
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
October 9, 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. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Motion to Approve Agenda:

Motion by: _____

Seconded by: _____

Vote: _____

E. Motion to Approve Minutes: September 11, 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. Reappointment of Personnel Commissioner – Mrs. Barbara Inatsugu

B. Welcome to New Personnel Commissioner – Mr. Joseph Pertel

- **Emergency Appointment of Personnel Commissioner**
- **Appointment of Personnel Commissioner for Unexpired Term of Commissioner Shane McLoud**

C. Recruitment for the Director of Classified Personnel - Update

D. 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. Jody Anderson, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Robert Anderson, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Ms. Elizabeth Baker, Technical Specialist II, Vocal Music Instructor, from September 10, 2012 to June 15, 2013, Webster Elementary School**
- **Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Andrew Bill, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Ms. Margaret Flanagan Lysy, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**

- **Mr. Jesus Florido, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Juan Gonzalez, Technical Specialist II, Band Coach – Color Guard, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Mr. Mark Harris, Technical Specialist III, Music Instructor, from September 11, 2012 to June 30, 2013, Olympic High School**
- **Ms. Grace Hsu, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/ Lincoln Middle School/Ed. Services**
- **Mr. Michael Hyziak, Technical Specialist II, Woodwind/Brass Coach, from September 4, 2012 to June 30, 2013, Ed. Services**
- **Mr. Yosuke Miyoshi, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Dr. Josephine Moerschel, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services**
- **Ms. Karolina Naziemiec, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services**
- **Ms. Betsy Newell, Technical Specialist II, Vocal Music Instructor, from September 28, 2012 to June 11, 2013, Roosevelt Elementary School**
- **Ms. Julianna Ostrovsky, Technical Specialist II, Art Instructor, from October 1, 2012 to March 18, 2013, Point Dume Elementary School**
- **Mr. Chris Parise, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School**
- **Ms. Teag Reaves, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services**
- **Ms. Jennifer Roth, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services**
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- **Mr. Peter Senchuk, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/ Lincoln Middle School/ Ed. Services**
- **Ms. Shannon Sukovotky, Technical Specialist II, Vocal Music Instructor, from September 3, 2012 to May 24, 2013, Cabrillo Elementary School**
- **Mr. Daniel Thomason, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Ms. Meghan Turner, Technical Specialist II, Woodwind/Brass Coach, from September 4, 2012 to June 30, 2013, Ed. Services**
- **Mr. Kelly Weaver, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services**
- **Mr. David Young, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**

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

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

F. Disciplinary Pre-hearing Conferences (TBD)

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138

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. Damone Fowler, Cafeteria Cook Baker in the position of the Production Kitchen Coordinator, September 10, 2012

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Athletic Trainer	6
Instructional Assistant – Classroom	33
Instructional Assistant – Physical Education	16
Technical Theater Technician	3

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Teresa Ivey 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.

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 Ryan Van Otten in the classification of Physical Activities 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 Fidel Winzey in the classification of Stock and Delivery Clerk 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. Discussion Item(s):

1. Personnel Commission Annual Report FY 2011-2012
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.16
 - September 20, 2012
- Classified Personnel – Merit Report - No. A. 13
 - October 4, 2012
2. Classified Personnel – Non-Merit Report – No. A.17
 - September 20, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker
5. California School Personnel Commissioners Association Annual Conference
6. Scheduling Disciplinary Hearings
 - Ref. Number: 7003 1680 0002 6368 3401 (half day)
 - Ref. Number: 7003 1680 0002 6368 3517 (full day)
7. Director of Classified Personnel Classification Specification

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i>	November 2012
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	December 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
 - Employment of Personnel Commission Staff

VII. Next Regular Personnel Commission Meeting:

Tuesday, November 13, 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
September 11, 2012 @ 5:00 p.m.
District Office Board Room**

Electronically Recorded

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

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:04 p.m.**
- B. Roll Call: Commissioners Inatsugu and Sidley were present.**
- C. Pledge of Allegiance: Human Resources Analyst Stephanie Perry led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

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

The commission approved an addendum to the agenda. E-mail documentation was replaced as well as added in Agenda Item IV.A.3. “Scheduling Disciplinary Hearings.”

- E. Motion to Approve Minutes: August 14, 2012;**

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

August 23, 2012

Commissioner Sidley moved to adopt the August 23, 2012 minutes as amended with the following caveat that the Director of the Personnel Commission will bring a completed job specification to be supplemented to the minutes reflecting the amended language as adopted on the August 23, 2012 meeting.

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

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

1. Request to Speak on Agenda Items
 2. Request to Speak on Non-agenda Items
- None**

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

1. SEIU Report
Ms. Keryl Cartee-McNeely, the Chief Steward, reported on the current events and activities within SEIU.
2. Board of Education Report
Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's current events and activities.

Commissioner Sidley commemorated the victims of 9-11 tragedy with a minute of silence.

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. Selection Process for a New Personnel Commissioner - Update

Dr. Young informed the Personnel Commission about the last selection interview that will take place on September 18, 2012.

B. Recruitment for the Director of Classified Personnel – Update

Commissioner Sidley provided an update on the current status of the recruitment for the Director of Classified Personnel. Dr. Young listed specific steps that would be generally followed in such recruitment. Ms. Washington inquired about the District's involvement in the process. Human Resources Analyst, Ms. Perry provided her expertise based on her experience with management level recruitments.

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

- Mr. Mark Harris, Technical Specialist II, Guitar Instructor, from August 22, 2012 to June 11, 2013, Olympic High School
- Ms. Nena Lauerman, Technical Specialist II, Community Service Coordinator, from August 14, 2012 to June 30, 2013, Malibu High School
- Ms. Josephine Moerschel, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Mr. Peter Senchuk, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Ms. Jennifer Roth, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Ms. Meghan Turner, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School

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

- Advisory Rules Committee Agenda – August 23, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from August 23, 2012 for the Personnel Commission’s review.

E. Disciplinary Hearings

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

F. 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. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from August 18, 2012 to August 24, 2012

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

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	4
Gardener	9
Health Office Specialist	11
Swimming Instructor – Lifeguard	4

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Reappointment of a Personnel Commissioner

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

Commissioner Sidley inquired about the legal authority of Personnel Commissioner's reappointment without conducting a new recruitment.

Commissioner Inatsugu proposed to examine the process for the next reappointment.

Dr. Young provided information regarding the process implemented in the District based on guidelines from California Education Code.

Commissioner Sidley proposed a motion that on the ongoing bases, after the expiration of Commissioner Inatsugu's term which would be December 1, 2012, that any Commissioner seeking reappointment comply with the requirements of EC §45244, such as that there is a full and complete reappointment process as if they were new appointees.

Commissioner Inatsugu proposed to bring this issue back after soliciting a legal counsel.

Commissioner Sidley requested clarification of the reappointment process for the future Commissioner who completes former Commissioner McLoud's term.

Commissioner Sidley made a motion that pursuant to the prior procedure as conducted by the District, and pursuant to the State Superintendent's interpretation of EC §45244 as it relates to the reappointment of sitting Commissioners, it is the intent of this Personnel Commission that the District go forward with the following language. In the instance of reappointment, when a well-qualified Personnel Commissioner is available for reappointment, and the governing Board wishes to recommend the reappointment, the open recruitment process need not to be initiated. Instead, a public announcement of the intention to recommend reappointment of the Personnel Commissioner should be made at the meeting of the governing Board no later than September 30, unless contested, the recommendation for reappointment should be forwarded to the State Superintendent of Public Instruction by November 1. If the nomination is contested, the process as outlined in the proceeding should be followed.

Dr. Young stated that he will initiate the process.

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Shanelle Franks in the classification of Instructional Assistant - Developmental Health 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: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Caryl Hall in the classification of Accountant 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: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

3. Scheduling Disciplinary Hearings – **postponed**

- a. Ref. Number: 7003 1680 0002 6368 3401 (half day)

Motion by: _____
Seconded by: _____
Vote: _____

- b. Ref. Number: 7003 1680 0002 6368 3517 (full day)

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. HR-PC Reorganization

Human Resources Analyst, Ms. Stephanie Perry, commented on the Personnel Commission function of classifying positions that is performed by the Human Resources Analyst.

Dr. Young presented current organizational chart for the Personnel Commission including duties transferred from the Human Resources Department.

Commissioner Inatsugu reminded the Personnel Commission that the original proposal was to wait with reorganization until a new Director of Classified Personnel was selected in open process involving representatives from SEIU and SMMCTA.

Commissioner Sidley requested the District's requirements regarding the HR-PC reorganization.

Dr. Young provided a brief background to the past reorganization regarding the process and also emphasized the key points of distributing functions in the current reorganization.

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the twelve (12) vacancies.

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

- 2012 – 2013

No changes

C. Information Item(s):

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

- August 15, 2012

Classified Personnel – Merit Report - No. A. 25

- September 6, 2012

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

- August 15, 2012

Classified Personnel – Non-Merit Report – No. A.26

- September 6, 2012

3. Merit Rules Review Tracker

No changes

4. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu presented the starting time of the Personnel Commission meetings to be moved till 4 p.m. This topic will be revisited when a new Personnel Commissioner is appointed.

B. Future Items

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report: 2011 – 2012		October 2012
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and</i>	October 2012

	<i>Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
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VI. Next Regular Personnel Commission Meeting:
Tuesday, October 9, 2012, at 5:00 pm - *District Office Board Room*

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

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

TIME ADJOURNED: 7:12 p.m.

Submitted by:

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

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II. Report From The Director Of Classified Personnel:

- A. Reappointment of Personnel Commissioner – Mrs. Barbara Inatsugu**
- B. Welcome to New Personnel Commissioner – Mr. Joseph Pertel**
- **Emergency Appointment of Personnel Commissioner**
 - **Appointment of Personnel Commissioner for Unexpired Term of Commissioner Shane McCloud**
- C. Recruitment for the Director of Classified Personnel - Update**
- D. 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. Jody Anderson, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
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 - **Mr. Andrew Bill, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
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- **Mr. Michael Hyziak, Technical Specialist II, Woodwind/Brass Coach, from September 4, 2012 to June 30, 2013, Ed. Services**
- **Mr. Yosuke Miyoshi, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Dr. Josephine Moerschel, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services**
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- **Mr. David Young, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**

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

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

F. Disciplinary Pre-hearing Conferences (TBD)

- **Ref. Number: 7011 0470 0002 6451 4053**
- **Ref. Number: 7011 0470 0002 6451 4138**

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. Damone Fowler, Cafeteria Cook Baker in the position of the Production Kitchen Coordinator, September 10, 2012**

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/20/12

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: REAPPOINTMENT OF PERSONNEL COMMISSIONER – BARBARA
INATSUGU

RECOMMENDATION NO. A.18

It is recommended that the Board of Education approve the reappointment of Barbara Inatsugu to the Personnel Commission for a three-year term commencing December 1, 2012, and ending November 30, 2015. It is further recommended that this recommendation be submitted to Mr. Tom Torlakson, State Superintendent of Public Instruction, for formal appointment.

COMMENTS: Commissioner Inatsugu, under provisions of Education Code §45244 “Qualifications for Membership on Personnel Commission,” is a well-qualified Commissioner, in that she has amply met the requirements in the Education Code to be reappointed to the Personnel Commission. These requirements are: That she a known adherent to the principles of the Merit System, which she has clearly demonstrated through meeting attendance and actions which support the Merit System and its operation.

Mrs. Inatsugu was appointed to the Personnel Commission in February 2012 (filling the unexpired term of Commissioner Suzie Kim), and has faithfully served the district in this capacity since her initial appointment. (The Personnel Commission has staggered terms: Mr. Michael Sidley is up for reappointment in 2014 and the third Commissioner’s slot is vacant).

Mrs. Inatsugu has demonstrated by her meeting attendance and her participation in the functions of the Personnel Commission, her knowledge of the Merit System; therefore, she meets all requirements for reappointment.

MOTION MADE BY: Ms. Leon-Vazquez
SECONDED BY: Mr. de la Torre
STUDENT ADVISORY VOTE: Aye
AYES: All (6) (Ms. Lieberman as absent)
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/20/12

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON /
WILBERT YOUNG

ADDENDUM

RE: APPOINTMENT OF PERSONNEL COMMISSIONER – JOSEPH PERTEL

RECOMMENDATION NO. A.18a

It is recommended that the Board of Education approve the selection of Mr. Joseph Pertel for nomination to the Personnel Commission, as recommended by the Personnel Commission Selection Committee and forward the nomination to the State Superintendent of Public Instruction for appointment. Mr. Pertel will complete the unexpired term of former Commissioner Shane McLoud. The term of appointment is to begin immediately upon appointment by the State Superintendent of Public Instruction and to extend to November 30, 2013.

COMMENTS: The application period for the open Personnel Commissioner position was from July 9, 2012, to July 20, 2012. The recruitment process was widely publicized by a variety of media including on-line postings, press releases, and mailings. During this time period, eight (8) applications were received.

The Personnel Commission Selection Committee, comprised of Ms. Lori Whitesell, PTA Representative, Ms. Keryl Cartee-McNeely, SEIU Representative, Mr. Ben Allen, Board of Education Representative, and Mr. Mike Sidley, Personnel Commission Representative, met on August 16, 2012, and September 18, 2012, and interviewed the applicants. It is the unanimous recommendation of the Personnel Commission Selection Committee that Mr. Joseph Pertel be appointed to fill the open Personnel Commissioner position. He is an active member of the Santa Monica Community.

MOTION MADE BY: Ms. Leon-Vazquez
SECONDED BY: Mr. de la Torre
STUDENT ADVISORY VOTE: Aye
AYES: All (6) (Ms. Lieberman as absent)
NOES: None (0)

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/20/12

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON /
WILBERT YOUNG

ADDENDUM

RE: EMERGENCY APPOINTMENT OF PERSONNEL COMMISSIONER – JOSEPH PERTEL

RECOMMENDATION NO. A.18b

The Personnel Commission requests that an emergency interim appointment be approved for Mr. Joseph Pertel. Mr. Pertel meets all the requirements stipulated in Education Code Section 45248.

COMMENTS: Pursuant to Education Code Section 45248-*Vancies* (b)(c)(d):

(b) Notwithstanding subsection (a) the governing board at the request of the personnel director shall declare that an emergency exists and shall make an interim appointment to fill a vacancy or vacancies to insure the continuance of the functions of the personnel commission. An interim appointment shall terminate on the date the notification of permanent appointment is received by the appointee.

(c) An interim appointee must meet the requirements of Section 45244 and be free of the restrictions contained therein.

(d) An interim appointment in no event shall be valid for more than 60 days.

Since the July 2012, resignation of Commissioner Shane McLoud, the Personnel Commission has been functioning with only two (2) members. Although, the Personnel Commission has continued to execute its District-related functions with two (2) members, decisions concerning upcoming significant issues (for example, appointment of a new Director of Classified, appeal hearings, Human Resources and Personnel Commission department reorganization, the appointment of a third permanent Commissioner, etc.) before the end of this calendar year necessitate the need for this recommendation to approve the emergency appointment of an interim Commissioner.

MOTION MADE BY: Ms. Leon-Vazquez
SECONDED BY: Mr. de la Torre
STUDENT ADVISORY VOTE: Aye
AYES: All (6) (Ms. Lieberman as absent)
NOES: None (0)

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

AGENDA

September 13, 2012 @ 1:00 p.m.

1. Review of Rule 1.3: Definition of Terms (cont.)
2. Other Business:
3. Next Regular A.R.C. Meeting
 - TBD

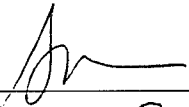
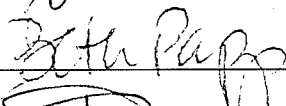
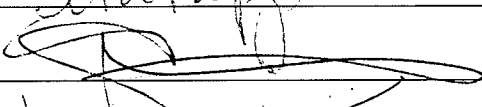

CLASSIFIED PERSONNEL

A.R.C. Meeting

2012 SEP 13 P 3:25

SIGN-IN SHEET

Date: September 13, 2012

1.  Susan Sarmage-Powell for Debra Moore
Washington
2. 
3.  Keri Carter-McCoy
4. 
5. Annette Bolan Annette Bolan
6. Cindy Johnston Cindy Johnston
7. _____

III. Consent List:

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Athletic Trainer	6
Instructional Assistant – Classroom	33
Instructional Assistant – Physical Education	16
Technical Theater Technician	3

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Teresa Ivey 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.

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 Ryan Van Otten in the classification of Physical Activities 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 Fidel Winzey in the classification of Stock and Delivery Clerk 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: _____

- 2. Second Reading of Changes to Merit Rules:

Director's Recommendation: *Approve*

- a. *Chapter XI: Vacation, Leaves of Absence and Holidays*

Motion by: _____

Seconded by: _____

Vote: _____

- b. *Chapter XII: Salaries, Overtime Pay, and Benefits*

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

- 1. Personnel Commission Annual Report FY 2011-2012
- 2. Personnel Requisition Status Report
- 3. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.16
 - September 20, 2012Classified Personnel – Merit Report - No. A. 13
 - October 4, 2012
2. Classified Personnel – Non-Merit Report – No. A.17
 - September 20, 2012
3. Merit Rules Review Tracker
4. Workforce Organization Development and Strategic District Partnership Tracker
5. California School Personnel Commissioners Association Annual Conference
6. Scheduling Disciplinary Hearings
 - Ref. Number: 7003 1680 0002 6368 3401 (half day)
 - Ref. Number: 7003 1680 0002 6368 3517 (full day)

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 9, 2012

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

SUBJECT: Advanced Step Placement – Teresa Ivey

BACKGROUND INFORMATION:

<p>Classification Title: Specialized Instructional Assistant</p>	<p>Employee: Teresa Ivey</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years. <p>All positions require a high school diploma or its recognized equivalent <u>AND</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; or • Obtained an Associate’s (or higher) degree; or • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Teresa has over 5,000 contact hours working with students with exceptional needs and behavioral, social-emotional deficiencies, specifically from non-public agencies. • Teresa has the qualifications for the position in education; she has obtained a Multiple Subject Credential from California State University, Los Angeles. • She has passed the District’ examination.

DIRECTOR’S RECOMMENDATION:

Ms. Iveys’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$14.89/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour.

Motion by: _____
 Second by: _____
 Vote: _____

Younan, Julie

From: Teresa Ivey <iveymmrt@gmail.com>
Sent: Tuesday, September 18, 2012 8:02 PM
To: Younan, Julie
Subject: Advanced Step Placement Request

Teresa Ivey

6115 Ramirez Canyon Rd.

Malibu, CA 90265

September 14, 2012

Dear Ms. Younan,

I was recently hired as a *Specialized Special Education Instructional Assistant*, at Juan Cabrillo Elementary School. Based on education and experience, I respectfully submit my request to be considered for Advanced Step Placement. I would like to be considered for Step F in the classified monthly salary schedule for the following reasons:

1. I currently hold a Preliminary Multiple Subject Credential from California State University of Los Angeles (75.5 Units)
2. I currently hold a BA in Chicano Studies from California State University of Northridge. (120 Units)
3. I am a certified Substitute Teacher and have been working as such for SMMUSD since February 2011. My work in this position has been primarily with students enrolled in special education.
4. I have been working as a Substitute in this position since August and have attended all required training with SMMUSD Special Education department.
5. I completed all of my student teaching hours with SMMUSD, primarily at the school I am currently located. Consequently, I have a strong connection to Juan Cabrillo students, parents and staff of this school.
6. I am bilingual (Spanish/English) and have been successfully tested by the district.
7. I have several years of professional experience in working with children in an educational setting.

- a. Opportunities for Learning, I was employed as a teacher for at-risk students (7-12th grade.)
- b. San Fernando Valley Juvenile Hall (LACOE), where I was employed as a “Teacher Trainee” for one year. I worked with upper grade English Learners and elementary education
- c. Latino Resource Organization, I worked in an after school program at Will Rogers Elementary School in Santa Monica.
- d. Westside Area Opportunity Center, this was a CSUN fieldwork placement for one semester where I worked with school-aged children on probation.
- e. Child Care Resource Center, employed for one year as a Family Services Coordinator at a Head Start program in Van Nuys.

The reasons I have stated above far exceed the minimum requirements for this job. I feel that I would be a great asset to your team and I hope that you will consider my request.

Thank you for your time and consideration.

Sincerely,

Teresa Ivey

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-SPECIALIZED

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

OTHER DUTIES

- Performs related duties as assigned.

SUPERVISION:

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

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

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

ABILITY TO:

- Provide intensive behavioral intervention to designated students at school and/or the home.
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties.
- Effectively follow an intervention plan within clearly defined guidelines.
- Record/summarize data and advise Behavior Intervention Specialist of progress.
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Use computer applications and other assistive technology.

EDUCATION AND EXPERIENCE:

Any combination of:

EDUCATION:

Must have a high school diploma or its recognized equivalent and

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

EXPERIENCE:

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

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

LICENSES AND OTHER REQUIREMENTS:

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

Incumbents in the classification may be assigned any duties normally assigned from the class specification for Instructional Assistant-Special Education.

WORKING CONDITIONS:

ENVIRONMENT:

Works in a classroom environment with students with exceptional needs exhibiting severe behavioral problems, including physical and emotional outbursts toward self/others such as kicking, spitting, scratching and biting. May require protection of physical safety at school/home with behavior modification techniques.

PHYSICAL DEMANDS:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aids and instructional materials.

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

**DUTIES APPROVED
BOARD OF EDUCATION:**

Approved 2005

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

June 14, 2005

Revised February 21, 2006

Revised September 2, 2008

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 9, 2012

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

SUBJECT: Advanced Step Placement – Ryan Van Otten

BACKGROUND INFORMATION:

<p>Classification Title: Physical Activities Specialist</p>	<p>Employee: Ryan Van Otten</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • Graduation from high school or its equivalent. College level course work or equivalent training in physical education is desirable. • One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> • Ryan has a Bachelor’s degree in Community/Commercial Parks and Recreation. • Ryan has over ten years of experience working with school aged children in organized group activities, including two years as the Instructional Assistant-Physical Education at Juan Cabrillo.

DIRECTOR’S RECOMMENDATION:

Mr. Van Otten’s professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26 , Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$14.89/hour, Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11/hour.

Motion by: _____
 Second by: _____
 Vote: _____

Johnston, Cindy

From: Young, Wilbert
Sent: Wednesday, September 12, 2012 7:29 AM
To: Johnston, Cindy; Hatch, Jana
Subject: Fwd: PAS; R. Ryan Van Otten salary request
Attachments: Resume 2012.pdf; ATT00001.htm

Sent from my IPHONE.

Begin forwarded message:

From: "Ryan Van Otten" <r.vanotten@gmail.com>
To: "Young, Wilbert" <wyoung@smmusd.org>
Cc: "Larios, Carmen" <clarios@smmusd.org>
Subject: PAS; R. Ryan Van Otten salary request

Greetings Dr. Young,

Allow me to introduce myself, my name is (Robert) Ryan Van Otten and I am happily the Physical Activities Specialist at Juan Cabrillo Elementary. I am writing you in regards to my salary rate and inquiring for an increase due to my work and educational experience.

Work experience with SMMUSD: I have been with the school district for more than 2 years time all with Juan Cabrillo as an I/A-PE.

I have multiple years of professional experience working with children/community in recreation, leisure, and fitness environments. From summer camps (residential and day), Cruise ship programming, and most recently I have started a summer day camp for kids from the ground up in Ventura; Adventure Beach Camp.

Education: I have obtained a B.S. in Community and Commercial Recreation Management from Northern Arizona University with a minor in Child Development.

I thank you in advance for your time as you evaluate my request. I can be available if you have any further questions regarding my qualifications and/or experience. I have attached my resume to perhaps better describe these experiences.

Kind regards,

Ryan Van Otten

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

PHYSICAL ACTIVITIES SPECIALIST

DEFINITION

Under supervision, provides leadership in implementing the physical education program at elementary schools; provides instruction of physical activities throughout the day; initiates, conducts and leads physical activities for all students.

DISTINGUISHING CHARACTERISTICS

Physical Activities Specialists are assigned to elementary schools as the PE lead person. They plan curriculum in conjunction with certificated personnel and provide direction to any Instruction Assistant-Physical Education (I/A-PE) assigned to their site.

I/A-PEs at an elementary site receive work direction from the Physical Activities Specialist. I/A-PE's assigned to a secondary school receive work direction from Physical Education Teachers.

REPRESENTATIVE DUTIES

Prepares curriculum, in conjunction with certificated personnel. Schedules and plans for physical education classes. **E**

Demonstrates and instructs basic motor skills, movement concept, knowledge and strategies of physical fitness, games and related physical activities. Provides guidance to students during program activities. **E**

Demonstrates and instructs good sportsmanship and citizenship through recreational and educational activities. Provides guidance and mentoring as appropriate. **E**

Assures student participation in the physical education program and reports on student progress to assigned personnel. **E**

Keeps order at program site, uses appropriate instructional management techniques to maintain acceptable student behavior, resolves conflicts and complaints and refers problems to supervisors as appropriate. **E**

Sets up facility or work areas for physical education activities; organizes and maintains equipment inventory of PE equipment and supplies. **E**

Enforces school rules and regulations; follows all applicable safety rules and regulations; reports hazardous, unsafe or irregular conditions to supervisor; identifies emergency situations, takes actions and notifies appropriate personnel. **E**

Interacts with students; provides guidance and mentoring to students as appropriate; directs students and families to school community resources when appropriate. **E**

REPRESENTATIVE DUTIES (Continued)

Administers basic first aid as needed. **E**

May arrange for speakers or other resources to support PE activities.

May plan small-scale activities and outings or special events at the school sites.

Performs related duties as assigned.

SUPERVISION

Supervision is received from certificated personnel.

At sites with an I/A-PE, will provide functional and technical direction over I/A-PE(s) and assist in the training of the I/A-PE(s).

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Behavior, health and fitness needs, culture, concerns, and characteristics of elementary school aged children.

Recreational and physical activities.

Conflict and dispute resolution techniques.

Use of recreational equipment and supplies.

Community resources and social service agencies.

First aid methods and safety precautions.

Activities and event planning.

Basic student attendance and assessment record-keeping techniques.

Ability to:

Learn individual skills and movement concepts necessary for student success in playing individual and team sports and games.

Use positive reinforcement to help build students' self-esteem and manage their behavior.

Provide instruction and guidance to all students.

Work collaboratively with District personnel and community agencies.

Establish contact with students and serve as a role model.

Promote participation in school and community programs and activities related to health sports and fitness.

Speak effectively in front of large groups of children.

Organize and maintain control of large groups of children.

Communicate program needs effectively to students, staff, administrators and parents.

Exercise good judgment and respond appropriately to emergencies.

Be flexible.

MINIMUM QUALIFICATIONS:

Education

Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable.

MINIMUM QUALIFICATIONS: (Continued)

Training and Experience

One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc.

PHYSICAL REQUIREMENTS

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

LICENSES AND OTHER REQUIREMENTS:

Possession of valid First Aid and cardiopulmonary resuscitation certificates, issued by an authorized agency, must be obtained within six months of hire and subsequently maintained. Bilingual skills may be required for some positions.

WORKING CONDITIONS:

Work is typically performed at indoor and outdoor school sites in seasonal weather conditions. Work may require exposure to playground noise, dust and dirt. Must be available to attend meetings, events and activities. May be required to work a varied schedule. May be required to wear a uniform.

Approved: PC, June 1996

Revised: PC, September 1999

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 9, 2012

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

SUBJECT: Advanced Step Placement – Fidel Winzey

BACKGROUND INFORMATION:

<p>Classification Title: Stock and Delivery Clerk</p>	<p>Employee: Fidel Winzey</p>
<p><u>Education and Experience:</u></p> <ul style="list-style-type: none"> • Graduation from high school or its equivalent. • One year of experience performing related duties in mail, warehousing or delivery. 	<ul style="list-style-type: none"> • Fidel Winzey has a high school diploma. • Fidel has four years of experience in warehousing.

DIRECTOR’S RECOMMENDATION:

Mr. Winzey’s professional training and experience exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission approve this request for Advanced Step Placement at Range 26 , Step B on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments). Pay rate at Step A is \$14.89/hour, Step B is \$15.63/hour. The net difference in pay is an increase of \$0.74/hour.

Motion by: _____
 Second by: _____
 Vote: _____

From: Fidel Winzey <fidwell@aol.com>
Date: September 23, 2012 9:01:38 PM PDT
To: <wyoung@smmusd.org>
Subject: Next tier pay rate

Dear Dr.Young.

As the recently hired Stock Delivery Clerk I am submitting my request to be placed on a higher tier of the pay rate for the position. I sincerely believe that I bring the experience, professionalism, and a strong work ethic commensurate with the higher rate.

I have years of warehouse experience involving all duties of this present position including stocking, packing, checking, as well as loading, unloading, receiving, and staging. I have a diverse driving history in which safety is the highest priority. I have always inspected and maintained the vehicles that I have operated and have safely transported all manner of cargo from construction supplies, to airfreight, to passengers.

I have also worked in telecommunications, working my way to the position of Foreman, running crews of up to ten people. I successfully managed manpower, received supplies and equipment, and coordinated projects with customers as well as other contractors.

In my most recent position I was responsible for the upkeep, order, and cleanliness of top secret aerospace laboratories. I worked in cleanrooms, keeping the labs operating at the highest level and assuring that they passed all internal audits as well as high level military and government inspections. They all passed with flying colors every time!

In conclusion, a starting pay rate between \$17.50 and \$19.00 per hour would be commensurate with my experience and leadership abilities. Please consider my warehouse experience, delivery driving experience, high regard for safety, as well as leadership, communication and cooperation with customers and coworkers. References are available upon request.

Thank you very much for your time.

Fidel A.
Winzey
Stock Delivery Clerk SMMUSD

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

STOCK AND DELIVERY CLERK

JOB SUMMARY

Under immediate supervision, receive, process, store and deliver mail, materials, food supplies, and equipment to schools and offices in the District; and perform other duties as assigned.

REPRESENTATIVE DUTIES:

1. Receives, picks up and delivers school mail, food, supplies, furniture and equipment for all District locations. *E*
2. Checks goods received for conformance with invoices. *E*
3. Maintains a clean and orderly stockroom. *E*
4. Maintains a clean vehicle at all times. *E*
5. Packages and sends out goods. *E*
6. Fills stock orders. *E*
7. Sorts and distributes incoming and outgoing mail. *E*
8. Processes outgoing United States mail including special handling if required. *E*
9. Sets, cleans and adjusts the postage meter and scales. *E*
10. Ensures that sufficient available postage is maintained and is responsible for taking the funds to the post office to add to the meter. *E*
11. Maintains accurate records of the postage used by individual departments so that this is billed correctly to the appropriate accounts. *E*
12. Picks up daily cafeteria cash receipts and delivers the money to designated locations. *E*
13. Maintains physical inventory of warehoused Food and Nutrition Services Department items. *E*

Classified Employees Salary Range - 26

14. Maintains fixed asset system; tags and receives for fixed asset inventory. *E*
15. Lists incoming packages as received, delivers to departments and has them signed for receipt. *E*
16. Operates forklift, light truck and pallet jack. *E*
17. Performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received from the Director of Purchasing and Warehouse or Director of Food and Nutrition Services and/or Operations Supervisor (Food and Nutrition Services), as determined by the assignment. No supervision is exercised.

JOB RELATED QUALIFICATIONS

Knowledge of:

- Methods and practices related to warehousing.
- Postal rates, regulations and procedures.
- Current office practices, procedures and equipment including filing, record and data management and storage and retrieval systems.
- Effective communication techniques.
- Interpersonal skills using judgment and tact.

Ability to:

- Operate standard and automatic transmission vehicles safely.
- Learn to operate a forklift in a warehouse situation and on the street.
- Learn to operate computer software programs.
- Learn to operate postage-metering equipment.
- Be able to lift up to 50 pounds and perform repetitive motions.
- Follow instructions without requiring close supervision.
- Communicate appropriately, both orally and in writing.
- Establish and maintain effective working relationships.
- Meet schedules and deadlines while working under pressure.

EMPLOYMENT STANDARDS

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

Experience: One year of experience performing related duties in mail, warehousing or delivery.

Classified Employees Salary Range - 26

Education: Graduation from high school or its equivalent.

LICENSES AND OTHER:

Must have and maintain a valid Class "C" California Driver's license and a good driving record sufficient to be insurable by the District's carrier.

PERSONNEL COMMISSION

Adopted: June 1977
Revised: 02/09/83
 10/10/84
 06/03/92
Revised: 09/19/06

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

MERIT SYSTEM and the EDUCATION CODE

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code.

Today, as in 1936, the Merit System provides protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions

MERIT PRINCIPLES

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

COMMISSION RESPONSIBILITIES

The Personnel Commission has three core responsibilities as defined in the California Education Code.

- Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
- Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
- Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

COMMISSION DUTIES

To execute its responsibilities, the Commission performs the following duties:

- Establishes and maintains a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
- Adopts guidelines to analyze jobs and develop valid employment examinations.
- Adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration.



Santa Monica-Malibu Unified School District
1651 Sixteenth Street • Santa Monica, California 90404 • 310.450.8338

Personnel Commission

2011-2012

Annual Report

OUR COMMISSIONERS

Mr. Michael Sidley, Chair

Ms. Barbara Inatsugu, Vice Chair

Mr. Joseph Pertel, Member

DIRECTOR

Wilbert Young, Ph.D.

Personnel Commission meetings are held once a month, generally on the second Tuesday of the month. Agendas for Commission meetings are posted outside the District's building, sent to each work location and placed on the District's website. The agenda includes the exact time, date and place of the meeting. Minutes of the meetings are placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

Recruitment & Examination Activities		
Activity	2010-11	2011-2012
Recruitments	51	53
Applications Received	2,283 (92% Online)	3,736 (98% Online)
Job Interest Cards Submitted	1,104	2,211
Examinations Developed	17	26
Written	-	10
Structured Interview	-	8
Performance	-	7
Training & Experience Evaluation	-	1
Examinations Administered	119	134
Written	92	101
Structured Interview	20	19
Performance	7	14
Training & Experience Evaluation	0	0
Eligibility Lists	55	51
Transfer Bulletins	46	40
Requisition Reports (Vacancies)	12	10
Advanced Step Requests	25	31
Professional Expert Requests	98	83

Classification Activities		
Activity	2010-11	2011-12
Classifications Developed	3	3
Classifications Revised	7	10
Classifications Studies	4	0
Reclassification Studies	2	1
Working Out of Class Requests	42	37

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Employment Activities		
Activity	2010-11	2011-12
New/Promotional Job Offers	125	176
Substitute/Provisional Job Offers	-	96
Daily Substitute Assignments	318	258
Winter/Spring/Summer Requests	791	661

Ancillary Activities		
Activity	2010-11	2011-12
Employee Performance Evaluations	406	409
Employee Layoff Meetings	-	13
Career Advancement Training	4	2
Rater Request Responded To	168	235
Rater Panel Participation	19	18
Merit Rules/Chapters Reviewed	6	3
Personnel Commission Agendas	16	15

Applicant EEO Summary Data		
Category	2010-11	2011-12
Gender		
Female	1,211	2,010
Male	882	1,557
Unknown/Declined to state	190	169
Ethnicity		
American Indian or Alaska Native	3	40
Asian or Pacific Islander	93	196
Black or African American	590	1,100
Filipino	41	64
Hispanic or Latino	579	1,063
White	618	884
Unknown/Declined to state	359	389
Veterans	-	81

Personnel Requisition Executive Summary

as of October 2, 2012

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List [Selection interviews held/scheduled for the positions.]	4
* Open [None of these positions are on Transfer Bulletin.]	7
Total:	11

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (09/05/12)	12
* Requisitions Received (+)	8
* Requisitions Filled (-)	7
* Requisitions Cancelled/On Hold (-)	2
* Current Requisition Total (10/02/12)	11

Personnel Commission

Personnel Requisition Monthly Comparison

Req Status	10/6/2011	10/28/2011	12/7/2011	1/4/2012	3/7/2012	4/11/2012	5/2/2012	6/6/2012	7/2/2012	8/9/2012	9/6/2012	10/2/2012
Cert. List	9	5	23	7	6	3	3	4	4	10	5	4
Open	33	39	17	33	9	7	5	5	9	6	7	7
Total	42	44	40	40	15	10	8	9	13	16	12	11

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

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 10/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
1	13-018	08/14/12	26	ATHLETIC TRAINER	SANTA MONICA HIGH	87.50	7.00	Vac	HOLLIE TIRRELL	4	Cert. List	09/20/12	RECRUITMENT OPENED 08/15/12 THROUGH 09/07/12. A SUBSTITUTE WAS PROCESSED ON 08/27/12 TO FILL POSITION DURING RECRUITMENT PROCESS. EXAM ADMINISTERED 9/18/12. SELECTION INTWS TO BE HELD NO LATER THAN 10/05/12. [TRANSFER BULLETIN #04 CLOSED 08/21/12.]	YES
2	13-024	08/23/12	25	ELEMENTARY LIBRARY COORDINATOR	SMASH	25.00	2.00	Vac	CLAIRE SWARTZ-MILLER	5	Cert. List	09/10/12	SELECTION INTVWS HELD 09/20/12 AND 09/28/12. STAFF SCHEDULING INTVWS FOR REMAINING ELIGIBLES WHO WERE UNAVAILABLE FOR SEPTEMBER INTVWS. [TRANSFER BULLETIN #05 CLOSED 08/30/12.]	YES
3	13-028	09/07/12	15	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	LINCOLN MIDDLE	43.75	3.50	Vac	DIANA VALENCIA	7	Cert. List	09/10/12	HIRING AUTHORITY INTERVIEWED ONE CANDIDATE ON 9/18/12. THE OTHER 2 CANDIDATES CANCELLED THEIR INTERVIEWS APPOINTMENTS. SUBSTITUTE CURRENTLY IN PLACE. RECRUITMENT RE-OPENED ON 9/20/12 TO PROVIDE MORE ELIGIBLE CANDIDATES FOR INTERVIEWS. CANDIDATES SHOULD BE READY TO BE CERTIFIED TO SITE ON OR BEFORE 11/01/12. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	NO
4	13-029	09/05/12	17	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE	37.50	3.00	Vac	MARIA MOLINA	7	Open		RECRUITMENT RE-OPENED ON 9/20/12 TO PROVIDE MORE ELIGIBLE CANDIDATES FOR INTERVIEWS. CANDIDATES SHOULD BE READY TO BE CERTIFIED TO SITE ON OR BEFORE 11/01/12. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	
5	13-030	09/05/12	17	INSTRUCTIONAL ASST-CLASSROOM	MCKINLEY ELEMENTARY	25.00	2.00	Vac	LISA KAMIRANY	7	Open		WRITTEN EXAM ADMINISTERED ON 09/25/12. ELIGIBILITY LIST SHOULD BE PROMULGATED ON 10/03/12. TOP 3 RANKS WILL BE CERTIFIED TO HIRING AUTHORITY FOR SELECTION INTVWS. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Working Days as of 10/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
6	13-031	09/05/12	17	INSTRUCTIONAL ASST-CLASSROOM	JOHN MUIR ELEMENTARY	37.50	3.00	Vac	SANDRA TERZIS	7	Open		WRITTEN EXAM ADMINISTERED ON 09/25/12. ELIGIBILITY LIST SHOULD BE PROMULGATED ON 10/03/12. TOP 3 RANKS WILL BE CERTIFIED TO HIRING AUTHORITY FOR SELECTION INTVWS. [TRANSFER BULLETIN #07 CLOSED 09/13/12.]	
7	12-223	06/13/12	76	INSTRUCTIONAL ASST-PHYSICAL ED	LINCOLN MIDDLE	75.00	6.00	Vac	QUENTIN PRICE	39	Cert. List	06/29/12, 09/24/12	ON 06/29/12, STAFF CONTACTED HIRING AUTHORITY REGARDING SELECTION INTVW DATE. INTVWS WERE TENTATIVELY SCHEDULED FOR WEEK OF 08/06/12 WITH THE ONE FEMALE ELIGIBLE. RECRUITMENT RE-OPENED TEMPORARILY. ON 08/27/12, HIRING AUTHORITY ADVISED THAT ALTHOUGH THE POSITION INITIALLY REQUIRED A FEMALE CANDIDATE, A MALE CANDIDATE IS NOW ACCEPTABLE. MOST RECENT EXAM ADMINISTERED 09/18/12 AND 09/20/12. SELECTION INTVWS SCHEDULED FOR 10/04/12. [TRANSFER BULLETIN #39 CLOSED 06/25/12.]	NO
8	13-025	08/28/12	22	INSTRUCTIONAL ASST-SPECIAL ED	MCKINLEY ELEMENTARY	50.00	4.00	New	---	6	Open		This position is currently on hold due to the current layoff process. [TRANSFER BULLETIN #06 CLOSED 09/03/12.]	
9	13-026	08/23/12	25	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	50.00	4.00	Vac	AMANDA SAUGSTAD	6	Open		This position is currently on hold due to the current layoff process. [TRANSFER BULLETIN #06 CLOSED 09/03/12.]	

Personnel Requisition Detailed Report

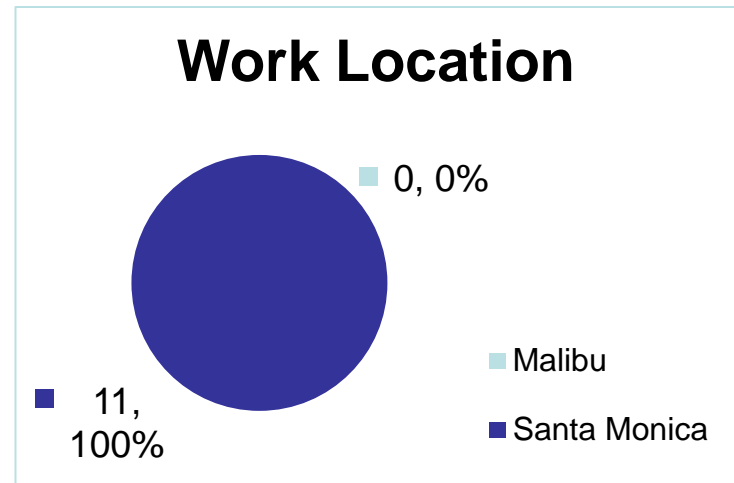
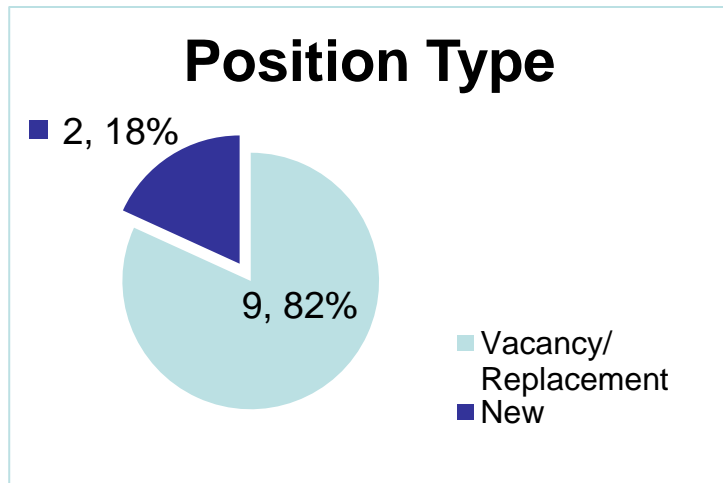
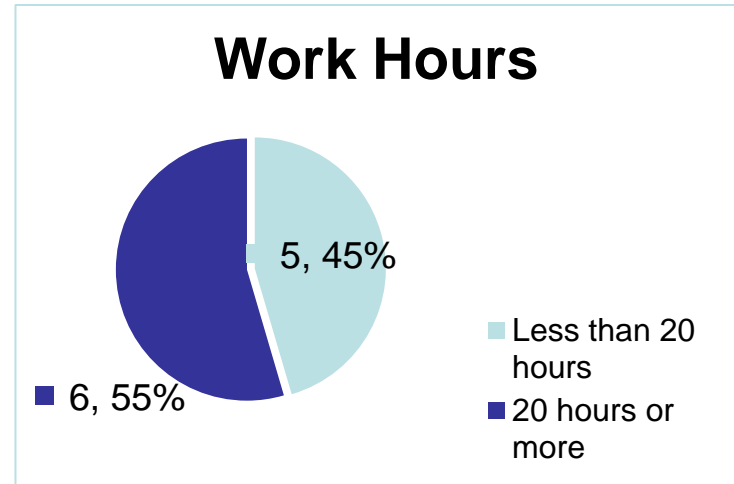
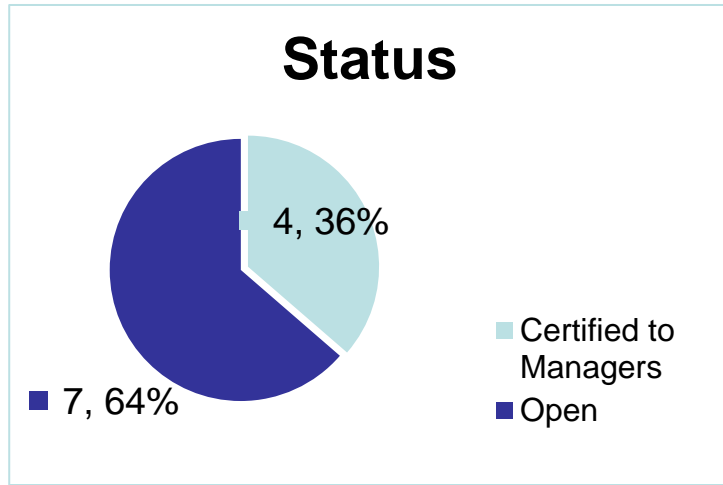
#	Req. ID	Date From HR	Working Days as of 10/2/12	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
10	12-103	09/08/11	265	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. POSITION ADVERTISED WITH A VARIETY OF SOURCES. POSITION RE-POSTED ON EDJOIN 09/11/12. STAFF IS COMMUNICATION WITH THE HIRING AUTHORITY REGARDING RECRUITMENT STATUS. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
11	13-034	09/24/12	5	SPRINKLER REPAIR TECHNICIAN	MAINTENANCE & OPERS	100.00	8.00	New	---	8	Open		JOB ANALYSIS COMPLETED 09/27/12. CLASS REVISION IN PROGRESS. [TRANSFER BULLETIN #08 CLOSED 10/01/12.]	

NOTES:

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

Personnel Requisition Graphic Summary

as of October 2, 2012



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

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

SMMUSD Board of Education Meeting Schedule 2012-2013

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

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

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office avii@smmusd.net at least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 27, 2012

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

ACTION/CONSENT
 09/20/12

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>
Bakhyt, Peter Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	8/21/12
Burns, Robert Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: A	8/21/12
Calderon Bianca Santa Monica HS	Inst Asst – Physical Ed 4 Hrs/SY/Range: 20 Step: A	8/27/12
Cortez, Alicia Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	8/21/12
De Cuir, Charles Fiscal Services	Fiscal Services Supervisor 8 Hrs/12 Mo/Range: 41 Step: D	9/4/12
Gonzalez, Luz McKinley Elementary	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	8/21/12
Sanchez, Lucas Adams MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: A	8/21/12
Shannon Stowell, Amanda Grant Elementary	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	8/21/12
Van Otten, Ryan Santa Monica HS	Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: A	8/21/12
Vasquez, Amelia Rogers Elementary	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	8/21/12
 <u>PROMOTION</u>		
Hartley, Logan Rogers Elementary	Inst Asst – Physical Ed 4 Hrs/SY/Range: 20 Step: A Fr: Inst Asst - Classroom; 3 Hrs/SY	8/21/12
Wilkinson, Gregory Rogers Elementary	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A Fr: Inst Asst – Physical Ed; 2 Hrs/SY	8/21/12
 <u>SUMMER ASSIGNMENTS</u>		
Adams, Melissa Special Education	Inst Asst – Special Ed	8/15/12
Ajnassian, Carrie Special Education	Inst Asst – Special Ed	8/15/12

Ajnassian, Carrie Lincoln MS	Inst Asst – Special Ed	8/20/12
Anderson, Amanda Special Education	Inst Asst – Special Ed	8/15/12
Barrera, Amanda Special Education	Specialized Inst Asst	8/15/12-8/20/12
Benjamin, Jacquita Special Education	Inst Asst – Special Ed	8/15/12
Bilotti, Alfred Special Education	Inst Asst – Special Ed	8/15/12
Bosque, Genet Special Education	Specialized Inst Asst	8/15/12
Briseno, Elias Special Education	Specialized Inst Asst	8/20/12
Buendia, Carolina Special Education	Inst Asst – Special Ed	8/15/12
Cary, Wendy Special Education	Inst Asst – Special Ed	8/15/12
Castillo, Wendy Special Education	Specialized Inst Asst	8/15/12-8/20/12
Chocha, Puja Special Education	Specialized Inst Asst	8/15/12
Chulack, Sarah Special Education	Specialized Inst Asst	8/20/12
Coleman, Dawn Special Education	Specialized Inst Asst	8/15/12-8/20/12
Cooper, Ray Santa Monica HS	Campus Security Officer	8/13/12-8/14/12
Cornejo, Natalie Santa Monica HS	Campus Security Officer	8/13/12-8/14/12
De Noya, Michael Special Education	Speech Lang Path Asst	8/15/12
Everage, Askia Special Education	Specialized Inst Asst	8/20/12
Fisher, Caroline Special Education	Occupational Therapist	8/15/12
Flores, Ana Special Education	Inst Asst – Special Ed	8/15/12
Flores, Ardis Special Education	Inst Asst – Special Ed	8/15/12

Friedenberg, Mindy Special Education	Inst Asst – Special Ed	8/15/12
Friedenberg, Mindy Lincoln MS	Inst Asst – Special Ed	8/20/12
Fuller, Terry Special Education	Inst Asst – Special Ed	8/15/12
Garrett, Christine Lincoln MS	Senior Office Specialist	8/13/12-8/14/12
Gergis, Sohair Special Education	Inst Asst – Special Ed	8/15/12
Gershuni, Pearl Special Education	Inst Asst – Developmental Health	8/15/12
Gonzalez, April Special Education	Inst Asst – Special Ed	8/15/12
Gonzalez, Monica Special Education	Specialized Inst Asst	8/15/12-8/20/12
Gonzalez, Teri Lincoln MS	Senior Office Specialist	8/13/12-8/14/12
Gordon Johnson, Robin Rogers Elementary	Senior Office Specialist	8/1/12-8/22/12
Harper, Erin Special Education	Occupational Therapist	8/15/12
Hendler, Nanette Special Education	Inst Asst – Special Ed	8/15/12
Higgins, Shaun Special Education	Specialized Inst Asst	8/15/12-8/20/12
Hills, Kevin Special Education	Inst Asst – Special Ed	8/15/12
Hofland, Keri Special Education	Inst Asst – Special Ed	8/15/12
Hofland, Keri Lincoln MS	Inst Asst – Special Ed	8/20/12
Hurtado, Renee Special Education	Inst Asst – Developmental Health	8/15/12
Iverson, Ocea Special Education	Inst Asst – Special Ed	8/15/12
Ivey, Teresa Special Education	Specialized Inst Asst	8/15/12
Jenson, Diane Special Education	Inst Asst – Special Ed	8/15/12

Jimenez, Osvaldo Special Education	Inst Asst – Special Ed	8/15/12
Johnson, Kerri Special Education	Inst Asst – Special Ed	8/15/12
Johnson, Kerri Lincoln MS	Inst Asst – Special Ed	8/20/12
Karels, Kloie Special Education	Inst Asst – Special Ed	8/15/12
Kemna Gonzalez, Gabrielle Special Education	Inst Asst – Special Ed	8/15/12
Kim, Jeong Mi Special Education	Occupational Therapist	8/15/12
Kinsey, Nancy Fink Special Education	Inst Asst – Special Ed	8/15/12
Krause, Eliza Special Education	Specialized Inst Asst	8/15/12-8/20/12
Lo Greco, Vincent Special Education	Inst Asst – Special Ed	8/15/12
Lopez, Maribel Special Education	Inst Asst – Developmental Health	8/15/12
Loza, Adelsa Special Education	Inst Asst – Special Ed	8/15/12
Loza, Adelsa Lincoln MS	Inst Asst – Special Ed	8/20/12
Loza, Nancy Special Education	Inst Asst – Special Ed	8/15/12
Luber, Linda Jean Special Education	Inst Asst – Special Ed	8/15/12
Mangum, Don Santa Monica HS	Campus Security Officer	8/13/12-8/14/12
Manjarrez, Lisette Special Education	Inst Asst – Developmental Health	8/15/12
Margarito, Jess Special Education	Specialized Inst Asst	8/15/12
Marroquin, Roberto Special Education	Inst Asst – Special Ed	8/15/12
Martinez, Isabel Special Education	Inst Asst – Special Ed	8/15/12
Martino, Jessica Special Education	Occupational Therapist	8/15/12

McCabe, Pete Joseph Special Education	Inst Asst – Special Ed	8/15/12
McClendon, LaTecia Special Education	Specialized Inst Asst	8/15/12
Medellin, Diana Lincoln MS	Inst Asst – Special Ed	8/20/12
Mena, Mariam Special Education	Inst Asst – Special Ed	8/15/12
Mendoza, Dina Santa Monica HS	Senior Office Specialist	8/4/12
Mock, Christopher Special Education	Inst Asst – Special Ed	8/15/12
Mollmann, Irene Special Education	Inst Asst – Special Ed	8/15/12
Monabe, Michelle Special Education	Specialized Inst Asst	8/15/12
Monjaraz, Gabriela Special Education	Specialized Inst Asst	8/15/12-8/20/12
Morgan, Jennifer Special Education	Occupational Therapist	8/15/12
Murray, April Lincoln MS	Swimming Inst - Lifeguard	8/20/12
Nelli, Maria Special Education	Inst Asst – Special Ed	8/15/12
Newman, Paisley Special Education	Inst Asst – Special Ed	8/15/12
Nyden, Diane Lincoln MS	Senior Office Specialist	8/13/12-8/14/12
Ockner, Sari Special Education	Occupational Therapist	8/15/12
Ouenoki, Daniel McKinley Elementary	Inst Asst – Physical Ed	8/1/12-8/20/12
Ong, Mary Kate Special Education	Specialized Inst Asst	8/15/12-8/20/12
Paddock, Lori Lincoln MS	Senior Office Specialist	8/13/12-8/14/12
Parra, Yvette Special Education	Inst Asst – Special Ed	8/15/12
Payton, Tawny Special Education	Specialized Inst Asst	8/15/12-8/20/12

Perez Madera, Saloman Special Education	Specialized Inst Asst	8/15/12-8/20/12
Preciado, Edwin Special Education	Specialized Inst Asst	8/15/12-8/20/12
Purser, Jessica Special Education	Inst Asst – Special Ed	8/15/12
Quintanilla, Albert Special Education	Inst Asst – Special Ed	8/15/12
Ramirez, Kelvin Special Education	Specialized Inst Asst	8/15/12
Reid, Shuntoria Special Education	Inst Asst – Special Ed	8/15/12
Reid, Shuntoria Lincoln MS	Inst Asst – Special Ed	8/20/12
Reidmiller, Jill Special Education	Occupational Therapist	8/15/12
Reuther, Theresa Special Education	Inst Asst – Special Ed	8/15/12
Rodriguez, Sara Special Education	Inst Asst – Special Ed	8/15/12
Roller, Yolanda Special Education	Inst Asst – Developmental Health	8/15/12
Roller, Yolanda Lincoln MS	Inst Asst – Developmental Health	8/20/12
Ruddy, Colleen Lincoln MS	Inst Asst - Music	8/20/12
Santiago, Lauren Special Education	Inst Asst – Special Ed	8/15/12
Schlierman, Cherie Special Education	Inst Asst – Special Ed	8/15/12
Smith, Dunell Santa Monica HS	Campus Security Officer	8/13/12-8/14/12
Smith, Sabrina Special Education	Inst Asst – Special Ed	8/15/12
Symons, Alyson Special Education	Inst Asst – Special Ed	8/15/12
Tanamas, Ayda Special Education	Inst Asst – Developmental Health	8/15/12
Tanamas, Ayda Lincoln MS	Inst Asst – Developmental Health	8/20/12

Tennison, Laura Special Education	Specialized Inst Asst	8/20/12
Thomas, Craig Special Education	Inst Asst – Special Ed	8/15/12
Ucan, Abraham Special Education	Specialized Inst Asst	8/20/12
Vila, Florinda Lincoln MS	Bilingual Community Liaison	8/13/12-8/14/12
Villa, Yoana Special Education	Inst Asst – Special Ed	8/15/12
Wade, Byron Special Education	Specialized Inst Asst	8/15/12
Walker, Christine Special Education	Inst Asst – Special Ed	8/15/12
Watts, Anne Special Education	Inst Asst – Special Ed	8/15/12
Wingfield, Janet Special Education	Inst Asst – Developmental Health	8/15/12
Worthington, Jamie Special Education	Inst Asst – Special Ed	8/15/12
Yamamoto, Mikiko Special Education	Specialized Inst Asst	8/15/12
Yeh, Wendy Special Education	Inst Asst – Special Ed	8/15/12
Zibahalat, Haide Special Education	Inst Asst – Special Ed	8/15/12

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Ayala, Magdalena Health Services	Health Office Specialist [additional hours, health office coverage]	8/20/12-6/11/13
Casillas, Veronica Student Services	Student Outreach Specialist [overtime; translations]	8/22/12-6/11/13
Godinez, Octavio Operations	Gardener [overtime; grounds projects]	7/1/12-6/30/13
Curry, Kimberly Student Services	Administrative Assistant [additional hours, student records]	8/22/12-6/11/13
Castillo, John District/Measure BB	Network Engineer [overtime; technical support]	7/1/12-6/30/13
Flores, Ana Student Services	Administrative Assistant [overtime; translations]	8/22/12-6/11/13
Flores, Henry Facility Permits	Campus Security Officer [additional hours, weekend school security]	9/9/12-12/30/12

Gardea Perez, Guadalupe Student Services	Bilingual Community Liaison [additional hours, translations]	8/22/12-6/15/13
Godinez, Octavio Operations	Gardener [overtime; grounds projects]	7/1/12-6/30/13
Gonzalez, Art Operations	Sprinkler Repair Technician [overtime; grounds projects]	7/1/12-6/30/13
Greene, Milton Malibu HS	Campus Security Officer [overtime; campus events]	7/1/12-6/30/13
Gutierrez-Prada, Nancy Student Services	Bilingual Community Liaison [additional hours, translations]	8/22/12-6/11/13
Heiderman, Daniel Malibu HS	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Jackson, LaTasha McKinley Elementary	Inst Asst – Developmental Health [additional hours, field trip]	5/21/12
Jackson, Michael Operations	Gardener [overtime; grounds projects]	7/1/12-6/30/13
Jones, Chancy Malibu HS	Campus Security Officer [overtime; campus events]	7/1/12-6/30/13
Kukor, Nadia SMASH	Inst Asst – Classroom [additional hours, class projects]	8/22/12-6/11/13
Lopez, Jose Operations	Gardener [overtime; grounds projects]	7/1/12-6/30/13
Luis, Emile Facility Permits	Swimming Inst - Lifeguard [additional hours, school functions]	9/8/12-6/30/13
Marmolejo, David District/Measure BB	Network Engineer [overtime; technical support]	7/1/12-6/30/13
Martin, Charles Lincoln MS	Campus Security Officer [overtime; campus events]	8/22/12-6/11/13
Martin, Eric Malibu HS	Custodian [overtime; custodial projects]	7/1/12-6/30/13
McKinley, Tyrone Facility Permits	Swimming Inst - Lifeguard [additional hours, school functions]	9/8/12-6/30/13
Monroy, Rosa Santa Monica HS	Office Specialist [additional hours, ROP office support]	8/20/12-6/30/13
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; campus events]	8/22/12-6/11/13
Orozco, Abel Operations	Gardener [overtime; grounds projects]	7/1/12-6/30/13
Oyenoki, Elizabeth McKinley Elementary	Senior Office Specialist [additional hours, enrollment support]	8/13/12-9/15/12

Perez Madera, Salomon Santa Monica HS	Specialized Inst Asst [additional hours, student supervision]	8/29/12-8/31/12
Plascencia, Henry Operations	Utility Worker [overtime; custodial projects]	7/1/12-6/30/13
Preciado, Daniel Olympic/Santa Monica HS	Campus Security Officer [overtime; CPI training]	1/23/12
Quon, Rosemary Human Resources	Office Specialist [additional hours, scanning project]	9/15/12-10/12/12
Ratliff Woods, Sheleita Grant Elementary	Inst Asst – Special Ed [overtime; field trip]	3/23/12
Servantes, Tracy Facility Permits	Swimming Inst - Lifeguard [additional hours, school functions]	9/8/12-6/30/13
Simmonds, Hugh Operations	Gardener [overtime; grounds projects]	7/1/12-6/30/13
Tirado, Fortino Operations	Equipment Operator-Tree Trimmer [overtime; grounds projects]	7/1/12-6/30/13
Torres, Jose Operations	Utility Worker [overtime; custodial projects]	7/1/12-6/30/13
Vasquez, Graciela Malibu HS	Campus Security Officer [overtime; campus events]	7/1/12-6/30/13
Villalobos, Eva Health Services	Health Office Specialist [additional hours, health office coverage]	8/20/12-6/11/13
Watkins, Ernest Malibu HS	Custodian [overtime; custodial projects]	7/1/12-6/30/13
Widner, Kim Malibu HS	Custodian [overtime; custodial projects]	7/1/12-6/30/13

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Acevedo, Roger District	Inst Asst – Physical Ed	8/22/12-6/15/13
Barnes, Brian District	Inst Asst – Physical Ed	8/25/12-6/15/13
Booker, Zoja Food Services	Cafeteria Worker I	8/22/12-6/30/13
Curry, Russell Special Education	Inst Asst – Special Ed	8/22/12-6/30/13
Dacanay, Peter Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Davidson, Nicholas District	Inst Asst – Physical Ed	8/22/12-6/15/13

Dixon, Crystal Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Eskridge, Rondell District	Inst Asst – Physical Ed	8/22/12-6/15/13
Fields, Vincent Operations	Custodian	8/15/12-6/30/13
Garfield, Kris Special Education	Inst Asst – Special Ed	8/25/12-6/30/13
Hamm, Alan District	Inst Asst – Physical Ed	8/22/12-6/15/13
Hampton, Kizzie District	Inst Asst – Physical Ed	8/22/12-6/15/13
Hartley, Logan District	Inst Asst – Physical Ed	8/22/12-6/15/13
Hutchinson, Breanna District	Inst Asst – Physical Ed	8/22/12-6/15/13
Jimenez-Bravo, Ramon District	Inst Asst – Physical Ed	8/22/12-6/15/13
Jorgensen, Stephanie Special Education	Office Specialist	8/15/12-9/28/12
Lee, Donald District	Inst Asst – Physical Ed	8/22/12-6/15/13
Licassi, Juliana Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Lopez, Manuel Operations	Custodian	7/1/12-6/30/13
Lopez, Manuel Purchasing	Stock and Delivery Clerk	8/20/12-12/31/12
Lopez, Mayra Lincoln MS	Inst Asst – Bilingual	8/27/12
Lopez, Mikesha Special Education	Inst Asst – Special Ed	9/9/12-6/30/13
McClendon, LaTecia Special Education	Inst Asst – Special Ed	8/6/12-8/21/12
McConville Awbrey, Gigi Special Education	Inst Asst – Special Ed	8/27/12-6/30/13
Mendoza, Ana Muir Elementary	Inst Asst – Classroom	9/4/12-6/30/12
Mercer, James Operations	Custodian	7/1/12-6/30/13

Monroy, Rosa McKinley Elementary	Inst Asst – Classroom	8/31/12-6/11/13
Pittman, Angie Food Services	Cafeteria Worker I	7/1/12-6/30/13
Rams, Florencia Grant Elementary	Bilingual Community Liaison	8/21/12-6/11/13
Rezner, Lindsay Special Education	Inst Asst – Special Ed	8/25/12-6/30/13
Schlierman, Jason Special Education	Inst Asst – Special Ed	8/20/12-6/30/13
Turner, Meghan Lincoln MS	Inst Asst – Music	8/21/12-9/24/12
Walker, Rahsard District	Inst Asst – Physical Ed	8/22/12-6/15/13

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Belt, Jimmy Malibu HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Santa Monica HS	8/22/12
Doty, Kenneth Santa Monica HS	Custodian 8 Hrs/12 Mo Fr: 8 Hrs/12 Mo /Lincoln MS	9/17/12
Hernandez, Steve Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Adams MS	8/22/12
Iverson, Ocea Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Roosevelt Elementary	8/21/12
Jackson, Nishia Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Lincoln MS	8/20/12
Jimenez, Osvaldo Lincoln MS	Inst Asst – Special Ed 7 Hrs/SY Fr: 6 Hrs/SY/McKinley Elementary	8/21/12
Karels, Kloie Muir Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Franklin Elementary	8/22/12
Martinez, Melinda Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Roosevelt Elementary	8/22/12
Moton, Wilson Lincoln MS	Custodian 8 Hrs/12 Mo Fr: 8 Hrs/12 Mo /Santa Monica HS	9/17/12
Schlierman, Cherie Rogers Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Muir Elementary	8/21/12

Thomas, Craig Malibu HS	Inst Asst – Special Ed 6.5 Hrs/SY Fr: 6 Hrs/SY/Olympic HS	8/22/12
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Zibahalat, Haide Franklin Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Special Education	8/22/12-9/7/12
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INVOLUNTARY TRANSFER IN LIEU OF LAYOFF

EFFECTIVE DATE

Evans, Laura SMASH	Inst Asst – Classroom 6 Hrs/SY Fr: 3 Hrs/SY/Rogers Elementary	8/21/12
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Gardea Perez, Guadalupe Child Development Services	Bilingual Community Liaison 8 Hrs/12 Mo Fr: 6.5 Hrs/10 Mo/Rogers Elementary	8/15/12
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LaBrie, Marilyn Educational Services	Office Specialist 8 Hrs/11 Mo Fr: 6 Hrs/10 Mo/Grant Elementary	8/15/12
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Moore, Deborah McKinley Elementary	Inst Asst – Classroom 3 Hrs/SY Fr: 2.3 Hrs/SY/St. Anne's	8/21/12
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CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Brewer, Arianna Franklin Elementary	Inst Asst – Special Ed 5 Hrs/SY Fr: 4.5 Hrs/SY	8/21/12
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Carrillo, Ivan Muir Elementary	Inst Asst – Special Ed 4 Hrs/SY Fr: 6 Hrs/ SY	8/21/12
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Funderburk, Rosemary Webster Elementary	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	8/22/12
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Garnreiter, Sean Adams MS	Inst Asst – Music 6 Hrs/SY Fr: 4 Hrs/SY	8/21/12
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Gomez, Jack Operations	Custodian 6 Hrs/12 Mo Fr: 4 Hrs/12 Mo	8/27/12
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Montoya, Lisa Educational Services	Administrative Assistant 8 Hrs/12 Mo Fr: 8 Hrs/11 Mo	9/1/12
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Pacheco, Patricia Food Services	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	8/21/12
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Badlissi, Mary Santa Monica HS	Inst Asst – Special Ed Medical	8/23/12-9/18/12
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Elie, Latrice Transportation	Bus Driver Medical	8/30/12-9/30/12
Hope, Judith Child Development Services	Children's Center Asst Medical	8/23/12-2/2/13
Kinsey, Nancy Roosevelt Elementary	Inst Asst – Special Ed Medical	8/21/12-1/3/13
Lopez, Victoria Santa Monica HS	Campus Security Officer Medical	8/15/12-11/1/12
Padilla, Ramiro Operations	Equipment Operator Medical	7/20/12-8/20/12
Serna, Maria Fiscal Services	Senior Administrative Asst Medical	7/23/12-8/3/12
Sewani, Rasmin Rogers Elementary	Cafeteria Worker I Medical	8/21/12-9/24/12
Smith, Sabrina Santa Monica HS	Inst Asst – Special Ed Maternity	8/27/12-9/18/12
Stewart April Santa Monica HS	Specialized Inst Asst Personal	8/21/12-8/31/12

LEAVE OF ABSENCE (UNPAID)

Hope, Judith
Child Development Services

Children's Center Asst
Medical

EFFECTIVE DATE

2/3/13-2/22/13

WORKING OUT OF CLASS

Peoples, Jeffrey
Operations

Plant Supervisor
Fr: Custodian

EFFECTIVE DATE

8/18/12-8/24/12

Williams, Steven
Food Services

Stock and Delivery Clerk
Fr: Cafeteria Worker I

8/21/12-12/24/12

ABOLISHMENT OF POSITION

Inst Asst – Special Education
6 Hrs/SY; McKinley Elementary

8/20/12

Inst Asst – Special Education
6 Hrs/SY; Muir Elementary

6/11/12

Inst Asst – Special Education
6 Hrs/SY; Olympic HS

6/14/12

Inst Asst – Special Education
6 Hrs/SY; Santa Monica HS

6/14/12

Inst Asst – Special Education
6 Hrs/SY; Santa Monica HS

8/22/12

RESIGNATION

		<u>EFFECTIVE DATE</u>
Fajardo, Angela CDS – Los Amigos	Children's Center Asst	6/22/12
Henderson, Jacob Special Education	Sign Language Interpreter	8/29/12
Kamrany, Lisa McKinley Elementary	Inst Asst – Classroom	8/29/12
Lara, Heidi Special Education	Specialized Inst Asst	8/23/12
Molina, Maria Adams MS	Inst Asst – Bilingual	6/15/12

VOLUNTARY REDUCTION IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Carrillo, Ivan Muir Elementary	Inst Asst – Special Ed 4 Hrs/SY Fr: Specialized Inst Asst 6 Hrs/SY/Special Education	8/21/12

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
 10/04/12

RECOMMENDATION NO. A.13

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>TEMP/ADDITIONAL ASSIGNMENTS</u>	<u>EFFECTIVE DATE</u>
Strahn, Yvonne Santa Monica HS Campus Security Officer [overtime; ROP programs]	9/1/12-6/30/13

<u>INVOLUNTARY TRANSFER</u>	<u>EFFECTIVE DATE</u>
Brackett, Kimberly Child Dev Svcs - JAMS Children's Center Asst 6.5 Hrs/SY Fr: 6.5 Hrs/SY/CDS - Rogers ES	8/21/12
Brito, Maria Child Dev Svcs - Rogers ES Children's Center Asst 6 Hrs/SY Fr: 6 Hrs/SY/CDS - WA West	8/21/12
Cruz, Carmen Child Dev Svcs - WA West Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Grant ES	8/21/12
Cueva, Sandra Child Dev Svcs - WA West Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Los Amigos	8/21/12
Fajardo, Virginia Child Dev Svcs - Pine Street Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Rogers ES	8/21/12
Gershuni, Katherine Child Dev Svcs - Woods Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - WA West	8/21/12
Gomez, Aida Child Dev Svcs - Pine Street Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Rogers ES	8/21/12
Hernandez, Maira Child Dev Svcs - JAMS Children's Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/CDS - Pine Street	8/21/12
Hess, Katya Child Dev Svcs - WA West Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - JAMS	8/21/12
Iverson, Ocea Muir ES Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Lincoln MS	9/4/12

Lugo-Perez, Veronica Child Dev Svcs - JAMS	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - McKinley ES	8/21/12
McCarthy, Kimiko Child Dev Svcs - WA West	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Los Amigos	8/21/12
Muhammad, Baheerah Child Dev Svcs - Rogers ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Pine Street	8/21/12
Phillips, Ledoree Child Dev Svcs - WA West	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Woods	8/21/12
Pineda, Blanca Child Dev Svcs - Pine Street	Children's Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/CDS - Rogers ES	8/21/12
Ralph, Linda Child Dev Svcs - Woods	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - WA West	8/21/12
Ramirez, Armida Child Dev Svcs - Rogers ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Los Amigos	8/21/12
Rodriguez, Frances Child Dev Svcs - Pine Street	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - WA West	8/21/12
Sandoval, Vanessa Child Dev Svcs - Woods	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - JAMS	8/21/12
Seklawi, Sara Child Dev Svcs - McKinley ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Grant ES	8/21/12
Williams, Paris Child Dev Svcs - McKinley ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/CDS - Pine Street	8/21/12

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Berumen, Theodore Purchasing	Senior Buyer Medical	8/29/12-9/30/12
Padilla, Ramiro Operations	Equipment Operator Medical	8/21/12-10/9/12
Vargas, Cynthia McKinley Elementary	Inst Asst - Special Ed Medical	8/21/12-10/1/12
Washington, Chanee Santa Monica HS	Administrative Assistant Medical	8/1/12-8/17/12

LEAVE OF ABSENCE (UNPAID)

Britt, Medina
Child Development Svcs

Children's Center Asst
Personal

EFFECTIVE DATE

9/10/12-10/26/12

Mekari, Neven
Franklin Elementary

Inst Asst – Special Ed
FMLA

9/5/12-10/17/12

ABOLISHMENT OF POSITION

Cafeteria Worker I
3 Hrs/SY; Santa Monica HS

EFFECTIVE DATE

8/21/12

Inst Asst - Sign Language Interpreter
6 Hrs/SY; Special Education

8/29/12

Inst Asst - Special Ed
6 Hrs/SY; Lincoln MS

9/4/12

LAYOFF/REDUCTION OF HOURS

CX4537259
Lincoln MS

Inst Asst – Special Ed
6 Hrs/SY
Fr: 6.5 Hrs/SY

EFFECTIVE DATE

11/19/12

SUSPENSION WITHOUT PAY

RD2623521

EFFECTIVE DATE

10/17/12, 10/24/12, 10/31/12

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

TO: BOARD OF EDUCATION ACTION/CONSENT
09/20/12
 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

HALL, ADAM	MALIBU HS	9/6/12-6/30/13
SMITH, DYLEN	MALIBU HS	9/6/12-6/30/13
WISNICKI, JAKE	MALIBU HS	8/8/12-6/30/13
YOUNG, BRUCE	MALIBU HS	7/1/12-6/30/13
ZWEIG, MARIE	MALIBU HS	7/1/12-6/30/13

NOON SUPERVISION AIDE

ADAMS, DARYL	WEBSTER ELEMENTARY	8/22/12-6/11/13
ALVAREZ, JENNIFER	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
ALVAREZ, MARYKE	MCKINLEY ELEMENTARY	8/22/12-6/11/13
AUSMUS, JULEY	CABRILLO ELEMENTARY	8/22/12-6/11/13
BEAMAN, SHAREEN	POINT DUME ELEMENTARY	8/22/12-6/11/13
BONILLA, REINA	EDISON ELEMENTARY	8/22/12-6/11/13
BORADEH, FATTANEH	FRANKLIN ELEMENTARY	8/22/12-6/11/13
BRAVO, MARIA	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
BROOKES, KAREN	WEBSTER ELEMENTARY	8/22/12-6/11/13
BUSTILLO, ABDIEL	MUIR ELEMENTARY	8/22/12-6/11/13
CALVERT, CHERYL	POINT DUME ELEMENTARY	8/22/12-6/11/13
CARRIERE, LEIGH	POINT DUME ELEMENTARY	8/22/12-6/11/13
CHAVEZ, LUIS	ROGERS ELEMENTARY	8/22/12-6/11/13
COJAN, PETER	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
COLTER, MELVA	MUIR ELEMENTARY	8/22/12-6/11/13
CURRAN, MEGAN	POINT DUME ELEMENTARY	8/22/12-6/11/13
DANIELS, ADRIANA	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
DE HERNANDEZ, GLADIS	ROGERS ELEMENTARY	8/22/12-6/11/13
DE LEON, ADRIAN	ROGERS ELEMENTARY	8/22/12-6/11/13
ESQUIVEL, SANDRA	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
FARJADI, NORA	ADAMS MS	8/22/12-6/11/13
FOUNTAIN, MARESA	GRANT ELEMENTARY	8/22/12-6/11/13
GALLARDO, IRMA	ADAMS MS	8/22/12-6/11/13
GERMAIN, KATHERINE	ROGERS ELEMENTARY	8/22/12-6/11/13
GIROUX, STEPHANIE	EDISON ELEMENTARY	8/22/12-6/11/13
GOMEZ, NOELIA	MCKINLEY ELEMENTARY	8/22/12-6/11/13
GONZALEZ, SIMONA	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
GRANT, CAROLYN	GRANT ELEMENTARY	8/22/12-6/11/13
GRANT, CAROLYN	MUIR ELEMENTARY	8/22/12-6/11/13
GRANT, CAROLYN	ADAMS MS	8/22/12-6/11/13
GUNASEKARA, CHANDRA	ROGERS ELEMENTARY	8/22/12-6/11/13
HERNANDEZ, HILDA	FRANKLIN ELEMENTARY	8/22/12-6/11/13
HIROTO, BETTY	FRANKLIN ELEMENTARY	8/22/12-6/11/13
HOLLINS, JOSEPH	GRANT ELEMENTARY	8/22/12-6/11/13
HORTON, KASEY	FRANKLIN ELEMENTARY	8/22/12-6/11/13

ILLES, NICHOLAS	GRANT ELEMENTARY	8/22/12-6/11/13
ISLAS, DAVID	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
JAMES, MATHIAS	MUIR ELEMENTARY	8/22/12-6/11/13
JOHNSON, JOSEPH	FRANKLIN ELEMENTARY	8/22/12-6/11/13
KAMRANY, LISA	MCKINLEY ELEMENTARY	8/22/12-6/11/13
KISSKALT, MIKE	WEBSTER ELEMENTARY	8/22/12-6/11/13
KODA, DEREK	FRANKLIN ELEMENTARY	8/22/12-6/11/13
KUYAMA, KEIKO	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
LAWRENCE, JENNIFER	CABRILLO ELEMENTARY	8/22/12-6/11/13
LEWIS, LEFIFIA	POINT DUME ELEMENTARY	8/22/12-6/11/13
LLOSA, SILVIA	ROGERS ELEMENTARY	8/22/12-6/11/13
LOPEZ, SALOMON	FRANKLIN ELEMENTARY	8/22/12-6/11/13
LUCAS, RALPH	MCKINLEY ELEMENTARY	8/22/12-6/11/13
MARION, ROSA	MCKINLEY ELEMENTARY	8/22/12-6/11/13
MCDONOUGH, BARBARA	GRANT ELEMENTARY	8/22/12-6/11/13
MILADINOV, YORDAN	MUIR ELEMENTARY	8/22/12-6/11/13
MOLDONADO BOATMAN, M.	FRANKLIN ELEMENTARY	8/22/12-6/11/13
MOORE, TENISHA	GRANT ELEMENTARY	8/22/12-6/11/13
MORALES, CARMELA	ROGERS ELEMENTARY	8/22/12-6/11/13
MORALES, ISMAEL	CABRILLO ELEMENTARY	8/22/12-6/11/13
MURPHY, TONY	SMASH	8/22/12-6/11/13
NIXON, ROBERT	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
NUNEZ, MARIA	FRANKLIN ELEMENTARY	8/22/12-6/11/13
OLIVA, REFUGIO	ROGERS ELEMENTARY	8/22/12-6/11/13
ORBAN, MARIE	GRANT ELEMENTARY	8/22/12-6/11/13
OYENOKI, AIMEE	MCKINLEY ELEMENTARY	8/22/12-6/11/13
PERSHEN, NAJMEH	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
RALPH, LUCAS	MCKINLEY ELEMENTARY	8/22/12-6/11/13
REABER, LISA	GRANT ELEMENTARY	8/22/12-6/11/13
REABER, WINIFRED	GRANT ELEMENTARY	8/22/12-6/11/13
REYES, MARTHA	ROGERS ELEMENTARY	8/22/12-6/11/13
REYES, MODESTA	MCKINLEY ELEMENTARY	8/22/12-6/11/13
RIVERA, JENNIFER	MCKINLEY ELEMENTARY	8/22/12-6/11/13
ROBERSON, KIMBERLY	MUIR ELEMENTARY	8/22/12-6/11/13
RODRIGUEZ, OFELIA	EDISON ELEMENTARY	8/22/12-6/11/13
RODRIGUEZ, SERGIO	EDISON ELEMENTARY	8/22/12-6/11/13
ROSALES, GEORGE	MUIR ELEMENTARY	8/22/12-6/11/13
RUIZ, ANTELMA	ADAMS MS	8/22/12-6/11/13
SANTINO, SUSAN	GRANT ELEMENTARY	8/22/12-6/11/13
SANTINO, SUSAN	SMASH	8/22/12-6/11/13
SCHLIERMAN, JOHN	GRANT ELEMENTARY	8/22/12-6/11/13
SENCIO, HEIDI	ROGERS ELEMENTARY	8/22/12-6/11/13
SILVERN, ZACHARY	GRANT ELEMENTARY	8/22/12-6/11/13
SLOSBERG, ANDREA	CABRILLO ELEMENTARY	8/22/12-6/11/13
SOLOWAY, BETH	POINT DUME ELEMENTARY	8/22/12-6/11/13
SOTOJ, MARIA	MCKINLEY ELEMENTARY	8/22/12-6/11/13
STRAUSS, YOKO	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
TATE, ALEA	WEBSTER ELEMENTARY	8/22/12-6/11/13
VALDEZ, LUZ	EDISON ELEMENTARY	8/22/12-6/11/13
VIVIANI, VHALLIA	ROGERS ELEMENTARY	8/22/12-6/11/13
WALKER, RASHARD	WEBSTER ELEMENTARY	8/22/12-6/11/13
WALSH, LESLIE	ROOSEVELT ELEMENTARY	8/22/12-6/11/13
YOUSEF, MARK	ROOSEVELT ELEMENTARY	8/22/12-6/11/13

TECHNICAL SPECIALIST – LEVEL I

EDDY, TARA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
HERNANDEZ, LAURA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
LEE, ERICA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
RIVERA, NELLY	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
ROWLEY, JESSICA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
STIFEL, SKYE	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
THOMSON, LYNN	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
TYLOR, ELIZABETH	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13
VOGEL, PAUL	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/20/12-6/11/13

TECHNICAL SPECIALIST – LEVEL II

ANDERSON, ROBERT	SMASH [Music Instructor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
FISHER, NICOLE	CABRILLO ELEMENTARY [Art Instructor] - Funding: Reimbursed by PTA	8/20/12-5/24/13
GITTLEMAN, MARNI	SMASH [Art Programs Coordinator] - Funding: Reimbursed by PTA	8/22/12-6/22/13

HARRIS, MARK	OLYMPIC HS [Guitar Instructor] - Funding: SMMEF – Dream Winds	8/22/12-6/11/13
HUTCHINSON, CATHY	CABRILLO ELEMENTARY [Science Instructor] - Funding: Reimbursed by PTA	8/20/12-5/24/13
HYZIAK, MICHAEL	SMASH [Music Instructor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
LAMBERT VANNOY, ANN	CABRILLO ELEMENTARY [Vocal Music Instructor] - Funding: Reimbursed by PTA	8/20/12-5/24/13
MARTINEZ, FRANCISCO	ROOSEVELT ELEMENTARY [Dance Instructor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
MOERSCHEL, JOSEPHINE	ADAMS MS [Music Clinician] - Funding: Tier III Programs CAT FLEX	8/22/12-6/11/13
OSTROVSKY, JULIANNA	SMASH [Visual Arts Instructor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
PACE, KRISTY	SMASH [Performance Arts Instructor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
ROTH, JENNIFER	ADAMS MS [Music Clinician] - Funding: Tier III Programs CAT FLEX	8/22/12-6/11/13
SENUK, PETER	ADAMS MS [Music Clinician] - Funding: Gifts	8/22/12-6/11/13
SLOSBERG, ANDREA	CABRILLO ELEMENTARY [Computer Lab Instructor] - Funding: Reimbursed by PTA	8/20/12-5/24/13
TURNER, MEGHAN	ADAMS MS [Music Clinician] - Funding: Tier III Programs CAT FLEX	8/22/12-6/11/13
<u>EDUCATIONAL SPECIALIST – LEVEL I</u>		
LAUERMAN, NENA	MALIBU HS [Community Service Coordinator] - Funding: Tier III Programs CAT FLEX (43%); Gifts (29%); Malibu Shark Fund (28%)	8/14/12-6/30/13

EDUCATIONAL SPECIALIST – LEVEL II

BAKER NEWELL, ELIZABETH	FRANKLIN ELEMENTARY [Vocal Music Instructor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
CARTER, SANDRA	POINT DUME ELEMENTARY [Science Instructor] - Funding: Reimbursed by PTA	9/10/12-5/24/13
DEMERY, STEPHANIE	ROOSEVELT ELEMENTARY [Social Skills Counselor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
FARLOW, DIANE	POINT DUME ELEMENTARY [Reading Support Specialist] - Funding: Reimbursed by PTA	9/1/12-5/31/13
FAROKZADEH, MERSEDEH	FRANKLIN ELEMENTARY [Counselor] - Funding: Tier III Programs CAT FLEX	8/22/12-6/11/13
MARTINEZ, YOLANDA	FRANKLIN ELEMENTARY [Fine Arts Instructor] - Funding: Reimbursed by PTA	8/22/12-6/11/13
VAN NOTE, VONNIE	POINT DUME ELEMENTARY [Reading Instructor] - Funding: Reimbursed by PTA	9/1/12-5/31/13
WHITMAN, ANGELA	POINT DUME ELEMENTARY [Reading Support Specialist] - Funding: Reimbursed by PTA	9/1/12-5/31/13

STUDENT WORKER – WORKABILITY

MASTERSON, JAKE	MALIBU HIGH SCHOOL	9/3/12-6/30/15
MINICUCCI, JULIAN	MALIBU HIGH SCHOOL	9/3/12-6/30/14

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

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
Chapter XIV	1st Reading	Diciplinary Action and Appeal	8.14.12		
Chapter XV	1st Reading	Resignation and Reinstatement	4.17.12		
Chapter XVI	1st Reading	Grievance Procedure	8.14.12		

**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 School 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
		4.4.12 & 4.11.12	Interview Skills
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			

Save the Date

CSPCA Conference

February 21 - 24, 2013

Paradise Pier Hotel

Anaheim, CA

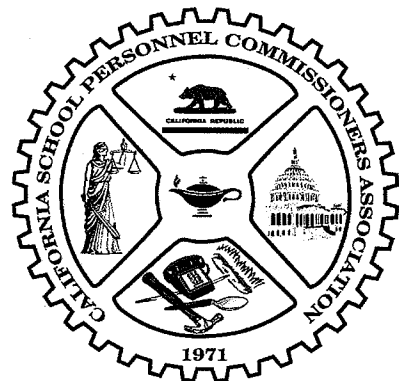
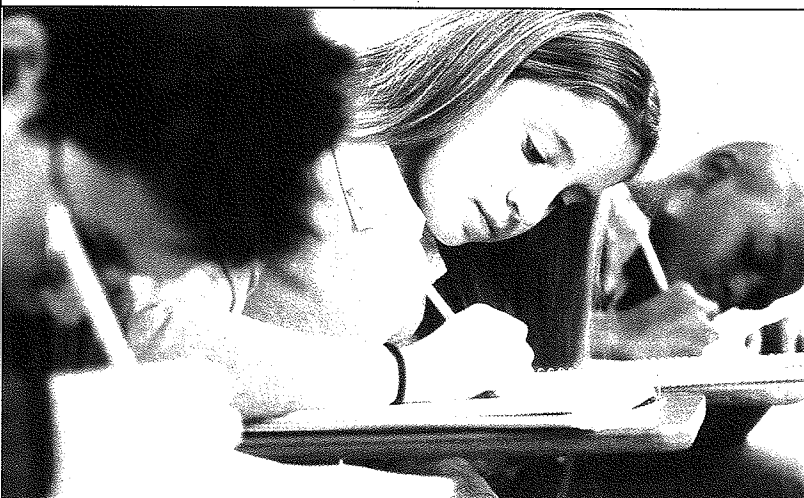


***Supporting Student
Learning
Through Merit***

Multi-track program will include:

- Technology - New Practices
- Connecting "Perspectives" of Various Stakeholders
- "Commissioner's Corner" topics
- Evolution of Merit System from Enforcer to Partner

**More information to come, including registration
and session information.**



www.meritsystem.org

California School Personnel Commissioners Association

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR – CLASSIFIED PERSONNEL

Management Salary Range: M-64

BASIC FUNCTION:

Under the direction of the Personnel Commission, plan, organize and direct the personnel management program for the classified service of the District in conformance with the Education Code; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Direct the establishment and maintenance of procedures required for the administration of the District's classified personnel program in conformity with applicable Federal and State law, Merit System provisions of the State Education Code, Personnel Commission Rules, Board of Education policies and procedures, and collective bargaining agreements.
- Direct the preparation and maintenance of the District's classification plan by supervising and/or conducting classification and compensation studies and prepare and approve recommendations for presentation to the Personnel Commission.
- Plan, organize, direct and evaluate the work of the Personnel Commission staff and supervise the maintenance of classified personnel files and records.
- Plan, organize, implement, direct and evaluate a program of recruitment, equal employment opportunity, job-related employment examinations, selection, assignment of classified employees by supervising staff assigned to the preparation of vacancy announcements, screening of employment applications, development and administration of employment examinations, promulgation of eligibility lists and certification of eligibles to vacancies. Receive criminal conviction information of applicants and employees from authorized district representatives; audit and approve the assignment of employees; maintain transfer lists and approve transfer requests.
- Serve as secretary to the Personnel Commission; oversee the preparation of meeting agendas and minutes; provide technical expertise, information and assistance to the Commission regarding assigned functions, and assist as needed in the formulation and development of policy and goals.
- Provide assistance and counseling to classified employees and District administrators in the interpretation of Merit System law, Personnel Commission Rules and procedures, Board of Education policies and procedures, collective bargaining agreements and disciplinary action matters.
- Communicate with administrators, employee organizations, employees and independent contractors to coordinate programs and activities, resolve issues and conflicts and exchange information.

- Regularly brief the Assistant Superintendent of Human Resources on the state of the Classified Service to assure efficient, timely communication.
- Investigate employee appeals to disciplinary action and complaints of Personnel Commission Rules violations. Direct arrangement for hearings ordered by the Personnel Commission.
- Develop, prepare, administer and present to the Board of Education the Personnel Commission's annual budget, and annual report of Personnel Commission activities.
- Prepare a variety of narrative and statistical reports and conduct research in areas related to public personnel management or as directed by the Personnel Commission.
- Work effectively as a member of the district management team.

SUPERVISION:

Supervision is received from the Personnel Commission and/or their designee/delegatee. Supervision is exercised over the Personnel Commission staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the personnel management program for classified service.
- Merit System and provisions of the Education Code applicable to personnel practices and procedures.
- Principles and practices of public personnel administration including position classification, salary administration, recruitment, examination and employee assignments.
- Principles and practices of employee training and supervision.
- Statistical, research and survey methods and techniques.
- Report writing methods and techniques.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures, including Equal Employment Opportunity, Disability Law, policies and practices.
- Interpersonal skills using tact, patience and courtesy.
- Effective customer service techniques.

ABILITY TO:

- Efficiently plan, organize and direct the personnel management program for the classified service of the District in conformance with Merit System law and the rules and regulation of the Personnel Commission.
- Obtain, organize, accurately, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission and the Board.
- Effectively supervise and evaluate the performance of assigned staff.
- Exercise sound judgment in the interpretation of laws, rules, policies, practices and procedures.
- Prepare and present comprehensive and effective oral and written reports.
- Effectively advise appropriate personnel on disciplinary hearings, procedures and problems.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little or no direction.
- Plan and organize work
- Direct the maintenance of variety of reports and files related to classified personnel.
- Provide effective customer service.
- Effectively interact with other Departments.
- Receive supervision and/or direction from any designee/delegatee of the Personnel Commission and/or the Assistant Superintendent of Human Resources.

EDUCATION AND EXPERIENCE:

EDUCATION:

Bachelor's degree from an accredited college or university.

PLUS

EXPERIENCE:

Five (5) years of public sector personnel experience at the Analyst level or higher. Including experience in recruitment and selection, examination development and administration, classification and salary administration, with at least two (2) years in supervising assigned staff. Management experience in K-14 public education is preferred.

An advanced degree from an accredited University may be considered in lieu of required experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California Class C driver's license and availability of private transportation or ability to provide transportation between job sites may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Work is primarily performed in an office environment. Occasional site visits may be required. Incumbent will be required to attend occasional evening and weekend meetings.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information. Seeing to read a variety of materials. Dexterity of hands and fingers to operate a keyboard and other standard office equipment. Sitting for extended periods of time

DUTIES APPROVED

BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

Revised December 14, 2004

Revised August 23, 2012

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i>	November 2012
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	December 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
 - Employment of Personnel Commission Staff

VII. Next Regular Personnel Commission Meeting:

Tuesday, November 13, 2012, at 5:00 pm - *District Office Board Room*

VIII. Adjournment: