
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
March 13, 2012 @ 5:00 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. Shane McLoud, 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 13, 2011; January 10, 2012

Motion by: _____

Seconded by: _____

Vote: _____

F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

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

G. Communications: The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less.

1. SEIU Report
2. Board of Education Report

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

A. Welcome New Personnel Commissioners

B. Acknowledgment of Service for Commissioners Pam Brady and Suzanne Kim

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

- Advisory Rules Committee Agendas – January 12, 2012; January 26, 2012; February 9, 2012; February 23, 2012
- Memorandum Regarding Merit Rules Revision Procedure – January 31, 2012

D. Disciplinary Hearings

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

E. District-wide Administrative Assistant Classification Study

- February 24, 2012

F. District Leadership Team Update

- January 11, 2012

G. 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. Jesse Bunayog, Accountant, in the position of the Fiscal Services Supervisor from March 1, 2012 to May 31, 2012**
- **Ms. Charesse Fuller, Cafeteria Worker I, in the position of the Cafeteria Worker II from February 1, 2012 to June 11, 2012**
- **Mr. Arturo Gonzalez, Custodian, in the position of the Sprinkler Technician from March 5, 2012 to June 30, 2012**

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 21

1. January 19, 2012

Approve Classified Personnel – Merit Report - No. A. 15

2. February 2, 2012

Approve Classified Personnel – Merit Report - No. A. 20

3. February 16, 2012

Approve Classified Personnel – Merit Report - No. A. 16

4. March 1, 2012

B. Approve Classified Personnel – Non-Merit Report – No. A. 22

1. January 19, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 16

2. February 2, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 21

3. February 16, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 17

4. March 1, 2012

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	3
Bus Driver	2
Children's Center Assistant	89
Custodian	22
Health Office Specialist	8
Instructional Assistant – Bilingual	6
Instructional Assistant - Classroom	41
Instructional Assistant - Special Education	13
Reprographics Operator	2
Senior Buyer	6
Specialized Instructional Assistant	5
Stock and Delivery Clerk	7

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/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: _____
Motion by: _____
Seconded by: _____
Vote: _____

- b. Nomination of Vice-Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

2. Advanced Step Placements:

Health Office Specialist Classification

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

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

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

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Eva Villalobos in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Bibiana Villegas in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

Instructional Assistant Classifications

- e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Alia Tate in the classification of Instructional Assistant - Classroom pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

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

Motion by: _____
Seconded by: _____
Vote: _____

- g. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee April Gonzalez 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.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

- h. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Leslie Howard 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.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

Physical Therapist Classification

- i. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Lauren Cowan in the classification of Physical Therapist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

Reprographics Operator Classification

- j. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Moises Casillas in the classification of Reprographics Operator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

3. Working Out of Class Requests:
Director's Recommendation: *Approve*

- a. Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from January 4, 2012 to May 14, 2012 (First Extension)

Motion by: _____
Seconded by: _____
Vote: _____

- b. Mr. Abel Orozco, Gardener, in the position of the Equipment Operator-Tree Trimmer from July 1, 2011 to March 9, 2012 (First Extension)

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - Personnel Commission Retreat
 - 2011 – 2012
3. Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District
 - Letter from Mr. George Cole, Executive Director of California School Personnel Commissioners Association

C. Information Item(s):

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

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Career Advancement Training		April 2012
Merit Rules Revisions	Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	April 2012
Preliminary Budget – Fiscal Year 2012-2013	First Reading	April 2012
Classified Employees Appreciation Reception		May 2012

VI. Closed Session:

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

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 10, 2012, at 5:00 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: _____
Seconded by: _____
Vote: _____

TIME ADJOURNED: _____

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

Submitted by:

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

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

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

MINUTES

REGULAR MEETING
December 13, 2011 @ 5:30 p.m.
District Office Board Room

Electronically Recorded

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:32 p.m.
- B. Roll Call:** Commissioners Brady and McLoud were present. Commissioner Kim has moved out of the Santa Monica-Malibu Unified School District boundaries; hence, she became ineligible to remain as a commissioner.
- C. Pledge of Allegiance:** Commissioner Brady led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

The agenda was amended. The agenda item IV.A.3. “*Second Reading of Changes to Merit Rules*” was tabled. Additionally, the agenda item IV.A.1.”*Personnel Commission Election of Officers*” was included, and the rest of the agenda items in section IV were relabeled.

- E. Motion to Approve Minutes:** October 11, 2011; October 18, 2011

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
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

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 that SEIU negotiation team met to review the issues and concerns expressed by unit members over the past two (2) years. A survey will be developed to assist in negotiations with the District Administration. She also informed the Personnel Commission about SEIU Local 99 Early Education Industry hosting an early education conference on March 12, 2012 in Manhattan Beach. It is a first conference of this kind for union members who work in early child education. Also, SEIU continues its battle for a fair economy on local, state and national level. SEIU Local 99 members were in Washington D.C. to communicate this initiative. Ms. Cartee-McNeely, on behalf of SEIU, extended best wishes for a happy holiday season to the Personnel Commission as well as to all SEIU community members.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's preparations for negotiations with SEIU and SMMCTA as both contracts are open for full successors. The Board of Education passed a unanimous decision to evaluate fundraising and centralize it. The Superintendent, Ms. Lyon, formed a committee to assist in the process. The Superintendent, Ms. Lyon, also founded the District Leadership Team represented by all employee units in order to focus on communication issue as well as to obtain various perspectives on District's services.

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. Acknowledgment of Service for Commissioner Suzanne Kim

Dr. Young acknowledged Commissioner Kim's valuable contribution to the Personnel Commission and the District. In near future, staff will invite her to a celebration honoring her services.

B. Search for the New Personnel Commissioner Update

- **Filling the Expired Term of Commissioner Brady**
- **Filling the Unexpired Term of Commissioner Kim**

Dr. Young updated the Personnel Commission on the recruitments for new personnel commissioners.

Selection interviews have been scheduled for December 17, 2011 including three (3) candidates for the expired term of Commissioner Brady and five (5) candidates for the unexpired term of Commissioner Kim.

Commissioner Brady asked Commissioner McLoud to represent the Personnel Commission on the selection panel in her place since she is not available due to a scheduling conflict. Commissioner McLoud requested to conduct the selection interviews via conference call since he would be out of town on December 17, 2011.

C. 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. Lindsey Cloud, Technical Specialist II, Voice Coach, from December 1, 2011 to May 31, 2012, Educational Services/Music, Grant Elementary School, Rogers Elementary School
- Ms. Amanda Duran, Technical Specialist II, English Language Learners Instructor, from October 3, 2011 to June 20, 2012, Educational Services
- Ms. Bobbi Ross-Neier, Technical Specialist I, Community Coordinator, from August 30, 2011 to June 30, 2012, Malibu High School

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

- Mr. Bruno Anderson, Custodian, in the position of the Gardener from October 20, 2011 to March 6, 2012
- Mr. Barton Burdick, Gardener, in the position of the Equipment Operator/Sports Facilities from October 5, 2011 to February 1, 2012
- Mr. Stevie Davis, Custodian, in the position of the Equipment Operator from July 1, 2011 to September 30, 2011
- Mr. Rick Deanda, Gardener, in the position of the Skilled Maintenance Worker from August 1, 2011 to August 31, 2011
- Mr. Art Gonzalez, Custodian, in the position of the Sprinkler Repair Technician from October 19, 2011 to March 5, 2011
- Mr. Lateef Howard, Instructional Assistant – Physical Education, in the position of the Physical Activities Specialist from September 12, 2011 to September 12, 2011
- Mr. Tom O'Rourke, Custodian, in the position of the Gardener from November 9, 2011 to March 12, 2012
- Ms. Maria Ruiz de Cortez, Cafeteria Worker I, in the position of the in the position of the Cafeteria Worker II from August 29, 2011 to November 10, 2011
- Ms. Leticia Tirado, Cafeteria Worker I, in the position of the Cafeteria Worker II from October 21, 2011 to October 31, 2011

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

- Advisory Rules Committee Agendas – October 13, 2011; October 27, 2011; November 10, 2011; December 1, 2011

Dr. Young drew attention to the A.R.C. agendas and sign-up sheets from October 13, 2011 to December 1, 2011 for the Personnel Commission's review.

F. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
- **Hearings: tentatively January 2012**
- **Ref. Number: 7011 0470 0002 6451 3988**

- **Ref. Number: 7011 0470 0002 6451 3995**
- **Ref. Number: 7011 0470 0002 6451 3964**
- **Failed to Return “Request for Hearing before Personnel Commission” by October 28, 2011**
- **Ref. Number: 7011 0470 0002 6451 4053**
- **Pre-hearing Conference: TBD**

Dr. Young updated the Personnel Commission about the disciplinary hearings that will be conducted either before a hearing officer or Personnel Commissioners. The employees who failed to return the proper documentation are not eligible for hearing before the Personnel Commission.

G. District Leadership Team Initiated by Superintendent Lyon

Dr. Young drew attention to an enclosed e-mail by Superintendent Lyon to the District staff inviting them to participate in this effort. She also disclosed the purpose and goals of the District Leadership Team.

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 – Merit Report - No. A. 13

1. October 20, 2011

Approve Classified Personnel – Merit Report - No. A. 11

2. November 3, 2011

Approve Classified Personnel – Merit Report - No. A. 13

3. November 17, 2011

B. Approve Classified Personnel – Non-Merit Report – No. A. 14

1. October 20, 2011

Approve Classified Personnel – Non-Merit Report – No. A. 12

2. November 3, 2011

Approve Classified Personnel – Non-Merit Report – No. A. 14

3. November 17, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	44
Cafeteria Worker I	20
Children's Center Assistant	110
Computer Operator	13
Elementary Library Coordinator	10
Fiscal Program Supervisor – Child Development Services	4
Health Office Specialist	10
Instructional Assistant – Special Education	13
Physical Activities Specialist	14
Physical Therapist	3
Senior Office Specialist	8
Specialized Instructional Assistant	9

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

IV. Discussion/Action Items/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: **Shane McLoud**
Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

b. Nomination of Vice-Chair

Nomination: **Pam Brady**
Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

2. Advanced Step Placements:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Gerardo Cruz in the classification of Fiscal Program Supervisor – Child Development Services pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

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

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

3. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Production Kitchen Coordinator classification specification within the Food and Nutrition Services

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Site Food Service Coordinator classification specification within the Food and Nutrition Services

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

Ms. Keryl Cartee-McNeely acknowledged the good work on the classification revisions done by the Personnel Analyst, Ms. Stephanie Perry.

4. Second Reading of Changes to Merit Rules: **tabled till March 13, 2012**
Director's Recommendation: *Approve*

- a. *Chapter XI: Vacation, Leaves of Absence and Holidays*
- b. *Chapter XII: Salaries, Overtime Pay, and Benefits*

Ms. Washington provided suggestions for revisions of the Merit Rules. They would be communicated to the Advisory Rule Committee for consideration. She articulated the proposed changes in detail for rules 11.1.6.A.2. - adequate notice for illness or bereavement during vacation, 11.3.1.A.1 - licensed health care professional, 11.3.1.B.I. - deleted section regarding eligibility to return to work, 11.3.3.A. – verified illness leave, 11.3.3.B. – deleted paid or unpaid leave, 11.4.2. – bereavement for other than immediate family, 11.5.1.A. – deleted section regarding personal necessity, and 11.5.1.B. – deleted examples of events justifying personal necessity leave.

Commissioner Brady shared her concern with inserting too many specifics which will reverse the premise of the revisions.

She proposed to complete the initial revisions for the entire Merit Rules and begin with new revisions right the way.

Ms. Washington expressed her reservations regarding the revision process itself. Commissioner Brady recommended her to work with Dr. Young and Ms. Cartee-McNeely to explore more efficient ways for the revision process. It was designed in the current manner to promote public discussion, fairness and transparency.

Ms. Washington requested this agenda item to be tabled. Commissioner Brady stated that the deadline will be in March 2012.

The Superintendent, Ms Sandra Lyon, shared her main concern with having a clear distinction between what the District wants to refer to in the collective bargaining agreement and the Merit Rules themselves. She recommended that the revisions are done with this focus- stating the bargaining language and clear references to it in the Merit Rules even if it involves repetition. It will help employees and also administrators to understand where the language comes from, what is agreed upon in the collective bargaining agreement, with the Merit Rule attached, and the Ed. Code citations.

Commissioner Brady stated that this revision would be done in the new stage of revisions once the Merit Rules' initial revisions are completed.

Commissioner McLoud moved that this agenda item would be presented to the Personnel Commission at the February 14, 2012 regular meeting as a status report with the possibility of approving it- given it is the final version, not a status report ready for action. If the agenda item is not finalized then, it will be approved at the March 13, 2012 meeting.

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

5. Working Out of Class Requests:
Director's Recommendation: *Approve*

- a. Mr. Damon Kratz, Custodian, in the position of the Utility Worker from November 9, 2011 to March 12, 2012 (First Extension)

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

B. Discussion Item(s):

1. Personnel Requisition Status Report

Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were twenty-two (22) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and seventeen (17) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of December 7, 2011. The Month-to-Month Comparison Report showed forty-four (44) vacancies on file in October 2011. The Personnel Commission received twenty-six (26) vacancies of which twenty-seven (27) positions have been filled and four (4) positions were cancelled and/or placed on hold.

In the graphic representation: fifty-six percent (56%) of positions have been certified to managers; forty-four percent (44%) of positions are open; sixty-seven percent (67%) of positions are more than twenty (20) hours a week; forty-four percent (44%) of positions are new and fifty-six percent (56%) are vacant; ninety-seven percent (97%) positions are located in Santa Monica, and three percent (3%) are from Malibu.

2. Personnel Commission's Twelve-Month Calendar of Events
- 2011 – 2012

Commissioner Brady suggested scheduling New Personnel Commissioners' Orientation open to public. Dr. Young offered to invite a speaker from California Schools Personnel Commission Association to the Orientation.

C. Information Item(s):

1. Merit Rules Review Tracker

No changes

Ms. Cartee-McNeely requested the title columns to be added to each page of the report for clarity.

2. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Brady expressed her gratitude to the Personnel Commission staff and their hard work emphasizing the great progress the department achieved since the time she had become a Personnel Commissioner.

Commissioner McLoud expressed his appreciation of Commissioner Brady's zealous dedication to the District as a former Board Member and also the Personnel Commissioner. He commended Commissioner Brady for her leadership and being a great voice of the Personnel Commission and classified employees as well as a serious problem solver.

B. Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	February 2012
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	December 2011

Ms. Keryl Cartee-McNeely stated that District-wide classification study for all classifications is due and should take place in near future since it is a contractual obligation.

Dr. Young provided a brief overview of the future items.

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
 - Performance Evaluation of Director, Classified Personnel

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:30 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:10 p.m.

The Commission reported out of Closed Session at 7:10 p.m. The performance evaluation of the Director of Classified Personnel was completed.

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 10, 2012, at 5:30 pm - *District Office Board Room*

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

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

TIME ADJOURNED: 7:12 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.

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

MINUTES

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

Electronically Recorded

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 5:30 p.m.
- B. Roll Call:** Commissioners Brady and McLoud were present.
- C. Pledge of Allegiance:** Commissioner Brady led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**
- Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**
- E. Motion to Approve Minutes:** **December 13, 2011 minutes to be approved in February 14, 2012**
- Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
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

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, wished the Personnel Commission happy New Year 2012. She reported that SEIU continues developing a survey for distribution to the unit members. It will serve as a preparation tool for the SEIU team in negotiations with the District Administration.

SEIU expects that a District-wide classification study will take place this year in order to meet the contractual obligations. SEIU will work with the District to ensure a timeline for the study that will result in high unit member participation.

She also reminded the Personnel Commission that SEIU Local 99 Early Education Industry is hosting an early education conference on March 12, 2012 in Manhattan Beach. It is a first conference of this kind for union members who work with young children in LACOE, Torrance USD, Lynwood USD, and LAUSD among others.

Also, SEIU continues its battle for a fair economy on local, state and national level.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District Leadership Team comprised of all employee units. Its' function is to provide information, guidance and being a touchstone to the Superintendent Lyon and the Board of Education.

Also, another advisory committee has been formed to assist Superintendent Lyon in evaluation of fundraising in the District.

Ms. Washington invited the Personnel Commission to Superintendent Lyon's presentation "*State of Our Schools*" for the community on January 30, 2012 in Malibu and on January 31, 2012 in Santa Monica.

Commissioner Brady inquired about the District Leadership Team composition- whether there are external participants to be able to bring various perspectives. Ms. Washington stated that the team is comprised of individuals from all different kinds of stakeholder groups. The team of forty (40) people includes District management, but also a lot of input from different community groups.

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

A. Appointment of New Personnel Commissioners

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

Dr. Young updated the Personnel Commission regarding the recruitments for new personnel commissioners. Selection panel has recommended two candidates to serve in these posts. Mr. Michael Sidley will fill the expired term of Commissioner Brady, and Ms. Barbara Inatsugu will serve for Commissioner Kim's unexpired term.

Ms. Inatsugu, who attended this Personnel Commission regular meeting, expressed her gratitude for the opportunity to serve the District as the new personnel commissioner. Commissioner McLoud conveyed his appreciation for Ms. Inatsugu's experience in the District as the formal Superintendent's Assistant as well as her broad knowledge of the community.

Dr. Young stated that an agenda item (Recommendation No. A.25) would be presented at the Board of Education regular meeting on January 19, 2012. On January 20, 2012, the Superintendent's office will send the nomination to the State Superintendent of Public Instruction, Mr. Torlakson, for his approval. The Personnel Commission staff will follow up with the office of Mr. Torlakson's office for updates.

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

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

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

- Advisory Rules Committee Agenda – December 15, 2011

Dr. Young drew attention to the A.R.C. agenda and sign-up sheet from December 15, 2011 for the Personnel Commission's review.

D. Disciplinary Hearings

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

Dr. Young updated the Personnel Commission about the disciplinary hearings.

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

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

F. District Leadership Team Update

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

Dr. Young reported about the District Leadership Team meeting on December 19, 2011. He emphasized the participants' diversity.

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 – Merit Report - No. A. 23

1. December 15, 2011

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

1. December 15, 2011

C. Approve Classified Personnel Eligibility List(s):

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

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

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

Utility Worker	3
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Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:
Director's Recommendation: *Approve*

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

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

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

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

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

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

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

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were seven (7) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and thirty-three (33) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of January 4, 2012. The Month-to-Month Comparison Report showed forty (40) vacancies on file in December 2011. The Personnel Commission received seventeen (17) vacancies of which fourteen (14) positions have been filled and three (3) positions were cancelled and/or placed on hold.

In the graphic representation: seventeen percent (17%) of positions have been certified to managers; eighty-three percent (83%) of positions are open; fifty-eight percent (58%) of positions are more than twenty (20) hours a week; forty percent (40%) of positions are new and sixty percent (60%) are vacant; ninety-three percent (93%) positions are located in Santa Monica, and seven percent (7%) are from Malibu.

Ms. Julie Younan, Human Resources Technician, provided a detailed report on her continuous recruitments (Instructional Assistant-Special Education- permanent and substitutes and Specialized Instructional Assistant) within the Special Education department. She also informed the Personnel Commission about her participation at the joint meeting with the Special Education and Human Resources to discuss the most effective way to meet the staffing needs for the Special Education department. These continuous recruitments are comprised of a two step examination process – written and oral- developed by the subject matter experts.

Commissioner Brady inquired about employee turnover in these classifications suggesting implementation of the Exit Interview process to learn reasons of employees' separation from their positions.

Ms. Elvira Rodriguez, Human Resources Technician, reported on filling her Administrative Assistant vacancies for Special Education department and Facilities Permits and Theater Operations.

Ms. Cindy Johnston, Human Resources Technician, provided an update on Children Center Assistant vacancies. She mentioned that the interview panels are larger than interview panels for other classifications. More vacancies are predicted in near future due to new employees who separated within their probationary period finding other jobs, having transportation issues, or becoming substitute assistants. Ms. Johnston expressed her appreciation for the Child Development Services management for their professional conduct and great working relationship with the Personnel Commission staff.

Ms. Stephanie Perry added that a management position – Fiscal Services Supervisor – is being recruited for the Fiscal and Business Services.

Commissioner Brady requested that the detailed report be sorted either by the requisition number or the date received from the Human Resources department starting with the vacancies that have been on the report the longest time on the top.

Dr. Young stated that the report will be reviewed so that it is user friendly.

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

- 2011 – 2012**

Commissioner McLoud mentioned the California Schools Personnel Commission Association annual conference will take place at the end of January in San Diego. Unfortunately, the new personnel commissioner nominees cannot attend until they are being sworn by the State Superintendent of Public Instruction. Dr. Young suggested addressing CSPCA director with a proposal to organize future annual conferences later in spring so that new personnel commissioners have an opportunity to attend.

He offered to inquire about possible trainers from California Schools Personnel Commission Association to provide instruction for the new personnel commissioners.

Dr. Young also mentioned the CSPCA Merit Academy as a great resource to learn about personnel commission practices and merit system.

C. Information Item(s):

1. Merit Rules Review Tracker

No changes

Dr. Young informed the Personnel Commission that Ms. Washington had been invited by the Advisory Rules Committee to attend their January 26, 2012 meeting to discuss revisions in chapters XI: *Vacation, Leaves of Absence and Holidays* and XII: *Salaries, Overtime Pay, and Benefits*. Ms. Washington requested a meeting with Dr. Young regarding these revisions. Dr. Young expressed his hesitancy about such meeting without the committee's presence to discuss content revisions, interpretations of the rules, or make any determinations. He is willing to discuss logistics or the revision process, not the content itself.

Ms. Cartee-McNeely requested the title columns to be added to each page of the report for clarity.

2. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Brady expressed her gratitude to the Advisory Rules Committee for their dedication and nearly completing the revision process before her departure from the Personnel Commission. She promised to attend the Personnel Commission meeting when the last chapters will be approved to cheer from the audience. Commissioner Brady stated that the future revisions should not be as challenging as these initial revisions.

Commissioner McLoud presented Commissioner Brady with flowers and a little token of appreciation for her dedication and service to the District.

B. Future Items

Subject	Action Steps	Tentative Date
Recognition of Service for Commissioner Brady and Commissioner Kim	Acknowledgement of Their Contribution to the District	February 2012
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	February 2012
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and</i>	February 2012

	<i>Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	March 2012
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Dr. Young provided a brief overview of the future items.

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

None

VII. Next Regular Personnel Commission Meeting:

Tuesday, February 14, 2012, at 5:00 pm - *District Office Board Room*

Commissioner McLoud stated that the next regular meeting will be rescheduled to 5:30 p.m., if Commissioner Brady's schedule needs to be accommodated.

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

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 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. Welcome New Personnel Commissioners

B. Acknowledgment of Service for Commissioners Pam Brady and Suzanne Kim

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

- **Advisory Rules Committee Agendas – January 12, 2012; January 26, 2012; February 9, 2012; February 23, 2012**
- **Memorandum Regarding Merit Rules Revision Procedure – January 31, 2012**

D. Disciplinary Hearings

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

E. District-wide Administrative Assistant Classification Study

- **February 24, 2012**

F. District Leadership Team Update

- **January 11, 2012**

G. 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. Jesse Bunayog, Accountant, in the position of the Fiscal Services Supervisor from March 1, 2012 to May 31, 2012**
- **Ms. Charesse Fuller, Cafeteria Worker I, in the position of the Cafeteria Worker II from February 1, 2012 to June 11, 2012**
- **Mr. Arturo Gonzalez, Custodian, in the position of the Sprinkler Technician from March 5, 2012 to June 30, 2012**

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

AGENDA



January 12, 2012 @ 1:00 p.m.

1. Debbie Washington Attendance at 1.26.12 ARC Meeting
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Merit Rule 7.5: Employment of PERS Retirees
3. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
4. Review of Chapter XV: Resignation and Reinstatement (cont)
5. Review of Chapter XVI: Grievance Procedure
6. Other Business:
6. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: January 12, 2012

1. Carmen Larios  CARMEN LARIOS
2. Beth Papp BETH PAPP
3. Wilbert Young WILBERT YOUNG
4. Cindy Johnston (Cindy Johnston)
5. Anette Bolen ANETTE BOLEN
6.  KERYL CATE-McGEE
7. Virginia Hyatt VIRGINIA HYATT

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

AGENDA

January 26, 2012 @ 1:00 p.m.

1. Overview of Meeting between Debbie and Wilbert on 1.25.12 About the Merit Rules Revision Process
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement (cont)
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: January 26, 2012

1. Carmen Larios CARMEN LARIOS
2. Virginia Hyatt VIRGINIA HYATT
3. Annette Bolen ANNETTE BOLEN
4. Wilbert Youck WILBERT YOUCK
5. Cindy Johnston (Cindy Johnston)
6. Keryl Carter-Hillery KERYL CARTER-HILLERY
7. Beth Papp BETH PAPP

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

AGENDA

February 9, 2012 @ 1:00 p.m.

1. Update of Memo to Debbie (Dated 1.31.12) about the Merit Rules Revision Procedure
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement (cont)
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: February 9, 2012

1. Cindy Johnston (Cindy Johnston)
2. Beth Papp BETH PAPP
3. Keryl McNeely KERYL McNEELY
4. Wilbert Young WILBERT YOUNG
5. Carmen Larios
6. _____
7. _____

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

AGENDA

February 23, 2012 @ 1:00 p.m.

1. Update of Memo to Debbie (Dated 1.31.12) about the Merit Rules Revision Procedure
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
2. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
3. Review of Chapter XV: Resignation and Reinstatement (cont)
4. Review of Chapter XVI: Grievance Procedure
5. Other Business:
6. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: February 23, 2012

1. Beth Papp BETH PAPP
2. Walter Young WALTER YOUNG
3. ~~[Signature]~~ KERR CARTER McNeely
4. Cindy Johnston Cindy Johnston
5. _____
6. _____
7. _____

FILE COPY

**Santa Monica-Malibu Unified School District
Personnel Commission
1651 Sixteenth Street Santa Monica, CA 90404**

To: Ms. Debra Moore Washington
Assistant Superintendent, Human Resources

From: Merit Rules Advisory Committee 

Date: January 31, 2012

Re: Merit Rules Revision procedure

The Merit Rules Advisory Committee discussed the options you put forth for Merit Rules revision and adoption. After having a substantive discussion on the proposed options, there was a full consensus of the committee members that we will continue to follow the rules for revision and adoption which are set forth in Merit Rule 1.2. (Attached.)

The committee welcomes input from staff and administration in the process of Merit Rules revision and adoption. If there are any specific issues you would like us to consider, you may address those concerns in writing, or schedule a time to meet with us during the regularly scheduled meetings.

Thank you.

Cc: Sandy Lyon, Superintendent
Shane McCloud, Chair, Personnel Commission
Pam Brady, Vice Chair, Personnel Commission

Rule 1.2

AMENDMENT, DELETION OR ADDITION TO RULES

1.2.1

MERIT RULES ADVISORY COMMITTEE (EDUCATION CODE 45260)

- A. All proposals to amend, delete or add to these Rules will be presented to the Merit Rules Advisory Committee for review and comment before presentation to the Commission.
- B. The Merit Rules Advisory Committee shall consist of a representative from each classified employee unit, namely:
 - 1. Operations Support
 - 2. Office, Technical and Business Services
 - 3. Instructional Aide and Paraprofessional

1.2.2

PROCEDURE FOR AMENDMENT, DELETION, OR ADDITION TO RULES (EDUCATION CODE 45260)

- A. After review by the Merit rules Advisory Committee, all proposals to amend, delete or add to these Rules will be presented to the Commission as a "first reading" and shall include a recommendation by the Director of Classified Personnel.
- B. All Rule proposals shall be distributed to all departments where classified employees are assigned and notification of the proposals shall be made to Administration and the classified employees exclusive bargaining representative(s) before final approval.
- C. A period of at least two (2) weeks shall elapse between the first reading of a new Rule or proposed amendment of an existing Rule, and its final adoption. If the Commission declares an emergency, final action may be taken after the lapse of one week. A special bulletin to all departments shall precede any emergency action.
- D. Rules of the Commission requiring the expenditure of funds by the Board shall be submitted to the Board for concurrence.

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 21

1. January 19, 2012

Approve Classified Personnel – Merit Report - No. A. 15

2. February 2, 2012

Approve Classified Personnel – Merit Report - No. A. 20

3. February 16, 2012

Approve Classified Personnel – Merit Report - No. A. 16

4. March 1, 2012

B. Approve Classified Personnel – Non-Merit Report – No. A. 22

1. January 19, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 16

2. February 2, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 21

3. February 16, 2012

Approve Classified Personnel – Non-Merit Report - No. A. 17

4. March 1, 2012

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	3
Bus Driver	2
Children's Center Assistant	89
Custodian	22
Health Office Specialist	8
Instructional Assistant – Bilingual	6
Instructional Assistant - Classroom	41
Instructional Assistant - Special Education	13
Reprographics Operator	2
Senior Buyer	6
Specialized Instructional Assistant	5
Stock and Delivery Clerk	7

Motion by: _____

Seconded by: _____

Vote: _____

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
01/19/12

RECOMMENDATION NO. A.21

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>
Aldama, Monica Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	12/14/11
Chevalier, Crispin Cabrillo Elementary	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: D	12/12/11
Cowen, Lauren Special Education	Physical Therapist 8 Hrs/11 Month/Range: 61 Step: A	12/8/11
Del Rocio Cosio, Maria Food Services	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	12/7/11
Fuentes, Jaqueline Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/15/11
Funderburk, Rosemary Webster Elementary	Inst Asst – Special Ed 5 Hrs/SY/Range: 20 Step: D	12/5/11
Ivanova, Anya Lincoln Middle School	Accompanist 5 Hrs/SY/Range: 31 Step: F	12/7/11
Ramirez, Armida Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/15/11

<u>PROVISIONAL ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Beruman, Theodore Purchasing	Senior Buyer [extension of assignment]	11/1/11-2/29/12

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Llosa, Silvia Edison Elementary	Inst Asst – Special Ed 5 Hrs/SY/Range: 20 Step: D Fr: Inst Asst – Classroom, Olympic HS	12/7/11

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Aldana, Monica Student Services	Health Office Specialist [additional hours, training]	12/14/11
Bathey, Leticia Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Boston, Kimberly Special Education	Inst Asst – Special Ed [additional hours, meeting]	11/17/11

Britt, Medina Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Campos, Andhia Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [overtime, Illuminate training]	12/10/11
Fajardo, Angela Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Fuentes, Evelyn Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Fuentes, Jaqueline Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Garcia, Sara Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Gardea-Perez, Guadalupe Student Services	Bilingual Community Liaison [additional hours, translation]	1/1/12-6/15/12
Godinez, Octavio Malibu High School	Gardener [overtime, as needed]	8/31/11-6/30/12
Gonzalez, Arturo Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Gordon-Johnson, Robin Rogers Elementary	Sr. Office Specialist [overtime, Illuminate data entry]	11/4/11-12/31/11
Hardin, Tamara Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
James, Carolin Special Education	Administrative Asst [overtime, as needed]	12/1/11-1/13/12
Jones, Mashawnda Student Services	Health Office Specialist [additional hours, training]	12/14/11
Lombera, Julio Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Minca, Robin Lincoln MS	Administrative Asst [overtime, ASB events]	12/9/11-6/15/12
Monte, Peri Webster Elementary	Webster Elementary [additional hours, Homework Club]	1/4/12-6/30/12
Muhammad, Baheerah Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Nydell, Amanda Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Nyden, Diane Lincoln MS	Sr. Office Specialist [overtime, ASB events]	12/9/11-6/15/12

Paddock, Lori Lincoln MS	Sr. Office Specialist [overtime, ASB events]	12/9/11-6/15/12
Payton, Tawny Special Education	Inst Asst – Specialized [additional hours, student needs]	10/1/11-6/18/12
Ramirez, Armida Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Rams, Florencia Grant Elementary	Bilingual Community Liaison [additional hours, translation]	9/14/11-1/27/12
Rodriguez, Cecilia Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Rubio, Ana Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12
Savage, Stephanie Lincoln MS	Sr. Office Specialist [overtime, ASB events]	12/9/11-6/15/12
Skowlund, Carol Educational Svcs	Sr. Administrative Asst [overtime, Illuminate training]	12/10/11
Thompson, Raquel Child Develop Svcs	Children Center Asst	12/1/11-6/15/12
Zullo, Kirstin Child Develop Svcs	Children Center Asst [additional hours, as needed]	12/1/11-6/15/12

SUBSTITUTES

EFFECTIVE DATE

Bosque, Genet Child Develop Svcs	Children Center Asst	12/7/11-6/30/12
Fleming, Darnell Operations	Custodian	12/14/11-6/15/12
Flores, Maria Special Education	Inst Asst – Specialized	11/1/11-6/30/12
Gardner, Danielle Personnel Commission	Office Specialist	12/14/11-6/15/12
Garduno, Alejandro Operations	Custodian	12/14/11-6/15/12
Gilbertson Kelley Webster Elementary	Inst Asst – Classroom	12/3/11-6/15/12
Gutierrez, Melissa Personnel Commission	Inst Asst – Physical Ed	12/14/11-6/15/12
Jones, Victoria Personnel Commission	Office Specialist	12/14/11-6/15/12
Jorgenson, Stephanie Personnel Commission	Office Specialist	12/14/11-6/15/12
Kane, Marybeth Food Services	Cafeteria Worker I	12/14/11-6/18/12

Macon, Phillip Operations	Custodian	12/14/11-6/15/12
Marotta, Michele Personnel Commission	Office Specialist	12/14/11-6/15/12
Sanchez, Lucas Food Services	Cafeteria Worker I	12/14/11-6/30/12
Sandoval, Sylvia Food Services	Cafeteria Worker I	12/14/11-6/18/12
Stowell, Amanda Food Services	Cafeteria Worker I	12/14/11-6/18/12
White, Roosevelt Operations	Custodian	12/14/11-6/15/12
Williams, Steven Food Services	Stock Delivery Clerk	12/1/11-6/30/12
Williams, Steven Food Services	Cafeteria Worker II	12/1/11-6/30/12
Zachery, April Food Services	Cafeteria Worker I	12/14/11-6/30/12

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Anderson, Amanda John Adams MS	Inst Asst – Special Ed Medical	12/6/11-1/31/12
Davis, Anthony Transportation	Bus Driver Medical	12/19/11-1/31/12
De Almeida, Suzanne Lincoln MS	Inst Asst – Special Ed Medical (revised dates from 12/15/11 Agenda)	11/7/11-12/24/11
Gold, Kathy Information Svcs	Technology Support Asst Medical	12/16/11-12/30/11
Hernandez, Diane Fiscal Services	Accounting Tech Medical (partial leave)	12/1/11-12/30/11
Hernandez, Maira Child Develop Svcs	Children Center Asst Maternity	12/13/11-1/24/12
Hills, Kevin Santa Monica HS	Inst Asst – Special Ed Medical	11/1/11-1/1/12
Holloway, Shirlene Food Services	Cafeteria Worker I Medical	11/7/11-11/23/11
Yates-Lomax, Kathy Transportation	Bus Driver Medical	12/16/11-1/16/12

LEAVE OF ABSENCE (UNPAID)

Ciccarello, Nicole
Rogers Elementary

Inst Asst – Classroom
Personal

EFFECTIVE DATE

1/4/12-3/31/12

PROFESSIONAL GROWTH

Larios, Carmen
Human Resources

Human Resource Specialist

EFFECTIVE DATE

1/1/12

Marmolejo, David
Information Svcs

Network Engineer

2/1/12

Martinez, Isabel
Franklin Elementary

Inst Asst – Special Ed

1/1/12

WORKING OUT OF CLASS

James, Carolin
Special Education

Administrative Asst
Fr: Sr. Office Specialist

EFFECTIVE DATE

12/1/11-1/31/12

RESIGNATION

Diaz, Corina
Child Develop Svcs

Administrative Asst.

EFFECTIVE DATE

1/31/12

Kleisley, Susan
Child Develop Svcs

Children Center Asst

12/9/11

Martin, Italo
Food Services

Cafeteria Worker I

12/20/11

RETIREMENT

De Almeida, Suzanne
Lincoln Middle School

Inst Asst – Special Ed

EFFECTIVE DATE

2/15/12

McCrea, Kathy
Malibu High School

Sr. Office Specialist

12/17/11

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
02/02/12

RECOMMENDATION NO. A.15

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>
Barnett, Julia Santa Monica HS	Inst Asst – Music 3 Hrs/SY/Range: 20 Step: A	1/9/12
Brown, Lincoln Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	1/4/12
Capitano, Angela John Adams MS	Inst Asst – Special Ed 5 Hrs/SY/Range: 20 Step: A	1/17/12
Ebner, Lori Special Education	Administrative Asst 8 Hrs/!2 Month/Range: 29 Step: A	1/11/12
Gonzalez, Monica Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A	1/4/12
King, Anthony Cabrillo Elementary	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: D	1/4/12
Rubin, Jakob Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	1/12/12
Stewart, April Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A	1/4/12
Thobe, James Franklin Elementary	Inst Asst – Classroom 3.8 Hrs/SY/Range: 18 Step: A	1/4/12
Vasquez, Melvin Special Education	Inst Asst – Specialized 4.5 Hrs/SY/Range: 26 Step: A	1/4/12
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Garcia, Mayra Santa Monica HS	Inst Asst – Special Ed (Bil) 6 Hrs/SY/Range: 20 Step: B Fr: Cafeteria Worker I; 3 Hrs/SY	1/11/12
James, Carolin Facility Permits/Theater Op	Administrative Asst 8 Hrs/12 Mo/Range: 29 Step: E Fr: Sr. Office Specialist; 8 Hrs/12 Mo	1/17/12
Plascencia, Henry Operations	Utility Worker 8 Hrs/12 Mo/Range: 27 Step: D Fr: Custodian; 8 Hrs/12 Mo	1/17/12
<u>APPOINTMENT OF COMMISSIONER-RENEWAL</u>		<u>EFFECTIVE DATE</u>
Brady, Pam Personnel Commission	Personnel Commissioner	12/1/11-3/31/12

TEMP/ADDITIONAL ASSIGNMENTS

Buchanon, Timothy Operations	Custodian [overtime, as needed]	<u>EFFECTIVE DATE</u> 12/1/11-6/30/12
Do Thu Hong Special Education	Inst Asst – Special Ed [additional hours, riding bus with student]	12/20/11
Hurtado, renee Special Education	Inst Asst – Developmental Health [additional hours, riding bus with student]	12/15/11-12/20/11
Martin, Italo Santa Monica HS	Cafeteria Worker I [additional hours, Vike's Inn]	10/1/11-10/31/11
Perez-Madera, Salomon Special Education	Inst Asst – Specialized [additional hours, riding bus with student]	12/19/11
Rising, Robert Operations	Custodian [overtime, as needed]	12/1/11-6/30/12
Rodriguez, Sara Rogers Elementary	Inst Asst – Classroom [additional hours, after-school intervention]	1/9/12-6/15/12
Shannon, Sea Rogers Elementary	Inst Asst – Classroom [additional hours, after-school intervention]	1/9/12-6/15/12

SUBSTITUTES

Badillo, Abraham Personnel Commission	Inst Asst – Physical Ed	<u>EFFECTIVE DATE</u> 1/12/12-6/15/12
Burnham, Evelyn Food Services	Cafeteria Worker I	12/15/11-6/18/12
Cosio, Rocio Rogers Elementary	Inst Asst – Classroom	1/6/12-6/30/12
Cruz, Julia Food Services	Cafeteria Worker I	1/12/12-6/18/12
Drayton, Brandon Special Education	Inst Asst – Special Ed	1/12/12-6/30/12
Rams, Florencia Grant Elementary	Bilingual Community Liaison	1/12/12-6/15/12
Guerrero, Yadira Food Services	Cafeteria Worker I	1/12/12-6/18/12
Martinez, Daniel Special Education	Inst Asst – Special Ed	12/1/11-6/30/12
Moore, Tenisha Grant Elementary	Inst Asst – Classroom	1/13/12-6/30/12
Patterson, Stephon Transportation	Bus Driver	1/10/12-6/30/12
Rivera, Angie Special Education	Inst Asst – Special Ed	1/12/12-6/30/12

Schierman, John Personnel Commission	Inst Asst – Physical Ed	1/12/12-6/15/12
Sebastiani, Guido Operations	Custodian	1/9/12-6/15/12
Tate, Alia Webster Elementary	Inst Asst – Classroom	1/4/12-6/15/12
Taylor, Alicia Food Services	Cafeteria Worker I	12/14/11-6/18/12
Thatcher, Laura Rogers Elementary	Inst Asst – Classroom	1/6/12-3/21/12
Thomas, Craig Special Education	Inst Asst – Special Ed	1/12/12-6/30/12
Vasquez, Amelia Food Services	Cafeteria Worker I	1/12/12-6/18/12
Williams, Rodney Food Services	Cafeteria Worker I	1/12/12-6/18/12
Winick, Paul Operations	Custodian	12/15/11-6/15/12
<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Batley, Leticia Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/McKinley Elementary Fr: 3.5 Hrs/SY/Pine Street	1/4/12
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Beaman, Shareen Pt Dume Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 2.4 Hrs/SY	9/1/09
Fuller, Terry Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 4.5 Hrs/SY	1/1/12
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Davis, Jeff Maintenance	Carpenter FMLA (Partial)	12/2/11-3/12/12
Padilla, Ramiro Operations	Equipment Operator Medical	1/1/12-2/6/12
Smith, Zekaia Child Develop Svcs	Children Center Asst Medical	2/1/12-2/28/12
Treto, Sandra Grant Elementary	Inst Asst – Classroom Maternity	1/9/12-3.31.12
Zaldivar, Guadalupe Food Services	Cafeteria Worker I Medical	1/4/12-1/31/12
Zibahalat, Haide Franklin Elementary	Inst Asst – Special Ed Medical	1/9/12-1/31/12

LEAVE OF ABSENCE (UNPAID)Karels, Kloie
Franklin ElementaryInst Asst – Special Ed
Personal**EFFECTIVE DATE**

1/25/12-5/18/12

Marshall, Kimberly
McKinley ElementaryInst Asst – Classroom
Personal

1/23/12-6/15/12

PROFESSIONAL GROWTHAdams, Daryl
Webster Elementary

Physical Activities Specialist

EFFECTIVE DATE

2/1/12

Casillas, Veronica
Santa Monica HS

Student Outreach Specialist

2/1/12

Flores, Albert
Franklin Elementary

Inst Asst – Classroom

2/1/12

Islas, Haydee
Child Develop Svcs

Children Center Asst

2/1/12

WORKING OUT OF CLASSLopez, Jose
GroundsEquip Operator/Tree Trimmer
Fr: Gardener**EFFECTIVE DATE**

12/21/11-12/23/11

RESIGNATIONCosio, Rocio
Food Services

Cafeteria Worker I

EFFECTIVE DATE

12/7/11

Lopez, Ricardo
Fiscal Services

Fiscal Supervisor

1/31/12

Mendoza, Valetta
Roosevelt Elementary

Inst Asst – Classroom

2/10/12

Zullo, Kirstin
Child Develop Svcs

Children Center Asst

1/20/12

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
02/16/12

RECOMMENDATION NO. A.20

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>
Gonzalez, April Olympic HS	Inst Asst – Special Ed 5 Hrs/SY/Range: 20 Step: A	1/30/12
Henderson, Leslie Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	1/30/12
Hofland, Keri Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	1/30/12
Mayer, Katherine Pt Dume Elementary	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	1/30/12
Sampson, Claudia Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	2/6/12
Thomas, Craig OCLC	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: A	1/30/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Cary, Wendy Malibu HS	Inst Asst – Special Ed [additional hours, after-school math intervention]	1/4/12-6/15/12
Gilbert, Janet Educational Services	Office Specialist [additional assignment, Stairway]	1/19/12-6/30/12
Guirguis, Ramez Facility Permits	Sports Facility Attendant [additional hours or overtime, as needed]	10/24/11-6/30/12
Henderson, Jacob Personnel Commission	Sign Language Interpreter [additional hours, accommodation for exam]	1/23/12
James, Carolin Theater Operations	Administrative Asst [overtime, as needed]	1/6/12-6/30/12
Miller, Karen Educational Services	Office Specialist [overtime, as needed for Stairway]	1/20/12-3/30/12
Minca, Robin Theater Operations/Lincoln	Administrative Asst [overtime, as needed]	1/20/12-6/30/12
Morich, Karin Special Education	Inst Asst – Specialized [additional hours, field trip]	12/19/11
Narain, Chandra Educational Services	Administrative Asst [overtime, as needed for Stairway]	1/20/12-6/30/12

Perchlak, Stanley Facility Permits	Skilled Maintenance Worker [overtime, as needed]	1/14/12-6/30/12
Savage, Stephanie Educational Svcs	Sr. Office Specialist [overtime, Data Director input]	8/24/11-6/30/12
Vasquez, Melvin Special Education	Inst Asst – Specialized [additional hours, training]	1/4/12-1/13/12
Valenzuela, Laurel Special Education	Inst Asst – Special Ed [additional hours, training]	1/23/12
White, Robert Facility Permits	Sports Facility Attendant [additional hours or overtime, as needed]	10/24/11-6/30/12

SUBSTITUTES

EFFECTIVE DATE

Eby, David Personnel Commission	Inst Asst – Physical Ed	1/20/12-6/15/12
Hardin, Tamara Child Develop Svcs	Children Center Asst	1/31/12-6/30/12
Jackson, Sheralynn Special Education	Inst Asst – Special Ed	1/1/12-6/30/12
Johnson, Joseph Special Education	Inst Asst – Special Ed	1/23/12-6/30/12
Meltzer, Maxine Muir Elementary	Elementary Library Coord	1/30/12
Mendoza, Ana Muir Elementary	Inst Asst – Classroom	1/23/12
Zullo, Kristin Child Develop Svcs	Children Center Asst	1/21/12

VOLUNTARY TRANSFER

EFFECTIVE DATE

Jackson, Nisha Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 4.5 Hrs/SY/McKinley Elementary	2/1/12
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Hernandez, Maira Child Develop Svcs	Children Center Asst Maternity	1/25/12-2/1/12
Johnson, Kerri Special Education	Inst Asst – Special Ed Medical	10/21/11-3/31/12
Padilla, Ramiro Operations	Equipment Operator Catastrophic	2/6/12-3/6/12
Yashar, Azita McKinley Elementary	Inst Asst – Special Ed Medical	11/1/11-3/20/12
Zibahalat, Haide Franklin Elementary	Inst Asst – Special Ed Medical	2/1/12-4/15/12

LEAVE OF ABSENCE (UNPAID)Bell, Michael
OperationsEquipment Operator
Personal**EFFECTIVE DATE**

1/1/12 – 6/30/12

Marshall, Kimberly
McKinley ElementaryInst Asst – Classroom
Personal
(dates revised from 2/2/12 Agenda)

1/30/12-6/15/12

PROFESSIONAL GROWTHCastillo, Wendy
Special Education

Inst Asst – Specialized

EFFECTIVE DATE

2/1/12

WORKING OUT OF CLASSLopez, Jose
GroundsEquipment Operator/Tree Trimmer
Fr: Gardener**EFFECTIVE DATE**

1/4/12-5/14/12

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

RH6359923
Muir Elementary

Instructional Asst – Classroom

EFFECTIVE DATE

2/28/12

MP8570955
Franklin Elementary

Instructional Asst – Special Ed

3/2/12

JJ5391727
Child Develop Svcs

Childrens Center Asst

2/28/12

RESIGNATIONGreenfield, Jean
Roosevelt Elementary

Inst Asst – Special Ed

EFFECTIVE DATE

1/20/12

Hardin, Tamara
Child Develop Svcs

Children Center Asst

1/30/12

Rodriguez, Elvira
Personnel Commission

Human Resource Technician

2/16/12

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
03/01/12

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>
Berumen, Ted Purchasing	Senior Buyer 8 Hrs/12 Mo/Range: 41 Step: A	2/14/12
Fisher, Marla Student Services	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	2/6/12
Oyenoki, Aimee McKinley Elementary	Inst Asst – Classroom 3 Hrs/SY/Range: 18 Step: A	2/6/12
Seklawi, Sara Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	2/13/12
Stafford, Latonya Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	2/13/12
Tate, Alia Webster Elementary	Inst Asst – Classroom 2 Hrs/SY/Range: 18 Step: A	2/6/12
Villegas, Lorena Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	2/13/12

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Gutierrez, Nancy Superintendent	Bilingual Community Liaison [additional hours, translation]	9/1/11-6/30/12
Gutierrez, Nancy Educational Svcs	Bilingual Community Liaison [additional hours, translation]	1/28/12-6/15/12
James, Carolin Special Education	Administrative Asst [overtime, as needed]	1/14/12-1/31/12
Morris, Sean Theater Ops/Facility Permits	Custodian [additional hours, as needed]	1/4/12-6/30/12
Pieper, Yalile Superintendent	Bilingual Community Liaison [additional hours, translation]	8/1/11-6/30/12
Plascencia, Henry Facility Permits	Utility Worker [overtime, as needed]	1/27/12-6/30/12
Schlierman, John McKinley Elementary	Inst Asst – Classroom [additional hours, 504 accommodation]	2/13/12-3/30/12
Sinai, Farimah Theater Ops/Facility Permits	Account Asst II [additional hours, as needed]	1/4/12-6/30/12

Smith, Denise Fiscal Services	Office Specialist [additional assignment]	2/13/12-6/30/12
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SUBSTITUTES

Espinoza, Lery Personnel Commission	Office Specialist	<u>EFFECTIVE DATE</u> 2/8/12-6/15/12
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Jamar, Travon Personnel Commission	Inst Asst – Physical Ed	2/1/12-6/15/12
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Johnson, Joseph Personnel Commission	Inst Asst – Physical Ed	2/13/12-6/15/12
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Monroy, Rosa Child Develop Svcs	Children Center Asst	2/7/12-6/30/12
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Rendon, Virginia Food Services	Cafeteria Worker I	2/1/12-6/30/12
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VOLUNTARY TRANSFER

Perez-Hernandez, Carina Olympic HS	Inst Asst – Classroom 5 Hrs/SY Fr: 3 Hrs/SY/Franklin Elementary	<u>EFFECTIVE DATE</u> 2/3/12
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CHANGE IN ASSIGNMENT

Gerhardt, Debra Franklin Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 3.6 Hrs/SY	<u>EFFECTIVE DATE</u> 2/3/12-6/15/12
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Lucas, Ralph McKinley Elementary	Inst Asst – Classroom 5 Hrs/SY Fr: 3.5 Hrs/SY	2/1/12-6/15/12
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Monjaraz, Gabriela Special Education	Inst Asst – Specialized 6.5 Hrs/SY Fr: 6.2 Hrs/SY	1/4/12
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Roller, Yolanda Lincoln MS	Inst Asst – Special Ed 8 Hrs/SY Fr: 7 Hrs/SY	2/15/12
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LEAVE OF ABSENCE (PAID)

Anderson, Amanda John Adams MS	Inst Asst – Special Ed	<u>EFFECTIVE DATE</u> 2/1/12-2/27/12
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Kinsey, Nancy Roosevelt Elementary	Inst Asst – Special Ed Catastrophic	1/25/12-4/25/12
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Kinsey, Nancy Roosevelt Elementary	Inst Asst – Special Ed Medical	4/26/12-6/15/12
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PROFESSIONAL GROWTH

Johnson, Mayra Child Develop Svcs	Bilingual Community Liaison	<u>EFFECTIVE DATE</u> 3/1/12
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Yates-Lomax, Kathy
Transportation

Bus Driver

3/1/12

WORKING OUT OF CLASS

Burdick, Barton
Grounds

Equipment Operator
Fr: Gardener

EFFECTIVE DATE

2/1/12-6/11/12

Fuller, Charesse
Food Services

Cafeteria Worker II
Fr: Cafeteria Worker I

2/1/12-6/11/12

Williams, Steven
Food Services

Stock Delivery Clerk
Fr: Cafeteria Worker I

2/1/12-4/30/12

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES
(39-MONTH MEDICAL REEMPLOYMENT LIST)

SW3201064
Operations

Equipment Operator

EFFECTIVE DATE

3/6/12

RESIGNATION

Awad, Lisa
Pt Dume Elementary

Sr. Office Specialist

EFFECTIVE DATE

2/24/12

LeDuff, Kelle
Special Education

Job Developer/Placement Spec

2/29/12

Regan, Nell
Student Services

Health Office Specialist

3/2/12

Thompson, Raquel
Child Develop Svcs

Children Center Asst

2/21/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
01/19/12

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.22

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

COOKE, TERRY	SANTA MONICA HS	12/15/11-6/30/12
GARCIA, CHRISTOPHER	SANTA MONICA HS	12/1/11-6/30/12
GRAY, CARLOS	MALIBU HIGH SCHOOL	11/1/11-6/30/12
HUMPHREY, REGENCE	MALIBU HIGH SCHOOL	11/1/11-6/30/12
KINNEAR, LLOYD	MALIBU HIGH SCHOOL	7/1/11-6/30/12
MAHON, JOE	MALIBU HIGH SCHOOL	11/1/11-6/30/12
PARKER, TERAH	MALIBU HIGH SCHOOL	11/1/11-6/30/12
PART, BRIAN	SANTA MONICA HS	12/13/11-6/30/12
QUINTANILLA, ALBERT	MALIBU HIGH SCHOOL	11/1/11-6/30/12
ROCK, ANDREW	SANTA MONICA HS	12/13/11-6/30/12
RODRIGUEZ, SERAFIN	SANTA MONICA HS	12/5/11-3/31/12
TENORIO, ROBERT	MALIBU HIGH SCHOOL	7/1/11-6/30/12

NOON SUPERVISION AIDE

ALVAREZ, MARYKE	MCKINLEY ELEMENTARY	1/4/12-6/15/12
GOMEZ, NOELIA	MCKINLEY ELEMENTARY	1/4/12-6/15/12
GRANT, CAROLYN	JOHN ADAMS MS	12/1/11-6/15/12
LUCAS, RALPH	MCKINLEY ELEMENTARY	1/4/12-6/15/12
MARION, ROSA	MCKINLEY ELEMENTARY	1/4/12-6/15/12
OSAKI, BRENDA	MCKINLEY ELEMENTARY	1/4/12-6/15/12
REYES, MODESTA	MCKINLEY ELEMENTARY	1/4/12-6/15/12
RIVERA, JENNIFER	MCKINLEY ELEMENTARY	12/1/11-6/15/12
SOTOJ, MARIA	MCKINLEY ELEMENTARY	1/4/12-6/15/12

TECHNICAL SPECIALIST – LEVEL II

CLOUD, LINDSEY	ED SVCS/GRANT AND ROGERS [Vocal Music Coach] - Funding: Gifts	12/1/11-5/31/12
GONZALEZ, JUAN	ED SVCS/SANTA MONICA HS [Band Coach – Color Guard] - Funding: Santa Monica Arts Parents Assoc	12/3/11-6/30/12

ADMINISTRATIVE SPECIALIST – LEVEL II

RIVERA, NANCY	CHILD DEVELOP SVCS	12/1/11-6/30/12
	[Fiscal Supervisor Transition/Training]	
	- Funding: Head Start Basic	- 75%
	LA Universal Preschool	- 25%

STUDENT WORKER – WORKABILITY

JONES, SEAN	SPECIAL EDUCATION	11/1/11-6/30/16
O'CONNOR, JACKSON	SPECIAL EDUCATION	12/5/11-6/30/12
SHAW, JIBRIL	SPECIAL EDUCATION	12/1/11-6/30/16

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

TO: BOARD OF EDUCATION ACTION/CONSENT
02/02/12
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.16

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

FARINA, PETER MALIBU HIGH SCHOOL 1/19/12-6/30/12

TECHNICAL SPECIALIST – LEVEL I

MOUL, GREG MUIR ELEMENTARY 1/10/12-6/22/12
[Computer Lab Assistance]
- Funding: Reimbursed by PTA

TECHNICAL SPECIALIST – LEVEL II

RAFFA-LEAL, DAVIDA GRANT ELEMENTARY 1/9/12-6/15/12
[Ceramic Instruction]
- Funding: Reimbursed by PTA

EDUCATIONAL SPECIALIST – LEVEL II

MARTINEZ, FRANCISCO ROOSEVELT ELEMENTARY 1/1/12-6/18/12
[Dance Instruction]
- Funding: Reimbursed by PTA

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

TO: BOARD OF EDUCATION

ACTION/CONSENT
02/16/12

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.21

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	1/30/12-6/18/12
WADLEY, JEANETTE	SANTA MONICA HS	1/30/12-6/18/12

COACHING ASSISTANT

CARY, WENDY	MALIBU HIGH SCHOOL	1/1/12-6/30/12
CURSON-MAYORGA, LOUIS	MALIBU HIGH SCHOOL	2/11/12-6/30/12
HUMPHREY, REGENCE	MALIBU HIGH SCHOOL	1/1/12-6/30/12
MAY, GREG	MALIBU HIGH SCHOOL	8/30/11-6/30/12
QUINTANILLA, ALBERT	MALIBU HIGH SCHOOL	1/1/12-6/30/12
SHAFER, ANTHONY	MALIBU HIGH SCHOOL	1/1/12-6/30/12

NOON SUPERVISION AIDE

ILLES, NICHOLAS	GRANT ELEMENTARY	1/17/12-6/18/12
TATE, ALEA	WEBSTER ELEMENTARY	1/4/12-6/30/12

EDUCATIONAL SPECIALIST – LEVEL II

ROBB, LYNN	ROOSEVELT ELEMENTARY [Art Instruction] - Funding: Reimbursed by PTA	1/1/12-6/18/12
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STUDENT WORKER – WORKABILITY

CHIRIBOGA, GIOVANNI	SPECIAL EDUCATION	1/18/12-6/30/12
MOSS, MARQUIS	SPECIAL EDUCATION	1/25/12-6/30/14

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

TO: BOARD OF EDUCATION ACTION/CONSENT
03/01/12
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

CANNON, KERMIT	SANTA MONICA HS	2/6/12-6/30/12
OLIVER, MATTHEW	MALIBU HIGH SCHOOL	1/1/12-6/30/12

NOON SUPERVISION AIDE

GUTIERREZ, MELISSA	WEBSTER ELEMENTARY	12/14/11-6/30/12
HORTON, KASEY	FRANKLIN ELEMENTARY	2/1/12-6/15/12
LOPEZ, SALOMON	FRANKLIN ELEMENTARY	2/6/12-6/15/12

STUDENT WORKER – WORKABILITY

GONZALEZ, DAISY	SPECIAL EDUCATION	2/10/12-6/30/14
RESENDIZ, SUSANA	SPECIAL EDUCATION	2/10/12-6/30/14

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

IV. Discussion/Action Items/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: _____

Motion by: _____

Seconded by: _____

Vote: _____

b. Nomination of Vice-Chair

Nomination: _____

Motion by: _____

Seconded by: _____

Vote: _____

2. Advanced Step Placements:

Health Office Specialist Classification

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

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

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

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Eva Villalobos in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

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

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

Instructional Assistant Classifications

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

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

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

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

- g. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee April Gonzalez 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.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

- h. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Leslie Howard 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.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

Physical Therapist Classification

- i. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Lauren Cowan in the classification of Physical Therapist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

Reprographics Operator Classification

- j. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Moises Casillas in the classification of Reprographics Operator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

3. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from January 4, 2012 to May 14, 2012 (First Extension)

Motion by: _____

Seconded by: _____

Vote: _____

- b. Mr. Abel Orozco, Gardener, in the position of the Equipment Operator-Tree Trimmer from July 1, 2011 to March 9, 2012 (First Extension)

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - Personnel Commission Retreat
 - 2011 – 2012
3. Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District
 - Letter from Mr. George Cole, Executive Director of California School Personnel Commissioners Association

C. Information Item(s):

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012**

AGENDA ITEM NO: IV.A.1.

SUBJECT: Personnel Commission Election of Officers

BACKGROUND INFORMATION:

Personnel Commission Rule § 2.1. 5. – ELECTION OF OFFICERS, states:

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

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the one-year period from December 2011 through November 2012.

a. Nomination of Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

b. Nomination of Vice-Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Magdalena Ayala

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Magdalena Ayala
<u>Education</u> <ul style="list-style-type: none">• Educational attainment equivalent to a high school diploma or its recognized equivalent <u>Experience:</u> <ul style="list-style-type: none">• One (1) year of clerical support experience and some experience or certificate in a medically-related field. <u>Licenses and other Requirements</u> <ul style="list-style-type: none">• Valid First Aid, CPR and AED Certification.• A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required.	<ul style="list-style-type: none">• Magdalena has a Bachelor's degree in Nursing.• Magdalena has three (3) years of clerical experience. She also has a Medical Assistant certificate.• Magdalena is First Aid, CPR and AED (automated external defibrillator) certified and possess a valid California Driver's License.

DIRECTOR'S RECOMMENDATION:

Ms. Ayala'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 25, Step D on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Christina Hobkirk

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Christina Hobkirk
<u>Education</u> <ul style="list-style-type: none">• Educational attainment equivalent to a high school diploma or its recognized equivalent <u>Experience:</u> <ul style="list-style-type: none">• One (1) year of clerical support experience and some experience or certificate in a medically-related field. <u>Licenses and Other Requirements</u> <ul style="list-style-type: none">• Valid First Aid, CPR and AED Certification.• A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required.	<ul style="list-style-type: none">• Christina has an Associate's degree in Nursing. (She also has an Associate's degree in Liberal Arts.)• Christina has over ten (10) years of clerical and customer service experience as well as two (2) years' experience as an in-home care specialist.• Christina is First Aid, CPR and AED (automated external defibrillator) certified and possess a valid California Driver's License.

DIRECTOR'S RECOMMENDATION:

Ms. Hobkirk'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 25, Step D on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Eva Villalobos

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Eva Villalobos
<u>Education</u> <ul style="list-style-type: none">• Educational attainment equivalent to a high school diploma or its recognized equivalent <u>Experience:</u> <ul style="list-style-type: none">• One (1) year of clerical support experience and some experience or certificate in a medically-related field. <u>Licenses and other Requirements</u> <ul style="list-style-type: none">• Valid First Aid, CPR and AED Certification.• A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required.	<ul style="list-style-type: none">• Eva has a high school diploma.• Eva has a professional certification as a Physical Therapy Aide. She is also a certified Phlebotomy Technician.• Eva completed her Licensed Vocational Nurse internship at a variety of acute hospitals and clinical sites.• Eva is First Aid, CPR and AED (automated external defibrillator) certified and possess a valid California Driver's License.

DIRECTOR'S RECOMMENDATION:

Ms. Villalobos' 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 25, Step D on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Bibiana Villegas

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Bibiana Villegas
<u>Education</u> <ul style="list-style-type: none">• Educational attainment equivalent to a high school diploma or its recognized equivalent <u>Experience:</u> <ul style="list-style-type: none">• One (1) year of clerical support experience and some experience or certificate in a medically-related field. <u>Licenses and other Requirements</u> <ul style="list-style-type: none">• Valid First Aid, CPR and AED Certification.• A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required.	<ul style="list-style-type: none">• Bibiana has a high school diploma.• Bibiana is a certified Medical Assistant. She has two (2) years' experience as a child care giver.• Bibiana is First Aid, CPR and AED (automated external defibrillator) certified and possess a valid California Driver's License.

DIRECTOR'S RECOMMENDATION:

Ms. Villegas' 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 25, Step B on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
Second by: _____
Vote: _____

CLASS TITLE: HEALTH OFFICE SPECIALIST

Classified Employee's Salary Range: A-25

BASIC FUNCTION:

Under general supervision of the Director of Student Services, assist in the daily operation of a school health office, administer first aid, assist students in taking prescribed medications and perform a variety of clerical duties related to the school health programs.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES:

- A Health Office Specialist assists professional health services personnel in a school health office by maintaining clerical records and administering first aid in emergencies.
- The Senior Office Specialist performs a variety of clerical and typing duties ranging from beginning level to those requiring the exercise of judgment based on training and experience.
- A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the technical and functional direction of the Credentialed School Nurse.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist students in taking prescribed medications.
- Assist the Credentialed School Nurse in maintaining health records and preparing reports.
- Type and file student health records.
- Communicate orally or in writing with parents and school personnel.
- Prepare documents and reports for the Credentialed School Nurse or the school administrator when immunizations are not in compliance with current state laws.
- Assist students with toileting and activities of daily living.
- Maintain supplies in the health office and prepare requisitions for needed replacements
- Provide first aid to students and others who are hurt or become injured at school.
- Record temperature readings.
- Contact parents and paramedics as required.
- Performs limited specialized physical healthcare procedures (treatments) such as glucose monitoring, mechanical nebulizer treatment or emergency injections of medications with appropriate training and supervision by the Credentialed School Nurse.
- Maintain safety and sanitation of the school health office.

OTHER DUTIES

- Perform related duties as assigned.

SUPERVISION:

Supervision is received from the Director of Student Services. Technical and functional direction is provided by the Credentialed School Nurse. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Office practices and recordkeeping procedures.
- Basic math.
- Appropriate telephone etiquette and customer relations techniques.
- Uses wordprocessing, database and spreadsheet applications programs.
- First aid procedures and practices, including CPR and use of AED.

ABILITY TO:

- Proficiently operate personal computer and standard office equipment.
- Assemble, maintain and verify information contained in records, reports and documents.
- Understand and follow oral and written instructions.
- Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE:**EDUCATION:**

Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

One (1) year of clerical support experience and some experience or certificate in a medically-related field.

Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid, CPR and AED Certification.
- A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required.

WORKING CONDITIONS:**ENVIRONMENT:**

The employee works in an office environment with many interruptions, moderate noise levels. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information.

PHYSICAL DEMANDS:

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds. Must be able to lift, push and pull up to fifty (50) pounds as required to move or assist an injured or ill student. Sitting, stooping, crouching, standing, bending at the waist, kneeling or walking to assist students. Must have hand and finger dexterity to operate specialized equipment and adaptive tools for lifting heavy students (such as the hoist lift). Must be physically able to provide rapid response to emergent situation throughout the school campus.

HAZARDS:

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.

**DUTIES APPROVED
BOARD OF EDUCATION:**
February 17, 2011

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**
June 14, 2011
Revised July 12, 2011

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Alia Tate

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Alia Tate
<u>Education and Experience:</u> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is: Graduation from high school or equivalent evidence of proficiency at the high school level or six months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.	Education: <ul style="list-style-type: none">• Master's in Education from Pepperdine University• Bachelor's in Psychology from Louisiana State University• Teaching Credential from California State University Northridge Experience: <p>Former District employee as an Instructional Assistant Classroom Aide during the 2007-2008 school year.</p> <p>Passed the District's Examination.</p>

DIRECTOR'S RECOMMENDATION:

Ms. Tate'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 18, Step F on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
Second by: _____
Vote: _____

February 2, 2012

TO: Dr. Wilbert Young

FROM: Phil Cott *PC*

RE: Advanced Salary Step Placement

I am requesting advanced step placement for Alia Tate, whom I am recommending to be hired to fill our vacant classroom instructional aide position. Alia is a fully credentialed teacher and has also worked at Webster several years ago as a classroom instructional aide. Her experience and professional qualifications make her an excellent candidate for advanced step placement. Thank you for your consideration.

CLASSIFIED PERSONNEL

2012 FEB -2 A 11:41

Hatch, Jana

From: Young, Wilbert
Sent: Monday, February 13, 2012 9:24 AM
To: Hatch, Jana
Subject: Fwd: Request for Pay Increase, IA Classroom

FYI

Sent from my IPHONE.

Begin forwarded message:

From: Alia Maggio <alia_maggio@yahoo.com>
Date: February 13, 2012 9:09:16 AM PST
To: "Young, Wilbert" <wyoung@smmusd.org>
Subject: Request for Pay Increase, IA Classroom
Reply-To: Alia Maggio <alia_maggio@yahoo.com>

Dear Dr. Young,

My name is Alia Tate, and I was currently hired as an Instructional Assistant at Webster Elementary. I previously worked as an IA at Webster Elementary during the 2007- 2008 school year. I left the position after the end of the school year to obtain my multiple subject teaching credential from California State University, Northridge. Since then, I have also obtained a master's degree in education with an emphasis in psychology from Pepperdine University in 2011. I am writing to request a pay increase because of my qualifications.

The time allowed between my last employment and my new hire elapsed, so I was technically hired as a new employee again. I spoke with you in the SMMUSD office on Friday, February 10th as I filled out my paperwork with Carmen Larios. It was then in which you requested I compose an email in order to request my raise because of my qualifications and previous work history in the same position at the same school. I sincerely thank you for taking the time to consider my request. Please let me know if I can provide you with any other information.

Sincerely,

Alia Tate

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT CLASSROOM

Classified Employees Salary Schedule – 18

DEFINITION

Under the general supervision of a certificated teacher and a site administrator, assists the teacher by providing instructional support to individuals and small groups of students in regular classrooms, monitors and reports student progress regarding performance and behavior and provides clerical and other support assistance related to instructional activities. The Instructional Assistant Classroom also assists students in becoming successful in their academic, social and emotional development.

TYPICAL DUTIES

1. Works with students in small groups and/or on an individual basis in regular classrooms to instruct, reinforce and follow up on learning activities.
2. Assists in the preparation, modification and implementation of lesson plans, instructional materials and learning aids as directed by the teacher, including scoring student reports and papers; and administering, monitoring and scoring a variety of tests (this does not include the administration of standardized assessment measures).
3. Observes students and assists in the supervision and modeling of appropriate student behavior through positive reinforcement techniques and implementation of a teacher designed behavior management system.
4. Confers with teachers concerning student progress and to determine programs, activities and materials to meet individual student needs.
5. Performs clerical support duties, such as preparing, typing and copying instructional materials; recording grades; preparing and maintaining student files, and records as necessary, including confidential records; and distributing and collecting paper, supplies and materials.
6. Operates and assists students in the operation of a variety of instructional aids, media, and computer terminals and software programs.
7. Provides support to the teacher by setting up work areas, displays and exhibits, operating VCR, movie, slide, film strip and overhead projectors and other audio-visual equipment; and maintaining cassettes, tapes, etc.
8. Participates in staff meetings and in-service training programs as assigned.
9. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in the Instructional Assistant Classroom classification are established to assist certificated teachers in creating successful learning opportunities for students in regular classrooms. Incumbents perform their duties with initiative and independent judgment within standardized procedures as directed by the classroom teacher. Incumbents serve as assistants to the teacher. The full responsibility for appropriate instruction, training, instructional materials and evaluation procedures remains with the teacher.

SUPERVISION

Supervision is received from a certificated administrator with input from the teacher(s) to whom the Instructional Assistant Classroom is assigned. No supervision of other staff is exercised.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic needs, characteristics and behavior of children and adolescents.

Correct English usage, spelling, vocabulary, syntax, grammar and punctuation.

Basic arithmetical concepts.

Routine record keeping.

Ability to:

Be aware of and sensitive to the needs of all children, their cultures, languages, life styles and capabilities.

Establish rapport with and gain the confidence of children and students.

Learn basic teaching techniques and methods.

Read, write and communicate effectively for the needs of the grade level(s) to which assigned.

Learn safe practices and procedures for classroom and campus activities.

Learn growth and development patterns of children and adolescents.

Acquire a firm working knowledge of subjects taught in grade level(s) to which assigned.

Learn to utilize appropriate instructional media and materials.

Operate or learn to operate appropriate instructional media, materials, a computer terminal and use appropriate software.

Understand and carry out oral and written directions.

Read and comprehend instructional and related materials.

Maintain confidentiality of matters related to students.

Establish and maintain cooperative working relationships with those contacted during the normal course of work.

Be flexible.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Graduation from high school or equivalent evidence of proficiency at the high school level or six months paid or verifiable, supervised volunteer experience that has provided firsthand knowledge of the needs of school aged children and young people.

Physical Requirements:

Ability to safely lift and carry weights of up to 10 pounds.

Ability to stand and sit for extended periods of time.

Ability to reach above the shoulders.

Visual acuity sufficient for observing and monitoring students and for reading, writing, typing and preparing instructional materials.

Ability to hear and speak to exchange information and provide assistance to students.

Manual dexterity sufficient to operate instructional media, copiers, computer terminals and to handle instructional materials and files.

Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential duties of this classification.

Approved: June, 1977

Revised: August, 1981

Revised: June 13, 1994

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Julia Barnett

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant Music	Employee: Julia Barnett
<u>Education and Experience:</u> Education: Must have a high school diploma or its recognized equivalent and · Completed 48 units at an institution of higher learning (with some college coursework related to music); or · Obtained an Associate's (or higher) degree, with some college coursework related to music; or Experience: Some experience working with children in an organized setting and some experience working in an organized music setting.	Education: <ul style="list-style-type: none">• Master's in MM Flute Performance from the University of Colorado Experience: <ul style="list-style-type: none">• Over eight (8) years of experience working with children in an organized and private settings

DIRECTOR'S RECOMMENDATION:

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

Motion by: _____
Second by: _____
Vote: _____

Julia Barnett

15351 Via De Las Olas
Pacific Palisades, CA 90272

T 619 4025073
juliarasco@gmail.com

January 17, 2012

Santa Monica Malibu School District

To whom it may concern:

I was recently appointed the Instructional Assistant for Santa Monica High's Band Program. I am very excited about this opportunity and look forward to getting to know the students and staff there. I am writing to you to request placement in the Advanced Step Program.

I am currently pursuing a doctorate in music, specifically the flute and feel that I have gained quite a bit of experience teaching. I have been teaching private lessons for the last 6 years, and performed duties as a teaching assistant at the university level for 4 years. I received my Bachelors in Music from Rice University majoring in Flute Performance. I earned my Masters in Music from University of Colorado at Boulder where I also served as a Teaching Assistant for "Introduction to Music" courses for music majors as well as "Music Appreciation" courses for non-majors. As a teaching assistant I graded papers, assisted the professor during lecture and held office hours. At the University of California at Los Angeles, I have been a TA for the last two years for 2 different courses, Music 15, a survey of western classical music for non-majors as well as Arts Encounters, a course that takes a look at all of the performing arts. For each course I have taught 2 discussion sections of 35 students each, graded papers, held office hours, and assisted the professor during lectures.

In addition to my classroom teaching, this is my third year working at Bret Harte Middle School, where I coach small ensembles and teach private and group lessons. I also spent one year teaching flute lessons at Fernando Pullum Performing Arts High School, as well as a year at Cypress Fairbanks Middle School in Houston, Texas in 2006/2007. I love working with students of all ages and am grateful for this opportunity. Please feel free to contact me if you have any further questions.

Sincerely yours,

Julia Barnett

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL ASSISTANT - MUSIC

Classified Employees Salary Schedule – Range 20

BASIC FUNCTION:

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

ESSENTIAL DUTIES:

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

OTHER DUTIES:

8. Performs related duties as assigned.

INSTRUCTIONAL ASSISTANT - MUSIC

Page Two

SUPERVISION:

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

KNOWLEDGE AND ABILITIES:

Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

Education:

Must have a high school diploma or its recognized equivalent and

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

Experience:

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

LICENSES AND OTHER REQUIREMENTS:

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

SPECIAL INFORMATION:

None.

WORKING CONDITIONS (ENVIRONMENT):

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

PHYSICAL DEMANDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:
April 2, 2009

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
April 14, 2009

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – April Gonzalez

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Special Education	Employee: April Gonzalez
<u>Education and Experience:</u> Education: Must have a high school diploma or its recognized equivalent and <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. Experience: At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.	Education: <ul style="list-style-type: none">• April has obtained a High School diploma.• April has passed the District Examinations Experience: April has over 3 years' experience (over 5,000 contact hours) working with students with special needs.

DIRECTOR'S RECOMMENDATION:

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

Motion by: _____
Second by: _____
Vote: _____

*Dr. Wilbert Young
Director of Classified Personnel*

February 1, 2012

Thank you again for allowing me to prove my abilities with the Santa Monica-Malibu Unified School District. I am very pleased to have the opportunity to work with Dr. Janie Gates at Olympic High School as an Instructional Assistant in the Special Education department.

This letter is to request an Advance Step placement from the current salary which I have been offered. I understand the district prefers to bring new employees in at the lower end of the range for this position because they typically lack the experience which warrants a higher salary. I've been employed as an Instructional Aide-Special Ed at Colony High School from Oct '09 to Jan '12. The job description is equivalent to that of which I have been hired here at SMMUSD. I feel the years of experience and training I have would justify hiring me above the starting step. It is due to this experience that I am requesting an Advance Step placement from Range 20 Step A to Range 20 Step D.

Please feel free to contact me if you have any questions, or to contact my references if there is any question regarding my capabilities.

Thank you for your time,

*April Gonzalez
Instructional Assistant – Special Ed
Olympic High School*

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Leslie Howard

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Special Education	Employee: Leslie Howard
<u>Education and Experience:</u> Education: Must have a high school diploma or its recognized equivalent and <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. Experience: At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.	Education: <ul style="list-style-type: none">• Leslie has obtained a Bachelor in Communication Disorders from Edinboro University of Pennsylvania Experience: <ul style="list-style-type: none">• Leslie has over 4 years experience (over 7,000 contact hours) working with students with special needs.

DIRECTOR'S RECOMMENDATION:

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

Motion by: _____
Second by: _____
Vote: _____

From: [LESLIE HOWARD](#)
To: [Younan, Julie](#)
Subject: Request Review of Pay
Date: Monday, January 30, 2012 7:24:37 PM

Dear Julie,

Just following up for review of pay request.

For the past four years I have been employed as a Behaviorist in which I worked with Autistic children to help modify and implement behavior plans based on their IEP goals. I have earned over 1,000 hours a year working with Autistic children in the classroom. In addition I hold a Bachelors Degree of Science in Education. I also worked in General Education for five years. I am requesting the pay of \$16.41 as an Instructional Assistant based on my experience and education.

Thank you for your consideration.

Leslie M. Howard

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, March 13, 2012

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

SUBJECT: Advanced Step Placement – Lauren Cowan

BACKGROUND INFORMATION:

Classification Title: Physical Therapist	Employee: Lauren Cowan
<u>Education:</u> <ul style="list-style-type: none">• Bachelor's degree with a major in Physical Therapy. <u>Experience:</u> <ul style="list-style-type: none">• Two (2) years experience working with children with orthopedic disabilities. <u>License or Certificate:</u> <ul style="list-style-type: none">• Possession of a valid certificate to practice as a Registered Physical Therapist in California. If licensed in another state, incumbent must obtain the appropriate license issued by the State of California within twenty-four months from the date of employment.• Possession of CPR and first aid certificate.• Possession of a valid California Driver's License.	<u>Education and Experience:</u> <ul style="list-style-type: none">• Lauren has a Doctorate in Physical Therapy. Her Bachelor's degree is in Neuroscience.• Lauren has over 3,300 contact hours working with children and adults with orthopedic disabilities.• Lauren is a Registered Physical Therapist. She is CPR, First and AED (automated external defibrillator) certified and possess a valid California Driver's License.

DIRECTOR'S RECOMMENDATION:

Ms. Cowan'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 61, Step D on the 2006-07 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

PHYSICAL THERAPIST

Classified Employees Salary Schedule – Range 61

Job Summary

Under general direction and based upon an Individual Family Support Plan (IFSP) team recommendations, perform highly skilled specialized therapy services with orthopedically disabled students.

REPRESENTATIVE DUTIES:

- Plan and administer physical therapy assessment that will include grading muscle power, evaluating range of motion, sensation, and developmental levels. **E**
- Perform and utilize diagnostic and assessment methods to restore function, improve mobility, relieve pain, and prevent or limit permanent physical disabilities. **E**
- Assist as part of a team, to promote overall fitness and health. **E**
- Examine student medical histories and development treatment plan. **E**
- Maintain clinical notes and records; prepare case histories, reports, and diagnostic service plans. **E**
- Identify special needs of students and serve as coordinator to oversee the implementation of individual service plans. Develop goals and objectives that support the individual service plans goals, develop objectives and outcomes for consideration in the individual service plan meetings. **E**
- Provide direct service to students, improve gross motor skills. Provide consultation and collaboration with families, care givers and identified staff. **E**
- Participate in case conferences and meeting with staff to review service plans. **E**
- Input and access data using a computer. **E**
- Maintain accurate records as required by law, Board policies, administrative regulations and the Special Education Department. **E**
- Perform related duties as assigned.

(E) refers to *Essential* job functions

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Objectives and methods of physical therapy; testing and evaluating developmental, muscular and neural function and dysfunction.
- Skeletal anatomy, kinesiology and basic pathology of the physically disabled.
- The basic construction, use and care of orthopedic appliances and equipment.
- Problems, needs and attitudes of individuals with physical disabilities and their families.

(Physical Therapist – cont'd.)

- Pertinent State laws and regulations regarding health service programs and public special education.
- Normal growth and development of children and educational and developmental needs of children with special needs.
- Applicable treatment modalities and theory.

SKILLS AND ABILITY TO:

- Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data. Gather and analyze information skillfully.
- Consistently arrive at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations.
- Use reason even when dealing with emotional topics; manage difficult or emotional work related situations.
- Respond promptly to student's needs.
- Focus on resolving conflict, not blaming
- Maintain confidentiality; meet and follow through on commitments.
- Remain open to others' ideas and try new things; exhibit objectivity and openness to others' views; balance team and individual responsibilities.
- Change approach or method to best fit the situation.
- Use English to speak, read, and write fluently, clearly, informatively, and persuasively; be able to read and interpret written information; communicate effectively in both oral and written form, expressing complex and technical terminology and concepts in an understandable manner; listen and seek clarification.
- Prepare a variety of professional reports; understand and interpret physicians' order and adopt treatment program to individual circumstances.
- Contribute to building a positive team spirit; approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; participate in meetings.
- Accept responsibility for own actions; react well under pressure.
- Report potentially unsafe conditions; use equipment and material properly.
- Assess and diagnose actions and problems, develop and implement effective and appropriate plans.
- Teach students self-care and other suitable activities.
- Establish and maintain a variety of case notes, client records and other required documentation.
- Input and access data utilizing a computer.

EDUCATION AND EXPERIENCE:

Education:

Bachelor's Degree with a major in Physical Therapy.

Experience:

Two years experience working with children with orthopedic disabilities.

License or Certificate:

Possession of a valid certificate to practice as a Registered Physical Therapist in California. If licensed in another state, incumbent must obtain the appropriate license issued by the State of California within twenty-four months from the date of employment.

Possession of CPR and first aid certificate.

Possession of a valid California Driver's License.

SPECIAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to walk, stand and to sit, stoop, kneel or crouch, use hands to handle, feel, massage and manipulate; reach with hands and arms; talk and hear. Must frequently manipulate, lift and/or move up to 50 pounds, and occasionally lift or move up to 60 pounds with assistance. Specific vision abilities required by this job include close vision and distance vision.

APPROVED BY THE COMMISSION: June 14, 2005

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012

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

SUBJECT: Advanced Step Placement – Moises Casillas

BACKGROUND INFORMATION:

Classification Title: Reprographics Operator	Employee: Moises Casillas
<u>Education and Experience:</u> <ul style="list-style-type: none">• Educational attainment equivalent to a high school diploma or its recognized equivalent.• Two years experience of reproduction and graphics equipment operations experience.	<ul style="list-style-type: none">• Moises has a Santa Monica High School diploma.• Moises has over seventeen (17) years experience in the area of reproduction and graphics equipment operations. He has experience as a Manager/Quality Control, Production Supervisor and Customer Service Representative.

DIRECTOR'S RECOMMENDATION:

Mr. Casillas' professional training and experience does 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 23 , Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule Rule §12.2.4. (B). (attachments).

Motion by: _____
Second by: _____
Vote: _____

CLASSIFIED PERSONNEL

To: Wilbert Young, Director of Classified Personnel

2012 FEB 24 A 9:50

From: Virginia I. Hyatt, Purchasing Director

Date: February 24, 2012

Re: Advance Step Placement – Moises B. Casillas – Reprographics Operator


Based on review of Mr. Casillas's previous job experience, I am requesting an Advance Step Placement, per Commission Rule 12.2.4B, in his position as Reprographics Operator, from Range 23, Step A to Step F based on the following information:

Mr. Casillas has Sixteen (16) plus years of experience in the reprographics field. In addition, he supervised staff in two of his previous positions. Mr. Casillas has extensive experience in quality control, customer service, productivity management and scheduling, inventory and profit and loss oversight.

	Reprographics Operator Minimum Requirements	Moises Casillas' Experience
Experience	2 yrs	Over 16 yrs of increasing responsibility
Supervisory	None Required	Supervisory responsibility for up to 4 staff members
Job Skills	Basic understanding and ability to	Quality control, customer service, production management, job scheduling, inventory control, profit and loss responsibilities

I appreciate your consideration of the above listed experiences for review of the requested Advance Step Placement.

Sincerely,


Virginia I. Hyatt
Purchasing Director

CLASS TITLE: REPROGRAPHICS OPERATOR

Classified Employee Salary Range: A-23

BASIC FUNCTION:

Under general supervision, operates photocopy machine and related drilling, folding, cutting and binding equipment in order to reproduce and assemble documents and reports for District personnel; maintains supply inventory; arranges for repair of equipment; and performs other related work as necessary.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Reads orders, lays out forms, and pastes up materials for reproduction.
- Sets up and operates photocopy machine.
- Cuts, pads, folds, and drills materials following job orders.
- Staples, folds and collates materials, either using equipment or by hand.
- Binds materials that have been reproduced for print orders.
- Packages finished jobs for delivery.
- Prioritizes jobs twice daily, and prepares print jobs for duplication.
- Bills work against job requisitions and records print orders.
- Contacts individuals requesting duplication for clarification of work orders.
- Distributes completed print jobs to various locations.
- Performs weekly preventative maintenance procedures on photocopy machine; contacts Service Technician as needed; maintains repair records.
- Records and calls in monthly photocopy count for billing purposes.
- Orders, receives, and maintains supply inventory; checks accuracy of supply orders.

OTHER DUTIES

- Performs related duties as assigned.

SUPERVISION:

Supervision is received from the Director of Purchasing. No supervision is exercised over other staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Production duplication procedures and practices.
- Photocopy machine operation and maintenance procedures.
- Supply inventory maintenance procedures.
- Inventory accounting, purchasing and billing practices.
- Customer service principles and techniques to determine the scope of work requested and recommend alternate methods of production.
- Office filing and record keeping techniques.
- Database and spreadsheet software programs.
- Basic mathematical principles and data entry methods.
- Safety requirements.

ABILITY TO:

- Operate production photocopy equipment, camera and platemaker.
- Operate electric folding machine, electric cutting machine, electric three-hole drill, and electric punch and binder.
- Operate personal computer and standard office equipment
- Enter accounting, purchasing and billing data accurately and detect calculation discrepancies.
- Schedule, organize, and complete work in accordance with deadlines.
- Understand and follow specifications and instructions.
- Communicate effectively with various District staff employees, and vendor repair technicians.
- Establish criteria for scanning District documents and indexing for retrieval.
- Provide instructions to employees in the use of electronic print order process.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work cooperatively with others.
- Work independently.

EDUCATION AND EXPERIENCE:

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

Two (2) years of reproduction and graphics equipment operations experience.

WORKING CONDITIONS:

ENVIRONMENT:

The work primarily involves standing to operate equipment and movement between work stations. The employee works in an office environment with moderate noise levels, controlled temperature conditions and has some exposure to photocopy toner and fuser agent. The employee wears protective ear protection, gloves, and work shoes. The employee interfaces with staff, management, and other departmental representatives, in receiving and clarifying duplication orders, ordering supplies, and arranging for repairs.

PHYSICAL DEMANDS:

Finger dexterity is needed to operate duplication and binding equipment. The position frequently climbs stairs, bends, uses repetitive finger movement, and grasps, lifts, and carries supplies weighing less than twenty (20) pounds. The position occasionally stoops, is exposed to loud noises and pushes cart of supplies weighing less than fifty (50) pounds.

DUTIES APPROVED

BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

June 2001

Revised, May 10, 2011

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, March 13, 2012**

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

SUBJECT: Working Out of Class (WOC) Request – First Extension for Jose Lopez Gardener, Maintenance and Operations Department, WOC as a Equipment Operator – Tree Trimmer

BACKGROUND INFORMATION:

Mr. Lopez is a Gardener in the Maintenance and Operations Department. Mr. Terance Venable, Manager of Buildings and Grounds Operations, requested the initial WOC. This WOC request is an extension of his current assignment from January 4, 2012 to May 14, 2012. The rationale for this request is to grant Mr. Lopez a temporary assignment pending the return of Equipment Operator-Tree Trimmer from Worker's Compensation Leave.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission approve this request 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: _____

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, March 13, 2012**

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

SUBJECT: Working Out of Class (WOC) Request – First Extension for Abel Orozco Gardener, Maintenance and Operations Department, WOC as a Equipment Operator – Tree Trimmer

BACKGROUND INFORMATION:

Mr. Orozco is a Gardener in the Maintenance and Operations Department. Mr. Terance Venable, Manager of Buildings and Grounds Operations, requested the initial WOC. This WOC request is an extension of his current assignment from November 9, 2011 to March 9, 2012. The rationale for this request is to grant Mr. Orozco a temporary assignment pending the return of Equipment Operator-Tree Trimmer from Medical Leave.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission approve this request 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 March 7, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List <i>[Selection interviews held/scheduled for 5 positions.]</i>	6
* Open <i>[None of these positions are on Transfer Bulletin.]</i>	9
Total:	15

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (01/04/12)	40
* Requisitions Received (+)	26
* Requisitions Filled (-)	40
* Requisitions Cancelled/On Hold (-)	11
* Current Requisition Total (03/07/12)	15

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	3/3/2011	4/7/2011	5/5/2011	6/7/2011	7/6/2011	8/8/2011	9/8/2011	10/6/2011	10/28/2011	12/7/2011	1/4/2012	3/6/2012
Cert. List	5	3	4	2	2	32	10	9	5	23	7	6
Open	7	9	17	21	23	28	37	33	39	17	33	9
Total	12	12	21	23	25	60	47	42	44	40	40	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	12-165	11/09/11	ELEMENTARY LIBRARY COORD	MUIR ELEMENTARY	87.50	7.00	Vac	SUZANNE MOSCOSO	15	Cert. List	11/17/11	SELECTION INTVWS HELD 12/07/11. FOLLOW-UP INTVWS HELD 12/19/11. SELECTION PENDING.	YES
2	12-075	08/17/11	EQUIPMENT OPERATOR/SPORTS FACILITIES	MAINTENANCE & OPERATIONS	100.00	8.00	New	---	6	Open		CLASS SPEC REVISED 10/11/11. JOB ANALYSIS PROCESS INITIATED 10/04/11. FOLLOW-UP MEETING REGARDING CURRENT EMPLOYEE WORKING OUT OF CLASS PENDING COMPLETION OF RECRUITMENT/EXAMINATION PROCESS. [TRANSFER BULLETIN #6 CLOSED 08/24/11.] RECRUITMENT REOPENED 2/03/2012 TO 2/28/2012	
3	12-201	01/23/12	FISCAL SERVICES SUPERVISOR (PAYROLL)	FISCAL SVCS	100.00	8.00	Vac	RICARDO LOPEZ	27	Open		RECRUITMENT OPENED 12/21/11 THROUGH 01/20/12. TRAINING AND EXPERIENCE EVALUATION COMPLETED 02/10/12. MOST RECENT MTG WITH HIRING AUTHORITY HELD 02/28/12 TO COLLABORATE REGARDING EXAM DEVELOPMENT/REVISION. [TRANSFER BULLETIN #26 CLOSED 02/08/12.]	
4	12-207	02/15/12	INSTRUCTIONAL ASST-CLASSROOM	FRANKLIN ELEMENTARY	45.00	3.60	Vac	SERGIO RODRIGUEZ	31	Open		TRANSFER BULLETIN #31 CLOSED 02/22/12. HIRING AUTHORITY CONTACTED FOR INTERVIEW DATES 2/29/2012	
5	12-105	09/08/11	INSTRUCTIONAL ASST-PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New	---	7	Open		INITIAL CERT LIST TO HIRING AUTHORITY 9/23/11. RECRUITMENT RE-OPENED 11/30/11 - 12/20/11 TO SECURE ADDITIONAL RANKS TO MEET SPECIAL REQUIREMENTS. WRITTEN EXAM ADMINISTERED 01/09/12 DID NOT RESULT IN FEMALE CANDIDATES. STAFF CONSULTING WITH HIRING AUTHORITY REGARDING ANY CHANGES IN NEEDS. RECRUITMENT WILL BE RE-OPENED IF NEED FOR FEMALE REMAINS. . [BFOQ: FEMALE ONLY FOR GIRLS LOCKER ROOM.] RECTURITMENT IS NOW CONTIOUS IN ORDER TO OBTAIN FEMALE CANDIDATES	YES
6	12-156	10/31/11	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	DESHAYNE WALKER	14	Cert.List	3/7/2012 1/30/2012 1/11/2012	SELECTION INTERVIEWS SCHEDULED 3/8/2012 SELECTION INTERVIEWS CONDUCTED 1/30/2012, SELECTION WAS NOT MADE SELECTION INTERVIEWS CONDUCTED 1/12/2012, SELECTION WAS NOT MADE TRANSFER BULLETIN #14 CLOSED 11/07/11.	YES NO NO

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
7	12-195	01/24/12	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	New	---	25	Cert.List	03/07/12	TRANSFER BULLETIN #25 CLOSED 02/02/12. SELECTION INTERVIEWS SCHEDULED 3/8/2012	YES
8	12-200	02/01/12	INSTRUCTIONAL ASST-SPECIAL ED	ROOSEVELT ELEMENTARY	75.00	6.00	Vac	JEAN GREENFIELD	26	Open		TRANSFER BULLETIN #26 CLOSED 02/08/12. WRITTEN EXAM SCHEDULED 3/14/2012, POSITION REQUIRES MALE CANDIDATES ONLY	
9	12-178	12/06/11	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	50.00	4.00	Vac	DEANNA CHOUINARD	18	Cert.List	03/06/12	TRANSFER BULLETIN #18 CLOSED 12/13/11. SELECTION INTERVIEW CONDUCTED 3/7/2012	NO
10	12-208	02/15/12	INSTRUCTIONAL ASST-SPECIAL ED	MCKINLEY PRESCHOOL	75.00	6.00	Vac	OSVALSO JIMENEZ	31	Cert. List	02/24/12	TRANSFER BULLETIN #31 CLOSED 02/22/12. [THIS IS A 1:1 POSITION.] SITE CONTACTED REGARDING SELECTION INTVW DATE.	YES
11	12-210	02/15/12	JOB DEVELOPMENT & PLACEMENT	SANTA MONICA HIGH	75.00	6.00	Vac	KELLIE LE DUFF	31	Open		TRANSFER BULLETIN #31 CLOSED 02/22/12. WORKING WITH HIRING MANAGER TO UPDATE CLASS SPEC. JAQ PROVIDED ON IN FEB. A CLECRICAL SUB HAS BEEN IN PLACE SINCE 2/28/2012	
12	12-103	09/08/11	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
13	12-141	09/28/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	Vac	VACANT FROM SCHOOL YEAR 2010-2011	11	Cert.List	03/02/12	INITIAL CERT LIST TO HIRING AUTHORITY ON 11/29/11 WITH LESS THAN 3 RANKS. RECRUITMENT IS CURRENTLY OPEN AS "CONTINUOUS". NEXT WRITTEN EXAM SCHEDULED FOR WEEK OF 1/9/12. SELECTION INTERVIEWS CONDUCTED 3/6/2012 AND 3/7/2012	YES
14	12-213	02/28/12	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	New	---	32	Open		TRANSFER BULLETIN #32 CLOSES 03/06/12. WRITTEN EXAMINATION SCHEDULED FOR 3/14/2012. POSITIONS REQUIRES MADE CANDIDATES ONLY	

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
15	11-142	06/13/11	STOCK AND DELIVERY CLERK	PURCHASING	75.00	6.00	Vac	VERITY KR PAN	45	CERT. List	02/29/12	RECRUITMENT OPENED 07/06/11 - 07/27/11. WRITTEN EXAM DEVELOPED IN COLLABORATION WITH SME AND ADMINISTERED DURING THE WEEK OF 08/29/11. PERFORMANCE EXAM ADMINISTERED 12/21/11 - 12/22/11. QAI TO BE ADMINISTERED JANUARY 2012 PENDING AVAILABILITY OF RATERS. QAI ADMINISTERED IN FEB. SELECTION INTERVIEWS CONDUCTED 3/6/2012	YES

NOTES:

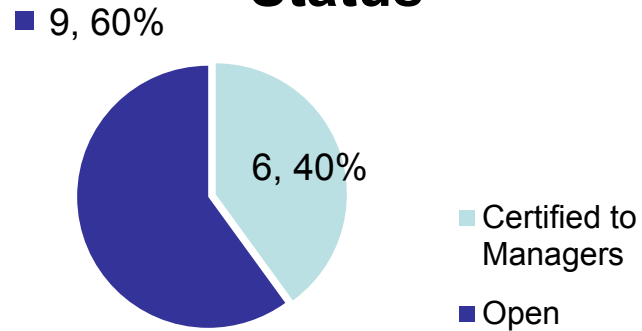
- ¹ **Position Type** : "Vac" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "New" refers to a personnel requisition initiated for a newly established position.
- ² **Req Status** : "Cert. List" indicates that the Personnel Commission staff has submitted a list 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 Commission

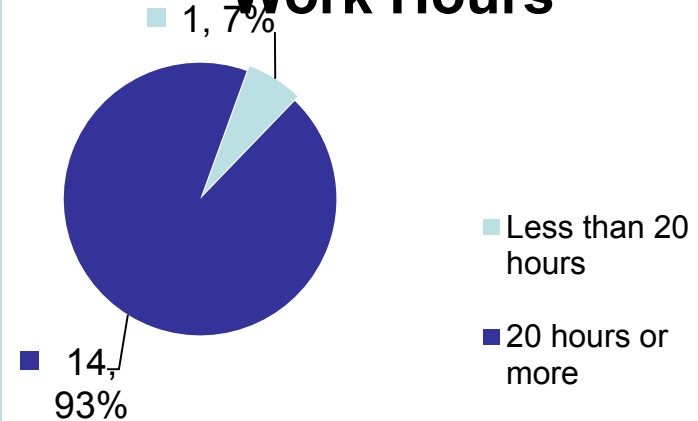
Personnel Requisition Graphic Summary

as of March 7, 2012

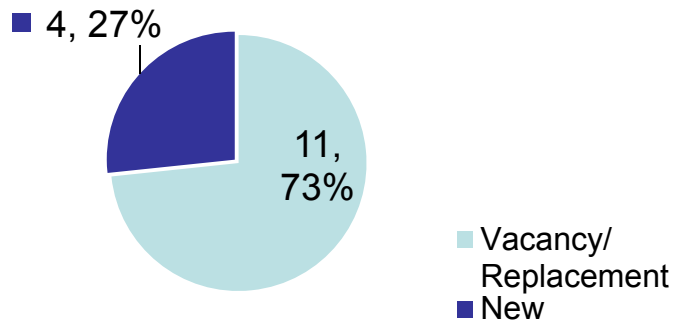
Status



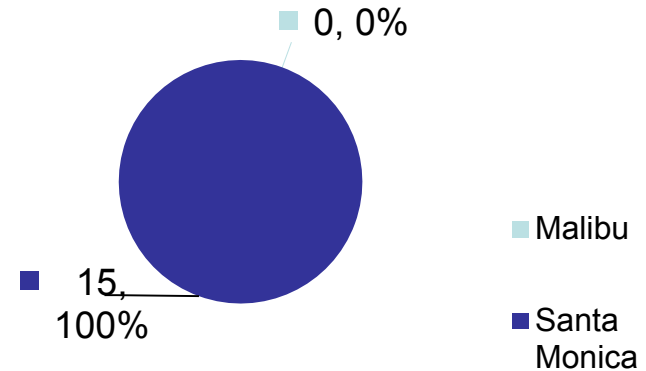
Work Hours



Position Type



Work Location



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

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

SMMUSD Board of Education Meeting Schedule 2011-2012

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

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

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



CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION

Will: Thank you for contacting me about CSPCA's services for conducting the Classified Director's recruitment for Santa Monica – Malibu USD.

One of the services that we provide is recruiting for our member Districts. The service is free, and we only ask that the Personnel Commission reimburse our recruiters for actual expenses such as recruitment costs, travel to Personnel Commission meetings and Interviews, meals for panelists, housing and meal costs for the recruiter and other recruitment related expenses.

The recruiter will communicate as necessary with the chair of the Commission or designee, and will come to Commission meetings if the Commission so desires. The methodology of recruiting depends on the individual recruiter who will use his/ her professional judgment to obtain the highest quality candidates.

All of our recruiters are either retired directors with many years of experience or current directors who are very experienced in recruiting. I am attaching a list of our services provided.

If you have any questions please contact me on 760-617-4297.

Sincerely

A handwritten signature in black ink that reads "George H. Cole".

George H., Cole
CSPCA Executive Director
Attch; List of Services

George Cole, Executive Director
15360 Tacony Road, Apple Valley California 92307
(760)617-4297
georgecole@aol.com



The following services are provided to assist Personnel Commissions and staff. For members of the Association, CSPCA are responsive to any need a Commission or Director may have:

1. Regular information E-Mail bulletins are sent to all Directors and those Commissioners who have provided an E-Mail address for the CSPCA phone book.
2. We have both regional and the state conferences. All conference agenda's are focused directly on what Personnel Commissions and Directors need to be more productive in the performance of their duties. We have made the conferences much more cost effective, especially in this economic environment.
3. We are now partnering with CODESP to offer free webinar training for our Directors, staff and Personnel Commissioners.
4. The Merit System academy is better than ever. The training is the best and most intense that any governing body or personnel staff receives in this state. The academy is not only great for Commissioners but Directors and staff as well. It still is very cost effective with tuition of \$500.
5. We offer a list serve through "Yahoo Groups". This service is well used by Directors, Commission staff and Commissioners who request to be included. Members can post an issue, problem or question for their peers. Many creative solutions are offered through this synergistic group. It continues to grow.
6. The CSPCA web site was updated and is kept up to date regularly, providing almost any resource a Commissioner or Director needs. The site includes a "Members Only" password protected that provides current legal and legislative information, contact information for Directors and Commissioners, a list of hearing officers for Commission hearings, CSPCA Board information including all the policies.
7. We provide recruitment services to the Personnel Commissions for Classified Personnel Directors when there is a vacancy.
8. We provide a well qualified interim director in the absence of the Commissions regular Director.

9. We have a Merit System Assistance team. Our team will help keep the merit system when there is a serious move to eliminate the Merit System. We will also do educational presentations to Personnel Commissions at their requests, using both on line and personal presentations. A call for assistance or information to the Executive Director will put you in contact with some of the best and brightest practitioners and Commissioners.

10. We are currently developing a "Human Resource Academy" in addition to the current "Merit System academy" The HR Academy will focus on the technical nuts and bolts of running a Classified Human Resource office. This academy will provide Director and staff cutting edge information.

11. We are developing training for all Commissioners, Directors and staff to be delivered by on line meeting format, and video conferencing.

This is a comprehensive list of available services, but not all possible services. The most important being that we are here to provide tools that you need to be successful.

George Cole
Executive Director

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter II	2nd Reading	The Personnel Commission	9.19.06		9.19.06
Chapter III	2nd Reading	Classification of Employees and Positions	1.12.10	Excluding Rule 3.1.2.B	1.12.10
Rule 3.1.2.B	2nd Reading	Special Categories	2.9.10		2.9.10
Chapter IV	2nd Reading	Application for Employment	1.12.10	Excluding Rule 4.6.2.B	1.12.10
Rule 4.6.2.B	2nd Reading	Appeal from Disqualification	2.9.10		2.9.10
Chapter V	2nd Reading	Recruitment and Examinations	2.9.10		2.9.10
Chapter VI	1st Reading	Eligibility Lists	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VII	1st Reading	Appointment to Classified Positions	6.8.10	Excluding Rule 7.3.3	
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Rule 7.3.3	1st Reading	Summer Session Assignment	4.13.10		
	2nd Reading		6.8.10		6.8.10
Chapter VIII	1st Reading	Employee Clearances	7.13.10		
				Review to the Superintendent and SEIU - 7.26.10	
	2nd Reading		9.14.10		9.14.10
Chapter IX	1st Reading	Employment Status	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

Section	Number	Title	PC Review Dates	Comments (Requests)	Adoption Date by PC
Chapter X	1st Reading	Performance Evaluation	11.9.10		
				Review to the Superintendent and SEIU - 12.6.10	
	2nd Reading		2.8.11		2.8.11
Chapter XI	1st Reading	Vacation, Leaves of Absence and Holidays	4.12.11		
				Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Chapter XII	1st Reading	Salaries, Overtime Pay and Benefits	4.12.11	Review to the Superintendent and SEIU - 6.7.11 Per the Assistant Superintendent's Request - Deadline Extended	
Rule 12.2.4.B	2nd Reading	Salary on Employment	1.12.10		1.12.10
Chapter XIII	2nd Reading	Seniority, Layoff, Displacement and Reemployment	1.12.10		1.12.10

**Santa Monica - Malibu Unified School District
Workforce Organization Development Tracker**

Activity	Staff	Date	Comments
Human Resource Forum (in-service training)			
Participate in collaborative planning sessions		1.24.11	
		3.1.11	Collaborators (Fiscal, HR, and PC)
	PA	4.12.11	
		4.21.11	
Workshop presentation on <i>The Recruitment Guide</i>	PA/DOC	4.28.11	Two session held (9a.m.-12 p.m. and 1 p.m.-4 p.m.)
			Attendees included Administrators, Department Heads, and Office Managers
			Approx. number of attendees: 55
District's New Employee Orientation Program	Staff		
Prepare PowerPoint slides to overview PC		TBD	Collaborate with the HR to put into District's <i>New Employee Orientation Program</i>
Career In-Service Training Seminars	Staff		Develop a series of seminars to augment employees' knowledge and skills to work within a Merit System school district. To explore such questions as:
Merit Principles of Personnel Administration/Merit System under the State of California Education Codes		TBD	1. What is a Merit System?
			2. Is there an outline of appropriate Education Code Sections to reference?
			3. What is the relationship between the Education Code and Merit Rules?
Personnel Commission Merit Rules		TBD	4. How to navigate the Personnel Commission's website?
			5. How to get useful feedback from users?
Classification Titles and Descriptions		TBD	6. How to mediate issues?
			7. Which Personnel Commission staff to contact?
Overview of the Personnel Commission		TBD	8. Why this and not that?
Welcome Letter (Electronic) to New Administrators and Managers	DOC/AA	TBD	
Introduction to the Personnel Commission			

Santa Monica - Malibu Unified Schood District
Workforce Organization Development Tracker

Activity	Staff	Date	Comments
Link to Website			
Link to Personnel Commission Staff			
Personnel Commission Website			
Update	AA/DOC	On-going	Collaborate with District's Information Systems Department
Employee Development Workshops	Staff	3.30.11	Targeted and District-wide workshops on such topics as:
		4.7.11	1. Interviewing Skills
		TBD	2. Employment Application Skills
			3. Understanding the Employment Application Process
			4. Resume Skills
			5. Examination Preparations
			6. Career Planning
Feedback Mechanisms	Staff		
One-to-One Meetings with Administrators and Managers		On-going	
Customer Satisfaction Surveys		On-going	
Review "Best Practices" from the literature and other Agencies		On-going	
Key:			
AA - Administrative Assistant			
DOC - Director of Classified Personnel			
HRT - Human Resources Technician			
PA - Personnel Analyst			

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Career Advancement Training		April 2012
Merit Rules Revisions	Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	April 2012
Preliminary Budget – Fiscal Year 2012-2013	First Reading	April 2012
Classified Employees Appreciation Reception		May 2012

VI. Closed Session:

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

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 10, 2012, at 5:00 pm - *District Office Board Room*

VIII. Adjournment: