

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

AGENDA

REGULAR MEETING
October 11, 2011 @ 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. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McCloud

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 13, 2011

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. Search for the New Personnel Commissioner Update

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

- Ms. Elizabeth Baker, Technical Specialist II, Music Instructor for K-2, from September 5, 2011 to June 14, 2012, John Muir Elementary School
- Ms. Elizabeth Ann Baker, Technical Specialist II, Music Instructor for K-2, from September 20, 2011 to June 30, 2012, Webster Elementary School
- Mr. Stephen Dress, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services
- Ms. Nicole Fisher, Technical Specialist II, Art Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School
- Mr. Kelly Flickinger, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School
- Mr. Kelly Flickinger, Technical Specialist II, Percussion Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services
- Mr. Michael Goode, Technical Specialist III, Orchestra Coach, from October 1, 2011 to June 30, 2012, Santa Monica High School/ Educational Services
- Mr. Justin Hageman, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School
- Mr. Justin Hageman, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services
- Mr. Mark Harris, Technical Specialist II, Music Teacher, from August 29, 2011, Olympic High School

- **Ms. Lilian Hernandez, Technical Specialist I, School Psychologist Intern, from August 29, 2011 to June 30, 2012, Special Education Department**
- **Ms. Grace Hsu, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Mr. Mike Hyziak, Technical Specialist II, Brass/Woodwind Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Ms. Victoria Lee, Technical Specialist I, School Psychologist Intern, from August 29, 2011 to June 30, 2012, Special Education Department**
- **Ms. Yolanda Martinez, Technical Specialist II, Fine Arts Teacher, from September 1, 2011 to June 18, 2012**
- **Ms. Josephine Moerschel, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Ms. Josephine Moerschel, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Ms. Karolina Naziemiec, Technical Specialist II, Strings Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services**
- **Mr. Teag Reaves, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services**
- **Ms. Nancy Rivera, Technical Specialist II, Instructor for Child Development Services Fiscal Supervisor, Child Development Services**
- **Ms. Jennifer Roth, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Ms. Jennifer Roth, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School/ Educational Services**
- **Ms. Jody Ruben, Technical Specialist II, Strings Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Mr. Peter Senchuk, Technical Specialist II, Music Clinician, from September 15, 2011 to June 8, 2012, John Adams Middle School**
- **Mr. Peter Senchuk, Technical Specialist II, Brass/Woodwind Coach, from October 1, 2011 to May 31, 2012, John Adams Middle School and Lincoln Middle School/ Educational Services**
- **Mr. Jules Sulpico, Technical Specialist II, Strings Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Ms. Lydia Tseng, Technical Specialist II, Strings Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Ms. Meghan Turner, Technical Specialist II, Brass/Woodwind Coach, from September 19, 2011 to May 31, 2012, Educational Services**
- **Mr. Kelly Weaver, Technical Specialist II, Percussion Coach, from October 1, 2011 to May 31, 2012, Lincoln Middle School/ Educational Services**
- **Mr. Kelly Weaver, Technical Specialist II, Band Assistant, from September 15, 2011 to June 18, 2012, Lincoln Middle School**

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

- **Mr. Jason Dodd, Carpenter, in the position of the HVAC Technician from October 7, 2011 to October 27, 2011**
- **Ms. Carolin James, Senior Office Specialist, in the position of the Administrative Assistant from September 9, 2011 to November 30, 2011**
- **Ms. Maria Ruiz de Cortez, Cafeteria Worker I, in the position of the in the position of the Cafeteria Worker II from August 29, 2011 to September 23, 2011**
- **Mr. Alejandro Villa, Skilled Maintenance Worker, in the position of the Carpenter from October 7, 2011 to October 27, 2011**

D. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
 - **Pre-hearing Conferences: September 23, 2011**
 - **Hearings: TBD**

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

- **Advisory Rules Committee Agendas – September 22, 2011**

III. Consent List:

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

1. September 22, 2011

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

2. October 6, 2011

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

1. September 22, 2011

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

2. October 6, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Assistant II	10
Electrician	2
Facility Permit Supervisor	8
Physical Therapist	2
Skilled Maintenance Worker	7
Sports Facility Attendant	14

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

Director's Recommendation: *Approve*

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

Motion by: _____

Seconded by: _____

Vote: _____

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

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Commission Annual Report: 2010 – 2011
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Merit Rules Review Tracker
2. Workforce Organization Development and Strategic District Partnership Tracker
3. Personnel Commissioners' Protocol

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	December 2011
Merit Rules Revisions	Second Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	December 2011
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	December 2011

VI. Closed Session:

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

VII. Special Personnel Commission Closed Session:

Tuesday, October 18, 2011, at 5:30 pm - *District Office Board Conference Room*

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

Next Regular Personnel Commission Meeting:

Tuesday, November 8, 2011, 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 13, 2011 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:00 p.m.**
- B. Roll Call: Commissioners Brady and McLoud were present.
Commissioner Kim was absent due to a family matter.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

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

The agenda was amended. The agenda item IV.A.1.b. “Classification Study” was tabled and the agenda item IV.A.1.a. “Classification Study” was moved to Closed Session due to an employee’s contact regarding a personal matter.

- E. Motion to Approve Minutes: August 9, 2011**

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

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

1. Request to Speak on Agenda Items

Ms. Patsy Hersberger, Administrative Assistant, Food and Nutrition Services, shared her concerns regarding the agenda item IV.A.1.a. - Classification Study for Ms. Jana Hatch, Administrative Assistant. She expressed her perception of the duties performed by the Administrative Assistant in the Personnel Commission. She asked the Personnel Commission to carefully review the accuracy of the presented classification study data. She requested the Personnel Commission to disapprove the classification study based on the performed duties and responsibilities.

2. Request to Speak on Non-agenda Items

Ms. Julie Younan and Mr. Nikola Hatch informed the Personnel Commission about the “Santa Monica 5000” – an event organized by the Education Foundation to support the District’s school sports and athletic programs. The run/walk will take place on October 2, 2011. Ms. Younan coordinates the registration for District Office employees. Mr. Hatch will support the SAMOHI Boys’ Tennis team so that when he enrolls in the high school, the program will still be offered to students. Ms. Younan and Mr. Hatch encouraged the Commissioners to participate in this great event.

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 SEIU negotiation team’s meeting with the District negotiating the full contract.

She also informed the Personnel Commission about SEIU Local 99 campaigns, forums and conferences focusing on pressing social and economical justice and educational issues. For instance, the SEIU Local 99 Early Education Industry will host a conference on October 29, 2011 for employees who work in early child education. On October 8, 2011, SEIU Local 99 is organizing an Immigration Forum to discuss ways to improve our communities, nation and the world for all children. SEIU Local 99 has an annual scholarship program open to members and their families who wish to pursue higher education.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent, Human Resources, requested additional time to review the Merit Rules regarding Leaves- specifically Personal Necessity.

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

A. Welcome Reception in Honor of Superintendent Lyon – September 1, 2011 at the Santa Monica Place – the Market

Dr. Young informed the Personnel Commission about the welcome reception for Superintendent Lyon. It was a great opportunity for the community, PTA, city representatives, and all education enthusiasts to celebrate the new leadership in the District.

B. Search for the New Personnel Commissioner Update

Dr. Young informed the Personnel Commission about the applications – as of this date no applications have been submitted to the Superintendent’s Office. He also stated that the Superintendent’s Office sent a press release to several community newspapers and organizations. Personnel Commission staff followed up with additional inquiries about publication of the press release.

Commissioner McCloud inquired about specific newspapers that printed the press release. Santa Monica Mirror, Santa Monica Daily Press and Outlook News have published the information.

C. Personnel Commission Staffing Update

- **Introduction of Ms. Elvira Rodriguez, Human Resources Technician**

Dr. Young introduced Ms. Elvira Rodriguez, the new Human Resources Technician, to the Personnel Commission. Ms. Rodriguez expressed her gratitude having the opportunity to become a new member of the Personnel Commission staff.

Commissioner Brady welcomed Ms. Rodriguez to the District.

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 August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Robbie Anderson, Technical Specialist III, Orchestra Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Robert Anderson, Technical Specialist II, Music Instructor-Winds, from September 6, 2011 to June 18, 2012, Santa Monica Alternative School House – Middle School**
- **Mr. Ben Bartelt, Technical Specialist II, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Andrew Bill, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Judith Blake, Technical Specialist II, Art Instructor, from September 26, 2011 to June 15, 2012, Grant Elementary School**

- **Ms. Judy Blake, Technical Specialist II, Visual Art Instructor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Kathy Cass, Technical Specialist II, Kindergarten Dance Instructor, from September 1, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Ms. Kimberly Doane, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Jillian Donegan, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Mersedeh Farokzadeh, Technical Specialist II, Farsi Parenting Groups Leader, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Mersedeh Farokzadeh, Technical Specialist II, Student Counselor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Jane Glazer, Technical Specialist II, Dance Instructor, from September 15, 2011 to June 15, 2012, Grant Elementary School**
- **Ms. Rachel Gaynon, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Allison Jones, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Mr. Jason Karuza, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Ann Lambert, Technical Specialist II, Vocal Music Teacher, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Flanagan Margaret Lysy, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. Francisco Martinez, Technical Specialist II, Dance Instructor, from September 1, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Mr. Jeremy Miller, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Kyle Miller, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Elizabeth Ann Baker Newell, Technical Specialist II, Vocal Music Instructor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Elizabeth Ann Baker Newell, Technical Specialist II, Music Instructor, from September 19, 2011 to June 15, 2012, Grant Elementary School**
- **Ms. Andrea Philipson-Slosberg, Technical Specialist II, Computer Lab Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Davida Raffa, Technical Specialist II, Ceramics Instructor, from January 9, 2012 to June 15, 2012, Grant Elementary School**
- **Ms. Davida Raffa, Technical Specialist II, First and Second Grade Ceramics Instructor, from October 8, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Ms. Kate Reddish, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. Dan Thomason, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. David Young, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**

- E. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
- **Mr. Rick Deanda, Gardener, in the position of the Equipment Operator from August 1, 2011 to August 31, 2011**
 - **Ms. Leticia Tirado, Cafeteria Worker I, in the position of the Cafeteria Worker II from August 24, 2011 to January 9, 2012**

F. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
 - **Pre-hearing Conference: TBD**
 - **Hearing: TBD**

Dr. Young informed the Personnel Commission about scheduling of the pre-hearing conferences based on the availability of the District and SEIU representatives. Preferably, the pre-hearings will take place on the same day.

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

- **Advisory Rules Committee Agendas – August 25, 2011; September 8, 2011**

Dr. Young drew attention to the A.R.C. agendas and sign-up sheets from August 25 and September 8, 2011 for the Personnel Commission’s review.

He also stated that the Assistant Superintendent Washington requested additional time (till November 2011) to review chapter eleven (11) regarding vacation and chapter twelve (12) on salaries.

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

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

1. August 24, 2011

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

2. September 8, 2011

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

1. August 24, 2011

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

2. September 8, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	1
Children's Center Assistant	109
Human Resources Technician	19
Instructional Assistant - Music	5
Instructional Assistant – Physical Education	7
Specialized Instructional Assistant	7

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

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

Senior Administrative Assistant 15

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Studies:

Director's Recommendation: *Approve* – **moved to Closed Session**

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Administrative Assistant for Ms. Jana Hatch.

Motion by: _____
Seconded by: _____
Vote: _____

Director's Recommendation: *Disapprove* – **tabled till October 11, 2011**

- b. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Classification Study for Cafeteria Cook/Baker for Mr. Damone Fowler.

Motion by: _____
Seconded by: _____
Vote: _____

Director's Recommendation: *Approve*

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instructional Assistant – Special Education for Ms. Maribel Lopez.

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

Assistant Superintendent Washington inquired about this specific reclassification. Ms. Stephanie Perry, Personnel Analyst, provided a brief background to the comprehensive classification study for Instructional Assistants – Special Education who may perform duties of Developmental Health Assistants. This employee's classification study concluded the comprehensive study.

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Equipment Operator/Sports Facilities classification specification within the Theater Operations

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

Ms. Stephanie Perry, Personnel Analyst, provided revisions by Ms. Keryl Cartee-McNeely regarding the overlapping duties of the Equipment Operator/Tree Trimmer and the Equipment Operator/Sports Facilities positions. Dr. Young stated that, based on the conversations with the subject matter experts, there has been a discussion on broadening the responsibilities of the existing Equipment Operator/Tree Trimmer classification. He expressed a concern for classifications with only one incumbent. Dr. Young assured the Personnel Commission that Ms. Cartee-McNeely's suggestions will be incorporated into the classification specification.

B. Discussion Item(s):

1. Personnel Requisition Status Report

Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were ten (10) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and thirty-seven (37) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of September 8, 2011. The Month-to-Month Comparison Report showed sixty (60) vacancies on file in August 2011. The Personnel Commission received forty-three (43) vacancies of which thirty-five (35) positions have been filled and twenty-one (21) positions were cancelled and/or placed on hold which majority of those were Children's Center Assistant positions.

In the graphic representation: twenty-one percent (21%) of positions have been certified to managers; seventy-nine percent (79%) of positions are open; fifty-seven percent (57%) of positions are more than twenty (20) hours a week; sixty-four percent (64%) of positions are new and thirty-six percent (36%) are vacant; ninety-six percent (96%) positions are located in Santa Monica, and four percent (4%) are from Malibu.

Ms. Cindy Johnston, Human Resources Technician, stated that since July 1, 2011 there have been one hundred and sixteen (116) requisitions while for the entire last fiscal year it was around one hundred and forty-five (145) requisitions. Ms. Johnston is responsible for inputting the requisition into the system and tracking them.

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

- 2011 – 2012

Commissioner Brady will not be present at November 8, 2011 regular Personnel Commission meeting.

C. Information Item(s):

1. Merit Rules Review Tracker

No changes

2. California School Personnel Commissioners Association – The California School District Merit System: *An Orientation Handbook for Personnel Commissioners (Excerpt)*

Dr. Young provided a brief overview regarding Personnel Commissioners' roles and responsibilities as a collective entity. Individual Commissioners must be aware of the public perception since they represent the Personnel Commission as a whole.

This document will be included in the new Personnel Commissioner Orientation Packet, the Personnel Commission website and on the current Commissioners' share drives.

Commissioner Brady suggested to review the entire CSPCA Handbook and to decide what chapters should be implemented.

3. Workforce Organization Development and Strategic District Partnership Tracker

No changes – Dr. Young is still in conversation with Ms. Washington’s office regarding implementing a new Personnel Commission presentation into the New Employees’ Orientation.

SEIU also requested to be represented in the New Employees’ Orientation.

Commissioner Brady shared her experience with the New Employees’ Orientation electronic format in her organization.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report 2010 - 2011		October 2011
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	October 2011
Merit Rules Revisions	Second Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	October November 2011
Electronic Version of the Full Personnel Commission Agenda		October 2011

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

VI. Closed Session:

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

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

TIME ADJOURNED TO CLOSED SESSION: 6:03 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:25 p.m.

The Commission reported out of Closed Session at 7:25 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, October 11, 2011, at 5:00 pm - *District Office Board Room*

Special Personnel Commission Closed Session:

Tuesday, October 18, 2011, at 5:30 pm - *District Office Board Conference Room*

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

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

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

TIME ADJOURNED: 7:27 p.m.

Submitted by:

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

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

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

AGENDA

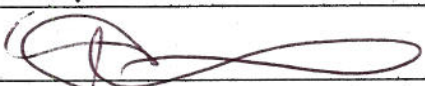
September 22, 2011 @ 1:00 p.m.

1. Discussion about Rule 7.5: Employment of PERS Retirees
2. Superintendent and SEIU's Review
 - Chapter XI: Vacation, Leaves of Absence and Holidays
 - Chapter XII: Salaries, Overtime Pay, and Benefits
3. Review of Chapter XIV: Disciplinary Action and Appeal (cont.)
4. Review of Chapter XV: Resignation and Reinstatement
5. Review of Chapter XVI: Grievance Procedure
6. Other Business:
7. Next Regular A.R.C. Meeting
 - TBD

A.R.C. Meeting

SIGN-IN SHEET

Date: September 22, 2011

1. Carmen Carrion
2.  K. CARTER McNeely
3. Beth Papp
4. U. H. Gans
5. Anette Polan
6. Cindy Johnston Cindy Johnston
7. Jan May
8. Wilbert Youse WILBERT Youse

III. Consent List:

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

1. September 22, 2011

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

2. October 6, 2011

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

1. September 22, 2011

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

2. October 6, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Assistant II	10
Electrician	2
Facility Permit Supervisor	8
Physical Therapist	2
Skilled Maintenance Worker	7
Sports Facility Attendant	14

Motion by: _____

Seconded by: _____

Vote: _____

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

ACTION/CONSENT
 09/22/11

RECOMMENDATION NO. A.20

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

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Olfert, Rebecca McKinley Elementary	Inst Asst – Classroom 3.5 Hrs/SY/Range: 18 Step: A	8/29/11

<u>ELECTION – RESTRICTED (PER MERIT RULE 3.1.5.A)</u>		<u>EFFECTIVE DATE</u>
Diaz, Maria Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11

<u>PROVISIONAL ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Hobkirk, Christina Student Services	Health Office Specialist	8/29/11-12/31/11

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Cisneros, Yolanda Food Services	Cafeteria Worker II	8/24/11
Cojan, Carmen Food Services	Cafeteria Worker II	8/24/11
Coria-Alvarez, Consuelo Food Services	Cafeteria Worker II	8/24/11
Cornejo, Natalie Operations	Custodian	8/2/11-8/31/11
Davis, Kendrick Transportation	Bus Driver	8/8/11-8/22/11
Escobar, Victoria Food Services	Cafeteria Worker II	8/24/11
Miranda, Karla Food Services	Cafeteria Worker II	8/24/11
Moore, Sandra Food Services	Cafeteria Worker II	8/24/11
Naranjo, Debbie Food Services	Cafeteria Worker II	8/24/11
Nolen, Henry Food Services	Cafeteria Worker II	8/24/11
Richardson, Melvin Operations	Custodian	8/2/11-8/31/11

Ridley, Tischa Food Services	Cafeteria Worker II	8/24/11
Romo, Jennifer Food Services	Cafeteria Worker II	8/24/11
Wilson, Stanley Operations	Custodian	8/2/11-8/31/11

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Burton, Jerome Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Colvin, Lovell Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Cooper, Raymond Santa Monica HS	Campus Security Officer [additional hours – student registration]	8/18/11
Cornejo, Natalie Santa Monica HS	Campus Security Officer [additional hours – student registration]	8/18/11
Deanda, Rick Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Eikenbary, Mary Santa Monica HS	Administrative Asst [overtime – input registration data]	8/27/11
Flores, Estela Santa Monica HS	Sr. Office Specialist [overtime – input registration data]	8/27/11
Gardea-Perez, Lupe Superintendent	Bilingual Community Liaison [additional hours – translation]	7/1/11-6/30/12
Gardea-Perez, Lupe BB Projects	Bilingual Community Liaison [additional hours – translation]	7/1/11-6/30/12
Gilbert, Eileen Santa Monica HS	Administrative Asst [overtime – input registration data]	8/27/11
Gleason, Timothy Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Glover, Tomita Santa Monica HS	Administrative Asst [overtime – input registration data]	8/27/11
Greene, Milton Malibu HS	Campus Security Officer [overtime, as needed]	9/1/11-6/30/12
Gutierrez, Nancy Superintendent	Bilingual Community Liaison [additional hours – translation]	7/1/11-6/30/12
Heiderman, Daniel Malibu HS	Custodian [overtime, as needed]	9/1/11-6/30/12
Hobkirk, Christina Student Services	Health Office Specialist [additional hours – training]	8/25/11-8/26/11

Humphrey, Regence Theater Operations	Inst Asst – Physical Ed [additional hours, as needed]	8/11/11-6/30/12
Kratz, Damon Theater Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Kratz, Damon Facility Permits	Custodian [overtime, as needed]	7/1/11-6/30/12
Kratz, Damon Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Lopez, Vickie Santa Monica HS	Campus Security Officer [additional hours – student registration]	8/18/11
Lucas, Ralph McKinley Elementary	Inst Asst – Classroom [additional hours – opening of school]	8/25/11-8/26/11
Mangum, Don Santa Monica HS	Campus Security Officer [additional hours – student registration]	8/18/11-8/22/11
Marquez, Lilia McKinley Elementary	Bilingual Community Liaison [additional hours – translation]	8/30/11-6/15/12
Martin, Elena Santa Monica HS	Administrative Asst [overtime, input student registration]	8/27/11
Martin, Eric Malibu HS	Custodian [overtime, as needed]	9/1/11-6/30/12
McAlpin, Michael Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
McGee, Leslee Santa Monica HS	Administrative Asst [overtime – input student registration]	8/27/11
Mendoza, Dina Santa Monica HS	Sr. Office Specialist [overtime – input student registration]	8/27/11
Morris, Terry Santa Monica HS	Administrative Asst [overtime – input student registration]	8/27/11
Moton, Wilson Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Nao, Kim Santa Monica HS	Student Outreach Specialist [additional hours – curriculum development]	8/8/11-8/22/11
Nyden, Diane Lincoln MS	Sr. Office Specialist [additional hours – Illuminate training]	7/26/11
O'Rourke, Thomas Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Oyenoki, Daniel McKinley Elementary	Physical Activities Specialist [additional hours – School Climate Committee]	8/8/11
Rodriguez, Maria Superintendent	Bilingual Community Liaison [additional hours – translation]	7/1/11-6/30/12

Sargent, Darren Santa Monica HS	Campus Security Officer [additional hours – student registration]	8/18/11
Savage, Stephanie Educational Services	Sr. Office Specialist [additional hours, as needed]	8/24/11-6/30/12
Smith, Denise Human Resources	Office Specialist [training/transition for new employee]	8/29/11-9/30/11
Smith, Dunell Santa Monica HS	Campus Security Officer [additional hours – student registration]	8/18/11-8/22/11
Taylor, Candice Malibu HS	Custodian [overtime, as needed]	9/1/11-6/30/12
Tirado, Fortino Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Torres, Jose Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
Valencia, Diana Lincoln Ms	Inst Asst – Bilingual [additional hours – ASB support]	8/30/11-6/18/12
Vasquez, Grace Malibu HS	Campus Security Officer [overtime, as needed]	9/1/11-6/30/12
Washington, Chanee Santa Monica HS	Administrative Asst [overtime – input student registration]	8/27/11
Watkins, Ernest Malibu HS	Custodian [overtime, as needed]	9/1/11-6/30/12
Widner, Kimberly Malibu HS	Custodian [overtime, as needed]	9/1/11-6/30/12
Ybarra, Jose Jr. Operations	Custodian [overtime, as needed]	7/1/11-6/30/12
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Alexander, Lewis Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Arriola, Olga Food Services	Cafeteria Worker I	8/30/11-6/18/12
Bakhyt, Peter Food Services	Cafeteria Worker I	8/30/11-6/18/12
Brown, Edward Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Burleigh, David Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Burns, Robert Food Services	Cafeteria Worker I	8/30/11-6/15/12
Cole, Victor Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12

Conoway, Kenny Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Curtis, Kathleen Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Douglas, Lamont Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Estevez, Jesse Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Fuerte, Sanjuana Food Services	Cafeteria Worker I	8/30/11-6/15/12
Garrett, John Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Harden, Andrell Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Helmy, Bavelly Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Hernandez, Maria Edith Food Services	Cafeteria Worker I	8/30/11-6/15/12
Holland, Antoine Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Jovel, Daniel Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Lopez, Manuel Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Martin, Anthony Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Marinez, Nicolas Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Medina, Rocio Child Develop Svcs	Children Center Asst	8/1/11-8/26/11
Miller, Melvyn Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Morales, Ismael Child Develop Svcs	Children Center Asst	8/1/11-8/26/11
Naranjo, Gustavo Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Pimental, Francisco Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Plascencia, Beatriz Personnel Commission	Campus Security Officer	8/30/11-6/15/12

Polhemus, Ann Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Santino, Susan Muir Elementary	Inst Asst – Classroom	8/29/11
Sargent, Darren Personnel Commission	Campus Security Officer	8/30/11-6/15/12
Wilkinson, Gregory Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12

VOLUNTARY TRANSFER

Hunter-Sallustio, Dominique
CDS/Washington West

Children Center Asst
3.5 Hrs/SY
Fr: CDS/Franklin Elementary

EFFECTIVE DATE

8/30/11

LEAVE OF ABSENCE (PAID)

Anderson, Amanda
John Adams MS

Inst Asst – Special Ed
Medical (partial leave)

EFFECTIVE DATE

8/29/11-9/16/11

Malik, Kiran
Franklin Elementary

Inst Asst – Special Ed
Medical

8/29/11-10/11/11

McArthur, Sean Patrick
Operations

Custodian
Medical

9/1/11-9/20/11

Morales, Louis
Edison Elementary

Physical Activities Specialist
Medical

8/29/11-9/16/11

Smith, Zekaia
Child Develop Svcs

Children Center Asst
Medical

8/29/11-1/31/12

Tirado, Fortino
Operations

Equip Operator/Tree Trimmer
Medical
[change in dates from 8/10/11 Agenda]

6/27/11-8/4/11

Watkins, Jennifer
Food Services

Cook Baker
Medical

8/30/11-9/30/11

Yashar, Azita
Special Education

Inst Asst – Special Ed
Medical

8/29/11-9/30/11

PROFESSIONAL GROWTH

Wahrenbrock, Sarah
Superintendent

Asst to the Superintendent

EFFECTIVE DATE

9/1/11

WORKING OUT OF CLASS

Barron, Jose
Edison Elementary

Physical Activities Specialist
Fr: Inst Asst – Physical Ed

EFFECTIVE DATE

8/29/11-10/10/11

ABOLISHMENT OF POSITION

Sr. Office Specialist
3.5 Hrs/SY; Franklin Elementary

EFFECTIVE DATE

8/29/11

Inst Asst – Sign Language Interpreter
6 Hrs/SY; McKinley Elementary

6/22/11

RESIGNATION

Benitez, Angela
Child Develop Svcs

Children Center Asst

EFFECTIVE DATE

8/29/11

Isackson, Kari
Special Education

Cert Occupational Therapy Asst

8/29/11

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

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

ACTION/CONSENT
 10/06/11

RECOMMENDATION NO. A.15

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

<u>ELECTION</u>		<u>EFFECTIVE DATE</u>
Gilbertson, Kelly Webster Elementary	Inst Asst – Classroom 2 Hrs/10 Mo/Range: 18 Step: A	9/6/11
Hoorizadeh, Shayesteh Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	9/19/11
Woolridge, Traci Food Services	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: A	9/19/11

<u>ELECTION – RESTRICTED (PER MERIT RULE 3.1.5.A)</u>		<u>EFFECTIVE DATE</u>
Aquino, Gilda Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Casiano, Delfina Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Godinez, Josefina Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Llamas, Leticia Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Rocha, Patricia Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Trejo, Maria Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Womack, Raven Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11
Zotelo, Guadalupe Child Develop Svcs	Children Center Asst 3.5 Hrs/SY/Range: 18 Step: A	8/29/11

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Arnao, Dora Special Education	Inst Asst – Special Ed	6/30/11-8/12/11
Barnett, Joy Special Education	Inst Asst – Special Ed	6/30/11-8/12/11
Smith, Jill Special Education	Inst Asst – Special Ed	6/30/11-8/12/11
Wirt, James Transportation	Bus Driver	8/1/11-8/31/11

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

Abdel-Malak, Mariam Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Brackett, Kimberly Theater Operations	Children Center Asst [additional hours, as needed]	7/1/11-6/30/12
Brotman, Esther Special Education	Inst Asst – Special Ed [additional hours, IEP processing]	9/9/11-9/30/11
Brotman, Esther Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Coleman, Dawn Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Cruz, Cindy Educational Svcs	Inst Asst – Bilingual [additional hours, summer school]	7/12/11-8/12/11
De Almeida, Suzanne Lincoln MS	Inst Asst – Special Ed [additional hours, after-school library assistance]	9/15/11-6/18/12
Do, Thu Hong Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Epifani-Worthy, Carla Theater Operations	Children Center Asst [additional hours, as needed]	7/1/11-6/30/12
Fuller, Terry Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Gardea-Perez, Lupe Rogers Elementary	Bilingual Community Liaison [additional hours – translations]	8/23/11-6/20/12
Gutierrez, Adriana McKinley Elementary	Inst Asst – Physical Ed [additional hours – CPI Training]	8/22/11
Harper, Erin Special Education	Occupational Therapist [additional hours – professional development]	6/28/11
Heiderman, Dan Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Herrada, Joe Lincoln Middle School	Custodian [overtime, as needed]	9/15/11-6/18/12
Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Lo Greco, Vincent Special Education	Inst Asst – Special Education [additional hours – CPI Training]	1/13/11-1/14/11
Lopez, Vickie Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12

Loza, Adelsa Lincoln Middle School	Inst Asst – Special Ed [additional hours – after-school library assistance]	9/15/11-6/18/12
Mangum, Don Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Marquez, Lilia McKinley Elementary	Bilingual Community Liaison [additional hours – translation]	8/17/11
Martin, Charles Lincoln Middle School	Campus Security Officer [overtime, as needed]	9/15/11-6/18/12
Martin, Eric Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
McCabe, Pete Special Education	Inst Asst – Special Education [additional hours CPI Training]	1/13/11-1/14/11
Naranjo, Debbie Food Services	Cafeteria Worker II [additional hours – fill in for vacant position]	8/29/11-9/23/11
Nunez, Sherry Lincoln Middle School	Campus Security Officer [overtime, as needed]	9/15/11-6/18/12
Oyenoki, Daniel McKinley Elementary	Physical Activities Specialist [additional hours – CPI Training]	8/22/11
Reed, Lu Ann Student Services	Licensed Vocational Nurse [additional hours – training]	8/18/11-8/22/11
Ruiz de Cortez, Maria Edison Elementary	Cafeteria Worker I [additional hours – training]	8/25/11
Smith, Angelique Special Education	Occupational Therapist [additional hours – professional development]	6/28/11
Taylor, Candice Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Valenzuela, Laurel Special Education	Inst Asst – Special Ed [additional hours – CPI Training]	1/13/11-1/14/11
Vasquez, Grace Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
Watkins, Ernest Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Widner, Kim Malibu High School	Custodian [overtime, as needed]	8/29/11-6/30/12
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime, as needed]	8/23/11-6/20/12
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Anderson, Sally Child Develop Svcs	Sr. Office Specialist	9/13/11-10/7/11
Butler, Deja Food Services	Cafeteria Worker I	8/30/11-6/18/12

Cortez, Alicia Food Services	Cafeteria Worker I	8/30/11-6/18/12
Dillingham, Pamela Food Services	Cafeteria Worker I	8/30/11-6/18/12
George, Nickolas Food Services	Cafeteria Worker I	8/30/11-6/18/12
Griffis, Denise Food Services	Cafeteria Worker I	8/30/11-6/18/12
Jones, Mashawnda Food Services	Cafeteria Worker I	8/30/11-6/18/12
Matrango, Ann Food Services	Cafeteria Worker I	8/30/11-6/18/12
Martinez, Maisha Personnel Commission	Inst Asst – Physical Ed	8/30/11-6/15/12
Mercer, James Operations	Custodian	8/1/11-6/30/12
Ramos, Johnnye Operations	Custodian	9/8/11-6/15/12
Renteria, Rudy Food Services	Cafeteria Worker I	8/30/11-6/18/12
Sargent, Darren Santa Monica HS	Campus Security Officer	8/18/11
Seale, Devin Food Services	Cafeteria Worker I	8/30/11-6/18/12
Shaw, Evelyn Food Services	Cafeteria Worker I	9/12/11-6/18/12
Wright, Karen Child Develop Svcs	Sr. Office Specialist	9/12/11-10/7/11

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Batthey, Leticia CDS/Pine Street	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/McKinley Elementary	8/29/11
Cabrera, Jennifer CDS/Grant Elementary	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers Elementary	8/29/11
Garcia, Sara CDS/Washington West	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers Elementary	8/29/11
Hernandez, Maira CDS/Pine Street	Children Center Asst 7 Hrs/SY Fr; 7 Hrs/SY/Washington West	8/29/11

Islas, Haydee CDS/Pine Street	Children Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Grant Elementary	8/29/11
Mullen, Russ Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/John Adams MS	9/14/11
Razon-McMillan, Monica CDS/Grant Elementary	Children Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Pine Street	8/29/11
Rodriguez, Frances CDS/Washington West	Children Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers Elementary	8/29/11

VOLUNTARY REDUCTION IN ASSIGNMENT

EFFECTIVE DATE

Bunayog, Jesse Fiscal Services	Accountant 8 Hrs/12 Mo Fr: Fiscal Supervisor, Child Develop Svcs	9/6/11
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INCREASE IN ASSIGNMENT

EFFECTIVE DATE

Ajnassian, Carrie Spec Ed/Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Arangoa, Isabel Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Casillas, Alfredo Spec Ed/Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Carranza, Monica Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Durbin, Muriel Spec Ed/Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Garcia, Mayra Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Girgis, Salwa Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Johnson, Ira Spec Ed/Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY	10/7/11
Palmore, Renata Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11

Rosas, Rosemarie Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Serrano, Elva Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr; 3 Hrs/SY	9/19/11
Taylor, Georgia Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Tirado, Leticia Food Svcs/Lincoln MS	Cafeteria Worker I 3.5 Hrs/Sy Fr: 3 Hrs/SY	9/19/11
Williams, Steven Food Svcs/John Adams MS	Cafeteria Worker I 3.5 Hrs/SY Fr: 3 Hrs/SY	9/19/11
Wingfield, Janet Special Education	Inst Asst – Developmental Health 7.4 Hrs/SY Fr: 7.1 Hrs/SY	8/29/11

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Anderson, Amanda John Adams MS	Inst Asst – Special Ed Medical	9/12/11-11/6/11
Campos, Mercedes Child Develop Svcs	Children Center Asst Medical	9/12/11-11/16/11
Hernandez, Diane Fiscal Services	Accounting Tech Medical	9/12/11-9/22/11
Hernandez, Diane Fiscal Services	Accounting Tech Medical	9/23/11-9/30/11
Jimenez, Maria Child Develop Svcs	Children Center Asst Personal	9/13/11-9/30/11
Valladares, Yulma Child Develop Svcs	Children Center Asst Maternity	9/12/11-10/17/11

PROFESSIONAL GROWTH

EFFECTIVE DATE

Batthey, Leticia Child Develop Svcs	Children Center Asst	10/1/11
Gevorkyan, Arutyun Transportation	Vehicle/Equipment Mechanic	10/1/11
Gonzalez, Arturo Lincoln Middle School	Custodian	10/1/11
Morales, Ismael Cabrillo Elementary	Inst Asst – Classroom	10/1/11

WORKING OUT OF CLASS

EFFECTIVE DATE

Deanda, Rick Grounds	Equipment Operator Fr: Custodian	8/1/11-8/31/11
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James, Carolin Special Education	Administrative Asst Fr: Sr. Office Specialist	9/9/11-11/30/11
Ruiz de Cortez, Maria Food Services	Cafeteria Worker II Fr: Cafeteria Worker I	8/29/11-9/23/11

LAYOFF/REDUCTION OF HOURS

VR7104879 Educational Svcs	Bilingual Community Liaison 4.8 Hrs/10 Month Fr: 6.0 Hrs/10 Month	<u>EFFECTIVE DATE</u> 11/21/11
UR3523535 Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 6.8 Hrs/SY	11/21/11
GA4132750 Special Education	Inst Asst – Special Ed 6.8 Hrs/SY Fr: 8.0 Hrs/SY	11/21/11

SUSPENSION WITHOUT PAY

BS8445226 Maintenance		<u>EFFECTIVE DATE</u> 10/7/11-10/27/11
MR5907090 Transportation		10/7/11-10/13/11

ABOLISHMENT OF POSITION

Inst Asst – Special Ed 6 Hrs/SY; Santa Monica HS	<u>EFFECTIVE DATE</u> 8/29/11
Inst Asst – Special Ed 6 Hrs/SY; Cabrillo Elementary	8/29/11
Inst Asst – Special Ed 6 Hrs/SY; Olympic High School	8/29/11
Children Center Asst 3.5 Hrs/SY; John Adams Preschool	8/30/11
Children Center Asst 3.5 Hrs/SY; John Adams Preschool	8/30/11
Children Center Asst 3.5 hrs/SY; John Adams Preschool	8/30/11

RESIGNATION

Dickerson, Babette McKinley Elementary	Inst Asst – Classroom	<u>EFFECTIVE DATE</u> 9/16/11
Hernandez, Maritza Santa Monica HS	Inst Asst – Special Ed	8/23/11
Iniguez, Lucia Special Education	Inst Asst – Specialized	6/18/11
Meyer, Maria Special Education	Inst Asst – Specialized	9/16/11

Sampson, Julie
Roosevelt Elementary

Inst Asst – Special Ed

10/7/11

Washington, Monique
Child Develop Svcs

Children Center Asst

9/13/11

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/22/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.21

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

COACHING ASSISTANT

BASILE, NICHOLAS	SANTA MONICA HS	7/1/11-11/30/11
BAYLOR, STEPHEN	SANTA MONICA HS	9/1/11-6/30/12
CLARK, TRAVIS	SANTA MONICA HS	9/1/11-6/30/12
DONOHUE, CHRISTOPHER	SANTA MONICA HS	9/12/11-6/30/12
FEATHERSTONE, CHRISTIAN	SANTA MONICA HS	9/1/11-6/30/12
GAINES, ANDRE	SANTA MONICA HS	9/1/11-6/30/12
GRAY, CARLOS	MALIBU HIGH SCHOOL	7/1/11-6/30/12
HALL, DANIEL	MALIBU HIGH SCHOOL	7/1/11-6/30/12
HOUSTON, LOVELL	SANTA MONICA HS	9/1/11-6/30/12
JIMENEZ-BRAVO, RAMON	SANTA MONICA HS	9/1/11-6/30/12
KEMPAINEN, EDWARD	MALIBU HIGH SCHOOL	7/1/11-6/30/12
LASLEY, HAROLD	SANTA MONICA HS	9/1/11-6/30/12
LOWE, TAYLOR	MALIBU HIGH SCHOOL	7/1/11-6/30/12
MARQUIS, HENRY	SANTA MONICA HS	9/1/11-6/30/12
MASSEY, PATRICK	SANTA MONICA HS	9/1/11-6/30/12
POON, WILSTON	SANTA MONICA HS	9/1/11-6/30/12
PROCTOR, SEAN	SANTA MONICA HS	9/1/11-6/30/12
QUINTANILLA, ALBERT	MALIBU HIGH SCHOOL	7/1/11-6/30/12
THATCHER, LAURA	SANTA MONICA HS	9/1/11-6/30/12
TRINH, NGUYEN	SANTA MONICA HS	9/1/11-6/30/12
WESTON, SEAN	SANTA MONICA HS	9/1/11-6/30/12
ZWEIG, MARIE	MALIBU HIGH SCHOOL	7/1/11-6/30/12

NOON SUPERVISION AIDE

ALVAREZ, MARYKE	MCKINLEY ELEMENTARY	8/30/11-6/15/12
AUSMUS, JULEY	CABRILLO ELEMENTARY	8/30/11-6/15/12
BEAMAN, SHAREEN	PT DUME ELEMENTARY	8/30/11-6/15/12
BONILLA, REINA MARIA	EDISON ELEMENTARY	8/30/11-6/15/11
BORADEH, FATTANEH	FRANKLIN ELEMENTARY	8/30/11-6/15/12
CHAVEZ, LUIS	ROGERS ELEMENTARY	8/30/11-6/15/12
CICCARELLO, NICOLE	ROGERS ELEMENTARY	8/30/11-6/15/12
COJAN, PETER	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
COLE, VICTOR	FRANKLIN ELEMENTARY	8/30/11-6/15/12
COLTER, MELVA	MUIR ELEMENTARY	8/30/11-6/15/12
CURRAN, MEG	PT DUME ELEMENTARY	8/30/11-6/15/12
DANIELS, ADRIANA	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
DE LEON, ADRIAN	ROGERS ELEMENTARY	8/30/11-6/15/12
DICKERSON, BABETTE	MCKINLEY ELEMENTARY	8/30/11-6/15/12
ESQUIVEL, SANDRA	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
FARJADI, NORA	JOHN ADAMS MIDDLE SCHOOL	8/30/11-6/15/12
FOUNTAIN, MARESA	GRANT ELEMENTARY	8/30/11-6/15/12
GALLARDO, IRMA	JOHN ADAMS MIDDLE SCHOOL	8/30/11-6/15/12

GIRIOUX, SHARON	EDISON ELEMENTARY	8/30/11-6/15/12
GONZALEZ, SIMONA	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
GUNASEKARA, CHANDRA	ROGERS ELEMENTARY	8/30/11-6/15/12
HARTLEY, LOGAN	ROGERS ELEMENTARY	8/30/11-6/15/12
HERNANDEZ, HILDA	FRANKLIN ELEMENTARY	8/30/11-6/15/12
HIROTO, BETTY	FRANKLIN ELEMENTARY	8/30/11-6/15/12
ILLES, NICHOLAS	GRANT ELEMENTARY	8/30/11-6/15/12
JOHNSON, JOSEPH	FRANKLIN ELEMENTARY	8/30/11-6/15/12
JONES, CECELIA	GRANT ELEMENTARY	8/30/11-6/15/12
JUAREZ, BERTA	MUIR ELEMENTARY	8/30/11-6/15/12
KUYAMA, KEIKO	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
LANDAVERDE, ELMER	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
LIOSA, SILVIA	ROGERS ELEMENTARY	8/30/11-6/15/12
LOPEZ, FELICITA	ROGERS ELEMENTARY	8/30/11-6/15/12
LUCAS, RALPH	MCKINLEY ELEMENTARY	8/30/11-6/15/12
MARION, ROSA	MCKINLEY ELEMENTARY	8/30/11-6/15/12
MC DONOUGH, BARBARA	GRANT ELEMENTARY	8/30/11-6/15/12
MEDINA, ROCIO	ROGERS ELEMENTARY	8/30/11-6/15/12
MENDOZA, VALETTA	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
MOORE, TENSHA	GRANT ELEMENTARY	8/30/11-6/15/12
MORALES, CARMELA	ROGERS ELEMENTARY	8/30/11-6/15/12
MURPHY, TONY	SMASH	8/30/11-6/15/12
NUNEZ, MARIA	FRANKLIN ELEMENTARY	8/30/11-6/15/12
OLIVA, REFUGIO	ROGERS ELEMENTARY	8/30/11-6/15/12
ORBAN, MARIE	GRANT ELEMENTARY	8/30/11-6/15/12
PEREZ, JOSELYN	MUIR ELEMENTARY	8/30/11-6/15/12
REABER, LISA	GRANT ELEMENTARY	8/30/11-6/15/12
REABER, WINIFRED	GRANT ELEMENTARY	8/30/11-6/15/12
REYES, MARTHA	ROGERS ELEMENTARY	8/30/11-6/15/12
REYES, MODESTA	MCKINLEY ELEMENTARY	8/30/11-6/15/12
RIVAS DE HERNANDEZ, GLADIS	ROGERS ELEMENTARY	8/30/11-6/15/12
RODRIGUEZ, OFELIA	EDISON ELEMENTARY	8/30/11-6/15/12
RODRIGUEZ, SERGIO	EDISON ELEMENTARY	8/30/11-6/15/12
ROSALES, GEORGE	MUIR ELEMENTARY	8/30/11-6/15/12
RUIZ, ANTELMA	JOHN ADAMS MIDDLE SCHOOL	8/30/11-6/15/12
SANTINO, SUSAN	MUIR ELEMENTARY	8/30/11-6/15/12
SANTINO, SUSAN	SMASH	8/30/11-6/15/12
SCHLIERMAN, JOHN	GRANT ELEMENTARY	8/30/11-6/15/12
SOTOJ, MARIA	MCKINLEY ELEMENTARY	8/30/11-6/15/12
STRAUSS, YOKO	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
VIVIANI, VHALIA	ROGERS ELEMENTARY	8/30/11-6/15/12
WALSH, LESLIE	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
WEAVER, KENNETH	JOHN ADAMS MIDDLE SCHOOL	8/30/11-6/15/12
WHITE, ROBERT	ROOSEVELT ELEMENTARY	8/30/11-6/15/12
ZIBAHALAT, RAMIN	FRANKLIN ELEMENTARY	8/30/11-6/15/12

TECHNICAL SPECIALIST – LEVEL II

DEMERY, STEPHANIE	ROOSEVELT ELEMENTARY [Social Skills Training Group] - Funding: Reimbursed by PTA	8/30/11-6/15/12
GITTLEMAN, MARNI	SMASH [Coordinate School Art Program] - Funding: Reimbursed by PTA	8/30/11-6/15/12

OSTROVSKY, JULIANNA SMASH 8/30/11-6/15/12
[Visual Arts Instruction]
- Funding: Reimbursed by PTA

PACE, KRISTY SMASH 8/30/11-6/15/12
[Performance Arts Instruction]
- Funding: Reimbursed by PTA

EDUCATIONAL SPECIALIST – LEVEL II

BAKER HEWELL, ELIZABETH FRANKLIN ELEMENTARY 8/30/11-6/15/12
[Vocal Music Instruction]
- Funding: Reimbursed by PTA

CASS, KATHY ROOSEVELT ELEMENTARY 9/1/11-6/15/12
[Dance Instruction]
- Funding: Reimbursed by PTA

ESTRADA, TIFFANY ED SERVICES/ROGERS 8/29/11-6/20/12
[ELL Instruction]
- Funding: Economic Impact Aid LEP

ESTRADA, TIFFANY ROGERS ELEMENTARY 8/29/11-6/15/12
[ELL Instruction]
- Funding: IASA: Title I Basic-LW Inc/Neg

FARAKZADEH, MERSEDEH FRANKLIN ELEMENTARY 8/30/11-6/15/12
[Farsi Parenting Groups]
- Funding: Reimbursed by PTA

FARAKZADEH, MERSEDEH FRANKLIN ELEMENTARY 8/30/11-6/15/12
[Student Counseling Groups]
- Funding: Reimbursed by PTA

LOPEZ, FELICIA ED SERVICES/FRANKLIN 8/29/11-6/20/12
[ELL Instruction]
- Funding: Economic Impact Aid LEP

ZAGOR, MAURA ED SERVICES/MCKINLEY 8/29/11-6/20/12
[ELL Instruction]
- Funding: Economic Impact Aid LEP

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

TO: BOARD OF EDUCATION ACTION/CONSENT
10/06/11

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.16

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

AVID TUTOR

GARCIA, JOSHUA	JOHN ADAMS MIDDLE SCHOOL	9/1/11-6/8/12
MARTIN, MICHAEL	JOHN ADAMS MIDDLE SCHOOL	9/1/11-6/8/12
VALENCIA, DIANA	JOHN ADAMS MIDDLE SCHOOL	9/15/11-6/18/12

COACHING ASSISTANT

HUGHES, GARY	MALIBU HIGH SCHOOL	7/1/11-6/30/12
MORENO, ASHLEE	SANTA MONICA HS	9/13/11-6/30/12
MORRA, DOMINICK	SANTA MONICA HS	9/13/11-6/30/12
MURRAY, BRIAN	SANTA MONICA HS	9/16/11-6/30/12
WARD, NILACALA	SANTA MONICA HS	9/13/11-6/30/12

NOON SUPERVISION AIDE

BONILLA, REYNA	EDISON ELEMENTARY	8/25/11
EVANS, LAURA	ROGERS ELEMENTARY	8/30/11-6/15/12
GERMAIN, KATHERINE	ROGERS ELEMENTARY	8/30/11-6/15/12
GIROUS, SHARON	EDISON ELEMENTARY	8/25/11
GRANT, CAROLYN	GRANT ELEMENTARY	8/30/11-6/18/12
LAWRENCE, JENNIFER	CABRILLO ELEMENTARY	8/30/11-6/15/12
RODRIGUEZ, OFELIA	EDISON ELEMENTARY	8/25/11
RODRIGUEZ, SERGIO	EDISON ELEMENTARY	8/25/11

TECHNICAL SPECIALIST – LEVEL I

HERNANDEZ, LILIAN	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education – 50% Title I Basic-LW – 50%	8/29/11-6/30/12
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TECHNICAL SPECIALIST – LEVEL II

ANDERSON, ROBERT	SMASH [Music Instruction – Winds] - Funding: Reimbursed by PTA	9/6/11-6/18/12
BARTELT, BEN	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	9/6/11-6/30/12
FISHER, NICOLE	CABRILLO ELEMENTARY [Art Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12

GLASER, JANE	GRANT ELEMENTARY [Dance Instruction] - Funding: Reimbursed by PTA	9/15/11-6/15/11
HUTCHINSON, CATHY	CABRILLO ELEMENTARY [Science Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
HYZIAK, MIKE	EDUCATIONAL SERVICES [Woodwind/Brass Coach] - Funding: SMEFF – Dream Winds	9/9/11-5/31/12
LAMBERT, ANN	CABRILLO ELEMENTARY [Vocal Music Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
PHILIPSON-SLOSBERG, ANDREA	CABRILLO ELEMENTARY [Computer Lab Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
RUBIN, JODY	EDUCATIONAL SERVICES [Strings Coach] - Funding: Gifts	9/19/11-5/31/12
TSENG, LYDIA	EDUCATIONAL SERVICES [Strings Coach] - Funding: Gifts	9/19/11-5/31/12
TURNER, MEGHAN	EDUCATIONAL SERVICES [Woodwind/Brass Coach] - Funding: SMEFF – Dream Winds	9/19/11-5/31/12
<u>EDUCATIONAL SPECIALIST – LEVEL II</u>		
BAKER-NEWELL, ELIZABETH	GRANT ELEMENTARY [Music Instruction] - Funding: reimbursed by PTA	9/19/11-6/15/12
BAKER-NEWELL, ELIZABETH	MUIR ELEMENTARY [Music Instruction] - Funding: Reimbursed by PTA	9/5/11-6/14/12
CARTER, SANDY	PT DUME ELEMENTARY [Science Instruction] - Funding: Reimbursed by PTA	9/19/11-6/1/12
FARLOW, DIANE	PT DUME ELEMENTARY [Reading Support] - Funding: Reimbursed by PTA	9/1/11-6/14/12
VAN NOTE, VONNIE	PT DUME ELEMENTARY [Reading Instruction] - Funding: Reimbursed by PTA	9/1/11-6/14/12

WHITMAN, ANGELA	PT DUME ELEMENTARY [Reading Support] - Funding: Reimbursed by PTA	9/1/11-6/14/12
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TECHNICAL SPECIALIST – LEVEL III

BAUER, ALISHA	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	9/6/11-6/30/12
LYSY, FLANAGAN	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	9/6/11-6/30/12
REDDISH, KATE	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	9/6/11-6/30/12
THOMASON, DAN	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	9/6/11-6/30/12
YOUNG, DAVID	ED SVCS/SANTA MONICA HS [Orchestra Coach] - Funding: Santa Monica Arts Parents Assoc	9/6/11-6/30/12

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

Director's Recommendation: *Approve*

1. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new Eric Hedges in the classification of **Electrician** pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____
Seconded by: _____
Vote: _____

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

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Commission Annual Report: 2010 – 2011
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

C. Information Item(s):

1. Merit Rules Review Tracker
2. Workforce Organization Development and Strategic District Partnership Tracker
3. Personnel Commissioners' Protocol

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 11, 2011

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

SUBJECT: Advanced Step Placement – Eric Hedges

BACKGROUND INFORMATION:

Classification Title: Electrician	Employee: Eric Hedges
<u>Education and Experience:</u> <ul style="list-style-type: none">• Three years journey-level electrical experience.	<ul style="list-style-type: none">• Eric has over 20 year’s electrical experience.• He has passed the District’ examinations.

DIRECTOR’S RECOMMENDATION:

Mr. Hedge’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 37, Step F on the 2006-07 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

Motion by: _____
Second by: _____
Vote: _____

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELECTRICIAN

BASIC FUNCTION:

Under general supervision install, maintain, and repair electric lights and power apparatus and other electrical equipment.

REPRESENTATIVE DUTIES:

Install, maintain, and repair a wide range of types of electrical equipment, such as motors, transformers, heaters, fire alarm control equipment, small and large appliances, clocks, bells, public announcement systems, school shops and labs, and others. **E**

Install new equipment wiring of high and low voltage; rewire offices; assure that electrical wiring meets governmental standards. **E**

Prepare reports and maintain records on completed work and supplies used. **E**

Install, maintain, and retrofit electric panels and services; install electric supply for boilers and pool equipment. **E**

Perform materials and labor estimates on work to be performed; maintain and order supplies and parts as needed. **E**

Direct maintenance personnel as assigned on special projects and work requiring additional assistance. **E**

Drive a service vehicle to and from work sites. **E**

Assist with emergency electrical problems which occur at school activities or events; troubleshoot other electrical problems as directed.

Perform related duties as assigned.

SUPERVISION:

Direct supervision is received from the Manager of Maintenance and Construction. Functional and technical supervision is received from the Lead Person-Mechanical Trades.

Work supervision may be exercised for assigned Skilled Maintenance Workers, Maintenance Workers, and Utility Workers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, materials, tools and equipment used in the electrical trade.
Electrical codes and regulations applicable to school facility maintenance, repair, and construction.
Electrical and electronic theory.
Design, construction, installation, and maintenance of electrical apparatus
Safe working methods and procedures.
Technical aspects of field of specialty.
High voltage installation, tools, and safety.

ABILITY TO:

Skillfully use tools and equipment in performing electrical installation, maintenance, and repair activities.
Plan, organize, and lay out electrical work.
Accurately estimate labor and material costs.
Maintain work pace appropriate to given work load.
Work independently with minimal supervision.
Work from diagrams, blueprints, shop drawings, sketches, shop plans, and specifications.
Maintain simple records and prepare complete and concise reports.
Understand and carry out oral and written directions.
Establish and maintain cooperative working relationships.
Observe legal and defensive driving practices.
Be flexible.

EDUCATION AND EXPERIENCE:

Three years journey-level electrical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license and be insurable by the District's carrier.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor, and shop environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Kneeling; lifting heavy objects; climbing ladders and work from heights; dexterity of hands and fingers to safely and efficiently operate specialized hand and power tools; reaching overhead, above the shoulders, and horizontally; standing and walking for extended periods of time; bending at the waist; visual and auditory acuity sufficient to maintain safety standards; speaking and hearing sufficient to exchange information.

HAZARDS:

Exposure to electrical power supply and high voltage; working in a cramped or restrictive work chamber; adverse weather conditions.

Carpenter – June 1977

Revised: May 12, 1982

Revised: June 24, 1992

Revised: April 17, 1995 (Ewing & Company)

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 11, 2011

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

SUBJECT: Advanced Step Placement – Stuart Silverman

BACKGROUND INFORMATION:

<p>Classification Title: Specialized Instructional Assistant</p>	<p>Employee: Stuart Silverman</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"> • Stuart has over 14 years for experience working with students with developmental disabilities, specifically from public and non-public agencies. • Stuart has obtained a Bachelors’ degree in Social Services from Quinnipiac University and a Master’s degree in Early Childhood education from The Waldorf Institute at Sunbridge College.

DIRECTOR’S RECOMMENDATION:

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

Motion by: _____
 Second by: _____
 Vote: _____

From: stuartbsilverman@aol.com [stuartbsilverman@aol.com]
Sent: Sunday, September 25, 2011 3:43 PM
To: Young, Wilbert
Cc: Younan, Julie
Subject: A question about offer for Specialized Instructional Assistant

Dear Mr. Young,

My name is Stuart Silverman. I recently applied for and was offered the position of Specialized Instructional Assistant. I am very excited to receive the offer. Julie Younan informed me that the salary for this position would be \$14.89 per hour. I really believe that this would be a wonderful position for me and I have much to offer the educational community I would be working with. However I am writing to you to request a reconsideration of the proposed salary given my extensive experience and education. Let me tell you a bit about myself.

For over 20 years I taught Pre-k and/or kindergarten in New York and Los Angeles. Although I was a general education teacher almost every school year I had children in my classes with special needs. This has helped me remain current with the methods and practices for supporting these children.

Prior to moving to Los Angeles I worked for The Young Adult Institute (YAI) in New York. This is an agency that supplies a wide range of services to children and adults with developmental disabilities. During my 11 years of employment with YAI I worked in several areas of the agency. Some of those positions included medical counselor, respite worker, teacher, job trainer, weekend counselor and family intervention specialist. I also had an opportunity to work as a one to one behavioral therapist with children with special needs. This was an area I found both extremely challenging and rewarding. I helped children develop skills to function well not only in the classroom but also in life.

I have a BA in Social Services from Quinnipiac University and an MA in Early Childhood education from The Waldorf Institute at Sunbridge College.

When I expressed some concern about the salary, Julie Younan recommended that I write you with my request for salary reconsideration.. I believe that with my education and experience a salary of \$25.00 per hour would be fair compensation for the position of Specialized Instructional Assistant. I would like to reiterate that I am excited to be offered the opportunity to join the team of educators at the Santa Monica-Malibu School District.

I am available to answer any questions you might have and to further discuss the salary issue. Thank you so much for taking the time out of your busy schedule to address this matter.

Sincerely,

Stuart B. Silverman
626-807-7354
stuartbsilverman@aol.com



Santa Monica
Malibu Schools

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

Department of Special Education

Date: September 28, 2011

To: Dr. Wilbert Young
Director, Personnel Commission

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

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

This recommendation is based on two factors. First, Stuart has completed his Masters degree in early childhood education at Waldorf Institute Sunbridge College. Second, Stuart has significant experience, 14 years, working with students with behavioral and developmental disorders through school districts and nonpublic agencies. Additionally, it is challenging to locate qualified individuals for this position due to competition from private agencies.

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

c. Sara Woolverton, Director of Special Education

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

SPECIALIZED INSTRUCTIONAL ASSISTANT

Classified Employees Salary Schedule – Range 26

BASIC FUNCTION:

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

ESSENTIAL DUTIES:

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

SPECIALIZED INSTRUCTIONAL ASSISTANT

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

OTHER DUTIES:

16. Performs related duties as assigned.

SUPERVISION:

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

KNOWLEDGE AND ABILITIES:

Knowledge of:

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

Ability to:

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

SPECIALIZED INSTRUCTIONAL ASSISTANT

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

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:

Education:

Must have a high school diploma or its recognized equivalent and

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

Experience:

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

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

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

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

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

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

SPECIALIZED INSTRUCTIONAL ASSISTANT

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DUTIES APPROVED
BOARD OF EDUCATION:
Approved 2005

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

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

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 SYSTEM PRINCIPLES

Employment and promotion on the basis of merit as shown by competitive examination

Fair and equitable treatment in all personnel matters

Equal pay for work of equal value

High standards of integrity and conduct and concern for the public interest

Efficient and effective use of the work force

Improved performance through effective education and training

Protection of employees from arbitrary action, personal favoritism or political coercion

MAJOR FUNCTIONS of the COMMISSION

Formulating rules and regulations to ensure efficiency of the classified service and merit system implementation

Recommending salary schedules

Establishing rules for the recruitment and examination of candidates

Maintaining an effective classification system

Investigating and hearing disciplinary appeals

Personnel Commission Meetings

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.



Personnel Commission

2010-2011 Annual Report

The Commissioners

Mrs. Pam Brady, Chair

Mrs. Suzie Kim Vice Chair

Mr. Shane McLoud, Member

*Wilbert Young, Ph.D
Director, Classified Personnel*

Vision: Augment Santa Monica-Malibu Unified School District's Reputation as the Employer of Choice

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Recruitment & Examination Activities		
Activity	2009-10	2010-11
Recruitments	60	51
Applications Received	2494 (94% Online)	2283 (92% Online)
Examinations Developed	16	17
Job Interest Cards Submitted	1387	1104
Examinations Administered	112	119
Written	89	92
Oral	16	20
Performance	7	7
T&E	0	0
Eligibility List	71	55
PR Vacancy Reports	12	12
Advanced Step Requests	21	25
Transfer Bulletins	47	46
Professional Expert Requests	41	98

Classification Activities		
Activity	2009-10	2010-11
Classifications Developed	9	3
Classifications Revised	13	7
Classifications Studies	1	4
Reclassification Studies	3	2
Working Out of Class Requests	46	42

Employment Activities		
Activity	2009-10	2010-11
New/Promotional Job Offers	95	125
New Substitute Job Offers	189	209
Daily Substitute Assignments	335	318
Winter/Spring/Summer Requests	791	688

Ancillary Activities		
Activity	2009-10	2010-11
Personnel Commission Agendas	14	16
Rater Request Responded To	107	168
Rater Panel Participation	19	19
Career Advancement Workshop	6	4
Merit Rules/Chapters Reviewed	10	6
Employee Performance Evaluations	352	406

Applicants (2283)		
	2009-10	2010-11
Gender		
Female	-	1211
Male		882
Declined to state		190
Ethnicity		
American Indian or Alaska Native	---	3
Asian or Pacific Islander	---	93
Black or African American	---	590
Filipino	---	41
Hispanic or Latino	---	579
White	---	618
Declined to state	---	359

Personnel Requisition Executive Summary

as of October 6, 2011

REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* Cert. List <i>[Selection interviews held/scheduled for each position.]</i>	9
* Open <i>[None of these positions are on Transfer Bulletin.]</i>	33
Total:	42

REQUISITION ACTIVITY

	<u>Count</u>
* Previous Requisition Total (09/08/2011)	47
* Requisitions Received (+)	16
* Requisitions Filled (-)	11
* Requisitions Cancelled/On Hold (-)	10
* Current Requisition Total (10/06/2011)	42

NOTE: Forty-five (45) new requisitions for permanent **Children's Center Assistant** positions have been received since the beginning of the current fiscal year (i.e., July 1, 2011). Currently, there are 24 requisitions not included on this report due to "pending status". These positions are being filled as appropriate based on business needs of the Child Development Services department.

Personnel Commission

Personnel Requisition Monthly Comparison

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

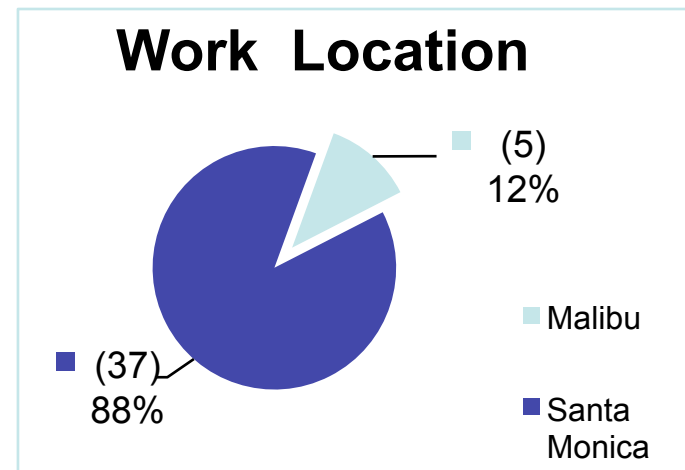
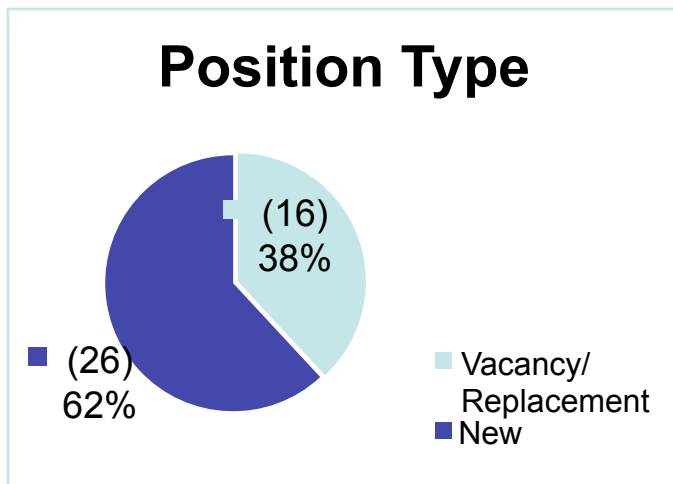
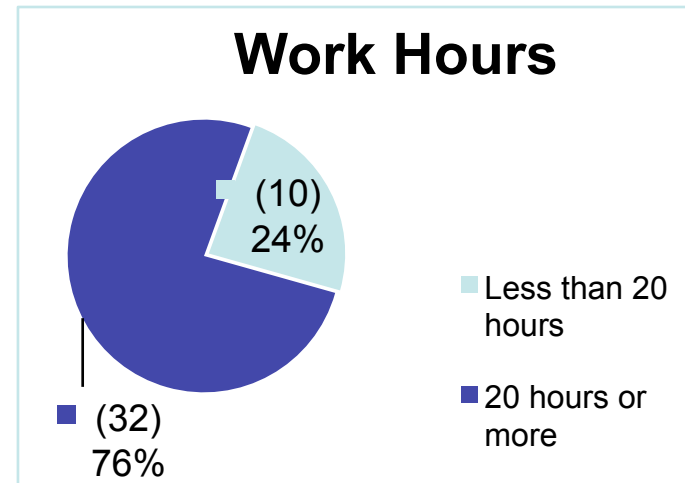
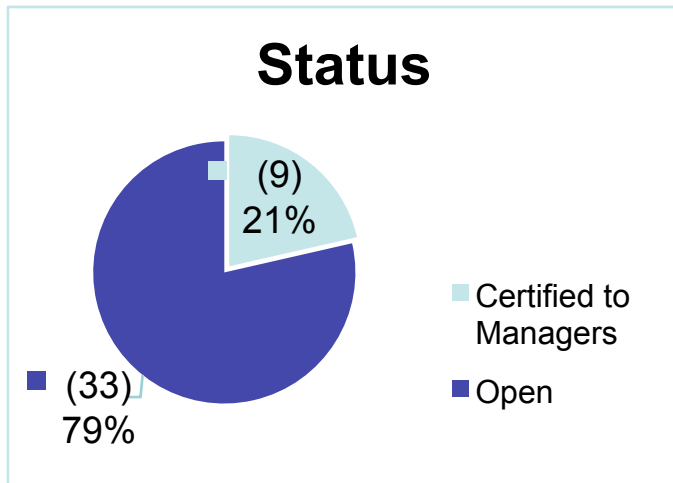
NOTE: Forty-five (45) **new** requisitions for permanent **Children's Center Assistant** positions have been received since the beginning of the current fiscal year (i.e., July 1, 2011). Currently, there are 24 requisitions not included on this report due to "pending status". These positions are being filled as appropriate based on business needs of the Child Development Services department.

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

Personnel Commission

Personnel Requisition Graphic Summary

as of October 6, 2011



NOTE: Forty-five (45) **new** requisitions for permanent **Children's Center Assistant** positions have been received since the beginning of the current fiscal year (i.e., July 1, 2011). Currently, there are 24 requisitions not included on this report due to "pending status". These positions are being filled as appropriate based on business needs of the Child Development Services department.

Personnel Commission
Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
Certification List to Appointing Authority													
1	12-030	07/14/11	ACCOUNTING ASST II	BUSINESS SERVICES/FACILITY PERMITS	50.00	4.00	New	---	2	Cert. List	09/27/11	RECRUITMENT OPENED 08/04/11 TO 08/26/11. WRITTEN EXAM ADMINISTERED 09/21/11. SELECTION INTVWS HELD 10/04/11. SELECTION PENDING.	YES
2	12-101	08/29/11	INSTRUCTIONAL ASST-CLASSROOM	FRANKLIN ELEMENTARY	37.50	3.00	Vac	CATHY GREWOHL	7	Cert. List	09/28/11	TRANSFER BULLETIN #7 CLOSED 09/14/11. SELECTION INTVWS HELD 09/30/11. SELECTION PENDING.	YES
3	12-100	09/02/11	INSTRUCTIONAL ASST-CLASSROOM	MCKINLEY ELEMENTARY	25.00	2.00	New	---	7	Cert. List	09/28/11	TRANSFER BULLETIN #7 CLOSED 09/14/11. SELECTION INTVWS HELD 09/30/11. SELECTION PENDING.	YES
4	12-104	09/08/11	INSTRUCTIONAL ASST-PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New	---	7	Cert. List	09/23/11	TRANSFER BULLETIN #7 CLOSED 09/14/11. STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS.	YES
5	12-105	09/08/11	INSTRUCTIONAL ASST-PHYSICAL ED	SANTA MONICA HIGH	50.00	4.00	New	---	7	Cert. List	09/23/11	TRANSFER BULLETIN #7 CLOSED 09/14/11. STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS.	YES
6	12-028	07/14/11	PHYSICAL ACTIVITIES SPEC	PT. DUME ELEMENTARY	75.00	6.00	Vac	KIM BROWN	2	Cert. List	08/10/11	TRANSFER BULLETIN CLOSED 07/21/11. SELECTION INTVWS HELD 08/10/11. SELECTION PENDING COMPLETION OF CANDIDATE REFERENCE CHECKS.	YES
7	12-078	08/15/11	PHYSICAL THERAPIST	SPECIAL ED	100.00	8.00	Vac	TENI MAKARIAN	6	Cert. List	10/04/11	RECRUITMENT OPENED 08/12/11. EXAM ADMINISTERED 09/28/11 AND 10/03/11. ELIGIBILITY LIST CONTAINS 2 RANKS. STAFF CONFERRING WITH HIRING AUTHORITY TO SCHEDULE SELECTION INTVWS.	NO
8	12-079	08/17/11	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES/FACILITY PERMITS	100.00	8.00	New	---	6	Cert. List	09/27/11	TRANSFER BULLETIN #6 CLOSED 08/24/11. EXAM ADMINISTERED 09/22/11. SELECTION INTVWS HELD 10/05/11.	YES
9	12-080	08/17/11	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES/FACILITY PERMITS	100.00	8.00	New	---	6	Cert. List	09/27/11	TRANSFER BULLETIN #6 CLOSED 08/24/11. EXAM ADMINISTERED 09/22/11. SELECTION INTVWS HELD 10/05/11.	YES

Personnel Commission
Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
Open Recruitments													
1	12-117	09/14/11	ADMINISTRATIVE ASST	SPECIAL ED	100.00	8.00	Vac	TINA BULCHAND	9	Open		RECRUITMENT OPENED 09/23/11 - 10/14/11. APPLICATION BEING ACCEPTED ON LAST TWO DAYS OF POSTING PERIOD. EXAM DATE PENDING.	
2	12-005	07/14/11	BILINGUAL COMMUNITY LIAISON	GRANT ELEMENTARY	30.00	2.40	Vac	KARINA TEJEDA	2	Open		CERT. LIST TO HIRING AUTHORITY 08/03/11. SELECTION INTERVIEWS HELD 08/04/11 AND 08/05/11. RECRUITMENT RE-OPENED 09/26/11 - 10/18/11 TO ACQUIRE ADDITIONAL RANKS.	
3	12-129	09/23/11	CHILDREN'S CENTER ASST	CDS-PINE STREET	43.75	3.50	Vac	MONIQUE WASHINGTON	10	Open		TRANSFER BULLETIN #10 CLOSED 10/03/11.	
4	12-047	07/19/11	COMPUTER OPERATOR	CHILD DEVEL SVCS	100.00	8.00	New	---	3	Open		RECRUITMENT OPENED 08/31/11 - 09/22/11. EXAM SCHEDULED 10/17/11.	
5	12-099	09/01/11	ELEMENTARY LIBRARY COORDINATOR	CABRILLO ELEMENTARY	87.50	7.00	Vac	VICKI CHAPMAN	7	Open		RECRUITMENT OPENED 09/26/11 - 10/18/11. APPLICATION SCREENING IN PROGRESS.	
6	12-075	08/17/11	EQUIPMENT OPERATOR/SPORTS FACILITIES	MAINTENANCE & OPERATIONS	100.00	8.00	New	---	6	Open		CLASS SPEC REVISION APPROVED BY PERSONNEL COMMISSION 09/13/11. RECRUITMENT OPENED 09/27/11 - 10/18/11. APPLICATION SCREENING IN PROGRESS. CURRENT EMPLOYEE ASSIGNED TO WORK OUT OF CLASS BEGINNING 10/05/11.	
7	12-109	09/08/11	FISCAL PROGRAM SUPVR	CHILD DEVEL SVCS		8.00	Vac	JESSE BUNAYOG	8	Open		POSITION VACATED. RECRUITMENT RE-OPENED 08/18/11 - 08/26/11 TO ACQUIRE ADDITIONAL RANKS. APPLICATIONS FORWARDED TO HIRING AUTHORITY ON 09/02/11 FOR POSSIBLE PROVISIONAL APPOINTMENT. EXAM ADMINISTERED 10/05/11. ANTICIPATED ELIGIBILITY LIST ON 10/13/11.	

Personnel Commission

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
8	12-020	07/14/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	2	Open		PROVISIONAL APPOINTEE SELECTED 08/12/11. WRITTEN EXAM DATE PENDING. [TRANSFER BULLETIN CLOSED 07/21/11.]	
9	12-021	07/14/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	2	Open		PROVISIONAL APPOINTEE SELECTED 08/12/11. WRITTEN EXAM DATE PENDING. [TRANSFER BULLETIN CLOSED 07/21/11.]	
10	12-022	07/14/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	2	Open		PROVISIONAL APPOINTEE SELECTED 08/12/11. WRITTEN EXAM DATE PENDING. [TRANSFER BULLETIN CLOSED 07/21/11.]	
11	12-023	07/14/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	2	Open		PROVISIONAL APPOINTEE SELECTED 08/12/11. WRITTEN EXAM DATE PENDING. [TRANSFER BULLETIN CLOSED 07/21/11.]	
12	12-024	07/14/11	HEALTH OFFICE SPECIALIST	STUDENT SVCS	43.75	3.50	New	---	2	Open		PROVISIONAL APPOINTEE SELECTED 08/12/11. WRITTEN EXAM DATE PENDING. [TRANSFER BULLETIN CLOSED 07/21/11.]	
13	12-055	08/09/11	INSTRUCTIONAL ASST-BILINGUAL (SPANISH)	SANTA MONICA HIGH	43.75	3.50	Vac	CAROLINA GUTIERREZ	5	Open		RECRUITMENT OPENED 09/30/11 - 10/21/11. EXAM DATE PENDING. [TRANSFER BULLETIN #5 CLOSED 08/17/11.]	
14	12-118	09/14/11	INSTRUCTIONAL ASST-CLASSROOM	ROOSEVELT ELEMENTARY	75.00	6.00	New	---	9	Open		STAFF REVIEWING ELIG. LIST TO DETERMINE ELIGIBLES WHO ARE AVAILABLE FOR CERTIFICATION TO HIRING AUTHORITY. [TRANSFER BULLETIN #8 CLOSED 09/26/11.]	
15	12-119	09/14/11	INSTRUCTIONAL ASST-CLASSROOM	ROOSEVELT ELEMENTARY	75.00	6.00	New	---	9	Open		STAFF REVIEWING ELIG. LIST TO DETERMINE ELIGIBLES WHO ARE AVAILABLE FOR CERTIFICATION TO HIRING AUTHORITY. [TRANSFER BULLETIN #8 CLOSED 09/26/11.]	

Personnel Commission
Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
16	12-111	09/08/11	INSTRUCTIONAL ASST-SPECIAL ED	CABRILLO ELEMENTARY	75.00	6.00	New	---	8	Open		RECRUITMENT OPENED 09/19/11 - 10/11/11. [TRANSFER BULLETIN #8 CLOSED 09/19/11.]	
17	12-112	09/08/11	INSTRUCTIONAL ASST-SPECIAL ED	CABRILLO ELEMENTARY	75.00	6.00	New	---	8	Open		RECRUITMENT OPENED 09/19/11 - 10/11/11. [TRANSFER BULLETIN #8 CLOSED 09/19/11.]	
18	12-114	09/08/11	INSTRUCTIONAL ASST-SPECIAL ED	LINCOLN MIDDLE	75.00	6.00	New	---	8	Open		RECRUITMENT OPENED 09/19/11 - 10/11/11. [TRANSFER BULLETIN #8 CLOSED 09/19/11.]	
19	12-110	09/08/11	INSTRUCTIONAL ASST-SPECIAL ED	OLYMPIC HIGH	62.50	5.00	New	---	8	Open		RECRUITMENT OPENED 09/19/11 - 10/11/11. [TRANSFER BULLETIN #8 CLOSED 09/19/11.]	
20	12-132	09/23/11	INSTRUCTIONAL ASST-SPECIAL ED	ROOSEVELT ELEMENTARY	75.00	6.00	Vac	JULIE SAMPSON	10	Open		TRANSFER BULLETIN #10 CLOSED 10/03/11.	
21	12-131	09/23/11	INSTRUCTIONAL ASST-SPECIAL ED	SANTA MONICA HIGH	75.00	6.00	Vac	MARITZA HERNANDE A	10	Open		TRANSFER BULLETIN #10 CLOSED 10/03/11.	
22	12-113	09/08/11	INSTRUCTIONAL ASST-SPECIAL ED	WEBSTER ELEMENTARY	62.50	5.00	New	---	8	Open		RECRUITMENT OPENED 09/19/11 - 10/11/11. [TRANSFER BULLETIN #8 CLOSED 09/19/11.]	
23	11-114	03/17/11	REPROGRAPHICS OPERATOR	PURCHASING	100.00	8.00	Vac	DEWEY HAMPTON	37	Open		APPLICATION FILING PERIOD OPENED 03/18/11. THE RECRUITMENT WAS SUBSEQUENTLY PLACED ON HOLD SO THAT THE CLASS SPEC COULD BE UPDATED FOR RECRUITING PURPOSES. REVISED CLASS SPEC APPROVED 05/10/11. WRITTEN EXAM COMPONENT ADMINISTERED 07/20/11. STAFF COLLABORATING WITH SME TO DEVELOP PERFORMANCE EXAM. (WALK THROUGH FOR PERFORMANCE EXAM AT PRINT SHOP COMPLETED 09/28/11.)	

Personnel Commission

Personnel Requisition Detailed Report

#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
24	12-103	09/08/11	SCHOOL OCCUPATIONAL THERAPY ASST (COTA)	SPECIAL ED	100.00	8.00	Vac	KARI ISACKSON	7	Open		RECRUITMENT OPENED 09/08/11 - 09/28/11. APPLICATION SCREENING IN PROGRESS. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
25	11-110	02/18/11	SENIOR BUYER	PURCHASING	100.00	8.00	New	---	35	Open		RECRUITMENT OPENED 03/16/11; RECRUITMENT CLOSED 05/03/11. WRITTEN EXAM COMPONENT ADMINISTERED 05/18/11. PERFORMANCE AND ORAL EXAM ADMINISTERED 07/07/11. CERT. LIST CONTAINING 1 RANK TO HIRING AUTHORITY 07/20/11. ELIGIBLE CANDIDATE APPOINTED ON PROVISIONAL BASIS. RECRUITMENT RE-OPENED 09/13/11 - 10/05/11 TO ACQUIRE ADDITIONAL RANKS.	
26	12-048	07/19/11	SENIOR OFFICE SPECIALIST	CHILD DEVEL SVCS	100.00	8.00	New	---	3	Open		TRANSFER BULLETIN CLOSED 07/27/11. ON 07/20/11, HIRING AUTHORITY NOTIFIED STAFF THAT POSITION REQUIRED BILINGUAL (SPANISH) SKILLS. CANDIDATES ON ELIGIBILITY LIST CONTACTED TO SCHEDULE FOR ORAL BILINGUAL TEST ON 08/05/11. RECRUITMENT RE-OPENED 08/19/11 - 08/24/11 TO SECURE ADDITIONAL CANDIDATES WITH BILINGUAL SKILLS. WRITTEN EXAM SCHEDULED 10/12/11.	
27	11-118	04/05/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	56.25	4.50	New	---	38	Open		[NEW POSITION TO REPLACE ABOLISHED IA-SE POSITION AT FRANKLIN ELEMENTARY.] OFFER EXTENDED TO SELECTED CANDIDATE 04/07/11. CANDIDATE DECLINED JOB OFFER 04/20/11. RECRUITMENT RE-OPENED 04/29/11 TO 05/20/11. WRITTEN EXAM AND QAI ADMINISTERED. RECRUITMENT RE-OPENED 07/05/11. WRITTEN EXAM ADMINISTERED 08/05/11. CERT. LIST TO HIRING AUTHORITY 09/08/11. SELECTION INTERVIEWS HELD 09/09/11. EMPLOYMENT OFFER(S) DECLINED. RECRUITMENT RE-OPENED 10/06/11 TO ACQUIRE ADDITIONAL RANKS.	YES/NO

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#	Req. ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type ¹	Replacing	Transfer Bulletin #	PC Status ²	Cert Date	Comments	3+ Ranks
28	11-125	04/29/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	New	---	40	Open		[FLOATER POSITION.] RECRUITMENT INITIALLY OPENED 04/29/11 TO 05/20/11. WRITTEN EXAM AND QAI ADMINISTERED. RECRUITMENT RE-OPENED 07/05/11. CERT. LIST TO HIRING AUTHORITY 09/08/11. SELECTION INTVWS HELD 09/09/11. EMPLOYMENT OFFER(S) DECLINED. RECRUITMENT RE-OPENED 10/06/11 TO ACQUIRE ADDITIONAL RANKS.	
29	11-126	04/29/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	New	---	40	Open		SELECTION INTERVIEWS SCHEDULED FOR 09/09/11. RECRUITMENT INITIALLY OPENED 04/29/11 TO 05/20/11. WRITTEN EXAM AND QAI ADMINISTERED. RECRUITMENT RE-OPENED 07/05/11. CERT. LIST TO HIRING AUTHORITY 09/08/11. SELECTION INTVWS HELD 09/09/11. EMPLOYMENT OFFER(S) DECLINED. RECRUITMENT RE-OPENED 10/06/11 TO ACQUIRE ADDITIONAL RANKS.	
30	12-107	09/08/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	Vac	ROXANNE COLES	7	Open		TRANSFER BULLETIN #7 CLOSED 09/14/11. RECRUITMENT RE-OPENED 10/06/11 TO ACQUIRE ADDITIONAL RANKS FOR CERTIFICATION.	
31	12-116	09/08/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	New	---	8	Open		TRANSFER BULLETIN #8 CLOSED 09/19/11. RECRUITMENT RE-OPENED 10/06/11 TO ACQUIRE ADDITIONAL RANKS FOR CERTIFICATION.	
32	12-133	09/23/11	SPECIALIZED INSTRUCTIONAL ASST	SPECIAL ED	75.00	6.00	Vac	MARIA MEYER	10	Open		TRANSFER BULLETIN #10 CLOSED 10/03/11. RECRUITMENT OPENED 10/06/11.	

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33	11-142	06/13/11	STOCK AND DELIVERY CLERK	PURCHASING	75.00	6.00	Vac	VERITY KR PAN	45	Open		RECRUITMENT OPENED 07/06/11 - 07/27/11. WRITTEN EXAM DEVELOPED IN COLLABORATION WITH SME AND ADMINISTERED DURING THE WEEK OF 08/29/11. STAFF COLLABORATING WITH SME TO DEVELOP PERFORMANCE (DRIVING) TEST.	

NOTE: Forty-five (45) **new** requisitions for permanent **Children's Center Assistant** positions have been received since the beginning of the current fiscal year (i.e., July 1, 2011). Currently, there are 24 requisitions not included on this report due to "pending status". These positions are being filled as appropriate based on business needs of the Child Development Services department.

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.

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

Date	Time	Location	Discussion Item
2011			
July 12, 2011	5:00 p.m.	Board Room – District Office	
August 9, 2011	5:00 p.m.	Board Room – District Office	
September 13, 2011	5:00 p.m.	Board Room – District Office	
October 11, 2011	5:00 p.m.	Board Room – District Office	
October 17, 2011	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director, Classified Personnel
November 8, 2011	5:00 p.m.	Board Room – District Office	
December TBD, 2011	5:30 p.m.	Board Conference Room – District Office	Final Progress Review of Strategic Goals - Director, Classified Personnel
December 13, 2011	5:00 p.m.	Board Room – District Office	
2012			
January 10, 2012	5:00 p.m.	Board Room – District Office	
February 2012	Daily Conference	TBD	CSPCA 2012 Annual Conference
February 14, 2012	5:00 p.m.	Board Room – District Office	
March 13, 2012	5:00 p.m.	Board Room – District Office	
April 10, 2012	5:00 p.m.	Board Room – District Office	2012–13 Budget Discussion and Development,
May 8, 2012	5:00 p.m.	Board Room – District Office	2012-13 Budget Adoption
June TBD, 2012	5:30 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 12, 2012	5:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2011-2012

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

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

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

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

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

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

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

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

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

Santa Monica-Malibu Personnel Commission - Merit Rules Review Tracker

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

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

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

			<p>3. Understanding the Employment Application Process</p> <p>4. Resume Skills</p> <p>5. Examination Preparation</p> <p>6. Career Planning</p>
<p>Feedback Mechanisms</p> <ul style="list-style-type: none"> • One-to- One Meetings with Administrators and Managers • Customer Satisfaction Surveys • Review “Best Practices” from the literature and other Agencies 	Staff	<p>On-Going</p> <p>On-Going</p> <p>On-Going</p>	

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

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	December 2011
Merit Rules Revisions	Second Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	December 2011
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	December 2011

VI. Closed Session:

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

VII. Special Personnel Commission Closed Session:

Tuesday, October 18, 2011, at 5:30 pm - *District Office Board Conference Room*

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

Next Regular Personnel Commission Meeting:

Tuesday, November 8, 2011, at 5:00 pm - *District Office Board Room*

VIII. Adjournment: