



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

January 10, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, January 10, 2017**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on January 10, 2017

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

- G.06 Approval of Minutes for Regular Meeting on October 11, 2016

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

Approval of Minutes for Regular Meeting on December 13, 2016

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

January 10, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman,
and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, January 10, 2017**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on January 10, 2017

G.06 Approval of Minutes for Regular Meeting on October 11, 2016, and December 13, 2016

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

- General Comments and Updates
- New Personnel Commissioner Appointment
- Advisory Rules Committee Update

G.08 Personnel Commissioner Comments/Reports:

This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 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 five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

G.11 Personnel Commission Organization – Election of Personnel Commission Officers:

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

- Nomination of Chair
- Nomination of Vice-Chair

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	5
Bilingual Community Liaison	8
Bus Driver	3

Campus Security Officer	8
Instructional Assistant - Classroom	8
Paraeducator-1	32
Paraeducator-2	2
Paraeducator-3	8
Stock and Delivery Clerk	5

C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Arsanios Basha in the classification of Paraeducator-3 at Range: 26 Step: C

C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Laura Mejia in the classification of Paraeducator-1 at Range: 20 Step: B

C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Roxana Sarvey in the classification of Paraeducator-1 at Range: 20 Step: C

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2015-2016

IV. **DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- No Discussion Items

V. **INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A. 21 (for SMMUSD School Board Agenda)
 - December 15, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A. 22
 - December 15, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2016 – 2017
- I.07 Board of Education Meeting Schedule
 - 2016 – 2017

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	-First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	March 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, February 14, 2017, at 4:00 p.m. – *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

IX. CLOSED SESSION:

- No Closed Session

X. ADJOURNMENT:

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

Submitted by:

Michael Cool
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.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 11, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, October 11, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:03 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Pertel were present. Commissioner Lippman was absent.**
- G.03 Pledge of Allegiance: Commissioner Pertel led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session: September 13, 2016**
Commissioner Inatsugu reported that the Personnel Commission met in Closed Session following its meeting of September 13, 2016 for the purpose of Public Employee Performance Evaluation of the Director of Classified Personnel. Following review and discussion, Personnel Commissioners agreed that Director Michael Cool's overall performance meets established

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

standards, in some areas exceeds standards, and he has successfully passed probation to become a permanent employee of the District.

G.05 Motion to Approve Agenda: October 11, 2016

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman						✓
Joseph Pertel	✓		✓			

G.06 Motion to Approve Minutes: September 13, 2016

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman						✓
Joseph Pertel	✓		✓			

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments
 - Director Cool reported on the current recruitments' status and classification studies.
 - Director Cool informed the Personnel Commission about his participation on the oral examination panel for the City of Santa Monica on September 15, 2016. The Personnel Commission department is also exchanging raters with Santa Monica College.
 - Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to revisions of chapter 12 of the Merit Rules dealing with salaries, overtime, and benefits. The chapter will be presented to the Personnel Commission for first reading at the regular Personnel Commission meeting in November.
- New Personnel Commissioner Recruitment Update
 - Director Cool updated the Personnel Commission regarding the new Personnel Commissioner recruitment. So far, one (1) application was received; however, the applicant does not meet the minimum qualifications since he/she does not live in Santa Monica or Malibu.
 - Director Cool attended the PTA Council meeting on September 20, 2016, presenting the overview of this position.

- **Director Cool continues to collaborate with Ms. Gail Pinsker, the District's Community and Public Relations Officer, who released a press release about the position on the District website and in social media, and also placed an advertisement in local newspapers, in both Santa Monica and Malibu communities on a couple occasions.**
- **Director Cool will request assistance from the Superintendent's Office to address various advisory committees in the District.**

G.08 Personnel Commissioner Comments/Reports:

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **For transparency reasons, Commissioner Inatsugu reported out that she held discussions with Interim Co-Superintendent Dr. Sylvia Rousseau and the Chief Union Steward, Ms. Keryl Cartee-McNeely before this meeting.**

G.09 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 five (5) minutes or less.

- SEIU Report
 - **None**
- Board of Education Report
 - **Dr. Mark Kelly, Interim Deputy Superintendent, was glad to report that the District hired Dr. Antonio Shelton, as the principal of Santa Monica High School, and Dr. Cheli Nye, the principal of Malibu High School. Even though both principals have been with the District just for a few weeks, they are already deeply immersed in the understanding the needs of their respective schools.**
 - **Dr. Kelly updated the Personnel Commission on the new superintendent's search. The Board of Education reviewed the applications; hence, selection interviews will be scheduled in a near future.**
 - **Dr. Kelly also informed the Personnel Commission about the Interim Co-Superintendent, Dr. Sylvia Rousseau, facilitating an intense academic discourse on excellence and equity work in the District at the last Board of Education meeting in Santa Monica. Similar conversation will be held at the next Board of Education meeting on October 22, 2016.**
 - **Dr. Kelly stated that there are sunshine proposals from SEIU and the District with regard to negotiations. One training in Inter-space Bargaining Process has already taken place, and the full negotiations will begin at the end of October.**

G.10 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

- None

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification

Eligibles

Elementary Library Coordinator	4
Food Service Operations Supervisor	4
Paraeducator-1	18
Paraeducator-2	2
Paraeducator-3	10

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

Bilingual Community Liaison	7
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C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Ruben Carrillo in the classification of Custodian at Range: 24 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Amanda Ernst in the classification of Paraeducator-2 at Range: 25 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Sean Sandoval in the classification of Paraeducator-2 at Range: 25 Step: B

C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Shaeema Syed in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

It was moved and seconded to approve the Consent Calendar – II.C.01-05 *Advanced Step Placements* as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman						✓
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

A.01 Scheduling of Regular Personnel Commission Meeting in November 2016

It was moved and seconded to approve the Director’s recommendation to move the November 8, 2016 PC meeting to November 15, 2016. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman						✓
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- Director Cool stated that he spoke with Commissioner Lippman to confirm that Commissioner Lippman is available on Tuesday, November 15, 2016.
- Commissioner Inatsugu and Commissioner Pertel agreed that the next regular Personnel Commission meeting will take place on November 15, 2016.

IV. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- No Discussion Items

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report

- I.04 Classified Personnel – Merit Report - No. A.19 (for SMMUSD School Board Agenda)
 - September 22, 2016
 Classified Personnel – Merit Report - No. A. 12
 - October 6, 2016
- I.05 Classified Personnel – Non-Merit Report - No. A. 20
 - September 22, 2016
 Classified Personnel – Non-Merit Report – No. A. 30
 - October 6, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	November 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, **November 15, 2016**, at 4:00 p.m. – *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of the closed session.

- **None**

IX. CLOSED SESSION:

- **No Closed Session**

X. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman						✓
Joseph Pertel	✓					

TIME ADJOURNED: 4:16 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

December 13, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, December 13, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments Section by submitting the "Request to Address" card before the Commission reaches that Section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:04 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent.
- G.03 Pledge of Allegiance:** Dr. Suzanne Webb, Director of Human Resources, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** December 13, 2016

It was moved and seconded to approve the agenda with the following amendment. The motion passed.

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

- Agenda item II.C.15 – “Consent Calendar – Advanced Step Placement for new employee Roxana Sarvey” – was pulled from the agenda.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

G.06 Motion to Approve Minutes: October 11, 2016

Of those present, only Commissioner Inatsugu attended the October 11, 2016, regular Personnel Commission meeting. This item was postponed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Joseph Pertel						

Motion to Approve Minutes: November 15, 2016

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments
 - Director Cool stated that Commissioner Pertel’s valuable service to the District has come to an end, and the Personnel Commission prepared a small token of appreciation for his dedication to classified employees.
 - Director Cool reported on the status of the recruitments the Personnel Commission staff is currently conducting. He stated that a new recruitment is open for the Director of Purchasing as Ms. Virginia Hyatt is retiring after three (3) decades of dedicated service to the District. She also played an instrumental role as a rater on many qualification appraisal interview panels at the District but also serving other public agencies. Director Cool stated that he is working with Ms. Jan Maez, Associate Superintendent of Business, on hiring an interim purchasing director until the recruitment is completed.
 - Director Cool stated that the District will shortly welcome Dr. Ben Drati, the new Superintendent, as Dr. Drati will assume his position

on January 1, 2017. Director Cool acknowledged the valuable contribution of Dr. Chris King and Dr. Sylvia Rousseau, Co-Interim Superintendents, to the District. It was a pleasure working with both of them in a very collaborative relationship. Director Cool wished both of them his best in their future endeavors.

- Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to Chapter XIV of the Merit Rules dealing with disciplinary matters. The chapter was completely revised several years ago, but it was not presented to the Personnel Commission for approval at that time. But the Committee has determined that it is necessary to review individual sections again in great detail; hence, further revisions will be made.
- New Personnel Commissioner Recruitment Update
 - Director Cool announced the appointment of a new Personnel Commissioner, Ms. Julie Waterstone. She is the president of PTA at Grant Elementary School. Ms. Waterstone works as Associate Dean for Experiential Learning, Director of the Children's Rights Clinic, and Clinical Professor of Law at Southwestern Law School in Los Angeles.
 - Commissioner Inatsugu spoke with Ms. Waterstone who is eager to assume her new position in the District.
- Director Cool read the District press release regarding the loss of a Santa Monica High School alumni (2011) in the Ghost Ship fire in Oakland last week. "David Cline was one of the 36 victims of the horrible fire. This tragedy to one of our "family" members has saddened us all. The family is having a Celebration of Life service this Saturday, December 17, at 1 pm at the Broad Stage, 1310 11th Street in Santa Monica. All who knew David or want to support the family right now are invited to attend. David and his brothers attended Rogers or Grant, JAMS and Samohi and the family is known to many in our SMMUSD community. David was known as an exceptional student academically, athletically and as an overall wonderful young man with a promising future ahead of him. He went on to attend Cal Berkeley and graduated in the spring after a successful college career. He did not live in the Oakland warehouse, he was said to have been there with a friend to attend a gathering of musicians and artists on an evening that was supposed to be fun and festive, but instead ended in tragedy." Director Cool stated that a GoFundMe account was established, if anybody would be interested in donating in David's memory. Commissioner Inatsugu requested that Director Cool's comments be conveyed to David's family.

G.08 Personnel Commissioner Comments/Reports:

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- Commissioner Inatsugu acknowledged the valuable service of Dr. King and Dr. Rousseau to the District wishing them her best.

- **Commissioner Inatsugu expressed her gratitude to those who donated to a pet rescue organization in memory of Chibi, Commissioner Inatsugu's Chihuahua who was also the Personnel Commission mascot. Chibi died as a result of a vicious dog attack.**

G.09 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 five (5) minutes or less.

- **SEIU Report**
 - **Ms. Cartee-McNeely, Chief Steward, updated the Personnel Commission on SEIU's full contract negotiations with the District.**
 - **Ms. Cartee-McNeely stated that SEIU is focusing on the implications of the presidential election.**
 - **Ms. Cartee-McNeely expressed her gratitude to Commissioner Pertel for his dedicated service to the Personnel Commission, the Merit System, and the District.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about the new leadership at SEIU Local 99.**
 - **Ms. Cartee-McNeely wished everyone happy holidays.**
- **Board of Education Report**
 - **Dr. Suzanne Webb, Director of Human Resources, informed the Personnel Commission about the Board of Education honoring Dr. Jose Escarce for his 16 years of dedicated service on the Board of Education following the regular meeting held November 17, 2016.**
 - **Dr. Webb notified the Personnel Commission about the Board of Education approving the 2017-2018, 2018-2019, and 2019-2020 school year calendars at the November 17, 2016, meeting. The calendars are available on the District website.**
 - **Dr. Webb reported on District negotiations with both CTA and SEIU.**
 - **Dr. Webb informed the Personnel Commission about the Board of Education retreat to discuss its own practices and procedures as well as preparing for the new superintendent's arrival.**
 - **Dr. Webb notified the Personnel Commission about the annual election of new Board of Education officers taking place at the December 15, 2016, school board meeting. She also cited other major items on the agenda.**
 - **Dr. Webb added that at the December 15, 2016, board meeting, the Board will recognize Co-Interim Superintendents Dr. Chris King and Dr. Sylvia Rousseau for their dedicated work during the past six (6) months.**
 - **Dr. Webb stated that Dr. Drati, the new Superintendent, has already started the transition by meeting with the District Administration. He will be officially on board on January 1, 2017.**

G.10 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

- **None**

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant-1,2,3,	5
Director of Maintenance & Operations	4
Instructional Assistant – Music (Band)	1

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

Campus Security Officer	10
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C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Isaac Baxter in the classification of Swimming Instructor/Lifeguard at Range: 21 Step: D

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Kenhalo Bernet in the classification of Paraeducator-3 at Range: 26 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Roosevelt Brown in the classification of Director of Maintenance and Operations at Range: M-63 Step: D

C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Elizabeth Burrus in the classification of Paraeducator-3 at Range: 26 Step: B

- C.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Robin Chan in the classification of Paraeducator-3 at Range: 26 Step: C
- C.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Luke Davis in the classification of Paraeducator-3 at Range: 26 Step: B
- C.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Cynthia Ditusa in the classification of Instructional Assistant – Classroom at Range: 18 Step: C
- C.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Michael Evans in the classification of Paraeducator-3 at Range: 26 Step: B
- C.10 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee James Fair in the classification of Paraeducator-1 at Range: 20 Step: C
- C.11 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Karen Hassenger in the classification of Theater Operations Supervisor at Range: M-45 Step: D
- C.12 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jasmine Jones in the classification of Instructional Assistant – Physical Education at Range: 20 Step: C
- C.13 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Rosa Monroy in the classification of Paraeducator-1 at Range: 20 Step: B
- C.14 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Sadrica Morgan in the classification of Paraeducator-3 at Range: 26 Step: C
- C.15 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Roxana Sarvey in the classification of Paraeducator-1 at Range: 20 Step: C – **PULLED**
- C.16 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stacy Sullivan in the classification of Administrative Assistant at Range: 31 Step: C
- C.17 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Alexandra Turtle in the classification of Paraeducator-3 at Range: 26 Step: D
- C.18 Approval of the Advanced Step Placement for new employee Terry Wilson in the classification of Campus Security Officer at Range: 25 Step: B

It was moved and seconded to approve the Consent Calendar – II.C.01; II.C.03; II.C.05-14 and II.C.16-18 *Advanced Step Placements* as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

Commissioner Lippman requested clarification on three (3) Consent items, which were then voted on separately.

It was moved and seconded to approve Consent Calendar items II.C.02; II.C.04; and II.C.12 *Advanced Step Placements* in three (3) separate motions. The items were approved as submitted.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- Commissioner Lippman requested clarification on the following items: II.C.02; II.C.04; and II.C.12.
- Director Cool addressed Commissioner Lippman’s concerns regarding education and experience of these new employees.
- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, he voted in favor in order not to disadvantage the employees being recommended for the range increase.

III. ACTION ITEMS:

A.01 Merit Rules:

Adoption of Second Reading of Changes to Chapter XII: *Salaries, Overtime Pay, and Benefits*

It was moved and seconded to approve the Director’s recommendations to adopt Chapter XII: *Salaries, Overtime Pay, and Benefits* with minor revisions. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- Director Cool provided a brief background to the revisions of Chapter XII. It was brought up to the Personnel Commission for a first reading on November 15, 2016. Chapter XII was previously revised by the Advisory Rules Committee in the 2012-2013 school year; however, the revisions were never brought to the Personnel Commission for approval and adoption. Although this chapter had been previously revised, the Committee was convinced that it was necessary to review individual sections again in great detail; hence, further revisions were made.
- Director Cool took Commissioners' suggestions and questions to the Advisory Rules Committee members for further discussion. The majority of the language remained the same either being directly quoted from the Ed Code, or the Committee decided that the current language best defines and describes the rules in order to keep them as general as possible. Specificity should remain within the criteria of District or departmental processes and procedures.
- Director Cool stated that a standard format will be determined in the near future.
- Ms. Cartee-McNeely stated that the Advisory Rules Committee has extensive conversations while revising the Merit Rules, evaluating each rule from several standpoints. There is a strong consensus of the Committee members before the rules are presented to the Personnel Commission.

IV. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- **No Discussion Items**

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

I.01 Advanced Step Placement Status Report

Director Cool stated that in the past, staff would perform an informal evaluation of new employees' qualifications for Advanced Step Placement; therefore, the new employees would not submit a formal request. Moving forward, a new departmental procedure will be instituted. Both formal and informal requests will be recorded for statistical purposes.

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)

- November 17, 2016

- I.05 Classified Personnel – Non-Merit Report - No. A. 19
 - November 17, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	-First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, January 10, 2017, at 4:00 p.m. – *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of the closed session.

- **None**

IX. CLOSED SESSION:

- **No Closed Session**

X. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel						✓

TIME ADJOURNED: 5:03 p.m.

The meeting was adjourned in memory of David Cline, Santa Monica High School alumni (2011), who tragically died in the Ghost Ship fire in Oakland.

Submitted by:

Michael Cool
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.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, January 10, 2017

AGENDA ITEM NO: G.11

SUBJECT: Personnel Commission Election of Officers

BACKGROUND INFORMATION:

Personnel Commission Rule § 2.1.5. – ELECTION OF OFFICERS, states:

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

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from December 1, 2016 through November 30, 2017.

a. Nomination of Chair

Nomination: _____

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

b. Nomination of Vice-Chair

Nomination: _____

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, January 10, 2017

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Arsanios Basha

Hire Date: 12/20/2016

ASP Request Submitted: 12/20/2016

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Arsanios Basha	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness 	<ul style="list-style-type: none"> • Arsanios meets education standards. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience 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 	<ul style="list-style-type: none"> • Arsanios has over seven (7) years of experience working with individuals with exceptional needs. 	3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Basha's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The net difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1,763.90 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Arsanios Basha at Range A-26, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, January 10, 2017

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Laura Mejia

Hire Date: 11/01/2016

ASP Request Submitted: 12/27/2016

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Laura Mejia	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least six (6) months experience working with individuals with special needs; 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"> • Laura has a bachelor’s degree in Psychology. 	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Meets standards 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u>		

DIRECTOR’S COMMENTS:

Ms. Mejia’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$0.72 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Laura Mejia at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, January 10, 2017

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Roxana Sarvey

Hire Date: 10/24/2016

ASP Request Submitted: 12/20/2016

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Roxana Sarvey	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least six (6) months experience working with individuals with special needs; 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"> • Meets Standards 	<p>0 level of education above the required level = <u>0 Step Advance</u></p>
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Roxana has over seven (7) years of experience working with individuals with exceptional needs. 	<p>3 (2-year periods) of experience above the required level = <u>2 Step Advance</u> (Max Allowed)</p>
<p><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</u></p>		

DIRECTOR’S COMMENTS:

Ms. Sarvey’s experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step C is \$15.69/hour. The net difference in pay is an approximate increase of \$1.46 per hour, \$189.75 per month, or \$1,525.50 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Roxana Sarvey at Range A-20, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						

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

III. Action Items:



PERSONNEL COMMISSION
Regular Meeting: Tuesday, January 10, 2017

AGENDA ITEM NO: III.A.01

SUBJECT: 2015-2016 Personnel Commission Annual Report

BACKGROUND INFORMATION:

The 2015-2016 Annual Report of the Personnel Commission encompasses the period from July 1, 2015, through June 30, 2016, and includes information on staff, activities, productivity, and the Merit System. The report is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the 2015-2016 Personnel Commission Annual Report and submit it to the Board of Education.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Annual Report 2015 - 2016

Barbara Inatsugu

Peter Lippman

Joseph Pertel

Michael Cool

Jana Hatch

Cindy Johnston

Brooke Lamping

Rosalee Merrick

Beth Papp

Julie Toma

**OFFICE OF THE PERSONNEL COMMISSION
1651 SIXTEENTH STREET, SECOND FLOOR
SANTA MONICA, CALIFORNIA 90404**

DEPARTMENT OVERVIEW

What are our core functions? P.2

DEPARTMENT OVERVIEW

Who are we? P.3

STATISTICAL SUMMARY

Our productivity in numbers. P.4

MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of each month at 4:00 pm in the District Board Room. Agendas for Commission meetings are posted in the Personnel Commission Office, outside the District's building, sent electronically District-wide and placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

CLASSIFIED EMPLOYMENT

Website: www.smmusd.org/jobs

Office: (310) 450-8338 ext. 70279

Fax: (310) 450-0898

PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, complete agendas, minutes, Merit Rules, classification descriptions and current job openings.

http://www.smmusd.org/personnel_commission/index.html

THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process and is greatly appreciated.

The 2015-2016 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2015 through June 30, 2016.

PERSONNEL COMMISSION OVERVIEW

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school district's classified workforce.

CORE RESPONSIBILITIES

The Personnel Commission has three (3) core responsibilities as defined in the California Education Code.



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

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



PRIMARY DUTIES

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

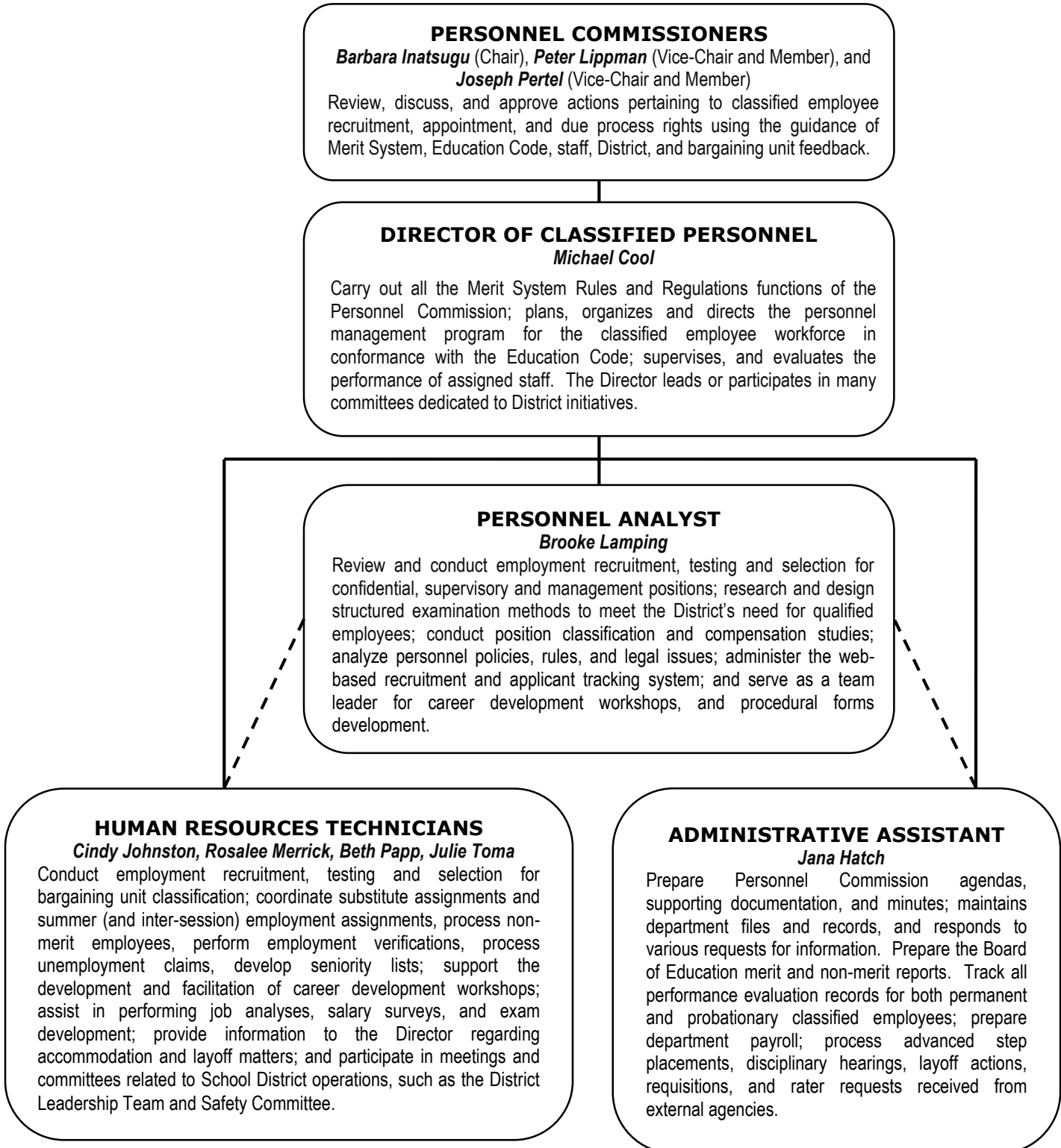
1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which ensures that all receive equal opportunity.
2. All employees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

MERIT SYSTEM PRINCIPLES

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. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.



The Office of Classified Personnel is committed to meeting both the goals of the Personnel Commission and the Santa Monica-Malibu Unified School District. The following positions represent the Office of Classified Personnel, with a summation of the essential functions performed as related to the Personnel Commission.



STATISTICAL SUMMARY

One of the PC's primary initiatives is the ongoing evolution of data capture and analysis. The PC collects information through multiple manual and automated tracking mechanisms.

Recruitment and Examination Activities		Classification Activities	
Requisitions	202	Classifications Revised	18
Transfer Bulletins	57	Re-classifications	2
Job Interest Cards Submitted	612	New Classifications	6
Recruitments	78	Applicant EEO Summary Data	
Applications Received	3992	Gender	
Eligibility Lists Promulgated	75	Female	2112
Eligibility Lists Extended	3	Male	1632
Number of Eligible Candidates	562	Unknown/Decline to State	248
Employment Activities		Ethnicity*	
Advanced Step Approvals	55	White	1029
Summer Assignment Requests	372	Hispanic or Latino	1281
Ancillary Activities		Filipino	88
Employment Layoff Meetings	10	Black or African American	1077
Disciplinary Notices	5	Asian or Pacific Islander	253
Merit Rules Chapter Revisions	3	American Indian or Alaska Native	67
Rater Requests Received	201	Unknown/Decline to State	487
Rater Panel Participation	9	*Applicants could select more than one option which inflated the total number of applications	
Personnel Commission Agendas	13		

IV. Discussion Items:

V. Information Items:

Advanced Step Placement Fiscal Impact Report									
PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17									
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	IA - Classroom	A	18	A	B	43.75%	\$0.68	\$51.37	\$308.25
9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	\$1.04	\$180.09	\$1,080.56
9/13/2016	Personnel Analyst	M	46	A	B	100.00%	\$1.60	\$278.00	\$3,336.00
9/13/2016	Occupational Therapist	A	61	A	C	100.00%	\$3.97	\$687.76	\$6,243.10
9/13/2016	Athletic Trainer	A	35	A	C	87.50%	\$2.11	\$320.25	\$2,906.96
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Custodian	A	24	A	C	100.00%	\$1.61	\$279.43	\$2,394.07
10/11/2016	IA - Classroom	A	18	B	C	62.50%	\$0.72	\$77.51	\$775.15
11/15/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
11/15/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.24	\$291.75	\$2,545.50
11/15/2016	Occupational Therapist	A	61	A	D	100.00%	\$6.10	\$1,058.00	\$9,240.00
12/13/2016	Director M&O	M	63	A	D	100.00%	\$7.70	\$1,335.00	\$16,020.00
12/13/2016	IA - Classroom	A	18	B	C	37.50%	\$0.72	\$46.51	\$465.09
12/13/2016	IA-PE	A	20	A	C	50.00%	\$1.46	\$126.50	\$1,017.00
12/13/2016	Swimming Instructor/Lifeg	A	21	A	D	50.00%	\$2.30	\$199.44	\$2,014.35
12/13/2016	Administrative Assistant	A	31	A	C	100.00%	\$1.91	\$331.00	\$2,997.82
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
12/13/2016	Paraeducator 3	A	26	A	B	80.00%	\$0.83	\$114.80	\$688.80
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
12/13/2016	Paraeducator 3	A	26	A	D	62.50%	\$2.60	\$281.21	\$2,453.38
12/13/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
12/13/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.83	\$107.62	\$645.75
12/13/2016	Campus Security Officer	A	25	A	B	100.00%	\$0.80	\$139.00	\$834.00
12/13/2016	Paraeducator 1	A	20	A	B	56.25%	\$0.72	\$69.75	\$418.50
12/13/2016	Theater Ops Supervisor	M	45	A	D	100.00%	\$4.94	\$857.00	\$9,427.00

Advanced Step Placement Fiscal Impact Report									
PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17									
1/10/2017	Paraeducator 3	A	26	A	C	75.00%	\$1.69	\$219.44	\$1,763.90
1/10/2017	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
1/10/2017	Paraeducator 1	A	20	A	B	75.00%	\$0.72	\$93.00	\$558.00
2016-17 TOTAL									\$84,668.07

Requests Not Recommended for Advanced Step Placement

Hire Date	ASP Request Date	Position	Salary Schedule	Salary Range	FTE
2016-17					
12/1/2016	12/5/2016	Paraeducator 3	A	26	75.00%
12/1/2016	12/8/2016	Paraeducator 3	A	26	75.00%

Open Requisitions (as of 1/03/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-045	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	8/26/2016
17-120	BILINGUAL COMMUNITY LIAISON (SPANISH)	CABRILLO ELEMENTARY SCHOOL	Vac	100	11/17/2016
17-112	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	11/14/2016
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/29/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.75	10/27/2016
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	87.5	8/22/2016
17 -133	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	12/1/2016
17-136	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	12/9/2016
17-006	INSTRUCTIONAL ASSISTANT-CLASSROOM	EDUCATIONAL SERVICES	New	37.5	7/28/2016
17-007	INSTRUCTIONAL ASSISTANT-CLASSROOM	EDUCATIONAL SERVICES	New	37.5	7/28/2016
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-071	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75	9/16/2016
17-073	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	9/16/2016
17-089	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	10/11/2016
17-099	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	10/27/2016
17-115	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	11/14/2016

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	11/14/2016
17-124	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	11/17/2016
17-125	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	11/17/2016
17-134	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	12/1/2016
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	6/7/2016
17-138	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION	Vac	62.5	12/20/2016
17-074	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50	9/16/2016
17-059	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	50	9/8/2016
17-077	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	9/22/2016
17-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	50	10/11/2016
17-140	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	12/20/2016
17-141	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	50	10/20/2016
17-142	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75	12/20/2016
17-143	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	75	12/20/2016
17-119	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100	11/14/2016
17-126	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	New	50	11/17/2016

Filled Requisitions (12/1/2016 – 12/31/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-121	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	12/9/2016
17-122	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	12/9/2016
17-098	CUSTODIAN	M & O (Maintenance & Operations)	12/2/2016
17-113	CUSTODIAN	SANTA MONICA HIGH SCHOOL	12/2/2016
17-114	CUSTODIAN	M & O (Maintenance & Operations)	12/2/2016
17-123	CUSTODIAN	M & O (Maintenance & Operations)	12/2/2016
17-109	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	12/5/2016
16-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	12/14/2016
17-116	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	12/14/2016
17-082	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	12/5/2016
17-139	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	12/28/16
17-128	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	12/21/2016
17-129	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	12/23/2016
17-104	PARAEDUCATOR-3	SPECIAL EDUCATION	12/1/2016
17-105	PARAEDUCATOR-3	SPECIAL EDUCATION	12/16/2016
17-106	PARAEDUCATOR-3	SPECIAL EDUCATION	12/1/2016
17-107	PARAEDUCATOR-3	SPECIAL EDUCATION	12/1/2016
17-108	PARAEDUCATOR-3	SPECIAL EDUCATION	12/1/2016
17-110	PARAEDUCATOR-3	SPECIAL EDUCATION	12/19/2016
17-118	PARAEDUCATOR-3	SPECIAL EDUCATION	12/1/2016
17-131	PARAEDUCATOR-3	SPECIAL EDUCATION	12/1/2016
17-132	PARAEDUCATOR-3	SPECIAL EDUCATION	12/1/2016
17-135	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	12/21/2016
17-137	PARAEDUCATOR-3	SPECIAL EDUCATION	12/22/2016

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/15/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.21

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

NEW HIRES

EFFECTIVE DATE

Alvarez, Maryke Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	11/1/16
Baxter, Issac Facility Use	Swimming Instructor/Lifeguard 4 Hrs/12 Mo/Range: 21 Step: A	11/14/16
Esquivias, Norma Facility Use	Senior Office Specialist 8 Hrs/12 Mo/Range: 25 Step: A	11/14/16
Fair, James Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	11/28/16
Gomez, Cynthia Special Ed-CDS-Pine Street	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	11/21/16
Jones, Jasmine Santa Monica HS	Instructional Assistant – Physical Education 6 Hrs/SY/Range: 20 Step: A	11/2/16
Lavin, Angela Rogers ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	11/15/16
Marble, Daniel Maintenance	Electrician 8 Hrs/12 Mo/Range: 39 Step: A	11/28/16
Osterday, Cindy Health Services-Rogers ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/21/16
Sullivan, Stacy Special Education	Administrative Assistant 8 Hrs/12 Mo/Range: 31 Step: A	11/14/16

PROMOTION

EFFECTIVE DATE

Martin, Eric Operations-Malibu HS	Lead Custodian 8 Hrs/12 Mo/Range: 29 Step: E From: Custodian: 8 Hrs/12 Mo	11/1/16
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TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1 [additional hours; mindfulness planning team]	10/17/16-12/31/16
Avina, Fernando Grounds	Sprinkler Repair Technician [overtime; district projects]	7/1/16-6/30/17
Badillo, Abraham Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16

Burdick, Barton Grounds	Equipment Operator/Sports Facilities [overtime; district projects]	7/1/16-6/30/17
Coleman, Daniel Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16
Danganan, Maye Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16
De La Rosa, Johanna Special Ed-Lincoln MS	Paraeducator-1 [additional hours; mindfulness planning team]	10/17/16-12/31/16
Eby, David Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16
Gomez, Jack Operations	Custodian [overtime; custodial support]	7/1/16-6/30/17
Gonzalez, Hector Grounds	Sprinkler Repair Technician [overtime; district projects]	7/1/16-6/30/17
Heiderman, Dan Operations	Utility Worker [overtime; district projects]	7/1/16-6/30/17
Landaverde, Elmer Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16
Morales, Louis Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16
Murphy, Tony Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16
Padilla, Ramiro Grounds	Equipment Operator [overtime; district projects]	7/1/16-6/30/17
Putt, Marissa Special Ed-Lincoln MS	Paraeducator-1 [additional hours; after school library assistance]	10/21/16-6/9/17
Smith, Dylen Educational Services	Physical Activities Specialist [additional hours; professional training]	11/4/16
Suaste, Eduardo Operations	Lead Custodian [overtime; custodial support]	7/1/16-6/30/17
Tirado, Fortino Grounds	Equipment Operator-Tree Trimmer [overtime; district projects]	7/1/16-6/30/17
Torres, Jose Operations	Utility Worker [overtime; district projects]	7/1/16-6/30/17
Tyars, Latora FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	10/1/16-6/9/17
Venable, Mark Maintenance	Skilled Maintenance Worker [overtime; general maintenance]	11/1/16-6/30/17
Windzey, Fidel Purchasing	Stock and Delivery Clerk [additional hours; department support]	7/1/16-6/30/17

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Aguilar, David Special Education	Paraeducator-1	11/15/16-6/9/17
Albritton, Bobby Operations	Custodian	10/17/16-6/30/17
Barnes, Brian Educational Services	Physical Activities Specialist	11/4/16
Barnes, Brian Cabrillo ES	Physical Activities Specialist	11/16/16
Crockett, Linda Food and Nutrition Services	Cafeteria Worker I	11/15/16-6/9/17
Fuller, Herbert Educational Services	Physical Activities Specialist	11/4/16
Fuller, Herbert Pt. Dume ES	Physical Activities Specialist	11/10/16-12/1/16
Garcia, Claudia Food and Nutrition Services	Cafeteria Worker I	11/15/16-6/9/17
Garratt, John Educational Services	Physical Activities Specialist	11/4/16
Macon Jr., Phillip Food and Nutrition Services	Cafeteria Worker I	10/1/16-6/9/17
Orlinski, Aneta Special Education	Paraeducator-1	11/14/16-6/9/17
Ramos, Krystal Special Education	Paraeducator-1	11/16/16-6/9/17
Safavi, Moshir Educational Services	Physical Activities Specialist	11/4/16
Washington, Monique Special Education	Paraeducator-1	11/16/16-6/9/17

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Gottlieb, Galit Special Ed-Cabrillo ES	Paraeducator-3 7.28 Hrs/SY From: 6 Hrs/SY/Special Ed-Cabrillo ES	8/22/16
Jiwani, Rahim Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY From: 4 Hrs/SY/Special Ed-Santa Monica HS	9/26/16
Taylor, Inelle Malibu HS	Campus Security Officer 8 Hrs/SY From: 4 Hrs/SY/Santa Monica HS	11/23/16-6/9/17

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Casey, Brittany CDS-Washington West	Children's Center Assistant-2 3.5 Hrs/SY	8/19/16

	From: 3.5 Hrs/SY/CDS-Pine Street	
Casiano, Delfina CDS-Washington West	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers ES	8/19/16
Padilla, Elizabeth CDS-Washington West	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers ES	8/19/16
Rams, Florencia Franklin ES	Bilingual Community Liaison 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Rogers ES	11/14/16
Vila, Florinda Rogers ES	Bilingual Community Liaison 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Cabrillo ES	11/14/16

VOLUNTARY TRANSFER

Karian-Karaghossian, Natale Webster ES	Instructional Assistant - Classroom 3 Hrs/SY From: 3 Hrs/SY/Rogers ES	<u>EFFECTIVE DATE</u> 11/16/16
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PROFESSIONAL GROWTH

Carrillo, Rigoberto Maintenance	HVAC Mechanic	<u>EFFECTIVE DATE</u> 12/1/16
Gonzalez, Gary Maintenance	Plumber	12/1/16

LEAVE OF ABSENCE (PAID)

Flores, Ardis Special Ed-Grant ES	Paraeducator-1 Personal	<u>EFFECTIVE DATE</u> 11/15/16-11/25/16
Flores, Martha Special Ed-Santa Monica HS	Paraeducator-1 Medical	11/8/16-12/6/16
Gold, Kathleen Information Services	Technology Support Assistant Intermittent FMLA	11/1/16-11/1/17
Honore, Crystal Adams MS	Campus Security Officer Medical	11/16/16-11/30/16
Huettner, Patricia Rogers ES	Instructional Assistant - Classroom Medical	11/1/16-11/14/16
Payton, Tawny Special Ed-Rogers ES	Paraeducator-3 Medical	11/4/16-12/4/16
Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator-1 Medical	11/7/16-11/23/16
Rose, Pamela Cabrillo ES	Senior Office Specialist Medical	10/3/16-11/25/16
Simmons, Michael Transportation	Bus Driver Medical	9/22/16-12/22/16

Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk Medical	11/7/16-12/7/16
Yashar, Azita Special Ed-Grant ES	Paraeducator-1 Medical	10/19/16-11/30/16
Zaldivar, Guadalupe FNS-Edison ES	Cafeteria Worker I Medical	11/18/16-2/1/17

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

WV8631633 Operations	Custodian	<u>EFFECTIVE DATE</u> 12/5/16
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WORKING OUT OF CLASS

West, Malcolm Operations-District	Lead Custodian From: Custodian	<u>EFFECTIVE DATE</u> 10/19/16-1/19/17
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RESIGNATION

Corpuz, Nestor Santa Monica HS	Job Development and Placement Specialist	<u>EFFECTIVE DATE</u> 12/9/16
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Leister, Erin Special Education	Occupational Therapist	12/31/16
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Stevens, Danielle Special Ed-Rogers ES	Paraeducator-1	11/30/16
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RETIREMENT

Doty, Kenneth Operations-Santa Monica HS	Custodian	<u>EFFECTIVE DATE</u> 12/31/16
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Mc Coy, Donna Adams MS	Community Liaison	11/7/16
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SUSPENSION WITHOUT PAY

PP1797502 Operations		<u>EFFECTIVE DATE</u> 11/30/16; 12/6/16
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DISQUALIFICATION FROM PROBATION

XD9686054 John Adams MS	Paraeducator-1	<u>EFFECTIVE DATE</u> 12/16/16
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

TO: BOARD OF EDUCATION ACTION/CONSENT
12/15/16
 FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /
 MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.22

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

AVID TUTOR

Carpinteyro, Edgar	Lincoln MS	10/5/16-6/9/17
Resendez, Michael	Adams MS	10/25/16-6/9/17

NOON SUPERVISION AIDE

Alvizo, Abel	McKinley ES	10/26/16-6/30/17
Orlinski, Aneta	Cabrillo ES	10/20/16-6/9/17
White, Paula	Rogers ES	11/4/16-6/9/17

COACHING ASSISTANT

Doyle, Joe	Santa Monica HS	8/22/16-6/9/17
Hulbert, Daniel	Santa Monica HS	8/22/16-6/9/17
Thorson, Jessica	Santa Monica HS	10/27/16-6/9/17

TECHNICAL SPECIALIST – LEVEL II

Reis, Steven	Educational Svcs/McKinley/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	11/14/16-2/3/17
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TECHNICAL SPECIALIST – LEVEL III

Aubrun, Ambroise	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	10/6/16-6/9/17
Mitcheltree, Dennis	Lincoln MS [Jazz Band Instructor] - Funding: Gifts – Direct Parent Contribution	9/1/16-6/9/17

STUDENT WORKER - WORKABILITY

Molina, Jocelyn	Santa Monica HS	10/18/16-6/10/20
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2016 – 2017**

Date	Time	Location	Notes
2016			
July 12, 2016	4:00 p.m.	Board Room – District Office	
August 9, 2016	4:00 p.m.	Board Room – District Office	
September 13, 2016	4:00 p.m.	Board Room – District Office	
October 11, 2016	4:00 p.m.	Board Room – District Office	
November 15, 2016	4:00 p.m.	Board Room – District Office	
December 13, 2016	4:00 p.m.	Board Room – District Office	
2017			
January 10, 2017	4:00 p.m.	Board Room – District Office	
January 26, 2017 – January 29, 2017	Daily Conference	San Francisco	CSPCA 2017 Annual Conference
February 14, 2017	4:00 p.m.	Board Room – District Office	
March 14, 2017	4:00 p.m.	Board Room – District Office	
April 11, 2017	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 9, 2017	4:00 p.m.	Library – Webster Elementary School	2016-17 Budget Adoption/Malibu Classified Employees Appreciation Reception
May 17, 2017	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 13, 2017	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2016-17

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

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/22/16 (Th)	DO		X		
10/6/16 (Th)	M	X			
10/20/16 (Th)	DO		X		
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

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

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
1. Closed Session	1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Consent Calendar	2. Commendations/Recognitions
3. Study Session	3. Study Session	3. Study Session
4. Communications	4. Discussion Items	4. Communications
5. Executive Staff Reports	5. Major Items (as needed)	5. Executive Staff Reports
6. Consent Calendar	6. General Public Comments	6. Consent Calendar
7. General Public Comments <i>(max. 30 minutes)</i>		7. General Public Comments <i>(max. 30 minutes)</i>
8. Discussion Items (as needed)		8. Discussion Items
9. Major Items		9. Major Items
10. Continuation of General Public Comments (if needed)		10. Continuation of General Public Comments (if needed)

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: June 29, 2016

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	March 2017

VII. Next Regular Personnel Commission Meeting:
Tuesday, February 14, 2017, at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: