Specialist	9/11/17-12/22/17
Herschberger, Patsy Food and Nutrition Services	Food Service Operations Supervisor From: Administrative Assistant	8/21/17-9/22/17
Limbrick, Karresha Food and Nutrition Services	Director – Food Services From: Food Service Operations Supervisor	8/21/17-9/22/17
Mendoza, Dina Santa Monica HS	Administrative Assistant From: Senior Office Specialist	9/14/17-11/1/17
Nairouz, Dina Food and Nutrition Services	Cafeteria Worker II From: Cafeteria Worker I	8/21/17-11/13/17
Sebastiani, Guido Grounds	Equipment Operator From: Gardener	9/11/17-10/23/17
Webster-Joseph, Shirley Food and Nutrition Services	Production Kitchen Coordinator From: Cafeteria Worker I	8/21/17-9/29/17

DISQUALIFICATION FROM PROBATION

		<u>EFFECTIVE DATE</u>
YV5037708 Special Ed-Franklin ES	Paraeducator-1	10/20/17

RESIGNATION

		<u>EFFECTIVE DATE</u>
Becherer, Karen McKinley ES	Instructional Assistant – Classroom	9/29/17
Belt, Jimmy Special Ed-Franklin ES	Paraeducator-3	9/27/17
Murphy, Tony SMASH	Physical Activities Specialist	9/29/17
Reyes, Marilu Rogers ES	Instructional Assistant – Classroom	8/21/17

**Classified Personnel – Merit
11/2/17**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Bechtloff, Julie Fiscal Services	Accounting Technician 8 Hrs/12 Mo/Range: 31 Step: A	10/16/17
Gudiel Ruano, Ana Special Ed-Roosevelt ES	Paraeducator-1 5 Hrs/SY/Range: 20 Step: A	10/2/17
Manson, Manfred Operations-CDS	Custodian 8 Hrs/11 Mo/Range: 24 Step: A	10/4/17

PROVISIONAL ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Shafai, Kymberley Webster ES	Instructional Assistant – Classroom 1.5 Hrs/SY/Range: 18 Step: B	9/20/17-6/8/18

RECLASSIFICATION

		<u>EFFECTIVE DATE</u>
Ingle, Jennifer Special Education	Special Education Specialist 8 Hrs/12 Mo/Range: 34 Step: F From: Administrative Assistant: 8 Hrs/12 Mo	6/1/16

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Burrell, Catherine Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/17-6/30/18
Chew, David Operations-Malibu HS	Custodian [overtime; school events]	9/1/17-6/30/18
De La Rosa, Johanna Student Services	Bilingual Community Liaison [overtime; translation]	8/22/17-6/8/18
Gleason, Tim Operations-Rogers ES	Custodian [overtime; school beautification]	9/9/17
Jelks, Curtis Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/17-6/30/18
Johnson, Joseph Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/17-6/30/18
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/17-6/30/18
Mangum, Don Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/17-6/30/18
Mashkovich, Jane Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; transition support]	8/21/17-8/31/17
Moton, Wilson Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/17-6/30/18
Olmos, Maria CDS-Business Office	Senior Office Specialist [overtime; Seaside enrollment]	9/1/17-10/31/17

Parker, Stephen Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/17-6/30/18
Richards, Michelle Special Ed-Lincoln MS	Paraeducator-3 [additional hours; computer lab support]	10/1/17-6/6/18
Roller, Yolanda Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	9/1/17-6/8/18
Velasquez, Jose Operations-Point Dume ES	Custodian [overtime; school events]	8/22/17-6/8/18
Venable, Mark Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/17-6/30/18
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/17-6/30/18
Winzey, Fidel Purchasing	Stock and Delivery Clerk [overtime; department support]	8/15/17-6/13/18

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Aparicio, Angel Educational Services	Instructional Assistant – Physical Education	9/1/17-6/8/18
Doby, Ninotchikia Food and Nutrition Services	Cafeteria Worker I	9/1/17-6/8/18
Guthrie, Stephanie District	Office Specialist	7/1/17-6/30/18
Jamar, Travon Operations	Custodian	9/1/17-6/30/18
Lopez-Rosende, Anjelina Lincoln MS	Instructional Assistant – Music	9/1/17-6/8/18
Lugo, Rebecca District	Office Specialist	9/1/17-6/30/18
Sember, Judy SMASH	Administrative Assistant	9/4/17-9/20/17

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Deleon, Adrian Special Ed-McKinley ES	Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	9/6/17
Israel, Jacob Facility Use	Technical Theater Technician 8 Hrs/12 Mo From: 4 Hrs/12 Mo/Facility Use	10/1/17
Preciado, Edwin Special Ed-Adams MS	Paraeducator-3 7 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Adams MS	9/25/17

INVOLUNTARY TRANSFER**EFFECTIVE DATE**

Bravo, Richard Operations-Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Roosevelt ES	10/1/17
Buchanan, Timothy Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Adams MS	10/1/17
Carrillo Castillo, Ruben Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-CDS	10/1/17
Cobbs, Rufus Operations-Grant ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	10/1/17
Colvin, Lovell Operations-McKinley ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Grant ES	10/1/17
Jackson, Latasha Special Ed-McKinley ES	Paraeducator-2 7.5 Hrs/SY From: 7.5 Hrs/SY/Special Ed-Muir ES	10/3/17
Madry, Tyrone Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	9/28/17
McNeely, Debrah Operations-Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	10/1/17
Omari, Saleem Operations-Roosevelt ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Adams MS	10/1/17
Peoples, Jeffrey Operations-McKinley ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	10/1/17
Prothro, Paul Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-McKinley ES	10/1/17
Rodriguez, Maria Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-McKinley ES	10/1/17

LEAVE OF ABSENCE (PAID)**EFFECTIVE DATE**

Baghoomian, Edwin Maintenance	HVAC Mechanic CFRA/FMLA/Medical	9/7/17-10/9/17
Casiano, Delfina CDS-Washington West	Children's Center Assistant-2 CFRA/FMLA/Medical	10/4/17-10/18/17
Dilworth, Shunise FNS-Adams MS	Cafeteria Worker I CFRA/FMLA/Medical	9/28/17-10/23/17

Field, Larissa Roosevelt ES	Instructional Assistant - Classroom Personal	10/9/17-10/24/17
Flores, Francisco Operations	Custodian CFRA/FMLA/Medical	7/27/17-10/29/17
Godinez, Lorena CDS-ITC-Santa Monica HS	Children's Center Assistant-2 Personal	10/11/17-10/24/17
Hernandez, Patricia Adams MS	Senior Office Specialist Intermittent CFRA/FMLA	8/15/17-6/13/18
Richardson, Melvin Adams MS	Instructional Assistant - Physical Education CFRA/FMLA/Medical	9/26/17-2/5/18
Riley, Martelle Transportation	Bus Driver CFRA/FMLA	10/25/17-12/19/17
Rising, Robert Operations-Adams MS	Custodian Intermittent CFRA/FMLA	8/1/17-2/1/18
Rizk, Rizk Fiscal Services	Payroll Specialist CFRA/FMLA/Medical	8/18/17-10/31/17
Sullivan, Stacy Special Education	Administrative Assistant CFRA/FMLA/Medical	10/2/17-10/13/17
Taylor, Tonya Special Ed-CDS Lincoln Preschool	Paraeducator-1 CFRA/FMLA/Medical	9/18/17-10/3/17
Yeh, Wendy Special Ed-Grant ES	Paraeducator-1 CFRA/FMLA/Medical	8/21/17-10/21/17

LEAVE OF ABSENCE (UNPAID)

Brewer, Ariana
Special Ed-Cabrillo ES

Paraeducator-3
Personal

EFFECTIVE DATE

10/6/17-10/19/17

WORKING OUT OF CLASS

Custodio, Thelma
Special Ed-Santa Monica HS

Paraeducator-3
From: Paraeducator-1

EFFECTIVE DATE

9/11/17-6/8/18

Mendoza, Dina
Santa Monica HS

Administrative Assistant
From: Senior Office Specialist

9/14/17-10/26/17

Morales, Diana
Santa Monica HS

Administrative Assistant
From: Office Specialist

9/29/17-10/30/17

Nairouz, Dina
FNS-Webster ES

Cafeteria Worker II
From: Cafeteria Worker I

8/21/17-1/12/18

Vecchiotti, John
Special Ed-Santa Monica HS

Paraeducator-3
From: Paraeducator-1

9/11/17-6/8/18

Webster-Joseph, Shirley
FNS-Maibu HS

Production Kitchen Coordinator
From: Cafeteria Worker I

8/21/17-9/30/17

Webster-Joseph, Shirley
FNS-Malibu HS

Cafeteria Cook/Baker
From: Cafeteria Worker I

10/2/17-6/8/17

DISQUALIFICATION FROM PROBATION

MF9876915
Operations

Custodian

EFFECTIVE DATE

10/27/17

RESIGNATION

Chew, David
Operations

Custodian

EFFECTIVE DATE

10/16/17

**Classified Personnel – Non-Merit
10/19/17**

AVID TUTOR

Artis, Alicia	Lincoln MS	9/1/17-6/8/18
Lopez, Esmeralda	Lincoln MS	9/26/17-6/8/18

NOON SUPERVISION AIDE

Artis, Alicia	Lincoln MS	9/5/17-6/8/18
Carino, Caitlin	Lincoln MS	9/19/17-6/8/18
Chabbouh, Dalilah	Grant ES	9/11/17-6/8/18
Cisneros, Amber	Grant ES	9/13/17-6/8/18
Cortez, Maria	Edison ES	8/22/17-6/8/18
Goetz, Constance	Franklin ES	9/11/17-6/8/18
Lopez, Ivonne	Rogers ES	9/1/17-6/8/18
Marshall, Elissa	Point Dume ES	8/21/17-6/8/18
Montoya Schweers, Ryan	Franklin ES	9/12/17-6/8/18
Reyes, Lorena	Grant ES	9/13/17-6/8/18
Womack, Raven	Muir ES	8/22/17-6/8/18

COACHING ASSISTANT

Collet, Jutta	Santa Monica HS	8/22/17-6/9/18
Goldberg, Hayden	Malibu HS	7/1/17-6/30/18
Goldberg, Matthew	Malibu HS	7/1/17-6/30/18
Pierson, Jenna	Malibu HS	7/1/17-6/30/18
Romano, James	Malibu HS	7/1/17-6/30/18
Shorten, Kyle	Malibu HS	7/1/17-6/30/18
Shorten, Terry	Malibu HS	7/1/17-6/30/18
Tran, Nathan	Santa Monica HS	8/22/17-6/9/18
Young, Bruce	Malibu HS	7/1/17-6/30/18
Zweig, Marie	Malibu HS	7/1/17-6/30/18

TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Ed. Svcs/Adams MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/5/17-4/30/18
Call, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/6/17-6/8/18
Glaser, Christie	Ed. Svcs/Edison/McKinley/Muir/Rogers ES [Woodwind/Brass Instructor] - Funding: SMMEF – Dream Winds	9/5/17-5/11/18
Leon, Maria	Ed. Svcs/McKinley/Muir/Rogers ES [Voice Instructor] - Funding: SMMEF – Dream Winds	9/5/17-5/11/18

Parise, Chris	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/6/17-6/8/18
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/6/17-6/8/18
Senchuk, Peter	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/6/17-6/8/18
Smith, Daniel	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/6/17-6/8/18
Turner, Meghan	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/6/17-6/8/18

TECHNICAL SPECIALIST – LEVEL III

Avery, Evan	Lincoln Middle School [Jazz Band Director] - Funding: Gifts – Parent Donations	9/25/17-6/8/18
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**Classified Personnel – Non-Merit
11/2/17**

AVID TUTOR

Barba, Eduardo	Adams MS	9/7/17-6/8/18
Martin, Michael	Adams MS	9/7/17-6/8/18
Meza, Brenda	Adams MS	9/7/17-6/8/18
Prada, Tomas	Adams MS	9/7/17-6/8/18
Ramirez, Pedro	Adams MS	9/7/17-6/8/18
Resendez, Michael	Adams MS	9/7/17-6/8/18

NOON SUPERVISION AIDE

Armas, Paola	Grant ES	9/13/17-6/8/18
Barrett, Sarah	Roosevelt ES	8/22/17-6/8/18
Bravo, Emmanuel	Lincoln MS	9/12/17-6/8/18
Del Rio Valle, Marco	Grant ES	8/29/17-6/8/18
Kothari, Priyanka	Webster ES	9/29/17-6/9/18
Llosa, Silvia	Rogers ES	9/1/17-6/8/18
Malone, Angelica	Rogers ES	9/1/17-6/8/18
Martinez, Aida	Rogers ES	9/1/17-6/8/18
Oliva, Refugio	Rogers ES	9/1/17-6/8/18
Orlinski, Aneta	Cabrillo ES	8/22/17-6/8/18
Romo, Graciela	Muir ES	9/13/17-6/8/18
Uto, Rika	Rogers ES	9/1/17-6/8/18
Valadez, Luz	Edison ES	8/22/17-6/8/18
Wedhas, Karu	Grant ES	8/22/17-6/8/18

COACHING ASSISTANT

Hodges, Austin	Santa Monica HS	8/22/17-6/9/18
LeCarner, Nicole	Santa Monica HS	8/22/17-6/8/18
Miura, Rachel	Santa Monica HS	8/22/17-6/8/18
Murray, Jessica	Malibu HS	9/29/17-6/30/18
Poon, Wilston	Santa Monica HS	8/22/17-6/8/18
Proctor, Sean	Santa Monica HS	8/22/17-6/9/18
Richards, James	Santa Monica HS	8/22/17-6/8/18
Shorten, Terry	Malibu HS	9/1/17-6/30/18
Trinh, Nguyen	Santa Monica HS	8/22/17-6/8/18

TECHNICAL SPECIALIST – LEVEL II

Bill, Andrew	Santa Monica HS [Percussion Instructor] - Funding: Santa Monica Arts Parents Association	7/1/17-6/30/18
Call, Emily	Ed Svcs/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/5/17-2/2/18
Dress, Stephen	Ed. Svcs/Lincoln MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/5/17-4/30/18

Naziemiec, Karolina	Ed. Svcs/Edison/McKinley/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/5/17-2/2/18
Parise, Chris	Ed. Svcs/ Adams/Lincoln MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/5/17-4/30/18
Reis, Steven	Ed. Svcs/McKinley/Muir/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/5/17-2/2/18
Senchuk, Emily	Ed. Svcs/ Adams MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/5/17-4/30/18
Senchuk, Peter	Ed. Svcs/ Adams/Lincoln MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/5/17-4/30/18

TECHNICAL SPECIALIST – LEVEL III

Kahn, Diana	Santa Monica HS [Vocal Instructor] - Funding: Santa Monica Arts Parents Association	8/22/17-6/8/18
Smith, Daniel	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/8/17-6/8/18
Smith, Daniel	Ed. Svcs/Adams MS [Strings Instructor] - Funding: Gifts – Dream Winds	9/8/17-4/30/18
Windt, Neil	Santa Monica HS [Vocal 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**

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

**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	



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

November 7, 2017

Message to all parents, staff and community members from Superintendent Dr. Ben Drati:

Dear parents, staff and community members,

The Santa Monica-Malibu Unified School District Board of Education has taken the interest of the Malibu community to separate from our district into a Malibu Unified School District (MUSD) very seriously. During the past two years, the School Board has focused on the financial aspects of this request, seeking to determine whether there is an approach that would leave the remaining Santa Monica district financially whole while providing Malibu with the local control it seeks.

Two financial analyses have been completed and presented to the School Board, District leadership, interested parents and community members, including information provided at the most recent special Board meeting held on Oct. 30, 2017. School Services of California (SSC) presented its report at this meeting and the Malibu Unification Negotiations Committee (MUNC) presented twice earlier this year.

If SMMUSD were to split into two districts, there would be a negative fiscal impact on the remaining Santa Monica portion of the district. The two reports (MUNC and SSC) posit approaches to address the negative fiscal impact on the remaining Santa Monica Unified School District (SMUSD) if separation were to occur. Neither the MUNC nor the SSC approach eliminate the fiscal impact though both reports offer ways to diminish the impact. While the formulas are different, both the MUNC and SSC proposals suggest a transition period immediately following separation into two districts during which revenues would remain substantially close to what they would have been in the current district and reductions in current operations would not likely be required. However, once the transition period ends, the Santa Monica-only district would no longer have the revenues it would have had if SMMUSD remained as a district. Diminished revenues result in diminished purchasing power, which will have consequences for new and enhanced programs that the current district is contemplating and for the District's ability to pay increasing expenses and meet rising financial obligations. At the same time, once the transition period ends, the Malibu-only portion of the district will have substantially greater revenues per student.

To obtain a deeper understanding of the fiscal approaches presented to the School Board, I suggest that you read the most recent [summary report from SSC](#). The MUNC report and other information can be found [online](#) on the [Malibu unification](#) webpages and also as part of the Oct. 30, 2017 [agenda](#) item.



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

The School Board discussed Malibu unification for more than six hours and heard 45 public comments both in support and in objection to separation. The October 30 meeting offered an opportunity for Board discussion and no vote was taken at this meeting. During discussion, Board members expressed concern that the fiscal impact remains too great on Santa Monica under the formulas as proposed while also articulating a desire to explore potential proposals that would offer Malibu the local control they seek in a manner that does not have a substantial negative fiscal impact on the remaining Santa Monica district. Consistent with those concerns, the Board directed staff to explore two potential directions (Plan A and Plan B). To carry out the Board's exploration of these conceptual plans, the following will occur:

Plan A: I will meet with representatives from the Malibu City Council and also with the Malibu Schools Leadership Council (MSLC) and Advocates for Malibu Public Schools (AMPS) to determine whether Malibu stakeholders would be interested in having conversations with SMMUSD leadership about structural or governance solutions to Malibu's desire to have greater local control over the schools in Malibu within the current SMMUSD. This plan reflects a belief expressed by Board members that there is a great deal of room within our district to explore options that would enable greater local control for Malibu schools while maximizing the many assets we retain together as SMMUSD.

Plan B: Concurrently, District staff will communicate with SSC the Board's request for further information regarding their proposed revenue-sharing formula, including extending the timeline to a period of 50 years. If agreed to and implemented, this would provide a pathway to creation of an independent school district in Malibu coupled with a long-term fiscal agreement that effectively shares fiscal resources among both districts.

Meanwhile, the City of Malibu has filed a [petition](#) for separation with the Los Angeles County Office of Education (LACOE) in the form of a resolution that was adopted by the City of Malibu in 2015. The petition, as submitted, does not provide **any** mechanism for addressing the fiscal impacts of separation on a remaining SMUSD. A preliminary hearing on the petition will be scheduled in December or January.

The School Board will have another discussion at the Nov. 16, 2017 board meeting in Santa Monica, during which I will report on the meetings with Malibu stakeholders and whether they showed interest in Plan A. If Malibu does show interest, then the Board can direct staff to begin those conversations in greater depth. If not, then the Board will examine the additional information and data from SSC (Plan B) and determine whether an extended SSC revenue sharing formula offers a potentially workable solution.

I understand the strong interest in Malibu to separate, however, we need to ensure that all students in both communities will continue to have high-quality programs and services, and resources necessary for closing the achievement gap. Student outcomes are dependent on



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

funding increases over time, and districts must prepare for possible fluctuations in the economy that may result in reduced revenue from property taxes and other revenue sources.

At this time, it is clear that the remaining SMUSD will suffer in a separation, so I must balance that with the interests of Malibu to separate.

I'm hopeful that with all of us working together we can find a solution that is amenable to families in both communities and will serve both Santa Monica and Malibu well for decades to come.

Sincerely,

Dr. Ben Drati, Superintendent

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XV: Resignation and Retirement</i>	January 2018

VIII. Next Regular Personnel Commission Meeting:
Tuesday, December 12, 2017, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: