
I. General Functions:

A. Call To Order

B. Roll Call

C. Pledge Of Allegiance

D. Motion To Approve Agenda

E. Motion To Approve Minutes

F. Public Comments

G. Communications

1. SEIU Report

2. Board Of Education/District Report

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
January 10, 2012 @ 5:30 p.m.
District Office Board Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.
Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee's performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

PERSONNEL COMMISSIONERS: Mrs. Pam Brady and Mr. Shane McLoud

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: _____
Seconded by: _____
Vote: _____

**E. Motion to Approve Minutes: December 13, 2011 minutes to be approved
in February 14, 2012**

Motion by: _____
Seconded by: _____
Vote: _____

F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

G. 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 5 minutes or less.

1. SEIU Report
2. Board of Education Report

II. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

A. Appointment of New Personnel Commissioners

- Filling the Expired Term of Commissioner Brady – Mr. Michael Sidley
- Filling the Unexpired Term of Commissioner Kim – Ms. Barbara Inatsugu

B. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- Mr. Francisco Martinez, Technical Specialist II, Dance Instructor, from January 1, 2012 to June 18, 2012, Roosevelt Elementary School
- Mr. Greg Moul, Technical Specialist I, Computer Laboratory Instructor, from January 10, 2012 to June 22, 2012, John Muir Elementary School

C. Merit Rules Advisory Committee (A.R.C.) Update

- Advisory Rules Committee Agenda – December 15, 2011

D. Disciplinary Hearings

- Ref. Number: 7003 1680 0002 6368 3401
- Ref. Number: 7003 1680 0002 6368 3517
- Hearings: TBD
- Ref. Number: 7011 0470 0002 6451 4053
- Pre-hearing Conference: TBD

E. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- **Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from December 21, 2011 to December 23, 2011**

F. District Leadership Team Update

- **First Meeting: December 19, 2011**
- **Next Meeting: January 11, 2012**

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 23

1. December 15, 2011

B. Approve Classified Personnel – Non-Merit Report – No. A. 24

1. December 15, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
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Instructional Assistant - Music	3
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Motion by: _____

Seconded by: _____

Vote: _____

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Utility Worker	3
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Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Sean Garnreiter in the classification of Instructional Assistant - Music pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____

Seconded by: _____

Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Monica Gonzalez in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____

Seconded by: _____

Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ocea Iverson in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____

Seconded by: _____

Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee April Stewart in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Merit Rules Review Tracker
2. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Recognition of Service for Commissioner Brady and Commissioner Kim	Acknowledgement of Their Contribution to the District	February 2012
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	February 2012
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	February 2012 March 2012

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

VII. Next Regular Personnel Commission Meeting:

Tuesday, February 14, 2012, at 5:30 pm - *District Office Board Room*

VIII. Adjournment:

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

Motion by: _____
Seconded by: _____
Vote: _____

TIME ADJOURNED: _____

Transparency: characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.
The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Submitted by:

Wilbert Young, Ph.D.
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Report From The Director Of Classified Personnel:

A. Appointment of New Personnel Commissioners

- **Filling the Expired Term of Commissioner Brady – Mr. Michael Sidley**
- **Filling the Unexpired Term of Commissioner Kim – Ms. Barbara Inatsugu**

B. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- **Mr. Francisco Martinez, Technical Specialist II, Dance Instructor, from January 1, 2012 to June 18, 2012, Roosevelt Elementary School**
- **Mr. Greg Moul, Technical Specialist I, Computer Laboratory Instructor, from January 10, 2012 to June 22, 2012, John Muir Elementary School**

C. Merit Rules Advisory Committee (A.R.C.) Update

- **Advisory Rules Committee Agenda – December 15, 2011**

D. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
- Hearings: TBD
- **Ref. Number: 7011 0470 0002 6451 4053**
- Pre-hearing Conference: TBD

E. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- **Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from December 21, 2011 to December 23, 2011**

F. District Leadership Team Update

- **First Meeting: December 19, 2011**
- **Next Meeting: January 11, 2012**

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Advisory Rules Committee (A.R.C.)
District Office Testing Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

December 15, 2011 @ 1:00 p.m.

1. Discussion of 12.13.11 Personnel Commission Meeting for a 2nd Reading
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: December 15, 2011

1. Walter Yes

2. Cindy Johnston

3. Myra [unclear]

4. [Signature] K. CARTER McNEELY

5. Anette Bolan

6. Beth Papp

7. _____

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 23

1. December 15, 2011

B. Approve Classified Personnel – Non-Merit Report – No. A. 24

1. December 15, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant - Music	3

Motion by: _____

Seconded by: _____

Vote: _____

**List Extension (Personnel Commission Rule §6.1.3.:
Duration of Eligibility Lists)**

Utility Worker	3
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Motion by: _____

Seconded by: _____

Vote: _____

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 12/15/11

RECOMMENDATION NO. A.23

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Ayala, Magdalena Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/21/11
Cole, Victor Franklin Elementary	Inst Asst – Physical Ed 3.25 Hrs/SY/Range: 20 Step: A	12/1/11
Fajardo, Angela Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	11/7/11
Fuentes, Evelyn Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/1/11
Garnreiter, Sean John Adams MS	Inst Asst – Music 4 Hrs/SY/Range: 20 Step: A	11/15/11
Griffis, Denise Food Services/Lincoln	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: A	12/1/11
Hess, Katya Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	11/14/11
Hobkirk, Christina Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/21/11
Iverson, Occa Roosevelt Elementary	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: F	11/21/11
Jones, Mashawnda Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	12/5/11
Morris, Sean Theater Operations	Custodian 3 Hrs/12 Month/Range: 22 Step: A	11/26/11
Muhammad, Baheerah Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/1/11
Regan, Nell Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/21/11
Rossi, Renee Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/1/11
Rubio, Ana Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/1/11
Santino, Susan Grant Elementary	Inst Asst – Classroom 3 Hrs/SY/Range: 18 Step: A	12/1/11

Villalobos, Eva Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/21/11
Villegas, Bibiana Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/21/11
Wilkinson, Gregory Webster Elementary	Inst Asst – Physical Ed 2 Hrs/SY/Range: 20 Step: A	11/7/11
Zullo, Kristin Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	10/27/11

PROVISIONAL ASSIGNMENT

Berumen, Theodore Purchasing	Senior Buyer	<u>EFFECTIVE DATE</u> 11/1/11-12/13/11
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TEMP/ADDITIONAL ASSIGNMENTS

Awad, Lisa Pt Dume Elementary	Sr. Office Specialist [additional hours, illuminate data entry]	<u>EFFECTIVE DATE</u> 10/24/11-10/31/11
Ayala, Magdalena Student Services	Health Office Specialist [additional hours, training]	11/6/11
Barrera, Amanda Special Ed	Inst Asst – Special Ed [additional hours, training]	11/9/11
Beruman, Ted John Adams MS	Sr. Buyer [additional hours, ASB]	11/18/11
Bosque, Gloria Child Develop Svcs	Children Center Asst [additional hour, as needed]	11/1/11-6/15/12
Boyd, Jacqueline SMASH	Inst Asst – Classroom [additional hours, class project]	11/1/11-12/31/11
Boyd, Katherine Santa Monica HS	Custodian [overtime, as needed]	11/1/11-6/30/12
Brotman, Mary Special Education	Inst Asst – Special Ed [additional hours, student need]	11/4/11-6/15/12
Cruz, Carmen Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12
Cueva, Sandra Child Develop Svcs	Children Center Asst [additional hours, as needed]	11/1/11-6/15/12
Diaz, Maria Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12
Douglas, Lamont Santa Monica HS	Campus Security Officer [overtime, as needed]	9/1/11-6/30/12
Gomez, Aida Child Develop Svcs	Children Center Asst [additional hours, as needed]	11/1/11-6/15/12
Gonzalez, Cecelia Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12

Gonzalez, Maximina Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12
Gordon-Johnson, Robin Rogers Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	11/4/11-12/31/11
Gutierrez, Corina Child Develop Svcs	Children Center Asst [additional hours, as needed]	11/1/11-6/15/12
Gutierrez, Martha Franklin Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	10/1/11-12/31/11
Hoorazideh, Shayesteh Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12
Hungerland, Maria Cabrillo Elementary	Inst Asst – Classroom [additional assignment, opening of school]	8/29/11-8/31/11
Jackson, Nisha Special Education	Inst Asst – Special Ed [additional hours, field trip]	11/9/11
Kleisley, Susan Child Develop Svcs	Children Center Asst [additional hours, as needed]	11/1/11-6/15/12
Kukor, Nadia SMASH	Inst Asst – Classroom [additional hours, class project]	11/1/11-11/30/11
Langley, Bhaki Gabrielle Malibu High School	Inst Asst – Classroom [additional hours, student need]	11/1/11-6/15/12
Lockett, Tyrone Santa Monica HS	Campus Security Officer [overtime, as needed]	9/1/11-6/30/12
Marquez, Lily Educational Svcs	Community Bilingual Liaison [overtime, Leadership Team Meetings]	10/19/11-6/30/12
Martinez, Daniel Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12
McKinley, Tyrone Facility Permits	Swim Instructor/Lifeguard [additional hours, as needed]	10/1/11-6/15/12
Mesrobian, Varso Franklin Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	10/1/11-12/31/11
Perez, Graciella Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Perez-Madera, Salomon Special Education	Inst Asst – Specialized [additional hours, training]	11/9/11
Pemell, Barbara Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12
Pongas, Dorthea Child Develop Svcs	Children Center Asst [additional hours, as needed]	11/1/11-6/15/12
Preciado, Iris Edison Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	11/1/11-12/31/11

Saenz, Alicia Child Develop Svcs	Children Center Asst [additional hours, as needed]	8/29/11-6/15/12
Shih, Jennifer Child Develop Svcs	Children Center Asst [additional hours, as needed]	11/1/11-6/15/12
Smith, Denise Human Resources	Office Specialist [additional assignment, legal project]	10/31/11-11/18/11
Smith, Denise Human Resources	Office Specialist [additional assignment, HR Processing]	11/21/11-12/20/11
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Aguilar, Mark Operations	Custodian	11/16/11-6/15/12
Alexander, Jason Operations	Custodian	11/14/11-6/15/12
Arano, Dora Santa Monica HS	Inst Asst – Special Ed	10/20/11-4/20/12
Barnett, Julia Santa Monica HS	Inst Asst – Music	12/1/11-6/15/12
Bass, Royce Operations	Custodian	11/10/11-6/15/12
Collins, Barry Operations	Custodian	11/14/11-6/15/12
Gaur, Smriti Personnel Commission	Office Specialist	8/25/11-6/15/12
Howard, Lateef Operations	Custodian	10/1/11-6/15/12
Lopez, Asuncion Food Services	Cafeteria Worker I	11/23/11-6/18/12
Madden, Christina Operations	Custodian	11/14/11-6/15/12
Monroy, Rosa ROP	Office Specialist	11/14/11-6/30/12
Ocampo, Irma Child Develop Svcs	Bilingual Community Liaison	11/16/11-6/30/12
Rosenfeld, Henry Special Education	Inst Asst – Special Ed	11/1/11-6/15/12
Rossi, Renee Child Develop Svcs	Children Center Asst	12/2/11-6/30/12
Thobe, James Franklin Elementary	Inst Asst – Classroom	11/7/11-6/15/12
Venable, Shelton Operations	Custodian	11/14/11-6/15/12

Wright, Karen Child Develop Svcs	Sr. Office Specialist	10/7/11-11/30/11
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INVOLUNTARY TRANSFER

EFFECTIVE DATE

Cuevas, Jose Operations	Custodian 8 Hrs/12 Month Fr: 8 Hrs/12 Month/Lincoln MS	11/7/11
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Doty, Kenneth Lincoln Middle School	Custodian 8 Hrs/12 Month Fr: 8 Hrs/12 Mo/Operations	11/7/11
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Islas, Haydee CDS/Muir Elementary	Children Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Pine Street	11/2/11
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Sturgis, Lynn CDS/Pine St.	Children Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Muir Elementary	11/2/11
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VOLUNTARY TRANSFER

EFFECTIVE DATE

Brewer, Ariana Roosevelt Elementary	Inst Asst – Special Ed 5 Hrs/SY Fr: 4 Hrs/SY/Grant Elementary	11/14/11
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Flores, Albert Roosevelt Elementary	Inst Asst – Classroom 6 Hrs/SY Fr: 3.8 Hrs/SY/Franklin Elementary	11/7/11
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Moscoso, Suzanne Cabrillo Elementary	Elementary Library Coordinator 7 Hrs/10 Month Fr: 7 Hrs/10 Month/Muir Elementary	11/1/11
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CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Tanamas, Ayda Special Education	Inst Asst – Developmental Health 8 Hrs/SY Fr: 7 Hrs/SY	11/4/11
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Cruz, Mary Food Services	Cafeteria Worker I Medical	10/19/11-1/2/12
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De Almeida, Suzanne Lincoln Middle School	Inst Asst – Special Ed Medical	11/7/11-12/3/11
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Padilla, Ramiro Operations	Equipment Operator Medical	11/1/11-12/31/11
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Ridley, Tischa Food Services	Cafeteria Worker II FMLA	10/20/11-10/31/11
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LEAVE OF ABSENCE (UNPAID)

EFFECTIVE DATE

Ridley, Tischa Food Services	Cafeteria Worker II FMLA	11/1/11-11/4/11
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PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Cruz, Carmen Child Develop Svcs	Children Center Asst	1/1/12
Glover, Tomita Santa Monica HS	Administrative Assistant	12/1/11
Goodwin, Sheri Santa Monica HS	Administrative Assistant	1/1/12
Tursi-Gridley, Lisa Roosevelt Elementary	Administrative Assistant	12/1/11
Vasquez, Graciela Malibu High School	Campus Security Officer	1/1/12

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Tirado, Leticia Food Services	Cafeteria Worker II Fr: Cafeteria Worker I	10/21/11-11/4/11

SUSPENSION WITHOUT PAY

		<u>EFFECTIVE DATE</u>
AQ0717881 Food Services	Cafeteria Worker I	12/14/11-12/15/11

RESIGNATION

		<u>EFFECTIVE DATE</u>
Gilbertson, Kelly Webster Elementary	Inst Asst - Classroom	12/2/11
Kerrigan, Michelle Special Education	Inst Asst – Specialized	11/22/11
Rossi, Renee Child Develop Svcs	Children Center Asst	12/2/11

RETIREMENT

		<u>EFFECTIVE DATE</u>
Chouinard, Deanna Santa Monica HS	Inst Asst – Special Ed	12/31/11

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
12/15/11
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.24

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

COACHING ASSISTANT

BEVINGTON, JASON	SANTA MONICA HS	11/15/11-6/30/12
DOS SANTOS, LUIZ	SANTA MONICA HS	11/22/11-4/30/12
JACKSON, BRIANNA	MALIBU HIGH SCHOOL	9/1/11-6/30/12
PROST, COREY	SANTA MONICA HS	11/14/11-6/30/12
VASQUEZ, ANGEL	SANTA MONICA HS	11/29/11-6/30/12

NOON SUPERVISION AIDE

GRANT, CAROLYN	JOHN ADAMS MS	11/28/11-11/30/11
MC GILL, VICTORIA	MUIR ELEMENTARY	9/28/11-6/15/12
OSAKI, BRENDA	MCKINLEY ELEMENTARY	11/1/11-6/15/12
RODRIGUEZ, OFELIA	EDISON ELEMENTARY	11/1/11-6/22/12
RODRIGUEZ, SERGIO	EDISON ELEMENTARY	11/1/11-6/22/12

STUDENT WORKER – PEER TUTOR

BAILEY, MESSIAH	SANTA MONICA HS	8/30/11-6/18/12
CONN, HANNA	SANTA MONICA HS	8/30/11-6/18/12
CRANE, SEAN	SANTA MONICA HS	8/30/11-6/18/12
GRIFKA, BENJAMIN	SANTA MONICA HS	8/30/11-6/18/12
HARRESCHOU, SAM	SANTA MONICA HS	8/30/11-6/18/12
PALMER, RYAN	SANTA MONICA HS	8/30/11-6/18/12
STEVENSON, WADE	SANTA MONICA HS	8/30/11-6/18/12

STUDENT WORKER – WORKABILITY

FRIEDLAND, CHASE	SPECIAL EDUCATION	11/1/11-6/30/16
MARASHI, PARHAM	SPECIAL EDUCATION	9/16/11-6/30/14
NUNEZ, DEANNA	SPECIAL EDUCATION	10/18/11-6/30/13

MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

PERSONNEL COMMISSION
EXTENSION OF ELIGIBILITY LIST

In accordance with Personnel Commission Merit Rule §6.1.3.A., the Director of Classified Personnel has extended the following list to facility the orderly progress of business. The eligibles have been polled for interest and availability.

CLASSIFICATION	ORIGINAL EXPIRATION DATE	EXTENSION DATE
Utility Worker	November 24, 2011	May 24, 2012

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Sean Garnreiter in the classification of Instructional Assistant - Music pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____

Seconded by: _____

Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Monica Gonzalez in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____

Seconded by: _____

Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ocea Iverson in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____
Seconded by: _____
Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee April Stewart in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Merit Rules Review Tracker
2. Workforce Organization Development and Strategic District Partnership Tracker

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 10, 2012

AGENDA ITEM NO: IV.A.1.a.

SUBJECT: Advanced Step Placement – Sean Garnreiter

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Music</p>	<p>Employee: Sean Garnreiter</p>
<p><u>Education and Experience:</u></p> <p>Education: Must have a high school diploma or its recognized equivalent and · Completed 48 units at an institution of higher learning (with some college coursework related to music); or · Obtained an Associate’s (or higher) degree, with some college coursework related to music; or</p> <p>Experience: Some experience working with children in an organized setting and some experience working in an organized music setting.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s in Music Education from UCLA. • California Clear Teaching Credential <p>Experience:</p> <ul style="list-style-type: none"> • About three (3) years of experience working with children in an organized and private settings

DIRECTOR’S RECOMMENDATION:

Mr. Garnreiter’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 20, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule Rule §12.2.4. (B). (attachments).

Motion by: _____
 Second by: _____
 Vote: _____

1651 Sixteenth Street
Santa Monica, CA 90404
Personnel Commission

CLASSIFIED PERSONNEL

2011 DEC -2 A 10:54

Att: Dr. Wilbert Young

My name is Sean Garreiter, and I am the new Instrumental Music Instructional Assistant at John Adams Middle School (JAMS). I am writing to inform you of my qualifications for this position and explain why I should be placed higher on the pay scale.

I graduated with a BA in music education from UCLA and did my student teaching at JAMS in 2008. Since graduating I have taught instrumental music at four elementary schools and created a music program at a middle school in the Los Angeles Unified School District. Due to my past experience with JAMS, I am aware of the expectations and the ways that I can best help the instructors. Also, teaching the past three years in LAUSD has prepared me to instruct students on a variety of instruments and run classes if need be. Having been a full-time teacher myself, I am uniquely qualified to assist in all aspects of instruction, in and out of the classroom.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sean Garreiter', written over a faint, illegible stamp.

Sean Garreiter

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT - MUSIC

Classified Employees Salary Schedule – Range 20

BASIC FUNCTION:

Under the general supervision of an administrator, assists in the instruction and reinforcement of musical concepts and instrumentation to individuals and groups of students; performs related clerical tasks as assigned.

ESSENTIAL DUTIES:

1. Assists in the instruction and reinforcement of musical concepts, appreciation, theory and instrumentation to individuals and groups of students; conducts and monitors exercises, rehearsals and performances; takes attendance and maintains related records.
2. Maintains and controls student behavior during class and individual group sessions; disciplines students according to established procedures.
3. Participates in the coordination of student music activities and lessons; participates in student activities related to music education and rehearsals.
4. Performs clerical tasks as assigned including duplicating materials, filing, typing and maintaining assigned records; reproduces, distributes and maintains music materials; prepares music packets for students.
5. Communicates with teachers and maintains effective relationships with students and parents regarding student progress behavior and related matters.
6. Assists students with adjusting or preparing instruments; responds to questions from students as needed.
7. Attends meetings and in-services as assigned.

OTHER DUTIES:

8. Performs related duties as assigned.

SUPERVISION:

Supervision is received from an administrator. Technical and functional direction is received from a teacher. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic music education.
- Various instruments used in a band or string ensemble.
- Interpersonal skills using tact, patience and courtesy.
- Appropriate student conduct.
- Basic record keeping techniques.
- Operation of assigned office equipment.

Ability to:

- Assist in the instruction and reinforcement of musical concepts and instrumentation to individuals and groups of students.
- Perform related clerical tasks as assigned.
- Read, understand and explain musical scores and sheet music.
- Follow the conductor's tempo and dynamics.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Operate assigned office equipment.
- Attend and participate in rehearsals and performances.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

Education:

Must have a high school diploma or its recognized equivalent and

- Completed 48 units at an institution of higher learning (with some college coursework related to music); or
- Obtained an Associate's (or higher) degree, (with some college coursework related to music); and
- Must pass the District's Instructional Assistant examination.

Experience:

Some experience working with children in an organized setting and some experience working in an organized music setting.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may be required to utilize a designated second language.

SPECIAL INFORMATION:

None.

WORKING CONDITIONS (ENVIRONMENT):

Classroom work environment, outside instructional spaces (e.g., football stadium, track field, auditorium, etc.). May be exposed to inclement weather conditions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to play instruments or demonstrate activities.
- Seeing to read musical scores/parts.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.

DUTIES APPROVED
BOARD OF EDUCATION:
April 2, 2009

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
April 14, 2009

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 10, 2012

AGENDA ITEM NO: IV.A.1.b.

SUBJECT: Advanced Step Placement – Monica Gonzalez

BACKGROUND INFORMATION:

<p>Classification Title: Specialized Instructional Assistant</p>	<p>Employee: Monica Gonzalez</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years. <p>All positions require a high school diploma or its recognized equivalent <u>AND</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Monica has three (3) years of experience working with students with developmental disabilities, specifically from public and non-public agencies. • Monica has obtained a Bachelors in Psychology from Cal State Los Angeles • Monica has passed the districts written and oral examinations.

DIRECTOR’S RECOMMENDATION:

Ms. Gonzalez’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (F) *Salary on Employment* (attachments).

Motion by: _____
 Second by: _____
 Vote: _____



Santa Monica Malibu Schools

Santa Monica-Malibu Unified School District

1651 Sixteenth Street • Santa Monica, California 90404 • 310.450.8338

Department of Special Education

Date: December 2, 2011

To: Dr. Wilbert Young
Director, Personnel Commission

From: Brianne Huff, M.A.
Kenneth Mitchell, M.A., Ed.S., NCSP
Behavior Intervention Specialists

The purpose of this correspondence is to discuss the starting salary for Monica Gonzalez. Monica is a new hire to the Santa Monica-Malibu Unified School District in the position of Specialized instructional assistant. It is our recommendation that Monica be placed on Step-F of the appropriate salary schedule.

This recommendation is based on the fact that Monica has over 3 years of experience working under the direct supervision of a behavioral specialist while implementing behavioral interventions, supporting social and academic development, as well as collecting and consolidating data with school aged students who's ages ranged from 5-17 years old. She has provided services in the home and also in the school setting.

It is our feeling that the Step-F salary rate would compensate Stuart fairly for his employment experience. Thank you in advance for your consideration of this recommendation.

c. Sara Woolverton, Director of Special Education

CLASSIFIED PERSONNEL
2011 DEC -2 A 10:43

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

SPECIALIZED INSTRUCTIONAL ASSISTANT

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

Under the general supervision of the Behavior Intervention Specialist, the Specialized Instructional Assistant (SIA) will provide intensive behavior intervention services and support for students with exceptional needs as specified on the student's Individualized Educational Program (IEP). The SIA will provide assistance at the school.

ESSENTIAL DUTIES:

1. Provides intensive behavior intervention services to designated students with exceptional needs in a variety of settings, including but not limited to, the classroom, home and community under the supervision and direction of the Behavior Intervention Specialist.
2. Provides information to assist instructional personnel in developing or modification of behavior intervention including, but not limited to, individual and/or site-based behavior support plans involving behavior modification, reinforcement procedures, and Nonviolent Crises Intervention® (NCPI) strategies.
3. Follows implementation plan for intensive behavioral intervention services.
4. Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
5. Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
6. Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
7. Assists in monitoring the safety of students in various educational settings.
8. Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
9. Provides assistance for the scheduling of activities.
10. Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
11. Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
12. Provide assistance for the students in proper usage of computer applications and related assistive technology.

SPECIALIZED INSTRUCTIONAL ASSISTANT

Page Two

13. Attends trainings, workshops, and staff development meetings as required.
14. Guide children with severe handicaps toward more acceptable social behaviors.
15. Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES:

16. Performs related duties as assigned.

SUPERVISION:

The Behavior Intervention Specialist provides the supervision with input from designated school personnel. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic characteristics of human behavior and practical learning patterns.
- Child development principles and practices related to students with exceptional needs, especially with autism spectrum disorder and/or with behavioral, social-emotional deficits.
- Intensive Behavioral modification techniques and procedures.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer applications and other assistive technology (e.g., assists with creating graphs/typing reports).
- Data collection/summarization and progress report preparation techniques.
- Personal hygiene practices; health and safety regulations.

Ability to:

- Provide intensive behavioral intervention to designated students at school and/or the home.
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties.
- Effectively follow an intervention plan within clearly defined guidelines.
- Record/summarize data and advise Behavior Intervention Specialist of progress.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.

SPECIALIZED INSTRUCTIONAL ASSISTANT

Page Three

- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Use computer applications and other assistive technology.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

Education:

Must have a high school diploma or its recognized equivalent and

- Completed 48 units at an institution of higher learning; or
- Obtained an Associate's (or higher) degree; or
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

Experience:

At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years.

At least one (1) year experience working with students/adolescents with autism spectrum disorder is highly desirable.

LICENSES AND OTHER REQUIREMENTS: Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and telephone.

SPECIAL INFORMATION: May be assigned any duties normally assigned from the class specification for Instructional Assistant-Special Education.

WORKING CONDITIONS (ENVIRONMENT): Works in a classroom environment with students with exceptional needs exhibiting severe behavioral problems, including physical and emotional outbursts toward self/others such as kicking, spitting, scratching and biting. May require protection of physical safety at school/home with behavior modification techniques. May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aids and instructional materials.

May require driving to various district sites and/or to designated students' home. May occasionally lift or move a student weighing up to fifty (50) pounds.

SPECIALIZED INSTRUCTIONAL ASSISTANT

Page Four

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 2005

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 14, 2005
Revised February 21, 2006
Revised September 2, 2008

Title/Revision change from **Instructional
Assistant-Intensive Behavioral Intervention**
March 10, 2009

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 10, 2012

AGENDA ITEM NO: IV.A.1.c.

SUBJECT: Advanced Step Placement – Ocea Iverson

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Special Education</p>	<p>Employee: Ocea Iverson</p>
<p><u>Education and Experience:</u></p> <p>Education: Must have a high school diploma or its recognized equivalent and</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. <p>Experience: At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.</p>	<p>Education:</p> <ul style="list-style-type: none"> • Ocea has completed 52 units in an institute of higher education. • She has passed the District’ examinations. <ul style="list-style-type: none"> • Ocea has over 4 years experience (over 3,000 contact hours) working with students with special needs.

DIRECTOR’S RECOMMENDATION:

Ms. Iverson’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 20, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
 Second by: _____
 Vote: _____

November 8, 2011

CLASSIFIED PERSONNEL

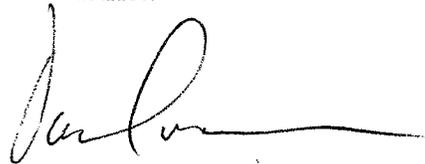
To Whom It May Concern:

2011 NOV -9 A 10:32
I have accepted the offer of hire to serve as a one-on-one for a fourth grade student at Roosevelt Elementary School. The purpose of this letter is to officially request a salary upgrade that is commensurate with my professional experience and years of service in this field.

I have worked in the field of special education for the past five years. Initially I served as a one-on-one for a sixth grade special education student in a basic skills class. While the majority of his day was spent in a basic skills class, he also participated in intervention classes in special day classrooms. I accompanied him to his classes and provided both academic and behavioral support. When he transitioned to high school, I was placed in a Life skills classroom for fourth/fifth grade students with severe developmental delays including Down Syndrome and Autism.

Due to my collage classes, I required a shift change, and Lawndale accommodated my schedule by moving me to a morning shift with the middle school Life skills class. I currently work with sixth through eighth grade students with moderate to severe special needs. I am certified in NCPI, having successfully completed the training during the past two years. My work in Lawndale has prepared me to deal with maladaptive behaviors, to distract, and redirect, and to work on fading and extinguishing inappropriate behaviors.

I feel confident that my experience and training over the last 5 years, merits a higher rate of pay than the rate established for a new hire. Thank you for considering my request, and I look forward to working in Santa Monica School District.



OCEA IVERSON

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION

Classified Employees Salary Schedule – Range 20

Job Summary

Under the general supervision of an administrator, the Instructional Assistant-Special Education will provide assistance in Special Day Class Mild/Moderate (SDC M/M), Resource Specialist or instructing students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP).

Representative Duties

1. Works with students with special needs in all educational settings individually and/or in groups to provide instructional support [may assist with functional skills (e.g., bathroom routines) and community-based/vocational instruction] according to state standards, classroom objectives, and the Individualized Education Program (IEP).
2. Assists in the preparation, accommodation, modification, and implementation of lesson plans/instructional materials as directed by the teacher.
3. Assists in the implementation of classroom management plans.
4. Assists in monitoring the safety of students in various educational settings.
5. Communicates student progress to designated service providers.
6. Helps students with personal hygiene, self-reliance, and academic/behavioral approach.
7. Assists students in using computer applications and related assistive technology.
8. Assists students to and from school bus and/or other transportation and with transitions within the school schedule.
9. Attends trainings, workshops, and staff development meetings as required.
10. Completes reports and records, such as accident and incident reports.
11. Performs related duties as assigned.

Supervision

Supervision is received from an administrator. Technical and functional direction is received from teacher. No supervision of other staff is exercised.

Job Related Qualifications

Knowledge of:

- Basic instructional techniques and methods
- State standards specific to grade level(s) assigned
- Establish rapport with and gain confidence of students with special needs.
- Basic mathematical skills.
- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Basic computer applications (e.g., data entry)
- Personal hygiene practices; health and safety regulations

Ability to:

- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Assist in the instruction of state standards, classroom management and behavior support plans.
- Use basic computer applications and assistive technology.
- Interact successfully with students, parents, instructional personnel, and community agency representatives.
- Recognize and report safety hazards.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.

EMPLOYMENT STANDARDS

Any combination of education and experience providing the required knowledge and abilities would meet the qualifying criteria set forth below.

Education:

Must have a high school diploma or its recognized equivalent and

- Completed 48 units at an institution of higher learning; or
- Obtained an Associate's (or higher) degree; or
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

Experience:

At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.

Licenses and Other Requirements:

None.

Special Information:

None.

Working Conditions (Environment):

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 1977

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June, 1977
Revised August, 1981
Revised June 13, 1994
Revised February 21, 2006
Revised September 19, 2006
Revised September 2, 2008

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 10, 2012

AGENDA ITEM NO: IV.A.1.d.

SUBJECT: Advanced Step Placement – April Stewart

BACKGROUND INFORMATION:

<p>Classification Title: Specialized Instructional Assistant</p>	<p>Employee: April Stewart</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years. <p>All positions require a high school diploma or its recognized equivalent <u>AND</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • April has over 6,500 contact hours of experience working with students with developmental disabilities, specifically from public and non-public agencies. • April has passed the districts written and oral examinations.

DIRECTOR’S RECOMMENDATION:

Ms. Stewart’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (F) *Salary on Employment* (attachments).

Motion by: _____
 Second by: _____
 Vote: _____

CLASSIFIED PERSONNEL

12/2/2011

Dr. Wilbert Young, 2011 DEC -5 A 11: 25

I am requesting to start at an advanced step for the SIA position due to experience. I have over 320 contact hours with students with spectrum disorders Autism. I have over four years experience as a Para educator in Special Education Department for Corona Norco School District. Also I have 1 year with Parents Anonymous as a Lead Child Facilitator. Before accepting this assignment I was currently employed by Lynwood School District as a SIA, where I worked one on one with an ABA student. Thank you for your time and consideration of my request.

Sincerely,
April Stewart

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

SPECIALIZED INSTRUCTIONAL ASSISTANT

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

Under the general supervision of the Behavior Intervention Specialist, the Specialized Instructional Assistant (SIA) will provide intensive behavior intervention services and support for students with exceptional needs as specified on the student's Individualized Educational Program (IEP). The SIA will provide assistance at the school.

ESSENTIAL DUTIES:

1. Provides intensive behavior intervention services to designated students with exceptional needs in a variety of settings, including but not limited to, the classroom, home and community under the supervision and direction of the Behavior Intervention Specialist.
2. Provides information to assist instructional personnel in developing or modification of behavior intervention including, but not limited to, individual and/or site-based behavior support plans involving behavior modification, reinforcement procedures, and Nonviolent Crises Intervention® (NCPI) strategies.
3. Follows implementation plan for intensive behavioral intervention services.
4. Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
5. Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
6. Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
7. Assists in monitoring the safety of students in various educational settings.
8. Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
9. Provides assistance for the scheduling of activities.
10. Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
11. Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
12. Provide assistance for the students in proper usage of computer applications and related assistive technology.

SPECIALIZED INSTRUCTIONAL ASSISTANT

Page Two

13. Attends trainings, workshops, and staff development meetings as required.
14. Guide children with severe handicaps toward more acceptable social behaviors.
15. Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES:

16. Performs related duties as assigned.

SUPERVISION:

The Behavior Intervention Specialist provides the supervision with input from designated school personnel. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic characteristics of human behavior and practical learning patterns.
- Child development principles and practices related to students with exceptional needs, especially with autism spectrum disorder and/or with behavioral, social-emotional deficits.
- Intensive Behavioral modification techniques and procedures.
- Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic computer applications and other assistive technology (e.g., assists with creating graphs/typing reports).
- Data collection/summarization and progress report preparation techniques.
- Personal hygiene practices; health and safety regulations.

Ability to:

- Provide intensive behavioral intervention to designated students at school and/or the home.
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties.
- Effectively follow an intervention plan within clearly defined guidelines.
- Record/summarize data and advise Behavior Intervention Specialist of progress.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.

SPECIALIZED INSTRUCTIONAL ASSISTANT

Page Three

- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Use computer applications and other assistive technology.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

Education:

Must have a high school diploma or its recognized equivalent and

- Completed 48 units at an institution of higher learning; or
- Obtained an Associate's (or higher) degree; or
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

Experience:

At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years.

At least one (1) year experience working with students/adolescents with autism spectrum disorder is highly desirable.

LICENSES AND OTHER REQUIREMENTS: Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and telephone.

SPECIAL INFORMATION: May be assigned any duties normally assigned from the class specification for Instructional Assistant-Special Education.

WORKING CONDITIONS (ENVIRONMENT): Works in a classroom environment with students with exceptional needs exhibiting severe behavioral problems, including physical and emotional outbursts toward self/others such as kicking, spitting, scratching and biting. May require protection of physical safety at school/home with behavior modification techniques. May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aids and instructional materials.

May require driving to various district sites and/or to designated students' home. May occasionally lift or move a student weighing up to fifty (50) pounds.

SPECIALIZED INSTRUCTIONAL ASSISTANT

Page Four

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 2005

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 14, 2005
Revised February 21, 2006
Revised September 2, 2008

Title/Revision change from **Instructional
Assistant-Intensive Behavioral Intervention**
March 10, 2009

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 Requisition Executive Summary as of January 4, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List <i>[Selection interviews held/scheduled for three positions.]</i>	7
* Open <i>[None of these positions are on Transfer Bulletin.]</i>	33
Total:	40

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (12/07/11)	40
* Requisitions Received (+)	17
* Requisitions Filled (-)	14
* Requisitions Cancelled/On Hold (-)	3
* Current Requisition Total (01/04/12)	40

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	1/5/2011	2/2/2011	3/3/2011	4/7/2011	5/5/2011	6/7/2011	7/6/2011	8/8/2011	9/8/2011	10/6/2011	10/28/2011	12/7/2011	1/4/2012
Cert. List	2	3	5	3	4	2	2	32	10	9	5	23	7
Open	8	8	7	9	17	21	23	28	37	33	39	17	33
Total	10	11	12	12	21	23	25	60	47	42	44	40	40

Req Status: "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
Certification List to Appointing Authority													
1	12-117	09/14/11	ADMINISTRATIVE ASST	SPECIAL ED	100.00	8.00	Vac	TINA BULCHAND	9	Cert. List	12/07/11	SELECTION INTERVIEWS SCHEDULED FOR 01/06/12. [NOTE: SUBSTITUTE CURRENTLY ASSIGNED.]	YES
2	12-018	07/15/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---	-	Cert. List	11/17/11	SCHEDULING OF SELECTION INTVWS PENDING HIRING DEPARTMENT ASSESSMENT OF CURRENT STAFFING NEEDS.	YES
3	12-036	07/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---	-	Cert. List	11/17/11	SCHEDULING OF SELECTION INTVWS PENDING HIRING DEPARTMENT ASSESSMENT OF CURRENT STAFFING NEEDS.	YES
4	12-038	07/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---	-	Cert. List	11/17/11	SCHEDULING OF SELECTION INTVWS PENDING HIRING DEPARTMENT ASSESSMENT OF CURRENT STAFFING NEEDS.	YES
5	12-160	11/01/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	New	---	15	Cert. List	11/17/11	SCHEDULING OF SELECTION INTVWS PENDING HIRING DEPARTMENT ASSESSMENT OF CURRENT STAFFING NEEDS.	YES
6	12-165	11/09/11	ELEMENTARY LIBRARY COORD	MUIR ELEMENTARY	87.50	7.00	Vac	SUZANNE MOSCOSO	15	Cert. List	11/17/11	SELECTION INTVWS HELD 12/07/11. FOLLOW-UP INTVWS HELD 12/19/11. SELECTION PENDING.	YES
7	12-148	10/10/11	INSTRUCTIONAL ASST- SPECIAL ED	WEBSTER ELEMENTARY	75.00	6.00	Vac	SVETLANA BURLAKOVA	12	Cert. List	11/28/11	SELECTION INTVWS BEING SCHEDULED BY SCHOOL SITE. OFFER EXTENDED AND DECLINED.	YES

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
Open Recruitments													
1	12-005	07/14/11	BILINGUAL COMMUNITY LIAISON (SPANISH)	GRANT ELEMENTARY	30.00	2.40	Vac	KARINA TEJEDA	2	Open		SELECTION INTERVIEWS HELD 8/04/11 AND 8/05/11 WITH LESS THAN 3 RANKS. HIRING AUTHORITY REQUESTED ADDITIONAL RANKS. RECRUITMENT RE-OPENED 9/26/11 - 10/18/11 TO ACQUIRE ADDITIONAL RANKS. WRITTEN EXAMINATION ADMINISTERED 11/10/11. WRITING TRANSLATION EXAM ADMINISTERED 11/28/11. QAI AND VERBAL TRANSLATION ASSESSMENT SCHEDULED 1/6/12. [SUBSTITUTE EMPLOYEE IN PLACE DURING RECRUITMENT PROCESS]	
2	12-183	12/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	Vac	GENET BOSQUE	21	Open		TRANSFER BULLETIN #21 CLOSED 12/28/11.	
3	12-184	12/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	Vac	SUSAN KLEISLEY	21	Open		TRANSFER BULLETIN #21 CLOSED 12/28/11.	
4	12-185	12/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	Vac	LETICIA BATTEY	21	Open		TRANSFER BULLETIN #21 CLOSED 12/28/11.	
5	12-186	12/21/11	CHILDREN'S CENTER ASST	CHILD DEVEL SVCS	43.75	3.50	Vac	MAIRA HERNANDEZ	21	Open		TRANSFER BULLETIN #21 CLOSED 12/28/11.	
6	12-075	08/17/11	EQUIPMENT OPERATOR/SPORTS FACILITIES	MAINTENANCE & OPERATIONS	100.00	8.00	New	---	6	Open		CLASS SPEC REVISED 10/11/11. JOB ANALYSIS PROCESS INITIATED 10/04/11. CURRENT EMPLOYEE WORKING OUT OF CLASS PENDING COMPLETION OF RECRUITMENT/EXAMINATION PROCESS. [TRANSFER BULLETIN #6 CLOSED 08/24/11.]	
7	12-173	11/29/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	17	Open		RECRUITMENT OPENED 11/22/11 - 12/15/11. QAI SCHEDULED FOR 1/10/12. [TRANSFER BULLETIN #17 CLOSED 12/06/11.]	
8	12-174	11/29/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	17	Open		RECRUITMENT OPENED 11/22/11 - 12/15/11. QAI SCHEDULED FOR 1/10/12. [TRANSFER BULLETIN #17 CLOSED 12/06/11.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
9	12-181	11/29/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	-	Open		EMPLOYMENT OFFER RESCINDED DUE TO SELECTED CANDIDATE NOT MEETING CONDITIONS OF EMPLOYMENT. RECRUITMENT RE-OPENED 11/22/11 - 12/15/11 TO SECURE ADDITIONAL RANKS. QAI SCHEDULED 1/10/12.	
10	12-055	08/09/11	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	SANTA MONICA HIGH	43.75	3.50	Vac	CAROLINA GUTIERREZ	5	Open		WRITTEN EXAM ADMINISTERED 11/15/11. ORAL EXAM WITH RATERS SCHEDULED 1/9/12. [TRANSFER BULLETIN #5 CLOSED 08/17/11.]	
11	12-100	09/02/11	INSTRUCTIONAL ASST-CLASSROOM	MCKINLEY ELEMENTARY	25.00	2.00	New	---	7	Open		INITIAL CERT LIST TO HIRING AUTHORITY ON 9/28/11 WITH 3 RANKS. SELECTION INTVWS SCHEDULED FOR 9/30/11 WERE CANCELLED PENDING RECEIPT OF RECEIPT OF ADDITIONAL REQUISITION FOR A 3.5 HOUR POSITION AT MCKINLEY. RECRUITMENT RE-OPENED 11/29/11 - 12/20/11 TO ACQUIRE ADDITIONAL RANKS.	
12	12-166	11/09/11	INSTRUCTIONAL ASST-CLASSRM	MCKINLEY ELEMENTARY	37.50	3.00	Vac	BABETTE DICKERSON	16	Open		INITIAL CERT LIST TO HIRING AUTHORITY ON 11/28/11 WITH LESS THAN 3 RANKS. RECRUITMENT RE-OPENED 11/29/11 - 12/20/11 TO ACQUIRE ADDITIONAL RANKS. [TRANSFER BULLETIN #16 CLOSED 11/16/11.]	
13	12-163	10/27/11	INSTRUCTIONAL ASST-CLASSRM	WILL ROGERS LEARNING ACADEMY	37.50	3.00	Vac	EBBA BAATG	15	Open		INITIAL CERL LIST TO HIRING AUTHORITY ON 12/14/11 WITH THREE RANKS. THE ELIGIBLES WERE "NO SHOWS" FOR THE SELECTION INTVW. RECRUITMENT RE-OPENED 11/29/11 - 12/20/11 TO ACQUIRE ADDITIONAL RANKS.	
14	12-182	12/15/11	INSTRUCTIONAL ASST-CLASSRM	OLYMPIC HIGH	62.50	5.00	Vac	SILVIA LLOSA	20	Open		RECRUITMENT OPENED 11/29/11 - 12/20/11 TO ACQUIRE ADDITIONAL RANKS. [TRANSFER BULLETIN #20 CLOSED 12/23/11.]	
15	12-175	11/29/11	INSTRUCTIONAL ASST-CLASSRM	WEBSTER ELEMENTARY	25.00	2.00	Vac		17	Open		RECRUITMENT OPENED 11/29/11 - 12/20/11 TO ACQUIRE ADDITIONAL RANKS. SUBSTITUTE ASSIGNED UNTIL POSITION FILLED. [TRANSFER BULLETIN #17 CLOSED 12/06/11.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
16	12-105	09/08/11	INSTRUCTIONAL ASST- PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New	---	7	Open		INITIAL CERT LIST TO HIRING AUTHORITY 9/23/11. RECRUITMENT RE-OPENED 11/30/11 - 12/20/11 TO SECURE ADDITIONAL RANKS TO MEET SPECIAL REQUIREMENTS. WRITTEN EXAM TO BE ADMINISTERED DURING THE WEEK OF JANUARY 9TH. [SPECIAL REQUIREMENTS: FEMALE ONLY FOR GIRLS LOCKER ROOM.]	
17	12-168	11/09/11	INSTRUCTIONAL ASST- PHYSICAL ED	ROOSEVELT ELEMENTARY	75.00	6.00	Vac	ROBERT WHITE	16	Open		INITIAL CERT LIST TO HIRING AUTHORITY 11/10/11. SELECTION INTVWS HELD 11/22/11. RECRUITMENT RE-OPENED 11/30/11 - 12/20/11 TO SECURE ADDITIONAL RANKS DUE TO CANDIDATE "NO SHOW" FOR SELECTION INTVW. WRITTEN EXAM TO BE ADMINISTERED DURING THE WEEK OF JANUARY 9TH. [TRANSFER BULLETIN #16 CLOSED 11/16/11.]	
18	12-180	12/12/11	INSTRUCTIONAL ASST- SPECIAL ED	CABRILLO ELEMENTARY	75.00	6.00	New	---	19	Open		WRITTEN EXAM SCHEDULED FOR WEEK OF 1/9/12. [TRANSFER BULLETIN #19 CLOSED 12/21/11.]	
19	12-179	12/12/11	INSTRUCTIONAL ASST- SPECIAL ED	GRANT ELEMENTARY	75.00	6.00	New	---	19	Open		WRITTEN EXAM SCHEDULED FOR WEEK OF 1/9/12. [TRANSFER BULLETIN #19 CLOSED 12/21/11.]	
20	12-169	11/09/11	INSTRUCTIONAL ASST- SPECIAL ED	GRANT PRESCHOOL	56.25	4.50	Vac	ARIANA BREWER	16	Open		TRANSFER BULLETIN #16 CLOSED 11/16/11.	
21	12-136	09/28/11	INSTRUCTIONAL ASST- SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	KAREN MILLER	11	Open		RECRUITMENT INITIALLY OPENED 09/19/11-10/11/11. WRITTEN EXAM ADMINISTERED 10/27/11. RECRUITMENT RE-OPENED 11/22/11 TO ACQUIRE ADDITIONAL CANDIDATES. [TRANSFER BULLETIN #11 CLOSED 10/12/11.]	
22	12-110	09/08/11	INSTRUCTIONAL ASST- SPECIAL ED	OLYMPIC HIGH	62.50	5.00	New	---	8	Open		RECRUITMENT INITIALLY OPENED 09/19/11-10/11/11. WRITTEN EXAM ADMINISTERED 10/27/11. RECRUITMENT RE-OPENED 11/22/11 TO ACQUIRE ADDITIONAL CANDIDATES. [TRANSFER BULLETIN #8 CLOSED 09/19/11.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
23	12-156	10/31/11	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	DESHAYNE WALKER	14	Open		TRANSFER BULLETIN #14 CLOSED 11/07/11.	
24	12-157	10/17/11	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	New	---	14	Open		TRANSFER BULLETIN #14 CLOSED 11/07/11. [1:1 POSITION]	
25	12-147	10/10/11	INSTRUCTIONAL ASST-SPECIAL ED	PT. DUME ELEMENTARY	75.00	6.00	Vac	BRIGETTE WARMINGTON	12	Open		RECRUITMENT INITIALLY OPENED 09/19/11-10/11/11. WRITTEN EXAM ADMINISTERED 10/27/11. RECRUITMENT RE-OPENED 11/22/11 TO ACQUIRE ADDITIONAL CANDIDATES. [TRANSFER BULLETIN #12 CLOSED 10/20/11.]	
26	12-178	12/06/11	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	50.00	4.00	Vac	DEANNA CHOUINARD	18	Open		[TRANSFER BULLETIN #18 CLOSED 12/13/11.]	
27	11-114	03/17/11	REPROGRAPHICS OPERATOR	PURCHASING	100.00	8.00	Vac	DEWEY HAMPTON	37	Open		APPLICATION FILING PERIOD INITIALLY OPENED 3/18/11. THE RECRUITMENT WAS SUBSEQUENTLY PLACED ON HOLD IN ORDER TO UPDATE CLASS SPEC FOR RECRUITING PURPOSES. REVISED CLASS SPEC APPROVED 5/10/11. WRITTEN EXAM COMPONENT ADMINISTERED 7/20/11. STAFF IN CONTACT WITH SAMOHI STAFF TO SECURE TEST LOCATION FOR PERFORMANCE EXAM AND QAI TO BE ADMINISTERED IN JANUARY 2012.	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
28	12-103	09/08/11	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
29	11-110	02/18/11	SENIOR BUYER	PURCHASING	100.00	8.00	New	---	35	Open		ORIG CERT LIST CONTAINING ONE (1) ELIGIBLE ON 07/20/11. ELIGIBLE CANDIDATE APPOINTED ON PROVISIONAL BASIS (JULY 2011) AFTER INITIAL EXAM ADMINISTRATION. RECRUITMENT RE-OPENED 09/13/11 - 10/05/11 TO ACQUIRE ADDITIONAL RANKS. WRITTEN EXAM ADMINISTERED 10/26/11. PERFORMANCE EXAM ADMINISTERED 12/14/11. QAI TO BE ADMINISTERED IN JANUARY 2012 PENDING AVAILABILITY OF RATERS.	
30	12-048	07/19/11	SENIOR OFFICE SPECIALIST (BILINGUAL-SPANISH)	CHILD DEVEL SVCS	100.00	8.00	New	---	3	Open		TRANSFER BULLETIN CLOSED 07/27/11. ON 07/20/11, HIRING AUTHORITY NOTIFIED STAFF THAT POSITION REQUIRED BILINGUAL (SPANISH) SKILLS. CANDIDATES ON ELIGIBILITY LIST CONTACTED TO SCHEDULE FOR ORAL BILINGUAL TEST ON 08/05/11. RECRUITMENT RE-OPENED 08/19/11 - 08/24/11 TO ACQUIRE ADDITIONAL CANDIDATES WITH BILINGUAL SKILLS. WRITTEN EXAM ADMINISTERED 10/12/11. BILINGUAL SKILLS ASSESSMENT ADMINISTERED 12/20/11.	

Personnel Requisition Detailed Report

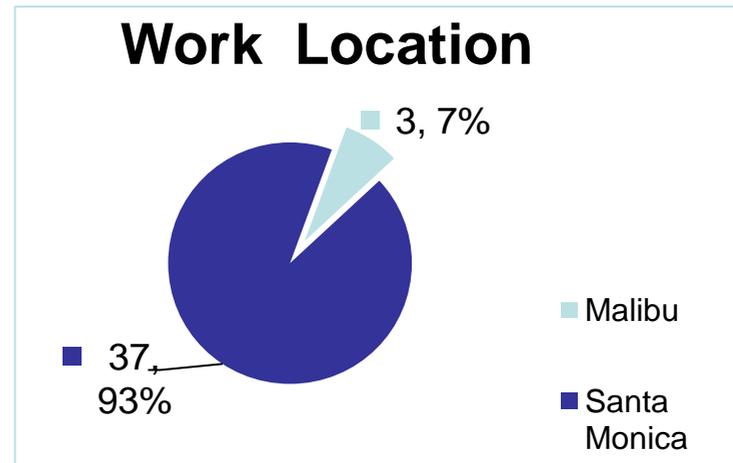
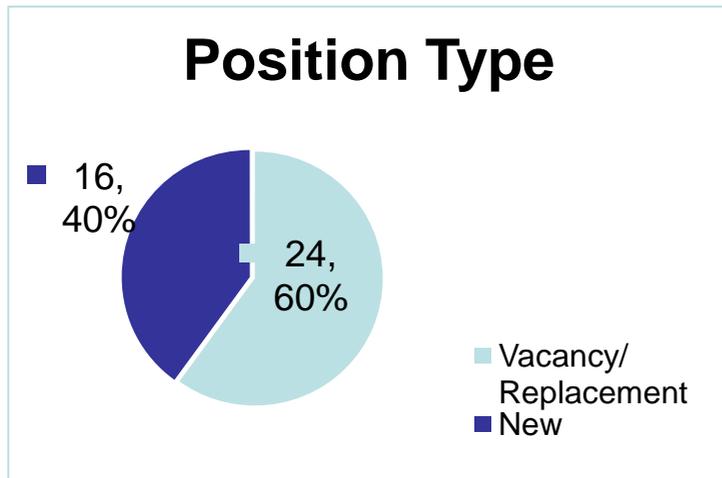
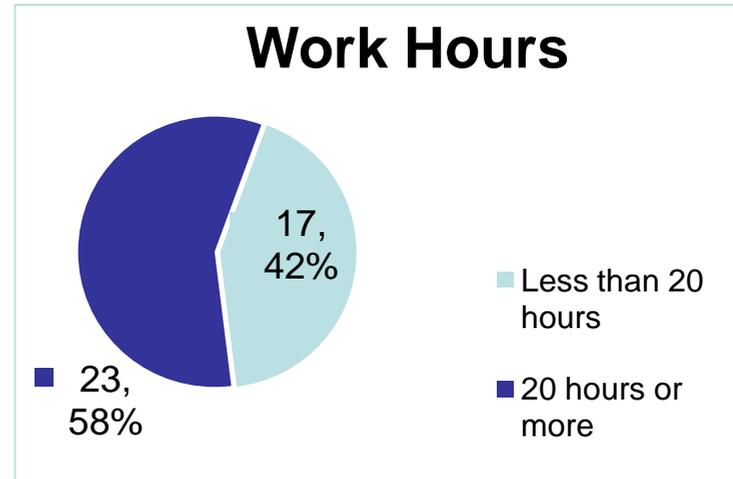
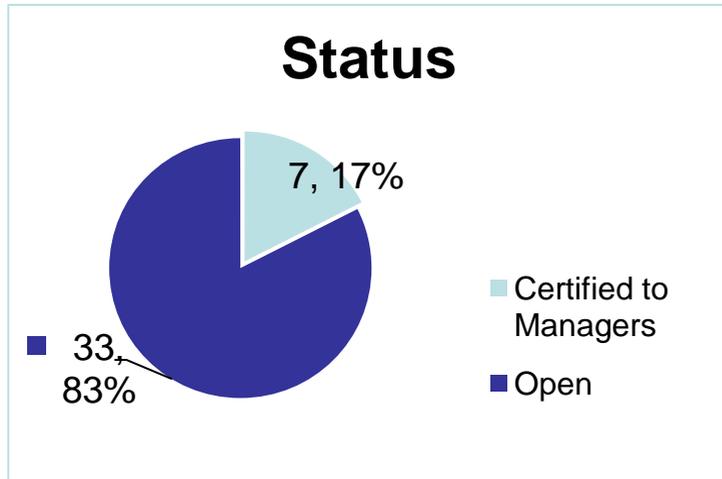
#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
31	12-133	09/23/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	Vac	MARIA MEYER	10	Open		INITIAL CERT LIST TO HIRING AUTHORITY ON 11/29/11 WITH LESS THAN 3 RANKS. RECRUITMENT IS CURRENTLY OPEN AS "CONTINUOUS". NEXT WRITTEN EXAM SCHEDULED FOR WEEK OF 1/9/12.	
32	12-141	09/28/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	Vac	VACANT FROM SCHOOL YEAR 2010-2011	11	Open		INITIAL CERT LIST TO HIRING AUTHORITY ON 11/29/11 WITH LESS THAN 3 RANKS. RECRUITMENT IS CURRENTLY OPEN AS "CONTINUOUS". NEXT WRITTEN EXAM SCHEDULED FOR WEEK OF 1/9/12.	
33	11-142	06/13/11	STOCK AND DELIVERY CLERK	PURCHASING	75.00	6.00	Vac	VERITY KR PAN	45	Open		RECRUITMENT OPENED 07/06/11 - 07/27/11. WRITTEN EXAM DEVELOPED IN COLLABORATION WITH SME AND ADMINISTERED DURING THE WEEK OF 08/29/11. PERFORMANCE EXAM ADMINISTERED 12/21/11 - 12/22/11. QAI TO BE ADMINISTERED JANUARY 2012 PENDING AVAILABILITY OF RATERS.	

NOTES:

- ¹ **Position Type:** "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.
- ² **Req Status:** "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Graphic Summary

as of January 4, 2012



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2011 – 2012**

Date	Time	Location	Discussion Item
2011			
July 12, 2011	5:00 p.m.	Board Room – District Office	
August 9, 2011	5:00 p.m.	Board Room – District Office	
September 13, 2011	5:00 p.m.	Board Room – District Office	
October 11, 2011	5:00 p.m.	Board Room – District Office	
October 18, 2011	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director, Classified Personnel
November 8, 2011	5:00 p.m.	Board Room – District Office	
November 21, 2011	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director, Classified Personnel
December 13, 2011	5:00 p.m.	Board Room – District Office	
2012			
January 10, 2012	5:00 p.m.	Board Room – District Office	
January 26 – 29, 2012	Daily Conference	San Diego, California	CSPCA 2012 Annual Conference
February 14, 2012	5:00 p.m.	Board Room – District Office	
March 13, 2012	5:00 p.m.	Board Room – District Office	
April 10, 2012	5:00 p.m.	Board Room – District Office	2012–13 Budget Discussion and Development,
May 8, 2012	5:00 p.m.	Board Room – District Office	2012-13 Budget Adoption
June TBD, 2012	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 12, 2012	5:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2011-2012

Closed Session begins at 4:30pm
Public Meetings begin at 6:00pm

July through December 2011					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/20* DO	7/23* DO 7/26* DO	*Wednesday, 7/20 *Saturday, 7/23: retreat *Wednesday, 7/26: special mtg
August		8/10* DO		8/24* DO	*Wednesday, 8/10 *Wednesday, 8/24 First day of school: 8/30
September	9/8 DO			9/22 DO	
October	10/6 M		10/20 DO	10/22* DO	*Saturday, 10/22: retreat
November	11/3 M		11/17 DO		Thanksgiving: 11/24-25
December			12/15 DO	winter break	
Winter Break: December 21 – January 3					
January through June 2012					
Winter Break: December 21 – January 3					
January			1/19 DO		
February	2/2 M		2/16 DO		
March	3/1 DO		3/15 DO	3/29* DO	*3/22 & 3/23: Stairway *3/29: 5 th Thursday
Spring Break: April 2 – April 13					
April	spring break	spring break	4/19 DO		
May	5/3 M		5/17 DO		
June	6/7 DO			6/27* DO	Last day of school: 6/15 *Wednesday: 6/27

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23825 Stuart Ranch Road, Malibu, CA

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	Commission review dates	Comments (requests)	Adoption by Commission
Chap II	2 nd Reading	The Personnel Commission	9.19.06		9.19.06
Chap III	2 nd Reading	Classification of Employees and Positions	1.12.10	Excluding Rule 3.1.2.B	1.12.10
Rule 3.1.2.B	2 nd Reading	Special Categories	2.9.10		2.9.10
Chap IV	2 nd Reading	Application for Employment	1.12.10	Excluding Rule 4.6.2.B	1.12.10
Rule 4.6.2.B	2 nd Reading	Appeal from Disqualification	2.9.10		2.9.10
Chap V	2 nd Reading	Recruitment and	2.9.10		2.9.10

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

		Examinations			
Chap. VI-	1st Reading	Eligibility Lists	4.13.10		
	2 nd Reading		6.8.10		6.8.10
Chap. VII	1st Reading	Appointment to Classified Positions	6.8.10	Excluding Rule 7.3.3	
				Review to Supt and SEIU 7.26.10	
	2 nd Reading		9.14.10		9.14.10
Rule 7.3.3	1st Reading	Summer Session Assignment	4.13.10		
	2 nd Reading		6.8.10		6.8.10

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Chap. VIII	1st Reading	Employee Clearances	7.13.10		
				Review to Supt and SEIU 7.26.10	
	2 nd Reading		9.14.10		9.14.10
Chap. IX	1st Reading	Employment Status	11.9.10		
				Review to Supt and SEIU 12.6.10	
	2 nd Reading		2.8.11		2.8.11
Chap. X	1st Reading	Performance Evaluation	11.9.10		
				Review to Supt and SEIU 12.6.10	
	2 nd Reading		2.8.11		2.8.11

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Chap. XI	1st Reading	Vacation, Leaves of Absence and Holidays	4.12.11	Review to Supt and SEIU 6.7.11 Per Asst.Sup's request deadline extended	
Chap. XII	1st Reading	Salaries, Overtime Pay and Benefits	4.12.11	Review to Supt and SEIU 6.7.11 Per Asst.Sup's request deadline extended	
Rule 12.2.4.B	2 nd Reading	Salary on Employment	1.12.10		1.12.10
Chap XIII	2 nd Reading	Seniority, Layoff, Displacement and Reemployment	1.12.10		1.12.10

<p>District's <i>New Employee Orientation Program</i></p> <ul style="list-style-type: none"> • Prepare PowerPoint slides to overview PC 	<p>Staff</p>	<p>TBD</p>	<ul style="list-style-type: none"> • Collaborate with the HR to put into District's <i>New Employee Orientation Program</i>
<p>Career In-Service Training Seminars</p> <ul style="list-style-type: none"> • Merit Principles of Personnel Administration/Merit System Under the State of California Education Codes • Personnel Commission Merit Rules • Classification Titles and Descriptions • Overview of the Personnel Commission 	<p>Staff</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>	<ul style="list-style-type: none"> • Develop a series of seminars to augment employees' knowledge and skills to work within a Merit System school district. To explore such questions as: <ol style="list-style-type: none"> 1. What is a Merit System? 2. Is there an outline of appropriate Education Code Sections to reference? 3. What is the relationship between the Education Codes and Merit Rules? 4. How to navigate the Personnel Commission's web site? 5. How to get useful feedback from users? 6. How to mediate issues? 7. Which Commission staff to contact? 8. Why this and not that?

<p>Welcome Letter (Electronic) to New Administrators and Managers</p> <ul style="list-style-type: none"> • Introduction to the Personnel Commission • Link to Website • Link to Personnel Commission Staff 	DOC/AA	TBD	
<p>Personnel Commission Website</p> <ul style="list-style-type: none"> • Update 	AA/DOC	On-Going	<ul style="list-style-type: none"> • Collaborate with District's Information Systems Department
<p>Employee Development Workshops</p>	Staff	<p>3.30.11</p> <p>4.7.11</p> <p>TBD</p>	<ul style="list-style-type: none"> • Targeted and District-wide workshops on such topics as: <ol style="list-style-type: none"> 1. Interviewing Skills 2. Employment Application Skills 3. Understanding the Employment Application Process

			<p>4. Resume Skills</p> <p>5. Examination Preparation</p> <p>6. Career Planning</p>
<p>Feedback Mechanisms</p> <ul style="list-style-type: none"> • One-to- One Meetings with Administrators and Managers • Customer Satisfaction Surveys • Review “Best Practices” from the literature and other Agencies 	<p>Staff</p>	<p>On-Going</p> <p>On-Going</p> <p>On-Going</p>	

<u>Key:</u> AA-Administrative Assistant DOC-Director of Classified Personnel HRT-Human Resources Technician PA-Personnel Analyst			
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V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Recognition of Service for Commissioner Brady and Commissioner Kim	Acknowledgement of Their Contribution to the District	February 2012
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	February 2012
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	February 2012 March 2012

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

VII. Next Regular Personnel Commission Meeting:

Tuesday, February 14, 2012, at 5:30 pm - *District Office Board Room*

VIII. Adjournment: