
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 15, 2013 @ 4:00 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. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

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 11, 2012

Motion by: _____
Seconded by: _____
Vote: _____

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.

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. Director of Classified Personnel Selection Process Update

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

- **Advisory Rules Committee Agenda – December 13, 2012**

III. Consent List: 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.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Human Resources Analyst	4
Instructional Assistant – Special Education	34
Instructional Assistant – Special Education (Malibu)	9
Instructional Assistant – Specialized	13
Senior Office Specialist	22

IV. Action/Discussion Items/or Other Information:

A. Action Item(s): These items are presented for ACTION at this time.

1. Advanced Step Placements:

- a. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Daniel Guerrero in the classification of Instructional Assistant – Physical Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

- b. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Sheralynn Jackson 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.

Recommendation: *Approve*

- c. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Sarah Spitzer in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

- d. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Jason Williams in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

- e. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Raed Zaitoon in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

2. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to School Occupational Therapy Assistant (COTA) classification specification within the Special Education department

3. Working Out of Class Requests:

Recommendation: *Approve*

- a. Mr. Steven Williams, in the position of the Stock and Delivery Clerk from December 25, 2012 to May 29, 2013 (First Extension)

B. Discussion Item(s): 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.

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Personnel Requisition Status Report
2. Classified Personnel – Merit Report - No. A.30
 - December 13, 2012
3. Classified Personnel – Non-Merit Report – No. A.31
 - December 13, 2012
4. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

V. Personnel Commission Business:

A. Personnel Commissioner Comments: 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.

B. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	February 2013 March 2013
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal Chapter</i> <i>Chapter XV: Resignation and Reinstatement Chapter</i> <i>XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2013 May 2013 June 2013

VI. 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.

VII. Closed Session:

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

VIII. Next Regular Personnel Commission Meeting:

Tuesday, February 12, 2013, at 4:00 pm - *District Office Board Room*

IX. 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: _____

The meeting is adjourned in memory of Debra Moore Washington's mother.

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:

Stephanie Perry
Human Resources Analyst

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.

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

MINUTES

REGULAR MEETING
December 11, 2012 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:05 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Human Resources Technician Beth Papp led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

It was moved and seconded to approve the agenda with the following amendments: (1) Include the following updated information as part of the agenda packet – Agenda Item IV.A.3.a. “*Classification Revisions – Job Development and Placement Specialist*” and Agenda Item IV.A.4.a. “*Classification Study – Senior Office Specialist.*” (2) Include Agenda Item VI. *Closed Session: Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee, pursuant to GC 54957 of the Brown Act – Director of Classified Personnel.*”

- E. Motion to Approve Minutes:** November 13, 2012

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

F. 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 three (3) minutes. When there are 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
- None

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

Ms. Keryl Cartee-McNeely, the Chief Steward, reported to the Personnel Commission on SEIU's current events and political activities including town hall meetings, round table discussions with the Special Education department regarding efficiency of services for students. SEIU has been also involved in improvement of processes and communication within the Transportation department.

Ms. Cartee-McNeely wished the Personnel Commission Happy Holidays. She expressed her gratitude to Dr. Young for his dedicated service to the Personnel Commission and to the District and wished him all the best for his retirement.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's current events and activities including budget seminars, selection of a new Director of Child Development Services, involvement in the Director of Classified Personnel recruitment and proposal of MOU between the District and Personnel Commission.

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

- **Advisory Rules Committee Agenda – November 1, 2012; November 8, 2012**

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from November 1 and November 8, 2012 for the Personnel Commission's review. The revisions will continue under the new Director of Classified Personnel.

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

- **Mr. Arturo Gonzalez, Custodian, in the position of the Sprinkler Repair Technician, from November 7, 2012 to March 25, 2013**
- **Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from November 7, 2012 to March 25, 2013**

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	15
Director of Classified Personnel	7

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **2 – 0**

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

Children's Center Assistant	38
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Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **2 – 0**

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

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

a. Nomination of Chair

Nomination: **Barbara Inatsugu**

Motion by: **Joseph Pertel**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

b. Nomination of Vice-Chair

Nomination: **Joseph Pertel**

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

2. New Regular Personnel Commission Meeting Starting Time – 4:00 p.m.
Director's Recommendation: *Approve*

It was moved and seconded that Personnel Commission meetings be moved to a 4:00 p.m. start time.

Motion by: **Barbara Inatsugu**
Seconded by: **Joseph Pertel**
Vote: **3 – 0**

3. Classification Revisions:
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Job Development and Placement Specialist classification specification within the Student Services

It was moved and seconded to approve the recommendation as submitted.

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

4. Classification Study:
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approves the Classification Study for Senior Office Specialist

It was moved and seconded to approve the recommendation as submitted.

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0 (Commissioner Pertel abstained from voting)**

**Ms. Stephanie Perry provided a brief background and overview of the study.
Mr. Gerardo Cruz, expressed his support for the Director's recommendation to approve the classification study.**

Commissioner Pertel arrived.

B. Discussion Item(s):

1. Personnel Requisition Status Report
Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the eighteen (18) vacancies as of December 5, 2012. Human Resources Technician, Mrs. Beth Papp reported on eight (8) filled vacancies including Instructional Assistants – Classroom and Bus Driver.

2. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

The calendar will be revised reflecting the new starting time of the regular meetings at 4:00 p.m.

Commissioner Sidley will not be present at the next regular meeting on January 15, 2013 due to a work commitment.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.18
 - November 15, 2012
2. Classified Personnel – Non-Merit Report – No. A.19
 - November 15, 2012
3. Merit Rules Review Tracker
No changes
4. Workforce Organization Development and Strategic District Partnership Tracker
No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Sidley expressed his appreciation of working with Dr. Young and wished him all the best in his future endeavors. He presented Dr. Young with commendations from the City of Malibu, the City of Santa Monica, the Assemblymember Julia Brownley, the Personnel Commission and its staff.

Commissioner Inatsugu thanked Dr. Young for his dedicated service to the Personnel Commission and the District. She conveyed best of wishes from the Santa Monica Mayor Richard Bloom, the Assemblymember Julia Brownley and the former Mayor of Malibu Laura Rosenthal.

Commissioner Pertel also expressed his gratitude for Dr. Young's professionalism and dedicated service.

Dr. Young expressed his appreciation for working with the Personnel Commissioners and thanked them for serving the District's classified employees. He also thanked the Personnel Commission staff for their professionalism and service to the District.

Commissioner Inatsugu expressed her gratitude for being elected as the Chair of the Personnel Commission.

Commissioner Sidley stated he would like to focus on revisions of the Merit Rules Chapter XIV regarding disciplinary hearings and HR-PC reorganization.

B. Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules:	February 2013
	<i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	
	<i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	
	<i>Chapter XIV Disciplinary Action and Appeal</i>	April 2013

	<i>Chapter Chapter XV: Resignation and Reinstatement Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	June 2013
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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
- Director of Classified Personnel

TIME ADJOURNED TO CLOSED SESSION: 5:51 p.m.

TIME RETURNED TO OPEN SESSION: 6:29 p.m.

The Commission reported out of Closed Session at 6:29 p.m. Action taken: To reschedule a candidate for the Director of Classified Personnel selection interviews.

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 15, 2013, at 4:00 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: **Barbara Inatsugu**
Seconded by: **Joseph Pertel**
Vote: **3 – 0**

TIME ADJOURNED: 6:30 p.m.

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. Director of Classified Personnel Selection Process Update

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

- **Advisory Rules Committee Agenda – December 13, 2012**

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Human Resources Analyst	4
Instructional Assistant – Special Education	34
Instructional Assistant – Special Education (Malibu)	9
Instructional Assistant – Specialized	13
Senior Office Specialist	22

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Daniel Guerrero in the classification of Instructional Assistant – Physical Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

- b. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Sheralynn Jackson 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.

Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

- c. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Sarah Spitzer in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- d. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Jason Williams in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- e. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Raed Zaitoon in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

2. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to School Occupational Therapy Assistant (COTA) classification specification within the Special Education department

Motion by: _____
Seconded by: _____
Vote: _____

3. Working Out of Class Requests:

Recommendation: *Approve*

- a. Mr. Steven Williams, in the position of the Stock and Delivery Clerk from December 25, 2012 to May 29, 2013 (First Extension)

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s): 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.

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Personnel Requisition Status Report
2. Classified Personnel – Merit Report - No. A.30
 - December 13, 2012
3. Classified Personnel – Non-Merit Report – No. A.31
 - December 13, 2012
4. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 15, 2013

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

SUBJECT: Advanced Step Placement – Daniel Guerrero

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant-Physical Education	Employee: Daniel Guerrero
<u>Education and Experience:</u> <ul style="list-style-type: none">• At least six months paid or verifiable 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.	<u>Education and Experience:</u> <ul style="list-style-type: none">• Daniel has a Bachelor's degree.• Daniel has over nine years of experience as a physical education teacher at the elementary and secondary level. He also has experience as a coach, program manager and coordinator at the elementary level.

DIRECTOR'S RECOMMENDATION:

Mr. Guerrero's professional training and experience significantly exceeds the minimum requirements specified for this classification. It is recommended that the Personnel Commission approve this request for Advanced Step Placement at Range 20 , Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$12.86/hour, Step F is \$16.41/hour. The net difference in pay is an increase of \$3.55/hour.

Motion by: _____
Second by: _____
Vote: _____

December 4, 2012

Dear Dr. Young,

Daniel Guerrero here. I'm currently an Instructional Assistant for P.E. at Lincoln Middle School. I'm respectfully requesting advanced salary placement to Step F on the Classified Employee's Monthly Salary Schedule A. My rationale is based on the previous work experience listed below:

- 1990- Calle Mayor Middle School, Torrance
Lead PE teacher grades 6-8
- 1997-2005-Kenter School, LAUSD
Lead PE teacher grades K-5
- 2006-2007- Brawerman School, L.A.
Lead PE teacher grades 1-6
- 2007-2008 Ofman non-public high school L.A.
Lead PE teacher grades 9-12

I have accumulated over 10 years of work experience in similar positions. In addition I was encouraged in this request by SMMUSD Human Resource Specialist, Carmen Larios. I hope that this and my timely submission qualifies me for advancement to Step F. Thank you for your attention Dr. Young.

Gratefully Yours,

A handwritten signature in black ink, appearing to read 'Daniel Guerrero', with a stylized, flowing script.

Daniel Guerrero

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT PHYSICAL EDUCATION

Classified Employees Salary Schedule – 20

DEFINITION

Under supervision, assists in carrying out the physical education program at elementary and secondary schools by working with students individually and in a group.

TYPICAL DUTIES

1. Demonstrates and instructs basic skills, knowledge and strategies of organized sports, games and related physical activities, including warm-up and cool-down exercises.
2. Demonstrates and instructs good sportsmanship and citizenship through physical education activities.
3. Assures student participation in the physical education program and reports on student progress to assigned certificated personnel.
4. Maintains acceptable student behavior by observing students in the physical education program and reports problems to assigned certificated personnel.
5. Observes and enforces safety measures to assure the health and safety of students.
6. Assists in the planning, preparation and organization of physical education activities.
7. Maintains inventory of athletic equipment and requests replacements and repairs as needed.
8. Performs routine clerical duties.
9. May participate in physical education activities as player, scorekeeper, coach, referee or official as required.
10. May supervise students in the locker rooms in secondary schools.
11. May administer first aid to students as required.
12. Perform other duties as assigned.

SUPERVISION

Supervision is received from certificated personnel. No supervision is exercised.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Behavior, needs and characteristics of school aged children.
Basics of good disciplinary techniques, including conflict resolution.
Basic safety rules.
Basic record-keeping techniques.

Ability to:

Learn individual and team sports and games.
Use positive reinforcement to help build students' self esteem.
Communicate and relate effectively with students, teachers, school administrators and parents.
Be a positive role model to students.
Be flexible and adapt positively to change.
Handle student problems with patience and tact.
Exercise good judgment.
Keep simple records accurately.
Respond appropriately to emergencies.

ENTRANCE QUALIFICATIONS

Experience:

At least six months paid or verifiable 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.

PHYSICAL REQUIREMENTS

Ability to see, hear, communicate: stamina to stand, walk, run, throw, jump; agility to bend, kneel, squat; ability to safely lift and carry up to 50 lbs.

LICENSES AND OTHER REQUIREMENTS

Incumbents during the probationary period are required to obtain and to subsequently maintain a valid First Aid Certificate issued by an authorized agency and provide proof of certification to the Personnel Commission.

6/77

08/81

06-09-82

Rev: 04-05-93

Rev:06-13-94

Title Change only

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 15, 2013

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

SUBJECT: Advanced Step Placement – Sheralynn Jackson

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant- Special Education	Employee: Sheralynn Jackson
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.	Education: • Sheralynn obtained a Bachelor's in Child Development from California State University, Northridge Experience: • Sheralynn has over 1,100 contact hours working with students with exceptional needs and behavioral, social-emotional deficiencies. • She has passed the District' examination.

DIRECTOR'S RECOMMENDATION:

Ms. Jackson's professional training and experience significantly exceed the minimum requirements specified for this classification. It is recommended that the Personnel Commission approve this request for Advanced Step Placement at Range 20, Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$12.86/hour; Step F is \$16.41/hour. The net difference in pay is an increase of \$3.55 per hour.

Motion by: _____
Second by: _____
Vote: _____

11/28/12

Sheralynn Jackson

To Whom It May Concern:

I was recently hired at Santa Monica High School as a Special Education Assistant. I would like to request a step increase.

Education

California State University Northridge

Bachelor of Arts Child Development- December 2002

Santa Monica College

Associate of Arts Liberal Arts- June 2000

California Basic Educational Skills Test- April 2007

First Aid/CPR Certified

Experience

Santa Monica Malibu Unified School District 2007 Substitute

Office Specialist

Child Development Preschool Assistant

Special Ed. Assistant

Crenshaw Family YMCA 2003-Present

Plan implement age appropriate curriculum

Analyzed and documented daily behavior for long term assessment

Use of assessment techniques such as the DRDP and other observation tools

Worked with children who suffered from Autism, Down syndrome, and behavioral issues

Santa Monica College Dual Enrollment Program 2000-2009

Organize registration workshops

Supervise and train part-time personnel

Organize and arrange campus site visits and assessment testing

Develop academic calendars

Sheralynn Jackson

CLASSIFIED PERSONNEL
MAY 17 2012 A 9 12

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 15, 2013

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

SUBJECT: Advanced Step Placement – Sarah E. Spitzer

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant- Specialized	Employee: Sarah E. Spitzer
<u>Education and Experience:</u> <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. All positions require a high school diploma or its recognized equivalent <u>AND</u> <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.	<u>Education and Experience:</u> <ul style="list-style-type: none">• Sarah has over 820 contact hours working with individuals with exceptional needs and/or behavioral, social-emotional deficits specifically from non-public agencies.• Sarah has the qualifications for the position in education; she has obtained a Master's degree in Teaching/Education from University of California, Irvine.• She has passed the District' examination.

DIRECTOR'S RECOMMENDATION:

Ms. Spitzer's professional training and experience significantly exceed the minimum requirements specified for this classification. It is recommended that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step F is \$14.89/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour.

Motion by: _____
Second by: _____
Vote: _____

Hatch, Jana

From: Younan, Julie
Sent: Thursday, January 10, 2013 10:06 AM
To: Hatch, Jana
Subject: FW: Advance Step

From: sarah spitzer
Sent: Thursday, January 10, 2013 9:33 AM
To: Younan, Julie
Subject: Advance Step

Hi Julie,

Thank you again for extending me an offer for the specialized instructional assistant position. I am looking forward to starting and I am excited about becoming part of the team at Santa Monica-Malibu School District.

I am writing to request an advance step. I feel confident that my educational background, qualifications, and experience would place me toward the higher end of the pay range.

I appreciate you taking the time to submit my request.

All the best,

Sarah Spitzer



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: January 10, 2013

To: Director, Personnel Commission

From: Brianne Huff, M.A.
Allison Jones, M.S.
Behavior Intervention Specialists

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

This recommendation is based on two factors. First, Sarah has her Master's Degree in Teaching/Education. Second, Sarah has significant experience working with students with behavioral and developmental disorders through a nonpublic agency. Additionally, it is challenging to locate qualified individuals for this position due to competition from private agencies.

It is our feeling that the Step-F salary rate would compensate Sarah fairly for her educational background in addition to her employment experience. Thank you in advance for your consideration of this recommendation.

c. Sara Woolverton, Director of Special Education

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- 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.
- 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.
- Follows implementation plan for intensive behavioral intervention services.
- Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
- Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
- Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
- Assists in monitoring the safety of students in various educational settings.
- Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- Provides assistance for the scheduling of activities.
- Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
- Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
- Provide assistance for the students in proper usage of computer applications and related assistive technology.
- Attends trainings, workshops, and staff development meetings as required.
- Guide children with severe handicaps toward more acceptable social behaviors.
- Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES

- 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.
- 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:

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.

Incumbents in the classification 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.

PHYSICAL DEMANDS:

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.

**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

Title/Revision change from **Specialized Instructional
Assistant**, June 12, 2012

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 15, 2013

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

SUBJECT: Advanced Step Placement – Jason Williams

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant- Specialized	Employee: Jason Williams
<u>Education and Experience:</u> <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. All positions require a high school diploma or its recognized equivalent <u>AND</u> <ul style="list-style-type: none">Completed 48 units at an institution of higher learning; orObtained an Associate's (or higher) degree; orMust 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.	<u>Education and Experience:</u> <ul style="list-style-type: none">Jason has over 16,000 contact hours working with individuals with exceptional needs and/or behavioral, social-emotional deficits specifically from non-public agencies.Jason has the qualifications for the position in education; he has obtained an Master's degree in Education/Special Education Middle Childhood from Touro College.He has passed the District' examination.

DIRECTOR'S RECOMMENDATION:

Mr. Williams' professional training and experience significantly exceed the minimum requirements specified for this classification. It is recommended that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step F is \$14.89/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour.

Motion by: _____
Second by: _____
Vote: _____

Ms. Younan;

Upon accepting the position for Instructional Assistant –Specialized, I wish to apply for an advancement in step for my starting pay scale. Given my educational background and my previous work experience in similar educational settings, I feel this advancement is a reasonable request.

I have worked as an assistant in special education for the past five years and my schooling has been to become certified to teach in special education classrooms. For the latter I have earned a Master's Degree. This combination, I believe, should validate my request.

Please consider my request for advancement in step for my beginning pay scale as an Instructional Assistant – Specialized for the Santa Monica-Malibu Unified School District. Thank you very much for your time and consideration.

Sincerely,

Jason M. Williams

Younan, Julie

From: Jason Williams <
Sent: Wednesday, January 09, 2013 10:49 AM
To: Younan, Julie
Subject: Step advance...

Julie,

I am emailing you requesting an advance in step with my employment as an instructional assistant, specialized, through the district. I am basing this on my experience and educational background. Thank you very much for your time and consideration.

Jason M. Williams



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: January 9, 2013

To: Director, Personnel Commission

From: Brianne Huff, M.A.
Allison Jones, M.S.
Behavior Intervention Specialists

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

This recommendation is based on two factors. First, Jason has his Master's Degree in Education/Special Education Middle Childhood. Second, Jason has significant experience working with students with behavioral and developmental disorders through a nonpublic agency. Additionally, it is challenging to locate qualified individuals for this position due to competition from private agencies.

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

c. Sara Woolverton, Director of Special Education

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- 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.
- 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.
- Follows implementation plan for intensive behavioral intervention services.
- Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
- Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
- Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
- Assists in monitoring the safety of students in various educational settings.
- Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- Provides assistance for the scheduling of activities.
- Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
- Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
- Provide assistance for the students in proper usage of computer applications and related assistive technology.
- Attends trainings, workshops, and staff development meetings as required.
- Guide children with severe handicaps toward more acceptable social behaviors.
- Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES

- 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.
- 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:

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.

Incumbents in the classification 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.

PHYSICAL DEMANDS:

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.

**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

Title/Revision change from **Specialized Instructional
Assistant**, June 12, 2012

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 15, 2013

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

SUBJECT: Advanced Step Placement – Raed Zaitoon

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant- Specialized	Employee: Raed Zaitoon
<u>Education and Experience:</u> <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. All positions require a high school diploma or its recognized equivalent <u>AND</u> <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.	<u>Education and Experience:</u> <ul style="list-style-type: none">• Raed has over 550 contact hours working with individuals with exceptional needs and/or behavioral, social-emotional deficits specifically from non-public agencies.• Raed has the qualifications for the position in education; he has obtained an Bachelor's degree in Social Science and working towards a Master's degree in Clinical psychology (MFT). University of Phoenix.• He has passed the District' examination.

DIRECTOR'S RECOMMENDATION:

Mr. Zaitoon's professional training and experience significantly exceed the minimum requirements specified for this classification. It is recommended that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step C on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step C is \$14.89/hour; Step C is \$16.41/hour. The net difference in pay is an increase of \$1.52 per hour.

Motion by: _____
Second by: _____
Vote: _____

Younan, Julie

From: Raed Zaitoon
Sent: Wednesday, January 09, 2013 11:45 PM
To: Younan, Julie
Subject: Pay increase request

To whom it may concern:

In light of my educational achievements as well as experience gained through working in the field, I ask that you would please consider granting me a pay rate increase upon hire for the Instructional Aid Specialized position.

Thank you,
Raed Zaitoon

Sent from my iPhone



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: January 9, 2013

To: Director, Personnel Commission

From: Brianne Huff, M.A.
Allison Jones, M.S.
Behavior Intervention Specialists

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

This recommendation is based on two factors. First, Raed has his Bachelor's Degree in Social Science/ MA Counseling MFCT. Second, Raed has significant experience working with students with behavioral and developmental disorders through a nonpublic agency. Additionally, it is challenging to locate qualified individuals for this position due to competition from private agencies.

It is our feeling that the Step-C salary rate would compensate Raed fairly for his educational background in addition to his employment experience. Thank you in advance for your consideration of this recommendation.

c. Sara Woolverton, Director of Special Education

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- 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.
- 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.
- Follows implementation plan for intensive behavioral intervention services.
- Records student progress including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).
- Provides input to instructional personnel for the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.
- Provides assistance for the instruction of students on an individual or groups basis to reinforce academics and/or behavioral skills.
- Assists in monitoring the safety of students in various educational settings.
- Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- Provides assistance for the scheduling of activities.
- Provides assistance for the preparation of charts, records, graphs, or other displays of student performance data.
- Helps provide assistance for the students with personal hygiene, self-reliance, and behavior modification.
- Provide assistance for the students in proper usage of computer applications and related assistive technology.
- Attends trainings, workshops, and staff development meetings as required.
- Guide children with severe handicaps toward more acceptable social behaviors.
- Assist in managing behavior of children through use of a variety of reinforcement techniques.

OTHER DUTIES

- 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.
- 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:

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.

Incumbents in the classification 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.

PHYSICAL DEMANDS:

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.

**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

Title/Revision change from **Specialized Instructional
Assistant**, June 12, 2012

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
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 15, 2013

AGENDA ITEM NO: IV.A.2.a.

SUBJECT: Classification Specification Revision–School Occupational Therapy Assistant (COTA)

BACKGROUND INFORMATION:

The Director of Special Education has requested the revision of the classification specification to more accurately reflect the duties, responsibilities, job requirements and reporting relationships of the classification for future recruitment purposes. In addition, the classification title change is for consistency with industry standards.

At this time, the changes are not sufficient to alter the salary allocation for the classification. The classification specification revision is presented in legislative format. Please see attachment.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revision to the School Occupational Therapy Assistant (COTA) classification specification within the Special Education department.

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

Classified Employee's Salary Range: A-34

BASIC FUNCTION:

Under the direction of the Director of Special Education and/or designee, assist in providing occupational therapy services and treatment to enhance fine motor, sensory motor and other skills and development among identified students with disabilities; prepare equipment for treatment; assist with data collection and perform related clerical duties.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES

- ~~Provide educationally related occupational therapy services~~ **treatment to enhance fine motor, sensory motor, gross and fine motor delays and other skills and development among** ~~to identified special education students~~ **with disabilities** ~~according to the Individualized Educational Plan (IEP).~~ E
- Maintain **treatment and other assigned work areas in** a safe and orderly **manner** ~~treatment area.~~ E
- **Assist with student observations, assessments, evaluation and related interviews.**
- **Collaborate with multi-disciplinary team in providing occupational therapy services.**
- ~~Assists to coordinate and monitor IEP goals~~ **Occupational Therapist in developing therapeutic treatments and intervention goals** that are educationally relevant **and will be used in student's education programs.** E
- Assist with data collection (**e.g., notes concerning daily therapy activities, treatment and student progress**) for the use in IEP **multi-disciplinary** meetings. E
- ~~Maintains a system of documentation that is professional, efficient and accountable.~~ E
- **Collaborate with the Occupational Therapist in monitoring and assist with adjusting individual treatment and therapy programs and activities in response to student progress.**

- Plan and prepare for daily occupational therapy services and activities; utilize, adjust and demonstrate the use of various adaptive and therapeutic equipment and tools.
- **Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment.**
- ~~Attend IEP meetings as necessary. E~~
- ~~Communicate the needs of an occupational therapy program to appropriate supervision Occupational Therapist. E~~
- **Receive work guidance for Certified Occupational Therapy Assistants (COTAs) in accordance with American Occupational Therapist (OT) Association/California Board of Occupational Therapy standards.**
- **Operate a variety of standard office equipment including copier, computer, and assigned software.**
- **Attend various trainings, workshops and in-services as directed.**

OTHER DUTIES

- Perform related duties as required. E

SUPERVISION

Supervision is received from the Director of Special Education and/or designee. Work guidance may be received from the Occupational Therapist.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Issues related to child development.
- Educational and developmental needs of children with specific disabilities.
- Principles, methods, **practices** and equipment used in occupational therapy.
- Functioning of adaptive equipment, assistive technology and special equipment as it applies to occupational therapy services.

ABILITY TO:

- Communicate effectively, both orally and in writing.
- Organize and prioritize responsibilities.
- Work independently with appropriate supervision.
- Perform task analysis of underlying treatment components to address IEP goals.
- ~~• Lift, pull or push objects of 50 to 75 pounds in weight.~~

REQUIREMENTS:

EDUCATION AND EXPERIENCE:

EDUCATION:

- **Educational attainment equivalent to Graduation from a high school diploma or its recognized** equivalent and graduation from accredited Certified Occupational Therapy Assistant program.

EXPERIENCE:

Some experience working with students with various disabilities in a rehabilitative setting is desirable.

LICENSES AND OTHER REQUIREMENTS

- Certification as an Occupational Therapy Assistant from the National Board for Certification in Occupational Therapy (NBCOT).
- Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapy Assistant (COTA)
- **CPR and First Aid certification.**
- **Valid California Driver's License.**

WORKING CONDITIONS

ENVIRONMENT:

Is subject to inside and outside environmental conditions; may be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment and therapeutic equipment. Hearing and speaking to exchange information, seeing to **monitor student progress and** read a variety of materials, bending at the waist, **twisting**, kneeling or crouching to assist students, require the ability to walk long distances, perform work which **may** involves pulling and/or pushing of objects **(such as wheeled equipment, carts and wheelchairs) weighing from ten (10) to one hundred (100) pounds, lifting objects (such as therapy equipment) and students weighing up to seventy-five (75) pounds, occasionally carrying** objects which may approximate **twenty-five (25) pounds** ~~fifty (50) pounds~~ and may ~~occasionally~~ weigh up to **seventy-five (75)** ~~100~~ pounds, sitting or standing for extended periods of time.

Note: The heaviest item to be lifted alone is fifty (50) pounds. Should an applicant require reasonable accommodation, the Director of Classified Personnel will consider that upon request.

HAZARDS:

May be required to work around foul odors, contact with dissatisfied or verbally **and physically** abusive individuals. **May be unintentionally struck by students while providing physical assistance to students.**

DUTIES APPROVED
BOARD OF EDUCATION

CLASSIFICATION APPROVED
PERSONNEL COMMISSION

No date.

No date.
January 15, 2013

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, January 15, 2013**

AGENDA ITEM NO: IV.A.3.a.

SUBJECT: Working Out of Class (WOC) Request – First Extension for Steven Williams, Cafeteria Worker I, Food and Nutrition Services, WOC as a Stock and Delivery Clerk

BACKGROUND INFORMATION:

Mr. Williams is a Cafeteria Worker I in the Food and Nutrition Department. Mr. Orlando Griego, Director of Food and Nutrition Services, requested the initial WOC. This WOC request is an extension of his current assignment from December 25, 2012 to May 29, 2013. The rationale for this request is to grant Mr. Williams a temporary assignment pending the return of Stock and Delivery Clerk from Worker's Compensation Leave.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the WOC for Mr. Steven Williams in the position of Stock and Delivery Clerk from December 25, 2012 to May 29, 2013 (First Extension) pursuant to SEIU Contract Article 29 *Working Out of Class* and Personnel Commission Rule §3.2.8.C *Working Out of Class* (attachments).

Motion by: _____

Second by: _____

Vote: _____

3.2.8 WORKING OUT OF CLASS

- A. Each classified employee shall be required to perform the duties approved by the Board and classified by the Commission for the class to which assigned. The employee may be required to perform other related duties consistent with the definition of the class to which assigned.
- B. When an employee is assigned to perform work beyond that indicated in the definition of the class to which assigned for a period of time exceeding five (5) out of fifteen (15) calendar days, shall be compensated as follows:
 - 1. Classify the position and determine whether the position should be allocated to an existing class or whether a new class should be established;
 - 2. If a new class is recommended, the Director of Classified Personnel shall set forth the qualifications recommended and those recommended by the Board, if any; the qualifications approved by the Commission must reasonably relate to the duties assigned to the position by the Board.
- C. Request for differential pay for working out of class shall be submitted to the Director of Classified Personnel within thirty (30) days of assignment by the employee or the supervisor. Such differential pay for working out of class shall be limited to ninety (90) working days in one fiscal year for each employee. The Commission may authorize one extension of working out of class not to exceed an additional ninety (90) working days.
- D. A claim for pay differential for working out of class shall be submitted by the employee or the supervisor. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by an employee.
- E. A claim for pay differential for working out of class must contain a list of the assigned duties that are outside the scope of employee's assigned position.
- F. The Director of Classified Personnel shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level, and shall recommend an appropriate pay differential to the Commission for approval.
- G. If review by the Director of Classified Personnel determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor. If the employee or supervisor wishes to appeal this decision, it must be presented to the Commission at the next regular meeting.

References: Education Code Sections 45110, 45276 and 45310

ARTICLE 28

ENTIRE AGREEMENT

- §28.1 The District shall not be bound by any requirement which is not expressly and explicitly stated in this Agreement. Specifically, but not exclusively, the District is not bound by any past practices of the District or understandings with any unit member, organization, or council, unless such past practices or understandings are specifically stated in this Agreement.
- §28.2 The Union agrees that this Agreement is intended to cover all matters relating to wages, hours, and all other terms and conditions of employment and supersedes all previous agreements or supplements thereto covering said matters. The parties agree that during the term of the Agreement neither the District nor the Union will be required to meet and negotiate on any further matters affecting these or any other subjects not specifically set forth in this Agreement, unless the District finds it necessary to make changes that are within the scope of representation as defined by Government Code 3543.2. In which case, the District shall negotiate with the union concerning such changes to the extent required by law. Before meeting and negotiating, the parties shall attempt to resolve any such changes informally.

ARTICLE 29

WORKING OUT OF CLASS

- §29.1 Each unit member shall be required to perform the duties approved by the Board of Education and classified by the Personnel Commission for the class to which he/she is assigned. He/she may be required to perform other related duties consistent with the definition of the class to which assigned.
- §29.2 When a unit member is assigned to perform work beyond that indicated in the definition of the class to which he/she is assigned, he/she shall be compensated as of the first (1st) day as follows:
- §29.2.1 If the work assignment is to a position in an existing class, upon the approval of the Director of Classified Personnel, it shall be processed as a limited-term assignment under the applicable Personnel Commission Rules; or
- §29.2.2 If an employee is required to perform duties which are not allocated to an existing class, the assignment shall be reported to the Director of Classified Personnel in writing so that a review may be conducted to determine the appropriate pay differential for the temporary assignment.
- §29.2.3 Requests for differential pay for working out of class may be submitted by the unit member or his/her supervisor to the Director of Classified Personnel at any time. The Director of Classified Personnel will notify the supervisor upon receipt of a claim submitted by a unit member.
- §29.2.4 A claim for pay differential for working out of class must contain a list of the assigned duties.
- §29.2.5 The Personnel Commission staff shall review the duties assigned to the position and shall determine if the assigned duties are at a higher level and shall recommend an appropriate pay differential to the Personnel Commission for approval.

- §29.2.6 Changes in salary resulting from the reclassification of a position shall be effective as of the time the Personnel Commission received the request for differential pay. Retroactive pay increases for working out of class shall be limited to the thirty (30) calendar days proceeding the date that the claim was submitted in writing to the Director of Classified Personnel.
- §29.2.7 If the Commission staff review determines that the assigned duties are not at a higher level, the Director of Classified Personnel shall notify the employee and the appropriate supervisor and present the findings to the Commission at the next regular meeting.
- §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.
- §29.3 Whenever a vacant position exists within the Classified service and management determines that the position shall be temporarily filled until a permanent person is hired, management shall provide to all current, permanent department/site employees (whose job classification is the next lower classification) the opportunity to work out-of-class based on seniority rotation. As subsequent assignments arise or if the original assignment exceeds the time line described in §29.2.8, the next senior permanent department/site employee shall be offered the out-of-class assignment. If additional help is needed for the short term, temp/additional employees shall be employed to the lowest possible classification.
- §29.4 Disputes involving this Article shall be resolved pursuant to Personnel Commission Rules, and shall not be subject to the grievance procedure set forth in **Article 13 - Grievance Procedure**.

ARTICLE 30

LAYOFFS/REDUCTION IN HOURS

- §30.1 The District shall not implement any involuntary reduction in regular hours of assignment or layoff of unit members except as provided in the following procedure:
- §30.1.1 Union shall be given written notice at least forty-five (45) calendar days before the meeting at which the Board of Education will take action on the layoffs/reduction in hours due to lack of funds.
- §30.1.2 The District shall provide the Union with a reasonable opportunity, at the request of the Union, during said forty-five (45) calendar days following notice to the Union, to negotiate regarding the proposed layoff/reduction in hours, including the decision itself and the effects thereof.
- §30.1.3 If agreement cannot be reached within forty-five (45) calendar days after notice to the Union, the District may proceed with Board action and notification to the unit members affected.
- §30.1.4 At any time during said forty-five (45) calendar days following notice to the Union, either party may request to proceed to fact finding. The District and the Union shall agree upon a fact finder, who shall meet with the parties and make recommendations. The fact-finding process shall be completed and the fact finder's report issued within ninety (90) calendar days following notice to the Union.
- §30.1.5 If agreement has not been reached by the end of ninety (90) days after notice to the Union, the District may implement the proposed layoff/reduction in hours.

Personnel Requisition Executive Summary

as of January 9, 2013

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for two positions.]	3
* Open [One position on Transfer Bulletin #25, closing 01/14/13.]	10
Total:	13

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (12/05/12)	18
* Requisitions Received (+)	7
* Requisitions Filled (-)	11
* Requisitions Cancelled/On Hold (-)	1
* Current Requisition Total (01/09/13)	13

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	1/4/2012	3/7/2012	4/11/2012	5/2/2012	6/6/2012	7/2/2012	8/9/2012	9/6/2012	10/2/2012	11/5/2012	12/5/2012	1/9/2013
Cert. List	7	6	3	3	4	4	10	5	4	8	6	3
Open	33	9	7	5	5	9	6	7	7	8	12	10
Total	40	15	10	8	9	13	16	12	11	16	18	13

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	Working Days as of 01/19/13	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	PENDING	PENDING	0	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	100.00	8.00	Vac	WILBERT YOUNG	--	Open	--	RECRUITMENT OPENED 10/18/12 TO 11/14/12. EXAM ADMINISTERED 11/28/12. SELECTION INTERVIEWS HELD 12/17/12 AND 01/02/13. SELECTION BEING FINALIZED.	YES
2	13-028	09/07/12	81	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	LINCOLN MIDDLE	43.75	3.50	Vac	DIANA VALENCIA	7	Cert. List	09/10/12, 11/02/12, 12/17/12	HIRING AUTHORITY INTERVIEWED ONE CANDIDATE ON 09/18/12. THE OTHER 2 CANDIDATES CANCELLED THEIR INTVWS APPOINTMENTS. SUBSTITUTE CURRENTLY IN PLACE. RECRUITMENT RE-OPENED 09/20/12 TO PROVIDE ADDITIONAL ELIGIBLES FOR INTVWS. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUP 10/23/12; ORAL EXAM ADMINISTERED 10/29/12. HIRING AUTHORITY CONTACTED 11/02/12, 12/04/12 and 12/17/12 FOR SELECTION INTVW DATE. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	NO / YES
3	13-047	10/22/12	52	INSTRUCTIONAL ASST-DEVELOPMENTAL HEALTH	SPECIAL ED	75.00	6.00	New	-	14	ON HOLD		THIS POSITION IS TEMPORARILY ON HOLD DUE TO INTERNAL MOVEMENT OF POSITIONS WITHIN THE DEPARTMENT. [TRANSFER BULLETIN #14 CLOSED 10/28/12.]	
4	13-060	12/05/12	35	INSTRUCTIONAL ASST-DEVELOPMENTAL HEALTH	SPECIAL ED	81.25	6.50	New	-	23	Open		CLASS SPEC REVISION SUBMITTED TO PERSONNEL COMMISSION FOR APPROVAL 01/15/13. [TRANSFER BULLETIN #23 CLOSED 12/12/12.]	
5	13-052	11/05/12	30	INSTRUCTIONAL ASST-PHYSICAL ED (BILINGUAL-SPANISH)	EDISON LANGUAGE ACADEMY	40.63	3.25	Vac	JOSE BARRON	18	Open		TESTING PROVIDED NO ELIGIBLE BILINGUAL CANDIDATES. RECRUITMENT RE-OPENED ON 11/9/12 AS CONTINUOUS. RECRUITMENT CLOSED ON 12/17/12. TESTING TO BE ADMINISTERED ON 1/17/13 WITH BILINGUAL TESTING TO FOLLOW. NOTE: BILINGUAL ELIGIBLES REQUIRED FOR THE EDISON VACANCY. [TRANSFER BULLETIN #18 CLOSED 11/11/12.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 01/19/13	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
6	13-026	08/23/12	91	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	50.00	4.00	Vac	AMANDA SAUGSTAD	6	Cert. List	10/11/12	AFTER SELECTION INTVWS, EMPLOY OFFER EXTENDED TWICE AND DECLINED. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUPS 11/26/12, 11/27/12, 11/29/12, 11/30/12 TO PROVIDE ADDITIONAL ELIGIBLES. STRUCTURED INTVW (QAI) ADMINISTERED 12/18/12, 12/19/12, AND 12/20/12. [TRANSFER BULLETIN #06 CLOSED 09/03/12.]	YES
7	13-038	10/10/12	60	INSTRUCTIONAL ASST-SPECIAL ED	MALIBU HIGH	75.00	6.00	Vac	JIMMY BELT	10	Cert. List	10/31/12	SELECTION INTVWS HELD 11/01/12 AND 11/02/12. EMPLOY OFFER EXTENDED TO INTERNAL CANDIDATE 11/02/12 AND DECLINED. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUPS 11/26/12, 11/27/12, 11/29/12, 11/30/12 TO PROVIDE ADDITIONAL ELIGIBLES. STRUCTURED INTVW (QAI) ADMINISTERED 12/18/12, 12/19/12, AND 12/20/12. [TRANSFER BULLETIN #10 CLOSED 10/17/12.]	NO
8	13-043	10/12/12	58	INSTRUCTIONAL ASST-SPECIAL ED	GRANT ELEMENTARY	62.50	5.00	New	--	12	Open		504 PLAN REQUIRES A 1:1 ASSISTANT FOR STUDENT. BFOQ=MALE ONLY. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUPS 11/26/12, 11/27/12, 11/29/12, 11/30/12 TO PROVIDE ADDITIONAL ELIGIBLES. STRUCTURED INTVW (QAI) ADMINISTERED 12/18/12, 12/19/12, AND 12/20/12. [TRANSFER BULLETIN #12 CLOSED 10/21/12.]	
9	13-055	11/07/12	40	INSTRUCTIONAL ASST-SPECIAL ED	CABRILLO ELEMENTARY	81.25	6.50	New	--	19	Open		WRITTEN EXAM ADMINISTERED 11/26/12, 11/27/12, 11/29/12, 11/30/12 TO PROVIDE ADDITIONAL ELIGIBLES. STRUCTURED INTVW (QAI) ADMINISTERED 12/18/12, 12/19/12, AND 12/20/12. [TRANSFER BULLETIN #19 CLOSED 11/13/12.]	
10	13-062	12/04/12	26	INSTRUCTIONAL ASST-SPECIAL ED	MCKINLEY	75.00	6.00	Vac	RIOBERT MARROQUIN	24	Open		[TRANSFER BULLETIN #24 CLOSED 12/23/12.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 01/19/13	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
11	12-230	12/13/12	17	JOB DEVELOPMENT & PLACEMENT SPECIALIST	SPECIAL ED	62.50	5.00	Vac			Open		CLASS SPEC REVISION APPROVED BY PERSONNEL COMMISSION ON 12/11/12. RECRUITMENT OPENED 12/14/12 TO 01/11/13. WRITTEN EXAM TO BE ADMINISTERED 01/25/13. STAFF CONFERRING WITH SME TO DEVELOP STRUCTURED INTERVIEW (QAI).	
12	12-103	09/08/11	331	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. POSITION ADVERTISED WITH A VARIETY OF SOURCES. POSITION RE-POSTED ON EDJOIN 09/11/12. STAFF FORWARDED ONE APPLICATION TO HIRING AUTHORITY TO CONSIDER FOR PROVISIONAL APPOINTMENT. CLASS SPEC REVISION SUBMITTED TO PERSONNEL COMMISSION FOR APPROVAL 01/15/13. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
13	13-034	09/24/12	71	SPRINKLER REPAIR TECHNICIAN	MAINTENANCE & OPERS	100.00	8.00	New	---	8	Open		CLASS SPEC REVISION APPROVED BY PERSONNEL COMMISSION ON 11/13/12. WRITTEN EXAM DEVELOPED IN COLLABORATION WITH SMEs 01/03/13. DEVELOPMENT OF PERFORMANCE EXAM IN PROGRESS. (NEXT EXAM DEVELOPMENT MTG SCHEDULED 01/22/13. [TRANSFER BULLETIN #08 CLOSED 10/01/12.]	

NOTES:

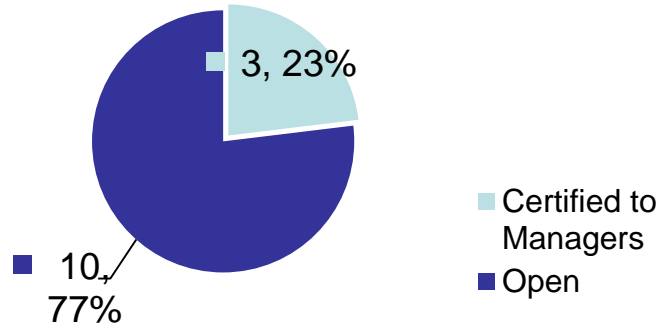
¹ **Position Type:** "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.

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.

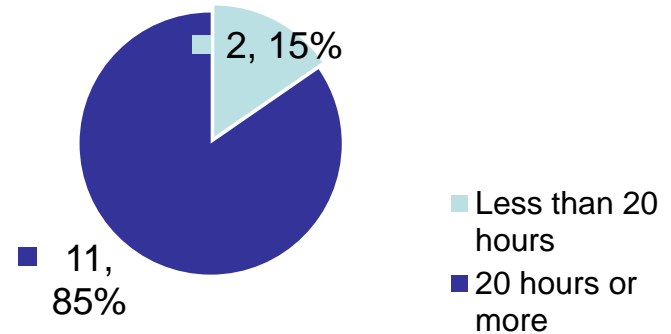
Personnel Requisition Graphic Summary

as of January 9, 2013

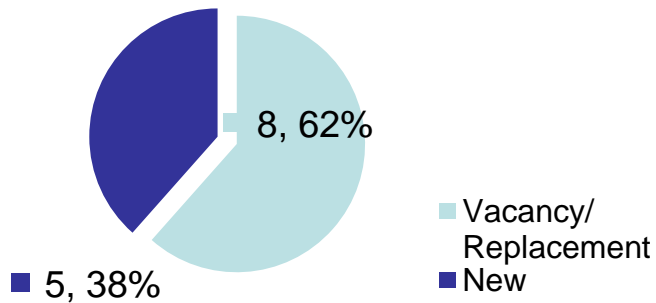
Status



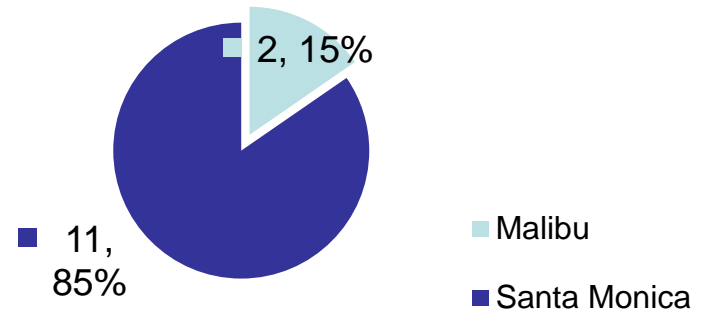
Work Hours



Position Type



Work Location



Total Requisitions = 13

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

ACTION/CONSENT
 12/13/12

RECOMMENDATION NO. A.30

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>
Guerrero, Daniel Lincoln MS	Inst Asst - Physical Education 6 Hrs/SY/Range: 20 Step: A	10/29/12
Jackson, Sheralynn Santa Monica HS	Inst Asst - Special Ed 6 Hrs/SY/Range: 20 Step: A	11/1/12
Kim, Susan Muir Elementary	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: A	11/5/12
McClendon, LaTecia Special Education	Specialized Inst Asst 6 Hrs/SY/Range: 26 Step: A	10/24/12
Richards, Michelle McKinley Elementary	Inst Asst - Classroom 2 Hrs/SY/Range: 18 Step: A	11/5/12
Schlierman, Jason Santa Monica HS	Inst Asst - Special Ed 6 Hrs/SY/Range: 20 Step: A	11/1/12
Thompson, Raquel Health Services	Health Office Specialist 3.5 Hrs/10 Mo/Range: 25 Step: A	11/5/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Ausmus, Juley Cabrillo Elementary	Inst Asst – Classroom [additional hours, homework club]	9/10/12-5/24/13
Boyer, Liliana SMASH	Inst Asst – Classroom [additional hours, class projects]	11/1/12-11/30/12
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [overtime; PSAT proctor]	10/20/12-10/25/12
Cooper, Raymond Malibu HS	Campus Security Officer [overtime; school events]	7/1/12-6/30/13
Cortez, Alicia Santa Monica HS	Cafeteria Worker I [additional hours, project Echo]	8/22/12-6/11/13
Eikenbary, Mary Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/20/12-10/25/12
Gonzalez, Ofelia Santa Monica HS	Office Specialist [overtime; PSAT proctor]	10/20/12-10/25/12
Klenk, Heather Lincoln MS	Inst Asst – Music [additional hours, band assistance]	9/18/12-6/11/13

Martin, Elena Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/20/12-10/25/12
Mendoza, Dina Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/20/12-10/25/12
Miller, Karen Educational Services	Office Specialist [additional hours; assistance for VAPA]	9/24/12-11/30/12
Morris, Terry Santa Monica HS	Administrative Assistant [overtime; football games ticket sales]	10/9/12-6/30/13
Morris, Terry Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/20/12-10/25/12
Perez-Madera, Salomon Special Education	Specialized Inst Asst [additional hours, bus supervision]	10/4/12-10/15/12
Strahn, Yvonne Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/20/12-10/25/12
Tangum, Cathy Olympic HS	Campus Security Officer [additional hours; Saturday school]	10/13/12-6/30/13
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/20/12-10/25/12
Wilson, Stanley Malibu HS	Campus Security Officer [overtime; school events]	7/1/12-6/30/13
Younan, Julie Personnel Commission	Human Resources Technician [additional hours; higher level duties]	5/31/12-12/31/12

SUBSTITUTES

Cassell, Derek District	Campus Security Officer	<u>EFFECTIVE DATE</u> 8/9/12-6/30/13
Encelan, James District	Inst Asst – Physical Education	11/1/12-6/30/13
Graciano, Luis Child Develop Svcs	Children's Center Assistant	10/3/12-6/30/13
Jorgensen, Stephanie Special Education	Office Specialist	11/1/12-11/30/12
Lenoir, Camille District	Inst Asst – Physical Education	10/31/12-6/11/13
Miller, Gregory District	Campus Security Officer	11/7/12-6/30/13
Moore, Omar-Kareem District	Inst Asst – Physical Education	10/31/12-6/11/13
Moore, Omar-Kareem Special Education	Specialized Inst Asst	11/5/12-6/30/13
Waller, Michael District	Inst Asst – Physical Education	10/31/12-6/11/13

INVOLUNTARY TRANSFER

Gomez, Jack
Operations

Custodian I
6 Hrs/12 Mo/Night Shift
Fr: 6 Hrs/12 Mo/Day Shift

EFFECTIVE DATE

10/1/12

Purser, Jessica
McKinley Elementary

Inst Asst – Special Ed
4 Hrs/ SY
Fr: 3.5 Hrs/ SY/Child Develop Svcs

11/13/12

CHANGE IN ASSIGNMENT

Kukor, Nadia
SMASH

Inst Asst – Classroom
6 Hrs/SY
Fr: 3 Hrs/SY

EFFECTIVE DATE

11/5/12

LEAVE OF ABSENCE (PAID)

Badlissi, Mary
Santa Monica HS

Inst Asst – Special Ed
Medical

EFFECTIVE DATE

10/23/12-12/3/12

Lopez, Victoria
Santa Monica HS

Campus Security Officer
Medical

11/2/12-1/3/13

Sewani, Rasmin
Food and Nutrition Svcs

Cafeteria Worker I
Medical

10/26/12-12/1/12

Stewart, April
Special Education

Specialized Inst Asst
Medical

10/23/12-11/6/12

Thomas, Craig
Malibu HS

Inst Asst – Special Ed
Medical

10/24/12-11/23/12

Vargas, Cynthia
Special Education

Inst Asst – Special Ed
Medical

10/2/12-11/24/12

LEAVE OF ABSENCE (UNPAID)

McGee, Leslee
Santa Monica HS

Administrative Assistant
Personal

EFFECTIVE DATE

11/6/12-11/9/12

PROFESSIONAL GROWTH

Glover, Tomita
Santa Monica HS

Administrative Assistant

EFFECTIVE DATE

12/1/12

Kahle, Peter
Franklin Elementary

Physical Activities Specialist

12/1/12

Mena, Mariam
Franklin Elementary

Inst Asst – Special Ed

12/1/12

Tursi-Gridley, Lisa
Roosevelt Elementary

Administrative Assistant

12/1/12

WORKING OUT OF CLASS

Bakhyt, Peter
Food and Nutrition Svcs

Stock and Delivery Clerk
Fr: Cafeteria Worker I

EFFECTIVE DATE

8/22/12-6/11/13

Fowler, Damone
Food and Nutrition Svcs

Production Kitchen Coordinator
Fr: Cafeteria Cook Baker

8/22/12-6/11/13

ABOLISHMENT OF POSITION

	<u>EFFECTIVE DATE</u>
Equipment Operator 3 Hrs/12 Mon; Operations	10/29/12
Inst Asst – Classroom 3.75 Hrs/SY; SMASH	10/16/12
Inst Asst – Special Ed 3.5 Hrs/SY; Special Education	10/31/12
Inst Asst – Special Ed 3.5 Hrs/SY; Special Education	11/13/12

RESIGNATION

	<u>EFFECTIVE DATE</u>
Barron, Jose Edison Elementary	Physical Activities Specialist 10/26/12
Britt, Medina Child Develop Svcs	Children's Center Assistant 10/29/12
Bromberg, Jill Lincoln MS	Specialized Inst Asst 11/16/12
Lamonea, Hanna Edison Elementary	Senior Office Specialist 10/31/12

LAYOFF/REDUCTION OF HOURS

	<u>EFFECTIVE DATE</u>
Educational Svcs	Office Specialist 0.5 FTE/11 Mo Fr: 1.0 FTE/11 Mo 1/21/13

LAYOFF – DUE TO LOSS OF FUNDING

	<u>EFFECTIVE DATE</u>
Child Develop Svcs	Children's Center Assistant 0.4375 FTE/3.5Hrs/SY 4 positions 1/21/13

SUSPENSION WITHOUT PAY

	<u>EFFECTIVE DATE</u>
RT7030953 Maintenance/Operations	Custodian 11/2/12; 11/5/12-11/7/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
12/13/12

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.31

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.

AVID TUTOR

FERNANDEZ, VICTOR	SANTA MONICA HS	8/21/12-6/11/13
SANTOS, MARIE	LINCOLN MIDDLE SCHOOL	8/22/12-6/11/13

COACHING ASSISTANT

BUTTE, MEREDITH	MALIBU HS	7/1/12-6/30/13
HUMPHREY, REGENCE	MALIBU HS	7/1/12-6/30/13
KINNEAR, LLOYD	MALIBU HS	7/1/12-6/30/13
MISKO, ROBERT	MALIBU HS	11/2/12-6/30/13
PARKER, TERAH	MALIBU HS	7/1/12-6/30/13
TENORIO, ROBERT	MALIBU HS	7/1/12-6/30/13
VINES, CHARLES	MALIBU HS	11/2/12-6/30/13
WISNICKI, JAKE	MALIBU HS	8/8/12-6/30/13

NOON SUPERVISION AIDE

BUCCIONI, TASHIA	MCKINLEY ELEMENTARY	10/29/12-6/11/13
OLFERT, REBECCA	MCKINLEY ELEMENTARY	10/22/12-6/11/13

TECHNICAL SPECIALIST – LEVEL I

BURKE, LUCIA	FOOD AND NUTRITION SVCS [School Garden Coordinator Asst] - Funding: Child Nutrition	9/1/12-6/11/13
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TECHNICAL SPECIALIST – LEVEL II

BROWN, KIM	CABRILLO ELEMENTARY [Art, Music, PC, Science Instructor] - Funding: Reimbursement by PTA	11/1/12-6/24/13
MIYOSHI, YOSUKE	ED SERVICES/SANTA MONICA HS [Band Coach] - Funding: SM Arts Parents Association	10/23/12-6/30/13
RYNEARSON, PATRICIA	ED SERVICES/LINCOLN MS [Strings Coach] - Funding: SMMEF – Dream Winds	10/31/12-6/30/13

TECHNICAL SPECIALIST – LEVEL III

FLORIDO, JESUS	ED SERVICES/SANTA MONICA HS [Orchestra Coach] - Funding: SM Arts Parents Association	10/23/12-6/30/13
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STUDENT WORKER – PEER TUTOR

BAILEY, MESSIAH	SANTA MONICA HS	8/22/12-6/11/13
CHEUNG, KALON	SANTA MONICA HS	8/22/12-6/11/13
CURIEL, GABRIELA	SANTA MONICA HS	8/22/12-6/11/13
DUNN, KATIE	SANTA MONICA HS	8/22/12-6/11/13
QI, ZHENG DONG	SANTA MONICA HS	8/22/12-6/11/13

STUDENT WORKER – WORKABILITY

CARRANZA, MICHAEL	SANTA MONICA HS	10/17/12-6/30/14
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2012 – 2013**

Date	Time	Location	Discussion Item
2012			
July 11, 2012	5:00 p.m.	Board Room – District Office	
August 14, 2012	5:00 p.m.	Board Room – District Office	
September 11, 2012	5:00 p.m.	Board Room – District Office	
October 9, 2012	5:00 p.m.	Board Room – District Office	
November 13, 2012	5:00 p.m.	Board Room – District Office	
December 11, 2012	5:00 p.m.	Board Room – District Office	
2013			
January 15, 2013	4:00 p.m.	Board Room – District Office	
February 12, 2013	4:00 p.m.	Board Room – District Office	
February 21 – 24, 2013	Daily Conference	Anaheim, CA	CSPCA 2013 Annual Conference
March 12, 2013	4:00 p.m.	Board Room – District Office	
April 9, 2013	4:00 p.m.	Board Room – District Office	2013–14 Budget Discussion and Development,
May 14, 2013	4:00 p.m.	Board Room – District Office	2013-14 Budget Adoption
June TBD, 2013	4:00 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 11, 2013	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2012-2013

Closed Session begins at 4:30pm
Public Meetings begin at 5:30pm

July through December 2012					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO		*Wednesday, 7/18
August	8/1* M		8/15* DO		*Wednesday, 8/1 *Wednesday, 8/15 First day of school: 8/22
September	9/6 DO	9/15* DO	9/20 DO		*Saturday, 9/15: Retreat
October	10/4 M		10/18 DO		
November	11/1 M		11/15 DO		Thanksgiving: 11/22-23
December		12/13 DO		winter break	
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M		2/21 DO		
March	3/7 3/15*DO		3/21 M	spring break	*Tuesday, 3/5
Spring Break: March 25 – April 5					
April	spring break		4/18 DO		
May	5/2 M		5/16 DO		
June	6/6 DO			6/26* DO	Last day of school: 6/11 *Wednesday: 6/26

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office atyj
 least one day prior to the meeting.

Board of Education Meeting AGENDA: November 15, 2012

V. Personnel Commission Business:

A. Personnel Commissioner Comments: 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.

B. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	February 2013 March 2013
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> Chapter <i>Chapter XV: Resignation and Reinstatement</i> Chapter <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2013 May 2013 June 2013

**VI. 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.

VII. Closed Session:

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

VIII. Next Regular Personnel Commission Meeting:

Tuesday, February 12, 2013, at 4:00 pm - *District Office Board Room*

IX. Adjournment: