



PERSONNEL COMMISSION MEETING AGENDA

December 19, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, December 19, 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 December 19, 2017

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

- G.06 Approval of Minutes for Regular Meeting on November 14, 2017

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

- 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)

December 19, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mrs. Julie Waterstone, and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, December 19, 2017**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

Note: This meeting was originally scheduled for December 12, 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:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on December 19, 2017
- G.06 Approval of Minutes for Regular Meeting on November 14, 2017

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
- 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.

G.11 Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair
- b. Nomination of Vice-Chair

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 of Fiscal and Business Services	4
Director of Purchasing	2

C.02 Advanced Step Placement:
Angel Aparicio in the classification of Physical Activities Specialist at Range 26, Step C

C.03 Advanced Step Placement:
Julie Bechtloff in the classification of Accounting Technician at Range 31, Step C

C.04 Advanced Step Placement:
Eddie Harris in the classification of Custodian at Range 24, Step C

C.05 Advanced Step Placement:
Tamara Randolph in the classification of Licensed Vocational Nurse at Range 34, Step E

C.06 Extension of Working Out of Class:
Henry Plascencia in the classification of Painter from Skilled Maintenance Worker, December 4, 2017 – April 18, 2018

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Reclassification:
Reclassification for Ms. Estella Mata from Senior Office Specialist to Administrative Assistant

A.02 Second Reading of Changes to Merit Rule:
Chapter XV: Resignation and Retirement

IV. DISCUSSION ITEMS:

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

- No Discussion

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. IV.D.2. (for SMMUSD School Board Agenda)
 - November 16, 2017
- Classified Personnel – Merit Report - No. VIII.D.2
 - December 14, 2017
- I.05 Classified Personnel – Non-Merit Report – No. IV.D.3.
 - November 16, 2017
- Classified Personnel – Non-Merit Report – No. VIII.D.3
 - December 14, 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:

Subject	Action Steps	Tentative Date
New Personnel Commissioner	Selection Interviews	January 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, January 9, 2018, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Clare Caldera
Secretary to the Personnel Commission
Personnel Analyst

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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)

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 was held on **Tuesday, October 24, 2017**, at **4:34 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:** 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:** November 14, 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: October 24, 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 has been recently working on. A candidate for Director of Food and Nutrition Services has been selected. The selection interviews for Director of Business and Fiscal Services are scheduled for November 21, 2017 with a certification summary including three (3) ranks. The qualification appraisal interviews for Director of Purchasing are scheduled for November 15, 2017.**
 - **Director Cool updated the Personnel Commission on his intermittent paternity leave.**
 - **Commissioner Lippman inquired about the Personnel Commissioner recruitment including any candidates that reside in Malibu. Director Cool listed the current candidates, but none of them are from Malibu.**

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 expressed his regret for not being able to continue serving on the Personnel Commission. He acknowledged the Personnel Commission's valuable role and contribution to the District.**
- **Commissioner Waterstone thanked Commissioner Lippman for his service to the Personnel Commission, wishing him and his family all the best.**
- **Commissioner Inatsugu also acknowledged her appreciation for Commissioner Lippman's dedication to the District, wishing him the best.**

- **Director Cool thanked Commissioner Lippman for his time on the Personnel Commission and for paying careful attention to details; hence, improving the quality of the agendas and materials presented at the regular meetings.**

G.09 Communications:

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

- **SEIU Report**
 - **Ms. Cartee-McNeely, Chief Steward, on behalf of SEIU, presented to Commissioner Lippman a small token of appreciation for his dedication to classified employees.**
 - **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's negotiations with the District that have been scheduled for November 29, 2017.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU restructuring their constitution and bylaws in order to increase effectiveness of union meetings. Members' ballots will be counted on November 17, 2017.**
 - **Ms. Cartee-McNeely notified the Personnel Commission about "right to work" laws in Indiana, which prohibit union membership as a requirement to obtaining and maintaining a job. SEIU is currently conducting a campaign for members to sign a recommitment membership card showing solidarity across the country.**
- **Board of Education Report**
 - **Dr. Suzanne Webb, Director of Human Resources, extended her best wishes to Commissioner Lippman and thanked him for his dedication and valuable contribution to the District.**
 - **Dr. Webb expressed her gratitude for the close team work between Human Resources and Personnel Commission in the past two (2) years.**
 - **Dr. Webb shared the District's appreciation for the Director of Food and Nutrition Services recruitment. The District is glad to welcome the new director, Mr. Richard Marchini, as the new administrator for the Food and Nutrition Services.**
 - **Dr. Webb also announced the appointment of the new Assistant Superintendent, Business and Fiscal Services, Ms. Melody Canady.**
 - **Dr. Webb informed the Personnel Commission about the Board of Education special meeting in regard to the K-12 Inquiry-Based Learning Educational Program. Another special meeting will take place on November 16, 2017 with a presentation of 2017-2018 Single Plans for Student Achievement for Elementary and Secondary Schools.**
 - **Dr. Webb notified the Personnel Commission about the current status on Malibu Unification. Superintendent Drati's recent message on the topic has been included in the Commissioners' agenda packets.**

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

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

**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 pointed out that an additional candidate has been added to the most current Senior Office Specialist eligibility list after her application was re-evaluated for minimum qualifications.**

- Commissioner Lippman requested clarification on item II.C.02 regarding work experience.
- Ms. Clare Caldera, Personnel Analyst, explained the formula for calculating the candidate's part-time work experience.
- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; hence, he abstained from voting.

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

REPORT AND DISCUSSION

- Director Cool provided a brief background to the revisions of Chapter XV, which were quite self-explanatory. The revisions were made mainly to provide clarity.
- Commissioner Waterstone revised the punctuation in Rule 15.1.3.D.

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, 2017
- Classified Personnel – Merit Report - No. VIII.D.2.
 - November 2, 2017
- I.05 Classified Personnel – Non-Merit Report – No. V.D.3.
 - October 19, 2017

Classified Personnel – Non-Merit Report – No. VIII.D.3.

- November 2, 2017

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

- 2016 – 2017

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	- First Reading of Changes to Merit Rule: <i>Chapter XV: Resignation and Retirement</i>	January 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, December 19, 2017, at 4:30 p.m. – *District Office Board Room*

The regular Personnel Commission meeting was moved from December 12 to December 19, 2017 due to Commissioner Waterstone's professional commitment.

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: 5:15 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting was 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.

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PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: G.11

SUBJECT: Personnel Commission Election of Officers

BACKGROUND INFORMATION:

Personnel Commission Rule § 2.1.5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from December 1, 2017 through November 30, 2018.

a. Nomination of Chair

Nomination: _____

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

b. Nomination of Vice-Chair

Nomination: _____

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Angel Aparicio

Hire Date: 10/25/2017

ASP Request Submitted: 12/10/2017

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Angel Aparicio	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable 	<ul style="list-style-type: none"> Angel meets the minimum educational requirement. 	0 level of education above the required level =0 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Angel has over fifteen years of experience in physical education working with school aged children as an activities specialist, PE instructor and coach. 	7 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Aparicio's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The net difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1,763.90 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 Angel Aparicio at Range A-26, 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							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Julie Bechtloff

Hire Date: 10/16/2017

ASP Request Submitted: 11/15/2017

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Julie Bechtloff	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Julie Bechtloff has a Bachelor's Degree in Business and a Master's Degree in Public Management 	1 level of education above the required level =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years of clerical accounting experience, one year of which MUST be in a paid capacity. 	<ul style="list-style-type: none"> Julie Bechtloff exceeds the experience requirement. She has 7.18 years paid clerical accounting experience. 	1 (3-year period) of experience above the required level =1 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Ms. Bechtloff's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step C is \$20.50/hour. The gross difference in pay is an approximate increase of \$1.91 per hour, \$331.00 per month, or \$2,997.82 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 Julie Bechtloff at Range A-31, 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							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Eddie Harris

Hire Date: 06/26/2017*

ASP Request Submitted: 08/08/2017*

*Dates approved by Director of Classified Personnel

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Eddie Harris	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Preferred: Graduation from high school or recognized equivalent. 	<ul style="list-style-type: none"> Mr. Harris meets the education requirement. 	0 level of education above the required level =0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) months paid or volunteer experience performing custodial functions <u>OR</u> completion of a custodial training program. 	<ul style="list-style-type: none"> Mr. Harris exceeds the experience requirement. He has over 8 years' experience working as a Building Grounds Worker at LAUSD. He has also completed LAUSD's B&G Worker custodial training program. 	4 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Harris's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step C is \$17.30/hour. The gross difference in pay is an approximate increase of \$1.61 per hour, \$279.43 per month, or \$2,537.57 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 Eddie Harris at Range A-24, 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							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Tamara Randolph

Hire Date: 11/09/2017

ASP Request Submitted: 11/09/2017

BACKGROUND INFORMATION:

Classification Title: Licensed Vocational Nurse (LVN)	Employee: Tamara Randolph	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> A high school diploma or its recognized equivalent and graduation from an accredited Licensed Vocational Nurses Training Program 	<ul style="list-style-type: none"> Tamara Randolph has a high school diploma and a Licensed Vocational Nurse diploma. 	0 level of education above the required level = 0 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) years of work experience as a Licensed Vocational Nurse in a health or hospital-related position. Experience in a public school district is desirable. Community health, pediatric or family health experience preferred 	<ul style="list-style-type: none"> Tamara has over six years of experience as an LVN and nurse. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> Starting Step: C (Accelerated Rate) + 0 (Education) + 2 (Experience) = 2 Advanced Step = E		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step C on the salary schedule. Ms. Randolph's professional training and experience exceed the minimum requirements specified for this classification. Ms. Randolph meets the criteria to receive 2 step advancements. Pay rate at salary Range A-34 at Step C is \$22.06/hour, while Step E is \$24.33/hour. The difference in pay is an approximate increase of \$2.27 per hour, \$344.75 per month, or \$3,447.50 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 Tamara Randolph at Range A-34, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

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



PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: II.C.06

Extension of Working Out of Class – Henry Plascencia in the classification of Painter from Skilled Maintenance Worker

BACKGROUND INFORMATION:

Mr. Henry Plascencia, Skilled Maintenance Worker, was previously approved to work out-of-class as a Painter from July 24, 2017 to December 4, 2017. Upon completion of the initial assignment, District management requested that Mr. Plascencia be approved to work an additional ninety (90) day assignment, from December 4, 2017 to April 18, 2018.

Agreement between SMMUSD and SEIU, Article 29

29.2.8 Pay differentials for working-out-of-class shall be limited to ninety (90) working days in one (1) fiscal year for each employee. The Personnel Commission may authorize one (1) extension of working out of class not to exceed an additional ninety (90) working days.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the request for extension of the working out-of-class assignment for Mr. Henry Plascencia.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Special Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: III.A.01

SUBJECT: Reclassification Study – Senior Office Specialist for Estella Mata

BACKGROUND INFORMATION:

The Personnel Commission received a reclassification request from Ms. Estella Mata, Senior Office Specialist in Child Development Services (CDS), on October 21, 2016 and an investigation was initiated to determine if the current classification description accurately reflects the duties being performed. Ms. Mata joined the District in 2000 as an Office Specialist in Human Resources, and promoted to her current position in 2005.

Child Development Services is a large department with several programs that operate out of fifteen (15) different sites throughout the District. The department offers the following services and programs: two (2) preschool programs, child care for school age children, a teen center, and a program for teen parents and their children. Across certificated and classified staff, there are approximately one hundred fifty (150) CDS employees.

Ms. Mata is supervised by Dr. Susan Samarge-Powell, Director of Early Learning. There are three (3) other Senior Office Specialists within CDS, all of whom have a focus on enrollment duties. Ms. Mata's assignment differs, as her focus is on managing the sub desk, and performing payroll for all CDS employees.

METHODOLOGY:

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

- Reviewed the Position Information Questionnaire submitted to the Personnel Commission by Estella Mata.
- Reviewed the classification specifications for Senior Office Specialist and Administrative Assistant.
- Held multiple meetings and informational interviews with Ms. Mata and her former Director, Ms. Alice Chung.

ANALYSIS:

- Analyzed tasks to identify which tasks were an essential part of the job function.
- Created task matrix with related classifications for purpose of comparison.
- Reviewed and analyzed information collected during the interviews with incumbent and supervisor.

FINDINGS:

Based on the data collection analysis, Personnel Commission staff found that Ms. Mata was performing duties outside of her classification, specifically her role in organizing and processing payroll reports. Below is a summary of all duties that Ms. Mata performs:

- Ms. Mata completes payroll reports for every CDS employee except the Director of Early Learning. There are approximately one hundred fifty (150) employees, both certificated and classified, substitutes and permanent, with extra hours and overtime to calculate. Altogether, Ms. Mata prepares eight (8) monthly payroll reports. Payroll

duties require great attention to detail, cross-referencing and reconciling spreadsheets, sign-in sheets, substitute logs, and other documents. It is estimated that payroll duties take as much as 40% of Ms. Mata's time.

- Ms. Mata manages the CDS sub desk which entails reviewing emails and voice messages from absent employees, entering absences into the system, and assigning substitute employees to cover assignments. This duty is estimated to take up to 25% of Ms. Mata's time. Substitute related duties are within the scope of the Senior Office Specialist classification.
- Ms. Mata generates all position control (PC) forms for CDS which are required for various personnel actions including new employee requisitions, requests for temporary and substitute employees, payment of extra hours and overtime, etc. Ms. Mata tracks the PC forms, and reconciles with HR records throughout the year. It is estimated that PC related duties take up to 5% of Ms. Mata's time. PC related duties are within the scope of the Senior Office Specialist classification.
- Ms. Mata prepares and submits maintenance and IT work orders for all CDS sites. Ms. Mata tracks the status of the work orders, checks with the sites regarding their needs, and maintains communication with the Maintenance and IT departments. It is estimated that work orders take up to 20% of Ms. Mata's time. Submitting work orders are within the scope of the Senior Office Specialist classification.
- Ms. Mata performs several duties related to and in conjunction with Food and Nutrition Services. Some of these duties include submitting food counts, translating meal menus to Spanish, and ordering food service supplies. Food service related duties are estimated to take up to 5% of Ms. Mata's time. Food service related duties are within the scope of the Senior Office Specialist classification.
- Ms. Mata performs several other office support type duties that are within the scope of the Senior Office Specialist classification, such as answering phones, tracking office supply inventory, maintaining emergency contacts for CDS employees, and other responsibilities. It is estimated that these duties take up to 5% of Ms. Mata's time.

DISCUSSION

The primary focus of Ms. Mata's assignment within CDS has always been managing the sub desk and completing payroll reports. Over time, various duties have been added and removed from her desk. Ms. Mata described a time a few years ago in which Accounting Technician duties were split with other Senior Office Specialists in CDS. However, these duties were later assigned to other personnel, and therefore were not taken into consideration with the present classification study. Other duties have been added to Ms. Mata's desk and remained there, such as submitting PC forms and work orders described above. However, when reviewing all of Ms. Mata's current duties, it is her responsibility with payroll reports that serves as a distinguishing characteristics between the Senior Office Specialist and Administrative Assistant classifications.

In nearly every other department throughout the District, it is the Administrative Assistant that performs payroll functions. Some departments operate without the Administrative Assistant; in these departments, it is another employee above the Senior Office Specialist level that completes payroll reports. Payroll duties are not found within the Senior Office Specialist job description, but they are found within the Administrative Assistant job description.

It can be difficult to determine if a single duty – in this case, completing payroll reports – is sufficient justification for reclassifying an employee to a higher level classification. Personnel Commission staff turned to the Classifier's Handbook for guidance. The Classifier's Handbook was created by the U.S. Office of Personnel Management (OPM) for the purpose of providing background information, general concepts, and technical guidance for those

who engage in classification studies. According to the OPM, duties that occupy a small portion of the employee's time can still be considered for reclassification purposes if:

- they are a regular and continuing part of the job;
- are performed for at least 25% of the time; and
- involve a higher level of knowledge and skill that would be a factor in recruiting for the position.

Payroll duties have been a regular component of Ms. Mata's job since she started in CDS in 2005. Ms. Mata self-reported that payroll duties take up to 40% of her time, and that number was verified by the Accountant who oversees the CDS budget. It was also mentioned that the CDS payroll process is likely the most complex of all departments due to the number and type of employees. Lastly, Personnel Commission staff do not incorporate payroll knowledge in the employment test when recruiting for Senior Office Specialist.

DIRECTOR'S RECOMMENDATION:

Ms. Mata should be reclassified as an Administrative Assistant, and receive retroactive pay for working out of class starting on November 1, 2016.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

Santa Monica-Malibu Unified School District

Class Specification

SENIOR OFFICE SPECIALIST

<u>Department/Division:</u>	Assigned division, department or school
<u>Reports To:</u>	Assigned supervisor, administrator or manager
<u>Provides Technical Direction To:</u>	Assigned Student Assistants
<u>Date Prepared:</u>	September 13, 2000
<u>File Name:</u>	SeniorOfficeSpecialist.doc

Job Content

Job Summary:

Under general supervision, performs a broad variety of office support functions on behalf of the school, division or department; types, assembles and prepares documents; maintains and updates databases; performs basic accounting, customer service and records processing functions; performs other related work as necessary.

Examples of Essential Functions:

1. Types letters, memos, agendas, records and reports.
2. Maintains and updates class lists, schedules, attendance records and program records.
3. Prepares and verifies information in student admission and enrollment records and changes related to student check-outs, transfers, withdrawals and attendance rates.
4. Prepares fliers and information for brochures and notices.
5. Schedules appointments and meetings for a variety of administrators, staff, school personnel and/or students.

6. Reviews and processes purchase orders, invoices and related documents; tracks the status of receivables and expenditures within particular accounts and answers basic questions.
7. Screens, sorts, distributes and handles mail, email and outbound documents.
8. Answers incoming calls; transfers callers and takes messages as needed.
9. Greets, receives and directs visitors; looks up information regarding school programs and fees, schedules and enrollment procedures.
10. Performs basic cashiering functions; accepts and records fees and receipts.
11. Processes, maintains and verifies timekeeping records.
12. Administers tests and performs other educational support functions.
13. Assembles, copies and distributes transcripts and other office forms and documents; verifies attendance and class schedule information.
14. Formats spreadsheets and enters and updates information within databases and reports that are used within the school, department or division.
15. Monitors inventory levels and orders forms and supplies.
16. Submits work orders for needed repairs.
17. May verify prescriptions and screen immunization and emergency records.
18. May administer first aid and medications and maintain related records.
19. May provide work direction to Student Assistants, Teacher Assistants and volunteers regarding basic clerical assignments.
20. Performs other functions as assigned or as the situation requires.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed 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.*

Qualifications Guidelines

Education/Training/Experience:

Required: Equivalent to completion of high school. Two or more years of varied office support experience.

Desirable: Prior customer relations and computer software applications experience is desirable.

Knowledge:

- Office practices and recordkeeping procedures.
- Student admission, attendance and enrollment procedures or department practices, programs and services.
- Basic math, accounting and timekeeping methods.
- Basic report writing methods.
- Appropriate telephone etiquette and customer relations techniques.
- Uses of wordprocessing, database and spreadsheet applications programs.

Skills/Abilities:

- Operate personal computer and standard office equipment.
- Assemble, maintain and verify information contained in records, reports and documents.
- Research and answer basic questions concerning procedures and programs.
- Understand and follow oral and written instructions.
- Communicate effectively and work cooperatively with co-workers, management, public and private representatives and other department personnel.
- Provide technical direction to Student Assistants and Student Workers.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work cooperatively with others.
- Work independently.

Physical Elements:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

Special Requirements:

Depending upon the position assignment, employees may be required to obtain training and/or certification in CPR and first aid and related nursing procedures.

Date Adopted by the Commission: June 2001

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT

Classified Employees Salary Schedule – Range 29

BASIC FUNCTION:

Under general supervision, the Administrative Assistant provides administrative, secretarial and clerical support on behalf of designated managerial, supervisory or administrative positions; performs a variety of administrative, database, and support functions to relieve staff of administrative details; and performs other related work as necessary.

Note: *The statements herein 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.*

REPRESENTATIVE DUTIES

Task Statement	Code
Compose, type and proofread <u>agendas, reports and memos</u> on behalf of managers, supervisors and administrators	AA-1
Maintain and update <u>master calendar activities</u> such as scheduling appointments, resolving conflicts in scheduling and organizing travel arrangements	AA-2
Create or edit existing <u>office correspondence, newsletters</u> , and other documents on behalf of the department or District	AA-3
Track <u>budgetary expenditures</u> for a number of different accounts	AA-4
Research <u>vendor and purchasing information</u> and administer petty cash funds	AA-5
Compile and distribute <u>special mailing and promotional materials</u>	AA-6
Prepare, review and approve school, division or departmental <u>payroll reports</u> and distributes <u>payroll checks</u>	AA-7
Administer, assign and complete <u>work orders, facility service, and technology support requests</u>	AA-8
Take <u>minutes and other records</u> for assigned boards and committees and prepare and distribute agendas	AA-9
Explain <u>procedures</u> and provide <u>work direction</u> to classified office support personnel	AA-10
Research <u>work practices</u> and <u>office procedures</u> and participate in surveys sponsored by the District or other organizations	AA-11
Compile and maintain <u>word processing and spreadsheet information</u> used in school, division or department databases and reports; organize and maintain related office filing systems	AA-12
Answer incoming <u>calls</u> and route individuals to appropriate staff	AA-13
Greet and direct <u>visitors</u> to appropriate locations or personnel representatives	AA-14
Screen, sort, distribute, and prepare <u>department mail and special deliveries</u>	AA-15
Coordinate and make <u>travel arrangements</u> for conferences, workshops and other meetings to be attended or administered by managers, supervisors, administrators, or other personnel	AA-15
Compile and present information within <u>budgetary and activity reports</u> that are used by the school, department, division, or other organizations; assists managerial, professional and administrative staff in completing special projects as needed	AA-17
Monitor <u>inventory</u> and order <u>supplies</u> when needed	AA-18

Serve as a <u>liaison</u> between assigned department and other internal departments and/or external agencies	AA-19
Perform other functions as assigned or as the situation requires	AA-20

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Site Administrator, Principal, or department-assigned classification
Given to:	Student Workers, Interns
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Site Administrator, Principal, or department-assigned classification
Given to:	Classified positions within site or department on behalf of the assigned Supervisor
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Received from:	Site Administrator, Principal, or department-assigned classification
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Administrative policies, practices and department procedures
- Budgeting and basic accounting procedures
- Proper usage of the English language including spelling and grammar
- General business protocols and norms
- Record keeping principles and procedures
- Numerical, alphabetical and subject-matter based filing systems
- School admissions, attendance and enrollment practices or department practices, services and programs
- Business letter, report, and email writing methods and techniques
- Purchasing procedures, practices, and requirements within a school or business setting
- General data management, storage and retrieval systems
- Principles and practices of quality customer service and general office operations modern office practices, procedures, and equipment functionality
- Relevant provisions of the Education Code and District Merit Rules
- Word-processing, database, document management, spreadsheet and graphics application programs

ABILITY TO:

- Compile, verify and run reports using information from school, department, division, or District databases
- Work efficiently with a high degree of accuracy paying close attention to detail while meeting deadlines
- Take, transcribe and archive meeting minutes
- Interpret and apply administrative policies and procedures
- Identify, research, compile, and maintain various types of information and files
- Use independent judgment and initiative to carry out department and District needs
- Operate a personal computer and standard office equipment including fax machines, printers, and copier machines
- Operate a multi-line telephone system using a clear, well-modulated voice and proper grammar and diction
- Understand and follow oral and written instructions in English

- Provide technical direction to clerical and student support staff
- Communicate effectively with co-workers, supervisors, management, department representatives, vendors and suppliers, and the public using tact, courtesy and good judgment
- Develop and maintain cooperative working relationships with others
- Respond to and resolve questions and concerns from a variety of sources
- Demonstrate flexibility and respond to changing requirements and job assignments
- Perform basic mathematics including addition, subtraction, multiplication, and division
- Work independently and make decisions in accordance with established policies, requirements, and direction from supervisory staff members
- Handle confidential information with tact and discretion
- Learn new skills and processes as required

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency

EXPERIENCE:

Three or more years of varied administrative, secretarial and clerical support experience

LICENSES AND OTHER REQUIREMENTS:

None

PREFERRED QUALIFICATIONS

EDUCATION:

Associate's degree or any formal training in a subject matter requiring the use of word processing and spreadsheet applications programs and focusing on customer relations principles

EXPERIENCE:

At least one year of experience working in a school district or another capacity which required interfacing with the public, students, and a diverse staff

LICENSES AND OTHER REQUIREMENTS:

Administrative Professional Certification

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

PHYSICAL ABILITIES:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, December 19, 2017

AGENDA ITEM NO: III.A.02

Second 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.

RECOMMENDATION:

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Vacant							

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

IV. Discussion Items:

V. Commissioner Training/Briefing:

VI. Information Items:

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Rate Starting	Hourly Rate Adv Step	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	100.00%	\$21.02	\$22.06	\$1.04	\$180.09	\$1,080.56
9/12/2017	IA - Classroom	A	18	B	D	37.50%	\$14.23	\$15.68	\$1.46	\$94.79	\$947.86
10/24/2017	Paraeducator-1	A	20	A	B	75.00%	\$14.23	\$14.94	\$0.72	\$93.00	\$558.00
10/24/2017	Education Data Specialist	A	49	A	E	100.00%	\$28.85	\$35.07	\$6.22	\$1,077.74	\$11,432.57
11/14/2017	Paraeducator 1	A	20	A	B	75.00%	\$14.23	\$14.94	\$0.72	\$93.00	\$558.00
11/14/2017	IA - Classroom	A	18	B	C	37.50%	\$14.23	\$14.94	\$0.72	\$46.51	\$465.09
12/19/2017	LVN	A	34	C	E	87.50%	\$22.06	\$24.33	\$2.27	\$344.75	\$3,447.50
12/12/2017	Accounting Technician	A	31	A	C	100.00%	\$18.59	\$20.50	\$1.91	\$331.00	\$2,997.82
12/19/2017	Physical Activities Specialist	A	26	A	C	75.00%	\$16.47	\$18.16	\$1.69	\$219.44	\$1,763.90
12/19/2017	Custodian	A	24	A	C	100.00%	\$15.68	\$17.30	\$1.61	\$279.43	\$2,537.57

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%
9/22/2017	9/28/2017	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 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
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
38	11/2/2017	10/16/2017	Accounting Technician	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	11/2/2017	10/2/2017	Paraeducator-1	5 Hrs/SY	A	20
40	11/2/2017	10/4/2017	Custodian	8 Hrs/11 Mo	A	24
41	11/16/2017	10/23/2017	Gardener	5.6 Hrs/12 Mo	A	26
42	11/16/2017	10/23/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
43	12/14/2017	11/13/2017	Paraeducator-1	6 Hrs/SY	A	20
44	12/14/2017	11/13/2017	Paraeducator-1	6 Hrs/SY	A	20
45	12/14/2017	11/2/2017	Paraeducator-3	6 Hrs/SY	A	26
46	12/14/2017	1/16/2017	Director - Fiscal and Business Services	8 Hrs/12 Mo	M	68
47	12/14/2017	11/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
48	12/14/2017	10/21/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
49	12/14/2017	11/20/2017	Instructional Assistant - Classroom	2 Hrs/SY	A	18
50	12/14/2017	11/8/2017	Instructional Assistant - Classroom	1.5 Hrs/SY	A	18
51	12/14/2017	11/14/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
52	12/14/2017	1/2/2017	Director - Food Services	8 Hrs/12 Mo	M	59
53	12/14/2017	11/15/2017	Elementary Library Coordinator	6 Hrs/10 Mo	A	26
54	12/14/2017	11/9/2017	Licensed Vocational Nurse	7 Hrs/SY	A	34
55	12/14/2017	11/20/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18

Open Requisitions (as of 12/11/2017)

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
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/2017
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
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/10/2017
18-042	ADMINISTRATIVE ASSISTANT	WILL ROGERS LEARNING ACADEMY	Vac	100	8/21/2017
18-048	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
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

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
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
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	8/30/2017
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	37.5	9/1/2017
18-064	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	9/1/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/2017
18-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	9/11/2017
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
18-081	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	Vac	100	9/29/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
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	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	87.5	9/29/2017
18-088	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	68.88	10/4/2017
18-090	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/12/2017
18-091	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/12/2017
18-092	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	75	10/12/2017
18-095	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	10/16/2017
18-096	PARAEDUCATOR-3	SPECIAL EDUCATION	New	62.5	10/10/2017
18-098	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	10/23/2017
18-100	LICENSED VOCATIONAL NURSE (LVN)	PT DUME ELEMENTARY SCHOOL	New	87.5	11/2/2017
18-101	CUSTODIAN	M & O (Maintenance & Operations)	Vac	75	10/20/2017
18-102	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	11/2/2017
18-103	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	11/2/2017
18-103	LEAD CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	11/2/2017
18-107	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75	11/6/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-109	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY PRESCHOOL	Vac	100	11/15/2017
18-110	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5	11/15/2017
18-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	11/20/2017
18-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	79.13	11/22/2017
18-114	DIRECTOR OF PURCHASING	FISCAL SERVICES	Vac	100	11/28/2017
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	11/4/2017
18-116	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	62.5	12/5/2017
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	37.5	11/29/2017

Filled Requisitions (11/01/2017 – 11/30/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-034	DIRECTOR-FOOD SERVICES	FOOD & NUTRITION SERVICES	11//2017
18-063	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	11/2/2017
18-069	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	11/9/2017
18-086	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	11/2/2017
18-089	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	11/1/2017
18-097	BILINGUAL COMMUNITY LIAISON (SPANISH)	CABRILLO ELEMENTARY SCHOOL	10/31/2017
18-108	SENIOR OFFICE SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	11/15/2017

Classified Personnel – Merit
11/16/17

NEW HIRES

Velasco Esparza, Alexis Grounds	Gardener 5.6 Hrs/12 Mo/Range: 26 Step: A	<u>EFFECTIVE DATE</u> 10/23/17
Vieira, Pimienta Point Dume ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	10/23/17

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Adams, Melissa Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Barthol, Lora Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Brewer, Ariana Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Brewer, Ariana Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Burgess, Alan Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Castellanos, Kimberly Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Castillo, John Information Services	Network Engineer [overtime; infrastructure installations]	7/1/17-6/30/18
Daniels, Delone Educational Services	Paraeducator-2 [additional hours; professional development]	8/17/17
De La Rosa, Johanna Ed Svcs-LMS/Olympic/SAMOH	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
De Leon, Adrian Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Do, Thu Hong Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Ernst, Amanda Educational Services	Paraeducator-2 [additional hours; professional development]	8/17/17
Evans, Michael Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Freire, Juana Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Friedenberg, Mindy Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17

Gomez, Cynthia Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Gonzalez, Andrea CDS-Franklin ES	Children's Center Assistant-1 [additional hours; class support]	8/21/17-6/8/18
Gonzalez, Andrea CDS-Franklin ES	Children's Center Assistant-1 [additional hours; after hours child care]	11/1/17-5/30/18
Gonzales, Brian Information Services	Audio-Visual Technician [overtime; infrastructure installations]	7/1/17-6/30/18
Gonzalez, Cecilia CDS-Adams MS	Children's Center Assistant-2 [additional hours; after hours child care]	10/3/17
Gottlieb, Galit Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Gutierrez, Nancy Educational Svcs-Adams MS	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Gutierrez, Yoly Educational Svcs-Edison ES	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Jackson, Latasha Educational Services	Paraeducator-2 [additional hours; professional development]	8/17/17
Jorgeson, Stephanie Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Kim, Eunice Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Korduner, Justin Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Kyle, Yvonne Educational Services	Senior Administrative Assistant [overtime; SAC/LCAP meetings support]	10/1/17-6/30/18
Llosa, Silvia Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Lopez, Maribel Educational Services	Paraeducator-2 [additional hours; professional development]	8/17/17
Loza, Adelsa Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Lyles, Michelle Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Madry, Tyrone Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Marmolejo, David Information Services	Network Engineer [overtime; infrastructure installations]	7/1/17-6/30/18
Mashkovich, Jane Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17

McCabe, Pete Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Mejia, Laura Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Mitri, Veronica Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Mock, Christopher Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Morales, Daniel CDS-Franklin ES	Children's Center Assistant-1 [additional hours; class support]	8/21/17-6/8/18
Morales, Samantha Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Morgan, Sadrica Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Morich, Karin Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Newman, Paisley Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Ortiz, Alondra Special Education	Office Specialist [additional hours; clerical support]	9/7/17-10/20/17
Payton, Tawny Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Peterson, Ingrid Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Portillo, Cristina CDS-Woods Venice	Children's Center Assistant-3 [additional hours; class support]	8/21/17-6/8/18
Rams, Florencia Ed Svcs-Franklin/Grant ES	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Reuther, Theresa Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Ridley, Latresse Special Ed-Rogers ES	Paraeducator-1 [additional hours; classroom setup]	8/15/17
Rodriguez, Frances CDS-Washington West	Children's Center Assistant-3 [additional hours; class support]	8/21/17-6/8/18
Rodriguez, Maria Educational Svcs-Adams MS	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Rosa, Lucy Educational Services	Paraeducator-2 [additional hours; professional development]	8/17/17
Rosa, Lucy Special Ed-Santa Monica HS	Paraeducator-2 [additional hours; bus supervision]	9/14/17-9/15/17

Sarvey, Roxanna Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Smith, Carla Educational Svcs-McKinley ES	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Soil, Sophia Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Soto, Delia Ed Svcs-Cabrillo ES/Malibu HS	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Spitzer, Sarah Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Suaste, Eduardo Operations-Santa Monica HS	Lead Custodian [overtime; school events]	7/1/17-6/30/18
Sumaria, Urvashi CDS-Rogers ES	Children's Center Assistant-3 [additional hours; class support]	8/21/17-6/8/18
Tanamas, Ayda Educational Services	Paraeducator-2 [additional hours; professional development]	8/17/17
Taylor, Tonya Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Tenison, Laura Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Thomas, Craig Special Ed-CDS-Lincoln Preschool	Paraeducator-1 [additional hours; classroom setup]	8/18/17
Ucan, Abraham Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Uliantzeff, Elena Ed Svcs-Muir/Roosevelt/SMASH	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Vila, Florinda Educational Svcs-Rogers ES	Bilingual Community Liaison [additional hours; translations]	8/15/17-6/13/18
Wilkinson, Ana Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Wingfield, Janet Educational Services	Paraeducator-2 [additional hours; professional development]	8/17/17
Worthington, Jamie Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17
Young, Abigail Educational Services	Paraeducator-3 [additional hours; professional development]	8/17/17
Zibahalat, Haide Educational Services	Paraeducator-1 [additional hours; professional development]	8/17/17

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Anderson, Anaradeen District	Campus Security Officer	9/8/17-6/30/18
Ausmus, Juley District	Office Specialist	10/1/17-6/30/18
Beltran, Marbella Special Education	Paraeducator-2	8/22/17-6/8/18
De Los Santos Arrazola, Jasmine Special Education	Paraeducator-2	8/22/17-6/8/18
Leungsikul, Steven Educational Services	Instructional Assistant – Physical Education	9/8/17-6/8/18
Lugo, Rebecca Santa Monica HS	Office Specialist	9/28/17
Marinez, Nicolas Educational Svcs-Webster ES	Instructional Assistant – Physical Education	10/16/17-10/20/17
McClung, Vitty District	Office Specialist	10/1/17-6/30/18
Murphy, Anthony Educational Services	Instructional Assistant – Physical Education	10/1/17-6/8/18
Sumaria, Urvashi CDS-Rogers ES	Children's Center Assistant-3	8/21/17-6/8/18

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Elliott, Eugene Special Ed-McKinley ES	Paraeducator-1 7.25 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/22/17
Hampton, Kizzie Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY From: 4.5 Hrs/SY/Special Ed-Muir ES	10/23/17
Lopez, Maribel Special Ed-Santa Monica HS	Paraeducator-2 7.9 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Santa Monica HS	10/1/17

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Abdulkareem, Nehal CDS-McKinley ES	Children's Center Assistant-2 7 Hrs/SY From: 7 Hrs/SY/CDS-Muir ES	8/21/17
Morgan, Sadrica Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	9/28/17

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Adeyemi, Olayiwola Operations-Webster ES	Custodian CFRA/FMLA/Medical	10/17/17-11/8/17

Casiano, Delfina CDS-Washington West	Children's Center Assistant-2 CFRA/FMLA/Medical	10/19/17-11/7/17
Cool, Michael Personnel Commission	Director of Classified Personnel CFRA/FMLA	10/30/17-6/30/18
Dilworth, Shunise FNS-Adams MS	Cafeteria Worker I CFRA/FMLA/Medical	10/23/17-10/30/17
Manjarrez, Lisette Special Ed-McKinley ES	Paraeducator-2 FMLA/Medical Maternity	11/4/17-11/17/17
Manjarrez, Lisette Special Ed-McKinley ES	Paraeducator-2 CFRA	11/20/17-2/23/18
Padilla, Ramiro Grounds	Equipment Operator CFRA/FMLA	10/23/17-11/13/17
Sullivan, Stacy Special Education	Administrative Assistant CFRA/FMLA/Medical	10/14/17-11/7/17
Yeh, Wendy Special Ed-Grant ES	Paraeducator-1 CFRA/FMLA/Medical	10/22/17-12/1/17

WORKING OUT OF CLASS

EFFECTIVE DATE

Herrera, Zenon Maintenance	Electrician From: Locksmith	8/22/16-8/26/16
Jimenez, Osvaldo Special Ed-Santa Monica HS	Paraeducator-3 From: Paraeducator-1	9/12/17-6/8/18
Limbrick, Karresha Food and Nutrition Services	Director – Food Services From: Food Service Operations Supervisor	8/21/17-12/29/17
Mollmann, Irene Special Education	Braille Transcriber From: Paraeducator-1	8/28/17-6/8/18

RESIGNATION

EFFECTIVE DATE

Meraz, Violeta Santa Monica HS	Instructional Assistant – Bilingual	11/3/17
Mesheski, Ashleigh Special Ed-Muir ES	Paraeducator-1	10/20/17
Miranda, Karla FNS-Cabrillo ES	Cafeteria Worker II	11/30/17
Soto, Delia Malibu HS	Bilingual Community Liaison	10/20/17
Stafford, Latanya CDS-Lincoln Preschool	Children's Center Assistant-2	10/30/17

RETIREMENT

EFFECTIVE DATE

Anderson, Bruno Operations- Santa Monica HS	Custodian	11/18/17
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**Classified Personnel – Merit
12/14/17**

NEW HIRES

EFFECTIVE DATE

Aguayo, Esmeralda Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	11/13/17
Bracey, Kendra Special Ed-Point Dume ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	11/13/17
Brown, Breony Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	11/2/17
Cruz, Gerardo Fiscal Services	Director – Fiscal and Business Services 8 Hrs/12 Mo/Range: M-68 Step: A	1/16/18
Cueva, Sandra Grant ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: F	11/13/17
Devis, Juanita Cabrillo ES/Malibu HS	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 27 Step: A	10/21/17
Johnson, Eboni McKinley ES	Instructional Assistant – Classroom 2 Hrs/SY/Range: 18 Step: B	11/20/17
Kothari, Priyanka Webster ES	Instructional Assistant – Classroom 1.5 Hrs/SY/Range: 18 Step: B	11/8/17
Madiraju, Vidya Muir ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 18 Step: B	11/14/17
Marchini, Richard Food and Nutrition Services	Director – Food Services 8 Hrs/12 Mo/Range: M-59 Step: A	1/2/18
Nash-Johnson, Keshia Cabrillo ES	Elementary Library Coordinator 6 Hrs/10 Mo/Range: 26 Step: A	11/15/17
Randolph, Tamara Special Ed-Point Dume ES	Licensed Vocational Nurse 7 Hrs/SY/Range: 34 Step: C	11/9/17
Torres, Virgilio Rogers ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	11/20/17

PROVISIONAL ASSIGNMENT

EFFECTIVE DATE

Cerdon, Maria Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 34 Step: A	10/24/17-12/22/17
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TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Arangoa, Isabel Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/17-6/30/18
Boyd, Katherine Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/17-6/30/18
Buchanan, Timothy Operations-Santa Monica HS	Custodian [overtime; school events]	10/1/17-6/30/18

Ditusa, Cynthia Rogers ES	Instructional Assistant – Classroom [additional hours; classroom setup]	8/22/17-8/25/17
Field, Larissa Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	10/9/17-6/8/18
Kaddoura, Mariam Santa Monica HS	Instructional Assistant – Music [additional hours; percussion performance]	7/4/17
Lavin, Angela Rogers ES	Senior Office Specialist [overtime; clerical support]	8/8/17-8/11/17
Malone, Angelica Rogers ES	Instructional Assistant – Classroom [additional hours; classroom setup]	8/22/17-8/25/17
Manjarrez, Lisette Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	8/24/17-9/8/17
Marland, Tatiana Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	10/9/17-6/8/18
Morris, Sean Operations-Santa Monica HS	Custodian [overtime; school events]	10/1/17-6/30/18
Pollack, Bridget Rogers ES	Instructional Assistant – Classroom [additional hours; classroom setup]	8/22/17-8/25/17
Rosa, Lucy Special Ed-Santa Monica HS	Paraeducator-2 [additional hours; student supervision]	8/22/17-9/19/17
Saad, Metias Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/17-6/30/18
Taylor, Inelle Santa Monica HS	Campus Security Officer [overtime; campus security support]	8/1/17-6/30/18
Uliantzeff, Elena Educational Services	Bilingual Community Liaison [overtime; translation]	10/7/17-10/14/17
Villagomez, Alicia Rogers ES	Instructional Assistant – Classroom [additional hours; classroom setup]	8/22/17-8/25/17
Walker, Louis Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/17-6/30/18
Wallace, Peiyi Rogers ES	Instructional Assistant – Classroom [additional hours; classroom setup]	8/22/17-8/25/17
White, Andrew Lincoln MS	Library Assistant II [additional hours; after school library support]	8/22/17-6/6/18
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Brew, Michelle Special Education	Paraeducator-2	11/16/17-6/8/18
Cofield, Gina Child Development Services	Children's Center Assistant-1	10/23/17-6/8/18

Daldakis, Chris Maintenance	Painter	10/6/17-6/30/18
Darby, Tailisa District	Office Specialist	10/23/17-6/30/18
Davis, Lisa District	Office Specialist	10/23/17-6/30/18
Dominguez, Reynaldo Maintenance	Painter	10/10/17-6/30/18
Lopez, Avelina Food and Nutrition Services	Cafeteria Worker I	10/17/17-6/8/18
Miller, Melvyn FIP-Lincoln MS	Campus Security Officer	10/9/17-12/22/17
Ortiz, Jose Educational Services	Instructional Assistant – Physical Education	9/28/17-6/8/18
Parham-Battles, Toi-Ya Transportation	Bus Driver	10/12/17-6/8/18
Rasmusen, Gloria Child Development Services	Children's Center Assistant-1	9/21/17-6/8/18
Richardson, Damon FIP-Lincoln MS	Campus Security Officer	10/9/17-12/22/17
Silva, Marshall Maintenance	Plumber	10/6/17-6/30/18
Suezo, Aida District	Office Specialist	10/23/17-6/30/18
Torres, Veronica District	Office Specialist	11/1/17-6/30/18
Valdivia, Matteo Child Development Services	Children's Center Assistant-1	10/9/17-6/8/18
Winger, Nidra District	Office Specialist	7/1/17-6/30/18

CHANGE IN ASSIGNMENT

Korduner, Justin
Special Ed-Santa Monica HS

Paraeducator-1
6.33 Hrs/SY
From: 6 Hrs/SY/Special Ed-Santa Monica HS

EFFECTIVE DATE

8/21/17

INVOLUNTARY TRANSFER

Harris, Eddie
Operations-Santa Monica HS-DS

Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations- Santa Monica HS-NS

EFFECTIVE DATE

10/1/17

Taylor, Candice
Operations-Santa Monica HS

Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations- Malibu HS

10/24/17

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Alvarez, Jose
Grounds

Gardener
FMLA

11/8/17-11/29/17

Avina, Fernando
Grounds

Sprinkler Repair Technician
CFRA/FMLA/Medical

10/11/17-10/20/17

Baghoomian, Edwin
Maintenance

HVAC Mechanic
CFRA/FMLA/Medical

11/1/17-11/20/17

Basha, Arsanios
Special Education

Paraeducator-3
CFRA

11/13/17-12/22/17

Berumen, Theodore
Purchasing

Senior Buyer
CFRA/FMLA/Medical

10/20/17-1/14/18

Brito, Salvador
Transportation

Bus Driver
Medical

9/20/17-1/30/18

Brown, Virginia
Edison ES

Instructional Assistant – Bilingual
CFRA/FMLA/Medical

11/19/17-1/8/18

Casiano, Delfina
CDS-Washington West

Children's Center Assistant-2
CFRA/FMLA/Medical

11/8/17-12/4/17

Durst, Peggy
Special Ed-Santa Monica HS

Paraeducator-1
Medical

10/27/17-11/15/17

Gonzalez, Angelica
Santa Monica HS

Administrative Assistant
FMLA/Medical Maternity

12/14/17-2/23/18

Malina, Caroline
CDS-Adams MS

Children's Center Assistant-2
FMLA/Medical Maternity

11/20/17-2/1/18

Martinez, Isabel
Special Ed-Franklin ES

Paraeducator-3
Medical

11/16/17-2/1/18

Mehta, Jaimini
Santa Monica HS

Braille Transcriber
CFRA/FMLA/Medical

9/26/17-12/7/17

Nava, Claudia
Santa Monica HS

Student Outreach Specialist
CFRA/FMLA

11/13/17-12/13/17

Nava, Virginia
FNS-Point Dume ES

Cafeteria Worker II
CFRA/FMLA/Medical

10/19/17-11/16/17

Padilla, Ramiro
Grounds

Equipment Operator
CFRA/FMLA

11/14/17-1/29/18

Perez, Bertha
Roosevelt ES

Senior Office Specialist
CFRA/FMLA/Medical

8/5/17-2/2/18

Rose, Pam
Cabrillo ES

Senior Office Specialist
CFRA/FMLA/Medical

10/24/17-5/17/18

Thompson, Raquel Point Dume ES	Health Office Specialist CFRA/FMLA/Medical	11/17/17-11/24/17
Thruston, Linda Muir ES	Instructional Assistant – Classroom CFRA/FMLA/Medical	11/7/17-1/9/18
Widner, Kim Operations-Point Dume ES	Custodian Personal	10/17/17-1/31/18
Williams, Breanna Special Ed-Malibu HS	Paraeducator-1 CFRA/FMLA/Medical	8/21/17-12/31/17
Yeh, Wendy Special Ed-Grant ES	Paraeducator-1 CFRA/FMLA/Medical	12/1/17-1/8/18

LEAVE OF ABSENCE (UNPAID)

Le, Corinne Webster ES	Instructional Assistant – Classroom Personal	<u>EFFECTIVE DATE</u> 10/24/17-11/7/17
Morgan, Sadrica Special Ed-McKinley ES	Paraeducator-3 CFRA/FMLA	10/10/17-10/24/17
Villatoro, Jennifer FNS-Webster ES	Cafeteria Worker II Child Care	11/14/17-1/5/18

WORKING OUT OF CLASS

Cline, Wendy FNS-Point Dume ES	Cafeteria Worker II From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 10/18/17-6/8/18
Krstic, Nadine Special Education	Paraeducator-3 From: Paraeducator-1	9/4/17-6/8/18
Pittman, Angela FNS-Webster ES	Cafeteria Worker II From: Cafeteria Worker I	10/23/17-1/12/18
Salonga-Miguel, Jayvee Purchasing	Senior Buyer From: Buyer	10/23/17-12/31/17
Sebastiani, Guido Grounds	Equipment Operator From: Gardener	10/24/17-12/22/17

DISQUALIFICATION FROM PROBATION

BU1156554 Special Education	Paraeducator-3	<u>EFFECTIVE DATE</u> 11/24/17
XT8803542 Operations	Custodian	12/8/17

RESIGNATION

Dilworth, Shunise FNS-Adams MS	Cafeteria Worker I	<u>EFFECTIVE DATE</u> 11/8/17
Gurrola, Mayra Franklin ES	Senior Office Specialist	11/24/17

Mosley, Andrea
Special Ed-SMASH

Paraeducator-1

11/10/17

Smith, Carla
McKinley ES

Bilingual Community Liaison

11/10/17

RETIREMENT

Ho, Wang
Fiscal Services

Director – Fiscal and Business Services

EFFECTIVE DATE

12/29/17

Tabones, Remigio
Maintenance

Electrician

12/30/17

Classified Personnel – Non-Merit
11/16/17

NOON SUPERVISION AIDE

Marshall, Elissa	Point Dume ES	8/21/17-6/8/18
Tran, My Chau	SMASH	10/16/17-6/8/18

COACHING ASSISTANT

Balthazar, Bianka	Santa Monica HS	10/10/17-6/8/18
Bell, Eric	Santa Monica HS	10/17/17-6/8/18
Johnson, Joseph, Jr.	Santa Monica HS	8/22/17-6/9/18
LeCarner Nicole	Santa Monica HS	8/22/17-6/8/18
Misko, Bob	Malibu HS	9/1/17-6/30/18
Zapata, Anthony	Malibu HS	10/9/17-6/30/18

TECHNICAL SPECIALIST – LEVEL II

Gutierrez, Lizbeth	Special Education	10/6/17-6/8/18
	[MSW Intern]	
	- Funding: Medi-Cal Billing Option	

STUDENT WORKER - WORKABILITY

Aquino, Brian	Santa Monica HS	10/3/17-6/30/18
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Classified Personnel – Non-Merit
12/14/17

AVID TUTOR

Paleta Carvente, Blanca	Santa Monica HS	10/23/17-6/8/18
Perez, Christopher	Santa Monica HS	10/6/17-6/8/18

NOON SUPERVISION AIDE

Adams, Daryl	Webster ES	8/22/17-6/9/18
Aguilar, Laura	Muir ES	8/22/17-6/8/18
Apolinar, Jesica	Muir ES	8/22/17-6/8/18
Ausmus, Juley	Cabrillo ES	8/22/17-6/8/18
Beal, Madison	Roosevelt ES	11/6/17-6/8/18
Brodkin, Andrea	Muir ES/SMASH	8/22/17-6/8/18
Brookes, Karen	Webster ES	8/22/17-6/9/18
Cojan, Peter	Roosevelt ES	8/22/17-6/8/18
Coleman, Daniel	Webster ES	8/22/17-6/9/18
Conrad, Wei-Jin	Webster ES	8/22/17-6/9/18
Dalton, Judy	Roosevelt ES	8/22/17-6/8/18
Esquivel, Sandra	Roosevelt ES	8/22/17-6/8/18
Fair, James	Rogers ES	8/22/17-6/9/18
Fay, Junalyn	Muir ES	8/22/17-6/8/18
Garcia, Claudia	Grant ES	8/28/17-6/8/18
Giroux, Sharon	Edison ES	8/22/17-6/8/18
Gridley, Jake	Roosevelt ES	8/22/17-6/8/18
Kelly, Patricia	Roosevelt ES	8/22/17-6/8/18
Le, Corrine	Webster ES	8/22/17-6/9/18
Olmedo, Teresa	Edison ES	8/22/17-6/8/18
Orlinski, Aneta	Cabrillo ES	8/22/17-6/8/18
Pershen, Najmeh	Roosevelt ES	8/22/17-6/8/18
Ramos, Israel	Edison ES	8/22/17-6/8/18
Rodriguez, Ofelia	Edison ES	8/22/17-6/8/18
Santin, Aura	Roosevelt ES	8/22/17-6/8/18
Shank, Kristin	Roosevelt ES	11/9/17-6/9/18
Stern, Ellen	Webster ES	8/22/17-6/9/18
Torres, Virgil	Edison ES	8/22/17-6/8/18
Walley, Dayna	Webster ES	8/22/17-6/9/18

COACHING ASSISTANT

Alvarez-Zakson, Rashel	Santa Monica HS	11/8/17-6/8/18
Castillo, Ashley	Santa Monica HS	11/9/17-6/9/18
Collison-Jarel, Justin	Santa Monica HS	8/22/17-6/8/18
Floro, Ariel	Santa Monica HS	10/24/17-6/9/18
Holt, Matthew	Santa Monica HS	11/13/17-6/8/18
Thorson, Jessica	Santa Monica HS	8/22/17-6/9/18
Vasquez, Angel	Santa Monica HS	8/22/17-6/9/18
Willis, Darren	Santa Monica HS	8/22/17-6/9/18

TECHNICAL SPECIALIST – LEVEL II

Gerstmar, Morgan	Ed Svcs/Edison ES/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	10/6/17-2/2/18
Gittleman, Marni	SMASH [Integrated Arts Coordinator] - Funding: Formula & Old Tier III	9/11/17-6/4/18
Goldstein, Stefanie	SMASH [Mindfulness Instructor] - Funding: Formula & Old Tier III	9/11/17-11/20/17
Harper, Mary	Muir ES/SMASH [Accompanist/Dream Voice Instructor] - Funding: Measure “R”	10/31/17-6/8/18
Ostrovsky, Julianna	SMASH [Visual Arts Instructor] - Funding: SMMEF Funded	9/11/17-5/21/18
Pace, Kristy	SMASH [Performance Arts Instructor] - Funding: SMMEF Funded	9/11/17-5/21/18

TECHNICAL SPECIALIST – LEVEL III

Ferguson, Niall	Lincoln Middle School [Cello Instructor] - Funding: Gifts – Parent Donations	10/6/17-6/8/18
Mullen, Russell	SMASH [Middle School Jazz Band Instructor] - Funding: Reimbursed by PTA	9/1/17-6/1/18
Parise, Christopher	Lincoln Middle School [Cello Instructor] - Funding: Gifts – Parent Donations	9/5/17-6/8/18
Senchuk, Peter	Lincoln Middle School [Cello Instructor] - Funding: Gifts – Parent Donations	9/5/17-6/8/18

STUDENT WORKER - WORKABILITY

Rivas, Kassandra	Santa Monica HS	9/19/17-6/30/18
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2017 – 2018**

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
New Personnel Commissioner	Selection Interviews	January 2018

VIII. Next Regular Personnel Commission Meeting:

Tuesday, January 9, 2018, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: