
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
February 12, 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:

1. Special Personnel Commission Meeting – January 9, 2013

Motion by: _____
Seconded by: _____
Vote: _____

2. Regular Personnel Commission Meeting – January 15, 2013

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

- **Ms. Elizabeth Baker, Technical Specialist II, Music Instructor, from December 3, 2012 to June 11, 2013, Grant Elementary School**
- **Ms. Catherine Cassone, Technical Specialist II, Instructor for Science, Art, Music and Computer, from January 22, 2013 to June 24, 2013, Cabrillo Elementary School**
- **Mr. Stephen Hufford, Technical Specialist II, Band Coach, from January 18, 2013 to June 30, 2013, Educational Services**
- **Ms. Norma LaTuchie, Technical Specialist II, Voice Coach, from December 10, 2012 to June 30, 2013, Educational Services**
- **Ms. Norma LaTuchie, Technical Specialist II, Music Coach, from January 8, 2013 to June 11, 2013, Santa Monica School House**
- **Ms. Kelly Weaver, Technical Specialist II, Band Instructor, from January 8, 2013 to June 11, 2013, Lincoln Middle School**

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>
Instructional Assistant – Physical Education	15
<u>List Extension</u> (Personnel Commission Rule §6.1.3.: <i>Duration of Eligibility Lists</i>)	
Custodian	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 Steve Brown in the classification of Bus Driver 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 Tyrone Lockett in the classification of Gardener 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 Brandon Tietze in the classification of Director of Classified Personnel pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Recommendation: *Approve*

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.

1. Discussion of Monthly Exam Bulletin per California Education 45278

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.18
 - January 17, 2013
 Classified Personnel – Merit Report - No. A. 16
 - February 7, 2013
3. Classified Personnel – Non-Merit Report – No. A.19
 - January 17, 2013
 Classified Personnel – Non-Merit Report – No. A.17
 - February 7, 2013
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	March 2013 April 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> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 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
 - ND0687668

VIII. Next Regular Personnel Commission Meeting:

Tuesday, March 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: _____

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:

Brandon Tietze
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.

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

MINUTES

SPECIAL MEETING
January 9, 2013, 2013 @ 12:00 p.m.
District Office Board Conference Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Michael Sidley

I. General Functions:

A. Call to Order: The Special Meeting of the Personnel Commission was called to order at 12:20 p.m.

B. Roll Call: Commissioners Inatsugu and Sidley were present.

C. Pledge of Allegiance: Deemed recited

D. Motion to Approve Agenda:

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

It was moved and seconded to approve the agenda as presented.

E. Public Comments for Closed Session Item Only: Public Comments is the time when members of the audience may address the Personnel Commission on item scheduled. 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.

II. Special Personnel Commission Closed Session:

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

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

TIME ADJOURNED TO CLOSED SESSION: 12:25 p.m.

TIME RETURNED TO OPEN SESSION AT: 12:50 p.m.

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

It was moved and seconded that Mr. Brandon Tietze be appointed as Director of Classified Personnel, pending his acceptance.

III. Next Regular Personnel Commission Meeting:

Tuesday, January 15, 2013, at 4:00 pm - *District Office Board Room*

IV. Adjournment:

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

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

TIME ADJOURNED: 12:50 p.m.

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:

Brandon Tietze
Secretary to the Personnel Commission
Director of 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.

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

MINUTES

REGULAR MEETING
January 15, 2013 @ 4:00 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 4:07 p.m.**
- B. Roll Call: Commissioners Inatsugu and Pertel were present. Commissioner Sidley was absent due to a professional commitment.**
- C. Pledge of Allegiance: Chief Steward Cartee-McNeely led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

It was moved and seconded to approve the agenda as presented.

- E. Motion to Approve Minutes: December 11, 2012**

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

It was moved and seconded to approve the minutes as presented.

- 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 for several local school districts.

SEIU has been preparing for negotiations with the District. SEIU will be sunshining the negotiation items in February 2013.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, wished the Personnel Commission all the best in the New Year 2013.

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

Ms. Stephanie Perry, Human Resources Analyst, provided an update on the selection of the Director of Classified Personnel. Mr. Brandon Tietze is presently the Personnel Director of Bassett Unified School District. He has previously served as an Associate Personnel Analyst at Torrance Unified School District and as a Personnel Intern at Hacienda/La Puente Unified. Mr. Tietze obtained Master's Degree in Industrial/Organizational Psychology at California State University, Long Beach. His anticipated starting date is February 1, 2013. Staff has been preparing an orientation packet for his review.

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

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

Ms. Stephanie Perry, Human Resources Analyst, informed the Personnel Commission about the December 13, 2012 committee meeting. The revisions will continue under the new Director of Classified Personnel.

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>
Human Resources Analyst	4
Instructional Assistant – Special Education	34
Instructional Assistant – Special Education (Malibu)	9
Instructional Assistant – Specialized	13
Senior Office Specialist	22

It was moved and seconded to approve the Eligibility Lists as submitted.

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- 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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- 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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- 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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- 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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

The entire agenda item was moved and seconded to approve the recommendation as submitted in one motion.

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

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

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

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)

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

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

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.

None

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.

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
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> <i>Chapter Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i>	February 2013 May 2013

	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	June 2013
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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

None

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: **Joseph Pertel**
 Seconded by: **Barbara Inatsugu**
 Vote: **2 – 0**

TIME ADJOURNED: 4:35 p.m.

The meeting was adjourned in memory of Debra Moore Washington's mother, Mrs. Janice Howard Moore.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of 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. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**
- **Ms. Elizabeth Baker, Technical Specialist II, Music Instructor, from December 3, 2012 to June 11, 2013, Grant Elementary School**
 - **Ms. Catherine Cassone, Technical Specialist II, Instructor for Science, Art, Music and Computer, from January 22, 2013 to June 24, 2013, Cabrillo Elementary School**
 - **Mr. Stephen Hufford, Technical Specialist II, Band Coach, from January 18, 2013 to June 30, 2013, Educational Services**
 - **Ms. Norma LaTuchie, Technical Specialist II, Voice Coach, from December 10, 2012 to June 30, 2013, Educational Services**
 - **Ms. Norma LaTuchie, Technical Specialist II, Music Coach, from January 8, 2013 to June 11, 2013, Santa Monica School House**
 - **Ms. Kelly Weaver, Technical Specialist II, Band Instructor, from January 8, 2013 to June 11, 2013, Lincoln Middle School**

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Physical Education	15

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

Custodian	22
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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 Steve Brown in the classification of Bus Driver 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 Tyrone Lockett in the classification of Gardener 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 Brandon Tietze in the classification of Director of Classified Personnel pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

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.

1. Discussion of Monthly Exam Bulletin per California Education 45278

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.18
 - January 17, 2013Classified Personnel – Merit Report - No. A. 16
 - February 7, 2013
3. Classified Personnel – Non-Merit Report – No. A.19
 - January 17, 2013Classified Personnel – Non-Merit Report – No. A.17
 - February 7, 2013
4. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, February 12, 2013

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

SUBJECT: Advanced Step Placement – Steve Brown

BACKGROUND INFORMATION:

<p>Classification Title: Bus Driver</p>	<p>Employee: Steve Brown</p>
<p><u>Education and Experience:</u></p> <p>EDUCATION:</p> <p>High School Diploma or it's recognized equivalent.</p> <p>EXPERIENCE:</p> <p>Six (6) months experience in the operation of a school bus in the United States.</p>	<p>EDUCATION:</p> <p>Mr. Brown holds a High School Diploma.</p> <p>EXPERIENCE:</p> <p>Mr. Brown has nine and a half (9 ½) years of experience operating a school bus in the United States.</p>

DIRECTOR'S RECOMMENDATION:

Mr. Brown's professional training and experience exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 28, Step E 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 \$15.63/hour, Step E is \$19.00/hour. The net difference in pay is an increase of \$3.37 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, February 12, 2013

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

SUBJECT: Advanced Step Placement – Tyrone Lockett

BACKGROUND INFORMATION:

<p>Classification Title: Gardener</p>	<p>Employee: Tyrone Lockett</p>
<p><u>Education and Experience:</u></p> <p>EDUCATION:</p> <p>One year full-time, paid experience in gardening and/or general grounds maintenance work.</p> <p>EXPERIENCE:</p> <p>Any combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.</p>	<p>EDUCATION:</p> <p>Tyrone has over 6 years working as a gardener.</p> <p>EXPERIENCE:</p> <p>Tyrone has passed the District' examinations.</p>

DIRECTOR'S RECOMMENDATION:

Mr. Lockett's professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 24, 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 \$14.18/hour; Step F is \$18.10/hour. The net difference in pay is an increase of \$3.83 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, February 12, 2013

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

SUBJECT: Advanced Step Placement – Brandon Tietze

BACKGROUND INFORMATION:

<p>Classification Title: Director- Classified Personnel</p>	<p>Employee: Brandon Tietze</p>
<p><u>Education and Experience:</u></p> <p>EDUCATION:</p> <p>Bachelor’s degree from an accredited college or university.</p> <p>EXPERIENCE:</p> <p>Five (5) years of public sector personnel experience at the Analyst level or higher. Including experience in recruitment and selection, examination development and administration, classification and salary administration, with at least two (2) years in supervising assigned staff. Management experience in K-14 public education is preferred.</p>	<p>EDUCATION:</p> <p>Brandon has the qualifications for the position in education; he has obtained a Bachelor’s in Psychology/Business Finance from the University of Texas, Arlington and a Master’s in Industrial/Organizational Psychology from California State University, Long Beach.</p> <p>EXPERIENCE:</p> <p>Brandon has six (6) years of experience as an Analyst and has five (5) years’ experience supervising staff, including three (3) years as Personnel Director. Brandon’s Analyst and Director Experience were obtained in a K-14 public education environment.</p>

DIRECTOR’S RECOMMENDATION:

Mr. Tietze’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 64, Step C on the 2007-08 Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$94,476.54/annually; Step C \$104,157.96/annually. The net difference in pay is an increase of \$9,681.42/annually.

Motion by: _____
 Second by: _____
 Vote: _____

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, February 12, 2013

AGENDA ITEM NO: IV.B.1.

SUBJECT: Discussion of Monthly Exam Bulletin per California Education
45278

BACKGROUND INFORMATION:

The amount of time in which a job is posted can have a large impact on staff, applicants, and the District as a whole. Per Education Code 45278.a, recruitments are typically open to applicants for no less than 15 days. However, from an operational perspective, there is sometimes a need to conduct shorter recruitments for reasons such as urgency to fill positions and oversized applicant pools that simply overburden staff. Within the same Education Code section, 45278.b states that the 15 day requirement may not apply if a monthly exam bulletin is distributed to all district sites. Code 45278.b.2 allows for electronic distribution of the monthly bulletin. Staff recommends that the “monthly exam bulletin” be established through general consent of the Personnel Commissioners in order to allow for shorter recruitments when necessary, as determined by the Director of Classified Personnel.

Ed Code 45278

(a) Written notices concerning tests, vacancies, transfer opportunities, and other selections of shifts, positions, assignments, classifications, or locations shall be posted at all work locations of employees who may be affected, not later than 15 working days prior to the closing date of filing appropriate applications, together with the normal use of newspapers and bulletins for public notice for open or promotional vacancies. If the subject of those notices affects a probationary or permanent classified employee who will not be reporting at his or her work location during periods when that employee is not normally required to work, including Christmas, Easter, summer recesses, and other paid or unpaid leaves of absences, including vacations, and who has previously requested notification, those notices shall be mailed to the employee. However, the failure of an employee to receive that notice shall not invalidate any procedure, if in fact the notice was placed in the U.S. mail and postage paid.

(b)(1) Subdivision (a) does not apply to a school district that publishes and distributes to all work locations examination bulletins at least once each month, provided that records of employee requests for transfer and change of location are maintained and that the names of all candidates for transfer and change of location to

a vacancy are certified to the appointing authority along with names of appropriate applicants from employment lists.

(2) A school district may publish and distribute pursuant to paragraph (1) by electronic means.

The personnel commission shall establish procedures for the maintenance of employee requests for transfer, change of location, change of shift, and notification of forthcoming examinations.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission discuss and support implementation of the monthly exam bulletin.

Personnel Requisition Executive Summary

as of February 7, 2013

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for xx positions.]	6
* Open [There are no positions on Transfer Bulletins.]	9
Total:	15

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (01/09/13)	13
* Requisitions Received (+)	8
* Requisitions Filled (-)	6
* Requisitions Cancelled/On Hold (-)	0
* Current Requisition Total (02/07/13)	15

Personnel Commission

Personnel Requisition Monthly Comparison

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

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

Personnel Requisition Detailed Report

#	Req ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	13-071	1/28/13	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	37.5	3	VAC	PETER BAKHYT	29	OPEN		RECRUITMENT OPENED 01/17/13, CLOSED 2/8/2013 [TRANSFER BULLETIN #29 CLOSED 02/03/13.]	
2	12-103	09/08/11	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (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 IS IN COMMUNICATION WITH THE HIRING AUTHORITY REGARDING RECRUITMENT STATUS. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
3	13-024	01/07/13	ELEMENTARY LIBRARY COORD	SMASH (ALTERNATIVE) SCHOOL	25.00	2.00	VAC	CLAIRE SCHWARTZ-MILLER	5	CERT	9/10/2012	POSITION FILLED DECEMBER, 2012. CANDIDATE CALLED AND RESCINDED ACCEPTANCE JANUARY, 2013. RECRUITMENT RE-OPENED 1/11/13, CLOSED 2/4/13. TESTING SCHEDULED FOR 2/12/13. [TRANSFER BULLETIN #5 CLOSED 08/30/12.]	YES
4	13-067	01/10/13	FISCAL SERVICES SUPERVISOR	FISCAL SVCS	100.00	8.00	VAC	CHARLES DECUIR	26	CERT		[TRANSFER BULLETIN #26 CLOSED 01/16/13.]	
5	13-074	02/05/13	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	100.00	8.00	VAC	PAULA BRADLEY	30	OPEN		RECRUITMENT OPENED 01/29/13, CLOSES 2/20/2013 [TRANSFER BULLETIN #30 CLOSED 02/11/13.]	
6	13-064	01/08/13	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY	37.50	3.00	NEW	-	25	CERT	1/17/2013	SELECTION INTERVIEW CONDUCTED 1/23/2013. AWAITING DECISION FROM HIRING AUTHORITY. [TRANSFER BULLETIN #25 CLOSED 01/14/13.]	Yes
7	13-060	12/05/12	INSTRUCTIONAL ASST-DEVELOPMENTAL HEALTH	SPECIAL ED	81.25	6.50	NEW	-	23	OPEN		RECRUITMENT OPENED 1/29/2013. 1/28/2013 RECEIVED NOTICE FROM DIRECTOR OF SPECIAL EDUCATION TO MOVE FORWARD WITH RECRUITMENT, WITHOUT CLASS SPEC REVISIONS. CLASS SPEC REVISION TO BE SUBMITTED TO PERSONNEL COMMISSION FOR APPROVAL. [TRANSFER BULLETIN #23 CLOSED 12/12/12.]	

Personnel Requisition Detailed Report

#	Req ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
8	13-052	11/05/12	INSTRUCTIONAL ASST-PHYSICAL ED (BILINGUAL-SPANISH)	EDISON LANGUAGE ACADEMY	40.63	3.25	VAC	JOSE BARRON	18	OPEN		BILINGUAL EXAM ADMINISTERED 1/28/13. REQUESTED INTERVIEW DATE FROM ADMINISTRATOR ON 1/28/13. TESTING PROVIDED NO ELIGIBLE BILINGUAL (SPANISH) CANDIDATES. RECRUITMENT RE-OPENED ON 11/19/12 AS "CONTINUOUS". RECRUITMENT CLOSED ON 12/17/12. EXAM ADMINISTERED 01/17/13 WITH BILINGUAL TESTING TO BE SCHEDULED. NOTE: BILINGUAL ELIGIBLES REQUIRED FOR THE EDISON VACANCY. [TRANSFER BULLETIN #18 CLOSED 11/11/12.]	
9	13-043	10/12/12	INSTRUCTIONAL ASST-SPECIAL ED	GRANT ELEMENTARY	62.50	5.00	NEW	-	12	CERT	2/6/2013	SELECTION INTERVIEWS SCHEDULED FOR 2/13/2013. 504 PLAN REQUIRES A 1:1 INSTRUCTIONAL ASST FOR STUDENT. BFOQ = MALE ONLY. WRITTEN EXAM ADMINISTERED TO NEW TEST GROUPS 11/26/12, 11/27/12, 11/29/12 and 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.]	NO
10	13-075	02/05/13	INSTRUCTIONAL ASST-SPECIAL ED	JOHN MUIR ELEMENTARY	75.00	6.00	NEW	-	30	OPEN		CONTACTED SITE FOR INTERVIEW DATES 2/5/13. [TRANSFER BULLETIN #30 CLOSED 02/11/13.]	
11	13-062	12/04/12	INSTRUCTIONAL ASST-SPECIAL ED	MCKINLEY ELEMENTARY	75.00	6.00	VAC	ROBERT MARROQUIN	24	CERT	2/5/2013	WORKED WITH SITE TO SCHEDULE INTERVIEW DATE SINCE 1/8/2013. ON 2/5/13 SITE REQUESTED TO SCHEDULE THEIR OWN INTERVIEWS. [TRANSFER BULLETIN #24 CLOSED 12/23/12.]	Yes
12	12-230	12/13/12	JOB DEVELOPMENT & PLACEMENT SPECIALIST	SPECIAL ED	62.50	5.00	VAC	KELLE LE DUFF	0	OPEN		WRITTEN EXAM ADMINISTERED 01/25/13. STAFF WORKING WITH SMEs TO DEVELOP STRUCTURED INTVW (QAI). CLASS SPEC REVISION APPROVED BY PERSONNEL COMMISSION ON 12/11/12. RECRUITMENT OPENED 12/14/12 TO 01/11/13.	

Personnel Requisition Detailed Report

#	Req ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
13	13-072	01/28/13	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY	62.50	5.00	VAC	RYAN VAN OTTEN	29	OPEN		SELECTION INTERVIEWS SCHEDULED FOR 2/4/13 WERE REQUESTED TO BE RESCHEDULED TO 2/13/13. [TRANSFER BULLETIN #29 CLOSED 02/03/12]	
14	13-070	11/20/13	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY	100.00	8.00	VAC	MARY SMITH	28	CERT	2/7/2013	SITE INTERVIEWING TRANSFER AND REINSTATEMENT CANDIDATES ONLY ON 2/6/13. [TRANSFER BULLETIN #28 CLOSED 02/06/12]	N/A
15	13-034	09/24/12	SPRINKLER REPAIR TECHNICIAN	MAINTENANCE & OPERS	100.00	8.00	NEW	-	8	OPEN		RECRUITMENT OPENED 01/10/13 TO 02/13/13. WRITTEN EXAM TO BE ADMINISTERED 2/14/2013. STAFF COLLABORATING WITH SMEs to DEVELOP PERFORMANCE EXAM. MOST RECENT EXAM DEVELOPMENT MTG HELD 01/22/13.	

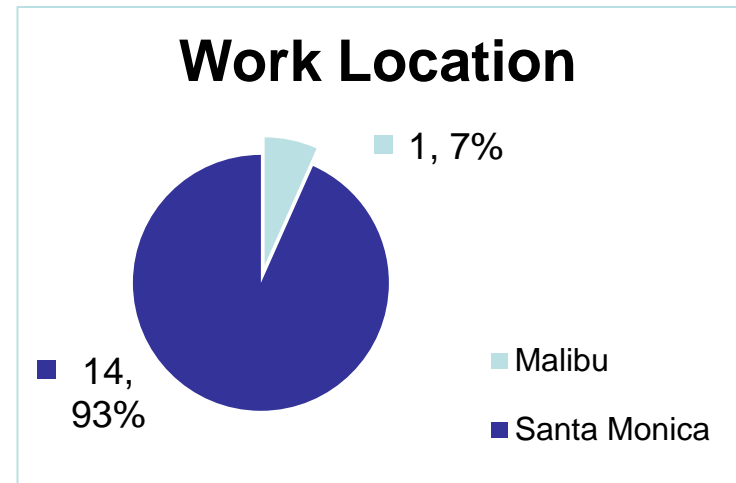
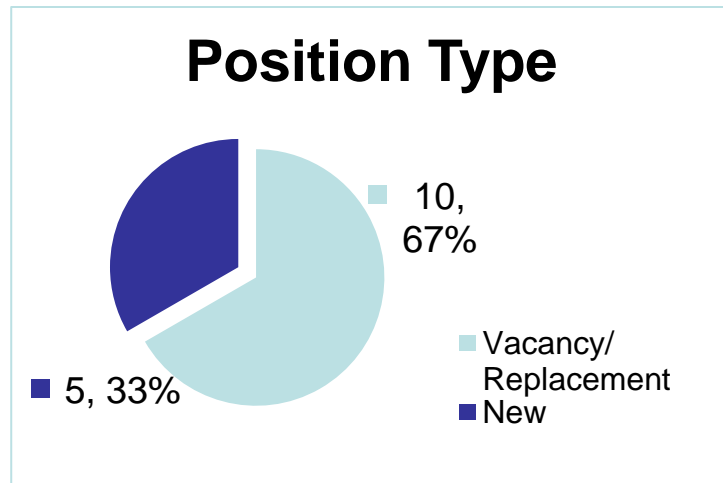
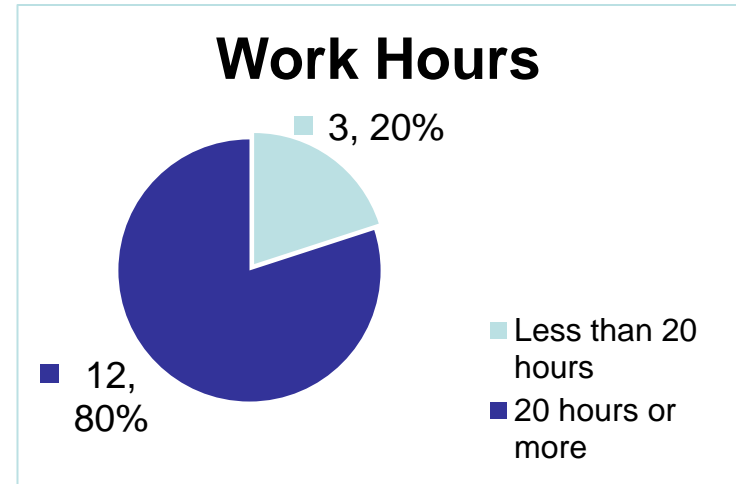
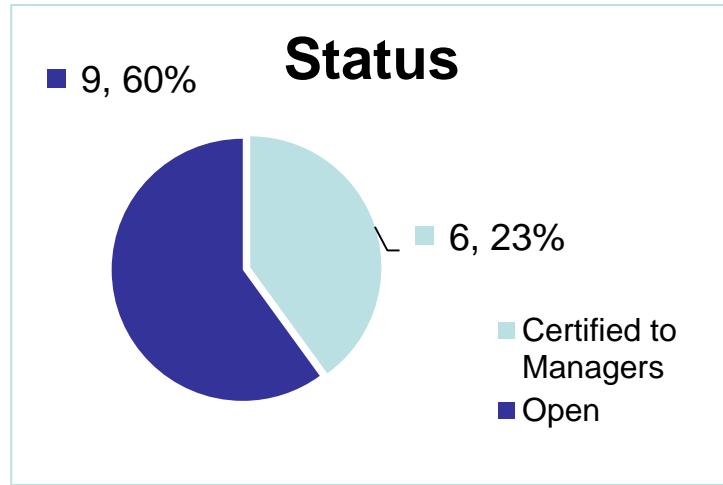
NOTES:

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 February 7, 2013



Total Requisitions = 15

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

ACTION/CONSENT
 01/17/13

RECOMMENDATION NO. A.18

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>
Lockett, Tyrone Operations	Gardener 3 Hrs/12 Mo/Range: 24 Step:A	11/19/12

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Mayer, Katherine Special Education	Specialized Inst Asst 6 Hrs/SY/Range: 26 Step: B Fr: Inst Asst – Special Ed; 6 Hrs/SY	11/26/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Anderson, Joshua Facility Permits	Sports Facility Attendant [additional hours, school events]	10/26/12-6/30/13
Anderson, Joshua Facility Permits	Sports Facility Attendant [overtime, school events]	10/26/12-6/30/13
Bilotti, Scott Malibu HS	Inst Asst – Special Ed [additional hours, after school tutoring]	11/1/12-6/11/13
Cary, Wendy Malibu HS	Inst Asst – Special Ed [additional hours, math intervention program]	11/1/12-6/11/13
Cassell, Derek Facility Permits	Campus Security Officer [additional hours; school events]	12/5/12-6/30/13
Gaylor, Amanda Special Education	Office Specialist [additional hours; emergency records requests]	11/16/12-6/30/13
Herschberger, Patsy Student Services	Administrative Assistant [overtime; SARB translations]	11/1/12-6/11/13
Hurtado, Renee Santa Monica HS	Inst Asst – Developmental Health [additional hours, student assistance]	11/5/12-11/13/12
Jenson, Diane Adams MS	Inst Asst – Special Ed [additional hours, overnight field trip]	11/5/12-11/7/12
Manjarrez, Lisette McKinley ES	Inst Asst – Developmental Health [additional hours, preschool parent support meeting]	11/15/12-11/15/12
McGee, Leslee Santa Monica HS	Administrative Assistant [overtime, football/basketball games ticket sales]	11/9/12-6/30/13
Miller, Gregory Facility Permits	Campus Security Officer [additional hours; school events]	12/5/12-6/30/13

Monte, Peri Webster ES	Elementary Library Coordinator [additional hours, homework club]	11/25/12-5/15/13
Myers, Christina Special Education	Office Specialist [additional hours; emergency records requests]	11/19/12-6/30/13
Oyenoki, Liz McKinley ES	Senior Office Specialist [additional hours; translations]	11/5/12-11/9/12
Perez-Madera, Salomon Special Education	Specialized Inst Asst [additional hours, bus supervision]	11/5/12-11/16/12
Ramirez, Kelvin Special Education	Specialized Inst Asst [additional hours, CAHSEE test supervision]	11/7/12-11/7/12
Vollstedt, Todd Santa Monica HS	Sports Facility Attendant [additional hours, football games ticket sales]	11/9/12-6/30/13
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime, football/basketball games ticket sales]	11/9/12-6/30/13
Wright, Lewis Facility Permits	Campus Security Officer [additional hours; school events]	12/3/12-6/30/13

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Gaylor, Amanda District	Office Specialist	11/16/12-6/30/13
Malloy, Ryan District	Inst Asst – Physical Education	11/14/12-6/30/13
Pasayes, Dora Child Develop Svcs	Children's Center Assistant	9/26/12-6/30/13
Pass, Shelby Special Education	Inst Asst – Special Ed	11/14/12-6/30/13
Reyes, Marybel Special Education	Inst Asst – Special Ed	11/16/12-6/30/13
Wright, Lewis District	Campus Security Officer	12/1/12-6/30/13

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Gheewala, Nasreen Child Develop Svcs – Grant ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/ Child Develop Svcs – Pine Street	11/1/12
Navia, Janene Child Develop Svcs – McKinley ES	Children's Center Asst 7.0 Hrs/SY Fr: 7.0 Hrs/SY/ Child Develop Svcs – Pine Street	11/1/12
Perez, Grace Child Develop Svcs – Rogers ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/ Child Develop Svcs – Pine Street	11/1/12

Saenz, Alicia Child Develop Svcs – Grant ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/ Child Develop Svcs – Pine Street	11/1/12
Sampson, Claudia Child Develop Svcs – Wash. West	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/ Child Develop Svcs – Pine Street	11/1/12
Thomas, Craig Child Develop Svcs	Inst Asst - Special Ed 6.5 Hrs/SY Fr: 6.5 Hrs/SY/Malibu HS	11/26/12

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Drayton, Brandon McKinley ES	Inst Asst – Special Ed 7 Hrs/SY Fr: 6 Hrs/SY	10/23/12
Manjarrez, Lisette McKinley ES	Inst Asst – Developmental Health 5.75 Hrs/SY Fr: 5.5 Hrs/SY	10/25/12

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Allotey, Ingrid Food and Nutrition Svcs	Cafeteria Worker I Maternity	10/26/12-12/31/12
Badlissi, Mary Santa Monica HS	Inst Asst – Special Ed Medical	12/3/12-1/7/13
Briseno, Elias Special Education	Specialized Inst Asst Medical	12/6/12-12/12/12
Howard, Leslie Webster ES	Inst Asst – Special Ed Medical	12/7/12-2/4/13
McGee, Leslee Santa Monica HS	Administrative Assistant Catastrophic	11/6/12-11/9/12
Steward, April Special Education	Specialized Inst Asst Medical	11/6/12-11/30/12
Vargas, Cynthia McKinley ES	Inst Asst – Special Ed Medical	11/25/12-1/20/13

LEAVE OF ABSENCE (UNPAID)

EFFECTIVE DATE

Circenis, Anita Computer Svcs	Technology Support Asst FMLA Leave	11/19/12-6/30/13
Kahle, Peter Franklin ES	Physical Activities Specialist CFRA Leave	11/13/12-11/27/12
Lewis, Lefifia Pt. Dume ES	Inst Asst – Classroom Personal	1/7/13-3/12/13
Pacheco, Patricia Food Svcs	Cafeteria Worker I Personal	12/6/12-12/21/12

Sandoval, Vanessa Child Develop Svcs	Children's Center Asst CFRA Leave	12/17/12-12/21/12
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PROFESSIONAL GROWTH

EFFECTIVE DATE

Cruz, Carmen Child Develop Svcs	Children's Center Assistant	1/1/13
Godinez, Lorena Child Develop Svcs	Children's Center Assistant	1/1/13
Gonzalez-Mortensen, Simona Roosevelt ES	Physical Activities Specialist	1/1/13
Martinez, Isabel Franklin ES	Inst Asst – Special Ed	1/1/13
Mirabal, Jessica Adams MS	Inst Asst – Special Ed	1/1/13
Reyes, Pedro Maintenance	Electrician	1/1/13

WORKING OUT OF CLASS

EFFECTIVE DATE

Gonzalez, Arturo Grounds	Sprinkler Repair Technician Fr: Custodian	11/7/12-3/25/13
Lopez, Jose Grounds	Equipment Operator/Tree Trimmer Fr: Gardener	11/7/12-3/25/13

ABOLISHMENT OF POSITION

EFFECTIVE DATE

Inst Asst – Special Ed 6 Hrs/SY; Franklin Elementary	10/1/12
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RESIGNATION

EFFECTIVE DATE

Flores, Dorette Transportation	Bus Driver	12/7/12
Llamas, Leticia Child Develop Svcs	Children's Center Assistant	11/26/12
Marroquin, Robert McKinley Elementary	Inst Asst - Special Ed	12/4/12

INVOLUNTARY TRANSFER IN LIEU OF LAYOFF

EFFECTIVE DATE

Carrillo, Brenda Educational Svcs	Administrative Assistant 8 Hrs/11 Mo Fr: 8 Hrs/12 Mo / Child Develop Svcs	2/8/13
Saavedra, Astrid Grant and Rogers ES	Bilingual Community Liaison 4.8 Hrs/10 Mo Fr: 8 Hrs/12 Mo / Child Develop Svcs	12/31/12

LAYOFF/REDUCTION OF HOURS

EFFECTIVE DATE

CX4537259
Lincoln MS

Inst Asst – Special Ed
6 Hrs/SY (change of effective date from BOE Agenda - 10/4/12)
Fr: 6.5 Hrs/SY

12/10/12

WF2948940
Adams MS

Inst Asst – Special Ed
6 Hrs/SY
Fr: 7.0 Hrs/SY

3/18/13

DISQUALIFICATION FROM PROBATION

EFFECTIVE DATE

JX8437987

Physical Activities Specialist

1/18/13

NK3262961

Inst Asst – Specialized

1/18/13

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

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

ACTION/CONSENT
 02/07/13

RECOMMENDATION NO. A.16

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>
Lang, John Cabrillo ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step:A	1/8/13
Moore, Omar-Kareem Special Education-Lincoln MS	Inst Asst - Specialized 6 Hrs/SY/Range: 26 Step:A	1/9/13
Tejeda, Lucia Adams MS	Inst Asst - Bilingual 3 Hrs/SY/Range: 20 Step:A	1/7/13

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Biglow, Laurie Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Glick, Vala Santa Monica HS	Office Specialist [additional hours, parking assistance]	12/18/12-12/21/12
Gray, Carlos Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Jorgenson, Stephanie Special Education	Office Specialist [additional hours, department projects]	12/3/12-12/28/12 1/7/13-1/31/13
Kramer, Quinton Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Moore, Terence Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours, Program Improvement data]	12/1/12-6/11/13
Paz, Trevor Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Peterson, Ingrid Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Robinson, Maria Educational Svcs – Rogers ES	Bilingual Community Liaison [additional hours, parent meeting]	12/5/12
Shoemaker, Deirdre Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13
Thomas, William Malibu HS	Inst Asst – Special Ed [additional hours, technology training]	11/1/12-6/30/13

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Franklin, Alana Food and Nutrition Svcs	Cafeteria Worker I	12/20/12-6/30/13
Losoya, Selye Food and Nutrition Svcs	Cafeteria Worker I	12/12/12-6/30/13
Marroquin, Robert Special Education	Inst Asst – Special Ed	1/3/13-6/30/13
Morales, Jessica Food and Nutrition Svcs	Cafeteria Worker I	12/20/12-6/30/13
Murphy, Tony District	Inst Asst – Physical Ed	12/21/12-6/30/13
Ortiz, Brian Food and Nutrition Svcs	Cafeteria Worker I	12/12/12-6/30/13
Sampson, Bobby Special Education	Inst Asst – Special Ed	12/20/12-6/30/13
<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Ralph, Linda Child Develop Svcs – Rogers ES	Children’s Center Assistant 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Adams MS Preschool	11/1/12
<u>RECLASSIFICATION</u>		<u>EFFECTIVE DATE</u>
Demuth, Theresa Child Develop Svcs – Business	Accounting Technician 8 Hrs/12 Mo Fr: Senior Office Specialist 8 Hrs/12 Mo	1/1/13
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Griego, Nicholas Pt. Dume ES	Inst Asst - Classroom 5.75 Hrs/SY Fr: 4.5 Hrs/SY	12/18/12
Lawrence, Jennifer Cabrillo ES	Inst Asst - Classroom 3.9 Hrs/SY Fr: 3.2 Hrs/SY	12/17/12
Morales, Ismael Cabrillo ES	Inst Asst - Classroom 3.9 Hrs/SY Fr: 3.2 Hrs/SY	12/17/12
Silvestre, Ernestina Transportation	Bus Driver 7.5 Hrs/SY Fr: 7 Hrs/SY	1/7/13
<u>RESCIND LAYOFF/REDUCTION OF HOURS</u>		<u>EFFECTIVE DATE</u>
Educational Svcs	Office Specialist 0.5 FTE/11 Mo Fr: 1.0 FTE/11 Mo	1/21/13

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Anderson, Amanda Adams MS	Inst Asst – Special Ed Medical	1/23/13-3/25/13
Lopez, Victoria Santa Monica HS	Campus Security Officer Medical	1/4/13-2/1/13
Sewani, Rasmin Food and Nutrition Svcs	Cafeteria Worker I Medical	12/2/12-3/1/13

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Castillo, Wendy Special Education-Franklin ES	Inst Asst - Specialized	2/1/13
Chavez, Dennis Maintenance	Facilities Technician	1/1/13
Kamkar, Vida Fiscal Svcs	Accounting Technician	1/1/13
Larios, Carmen Human Resources	Human Resources Specialist	1/1/13
Murray, April Lincoln MS	Swimming Instructor/Lifeguard	1/1/13

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk Fr: Cafeteria Worker I	12/25/12-5/29/13

SUSPENSION WITHOUT PAY

		<u>EFFECTIVE DATE</u>
RT7030953 Maintenance/Operations	Custodian	2/12/13-2/14/13; 3/5/13-3/7/13

RESCIND DISQUALIFICATION FROM PROBATION

		<u>EFFECTIVE DATE</u>
NK 3262961	Inst Asst - Specialized	1/18/13

RESIGNATION

		<u>EFFECTIVE DATE</u>
Bakhyt, Peter Food and Nutrition Svcs	Cafeteria Worker I	1/16/13
De Cuir, Charles Fiscal Svcs	Fiscal Services Supervisor	12/11/12
Lugo-Perez, Veronica Child Develop Svcs – Adams MS	Children's Center Assistant	2/1/13
Ramirez, Kelvin Special Education-Santa Monica HS	Inst Asst - Specialized	1/18/13

RETIREMENT

Drummond, Allison Children's Center Assistant
Child Develop Svcs – Roosevelt ES

EFFECTIVE DATE

6/11/13

Girion, Evangelina
Transportation

Bus Driver

3/31/13

SUSPENSION WITHOUT PAY

UR3523535 Inst Asst – Special Ed
Malibu HS

EFFECTIVE DATE

12/17/12-12/21/12

RE-ELECTION TO THE BOARD OF EDUCATION

Allen, Ben Board Member
Board of Education

EFFECTIVE DATE

12/11/12-12/11/16

Escarce, Jose
Board of Education

Board Member

12/11/12-12/11/16

Leon-Vazquez, Maria
Board of Education

Board Member

12/11/12-12/11/16

APPOINTMENT OF COMISSIONER-RENEWAL

Inatsugu, Barbara Personnel Commissioner
Personnel Commission

EFFECTIVE DATE

12/1/12-11/30/15

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

TO: BOARD OF EDUCATION ACTION/CONSENT
01/17/13
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

COACHING ASSISTANT

BENADUM, BLUE	MALIBU HS	11/28/12-6/30/13
DI CESARE, CASEY	SANTA MONICA HS	11/9/12-6/30/13
HULBERT, DANIEL	SANTA MONICA HS	11/9/12-6/30/13
MORRA, DOMINICK	SANTA MONICA HS	11/9/12-6/30/13
PART, BRIAN	SANTA MONICA HS	11/9/12-6/30/13
RUFF, JENNA	SANTA MONICA HS	11/20/12-6/30/13

NOON SUPERVISION AIDE

FAY, JUNALYN	JOHN MUIR ELEMENTARY	11/16/12-6/11/13
ZIBAHALAT, RAMIN	FRANKLIN ELEMENTARY	12/1/12-6/11/13

TECHNICAL SPECIALIST – LEVEL II

ANDERSON, JODY	ED SERVICES/SANTA MONICA HS [Band Coach] - Funding: Unrestricted Resource	7/1/12-6/30/13
ZASLOV, DIANA	ED SERVICES/SANTA MONICA HS [Voice Coach] - Funding: SM Arts Parents Association	10/29/12-6/30/13

STUDENT WORKER – WORKABILITY

GARCIA, JAVIER	SPECIAL EDUCATION	11/26/12-6/30/14
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

02/07/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.17

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

COACHING ASSISTANT

BEVINGTON, JASON	SANTA MONICA HS	1/1/13-6/30/13
COOLEY, MARK	MALIBU HS	12/10/12-6/30/13
HACKETT, SHANE	SANTA MONICA HS	1/1/13-6/30/13
JACKSON, BRIANNA	MALIBU HS	7/1/12-6/30/13
MORENO, ASHLEE	SANTA MONICA HS	11/9/12-6/30/13
MUJIC, EDI	MALIBU HS	12/14/12-6/30/13
PROST, COREY	SANTA MONICA HS	1/1/13-6/30/13
TEJADA, MARCO	SANTA MONICA HS	12/4/12-6/30/13

NOON SUPERVISION AIDE

DALTON, JUDY	ROOSEVELT ELEMENTARY	12/13/12-6/15/13
GUTIERREZ, ADRIANNA	MCKINLEY ELEMENTARY	12/3/12-12/14/12
LANG, JOHN	POINT DUME ELEMENTARY	1/8/13-6/11/13

STUDENT WORKER – WORKABILITY

CORRODI, ASHLEY	SPECIAL EDUCATION	12/4/12-6/30/16
ELLROD, KRISTINA	SPECIAL EDUCATION	11/1/12-6/30/13
GILBERTSON, JOSEPH	SPECIAL EDUCATION	12/17/12-6/30/17
JACOB, KYLE	SPECIAL EDUCATION	12/17/12-6/30/17
LESLIE, GLORIANNA	SPECIAL EDUCATION	12/10/12-6/30/14

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 12/15* DO		winter break	*Saturday, 12/15: Retreat
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M 2/98 DO		2/21 DO		*Saturday, 2/9: Special Meeting
March	3/7 3/7 3/5*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 at least one day prior to the meeting.
 Board of Education Meeting AGENDA: February 7, 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	March 2013 April 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> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 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
 - ND0687668

VIII. Next Regular Personnel Commission Meeting:
Tuesday, March 12, 2013, at 4:00 pm - *District Office Board Room*

IX. Adjournment: