



**PERSONNEL COMMISSION MEETING
AGENDA**

June 13, 2017

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, June 13, 2017**, at **4:00 p.m.**, 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 June 13, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Julie Waterstone						

- G.06 Approval of Minutes for Regular Meeting on May 9, 2017

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Julie Waterstone						

- 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)

June 13, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman,
and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, June 13, 2017**, at **4:00 p.m.**, 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 June 13, 2017

G.06 Approval of Minutes for Regular Meeting on May 9, 2017

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
- 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.

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	2
Children's Center Assistant-1,2,3	6
Custodian	26
Instructional Assistant - Classroom	5
Instructional Assistant – Music (Band)	2
Instructional Assistant – Music (Strings)	2
Paraeducator-1	43
Paraeducator-2	7
Paraeducator-3	15
Technology Support Assistant	5

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

Paraeducator-3	1
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III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Occupational Therapist classification within the Development job family.
- A.02 Reclassification:
Approval of the reclassification for Ms. Lorena Martin from Senior Office Specialist to Administrative Assistant.
- A.03 Personnel Commission's Twelve-Month Calendar of Events:
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2017-2018.

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

V. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- T.01 Brown Act

VI. 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.17 (for SMMUSD School Board Agenda)
 - May 18, 2017Classified Personnel – Merit Report - No. A. 35
 - June 1, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A.18
 - May 18, 2017Classified Personnel – Non-Merit Report – N. A. 36
 - June 1, 2017

- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2016 – 2017
- I.07 Board of Education Meeting Schedule
 - 2016 – 2017

VII. 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>	July 2017

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, July 11, 2017, at 4:00 p.m. – *District Office Board Room*

IX. 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.

X. CLOSED SESSION:

- No Closed Session

XI. 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)

May 9, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, May 9, 2017**, at **4:00 p.m.**, at the **Webster Elementary School**: 3602 Winter Canyon, Malibu, 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 3:50 p.m.

G.02 Roll Call: Commissioners Inatsugu and Lippman were present. Commissioner Waterstone was absent due to a work commitment.

G.03 Pledge of Allegiance: Dr. Mark Kelly led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: May 9, 2017

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Julie Waterstone						✓

G.06 Motion to Approve Minutes: April 19, 2017

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	✓		✓			
Julie Waterstone						✓

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 updated the Personnel Commission on the current recruitments.**
 - **Director Cool invited the Personnel Commissioners to the annual Classified Employees Appreciation Reception honoring the District classified employees' valuable contribution to our students. The event will take place on May 17, 2017, at 3:00 p.m., in the District Board Room.**
- Advisory Rules Committee Update
 - **Director Cool stated that the revisions to Chapter XIV: *Disciplinary Action and Appeal* were completed. It will be presented to the Personnel Commission for first reading in June.**

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 Lippman welcomed all present to Malibu. He was glad the May regular Personnel Commission meeting was taking place at one of the Malibu school sites.**
- **Commissioner Inatsugu shared her impressions from attending a retiree celebration for Mrs. Leyla Platz, Human Resources Specialist. It was a nice event.**

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. Kelly notified the Personnel Commission about the report generated by the Malibu unification negotiation committee. It was rescheduled to May 30, 2017, special Board of Education meeting due to the absence of Board Member Foster, the Malibu representative, at the April 20, 2017, regular Board of Education meeting. It will be a discussion item on the Board agenda. This report primarily deals with the financial aspects of unification.**
 - **Dr. Kelly informed the Personnel Commission about the Superintendent's presentations of the State of Our Schools report. The first one was held for the John Adams Middle School pathway at Will Rogers Learning Community on May 1, 2017, and the second one took place at Roosevelt Elementary School for Lincoln Middle School pathway on May 8, 2017. For the Malibu pathway, it will be held at Webster Elementary School on May 15, 2017. The report contains an overview of the LCAP process, which is the Local Control Accountability Plan. It is a requirement under the local control funding formula. Dr. Terry Deloria and her staff facilitate various committees to provide input into the LCAP.**
 - **Superintendent Drati also initiated a communication mechanism called "Let's Talk" on the District website in order to obtain the Santa Monica and Malibu communities' feedback or answer questions from the public.**
 - **Dr. Kelly informed the Personnel Commission about Dr. Drati's report on social justice standards, the work on excellence through equity, at the May 4, 2017 regular Board of Education meeting. Dr. Drati presented a passionate plea for the Board to adopt these standards, which provide a framework for the initiatives that take place at our schools.**
 - **Dr. Kelly also noted that the Human Resources Specialist, Leyla Platz, retired. Dr. Kelly expressed his gratitude to Director Cool for conducting an efficient recruitment finding a replacement promptly, so that there was about three (3) weeks of overlap time for training. It is a crucial position within the Human Resources Department, and Dr. Kelly was very pleased to welcome Ms. Sandra Cervantes to Human Resources.**
 - **Dr. Kelly stated that the Human Resources Department is currently recruiting for a principal for Webster Elementary School as Dr. Susan Samarge-Powell has accepted a directorship at Child Development Services. Another vacant principal position is at McKinley Elementary School due to Dr. Susan Yakich moving to Northern California.**
 - **Dr. Kelly informed the Personnel Commission about a recruitment for the Associate Superintendent of Business and Fiscal Services since Ms. Jan Maez is retiring at the end of June. School Services is facilitating the process. They have already created a brochure to advertise broadly in the State of California. The final selection interviews are scheduled for June 22, 2017.**

G.10 Public Comments:

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- **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

Instructional Assistant - Classroom	12
Paraeducator-1	40
Paraeducator-3	12

C.02 Advanced Step Placement:

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

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Mayra Gurrola in the classification of Senior Office Specialist at Range: 25 Step: C

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Ashleigh Mesheski in the classification of Paraeducator-1 at Range: 20 Step: C

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Julie Waterstone						✓

REPORT AND DISCUSSION

- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, if there is not a full quorum, he votes in favor in order not to disadvantage the employees being recommended for the range increase.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2017-2018 Proposed Personnel Commission Budget

It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2017-2018* as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Julie Waterstone							✓

REPORT AND DISCUSSION

- No public comments.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2017-2018* as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Julie Waterstone							✓

A.02 Adoption: Fiscal Year 2017-2018 Proposed Personnel Commission Budget

It was moved and seconded to adopt the Fiscal Year 2017-2018 Proposed Personnel Commission Budget as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman	✓			✓			
Julie Waterstone							✓

REPORT AND DISCUSSION

- Director Cool provided a brief overview for developing the budget proposal. In March, he met with Ms. Jan Maez, Associate Superintendent of Business and Fiscal Services, to discuss the individual budget

categories for next fiscal year. The salary and the employees benefit section were prepared by the Fiscal Department.

- Director Cool addressed the operating budget that will not significantly differ from the current one. He informed the Personnel Commission about the increase the account 5890 due to a price increase for the applicant tracking system, NEOGOV. It has been expected since the Personnel Commission had paid the same fee for the past eleven (11) years. There have been no changes in the budget from the version presented to the Personnel Commission on April 19, 2017.
- Director Cool presented a brief overview of the budget documentation provided to the Personnel Commission by Los Angeles County Office of Education including the procedural guidelines, budget approval process, and notification of district intent to concur or reject the proposed budget.

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

V. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training Topic

VI. 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. 27 (for SMMUSD School Board Agenda)
 - May 4, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A. 28
 - May 4, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2016 – 2017
- I.07 Board of Education Meeting Schedule
 - 2016 – 2017

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Classified Employees Appreciation Reception		May 17, 2017
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	June 2017

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, June 13, 2017, at 4:00 p.m. – *District Office Testing Room*

IX. 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**

X. CLOSED SESSION:

- **No Closed Session**

XI. 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	✓		✓			
Julie Waterstone						✓

TIME ADJOURNED: 4:09 p.m.

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.

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 13, 2017

AGENDA ITEM NO: III.A.01

SUBJECT: Class Description Revision: Occupational Therapist

BACKGROUND INFORMATION:

The education and experience requirements, as they are laid out in the existing class description, are vague and ambiguous for interpretation. This creates complications in determining Advanced Step Placement awards, and causes misunderstandings in recruitment. Incumbents in the position, as well as the supervising Special Education Coordinator, have agreed that clarification in these areas is warranted.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Met with the Special Education Coordinator supervising this classification to discuss problems that the outdated description has created for incumbents.
- Collected input from two experienced incumbents.
- Consulted Risk Management to ensure that revisions made to the Physical Requirements section are in accordance with the Functional Job Analysis for the position.
- Attained input and approval of changes from SEIU Chief Steward.

FINDINGS:

Based on the information collected, the following changes were made:

- Objective education and experience requirements were established for clarification.
- Revisions to the knowledge, ability, environment, and physical requirement sections were made for clarification of position demands.
- Minor formatting revisions were made.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Occupational Therapist classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 510940
SALARY RANGE: A-61

OCCUPATIONAL THERAPIST

BASIC FUNCTION

Provide occupational therapy services ~~to students.~~ for students in the special education program.

MINIMUM QUALIFICATIONS

EDUCATION:

~~Persons with experience, knowledge and abilities as stated are considered to have the necessary education.~~ Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field.

EXPERIENCE:

~~One-year work experience is desired providing occupational therapy services for children ages three to twenty-two.~~ One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting. A Master's or Doctorate degree in Occupational Therapy from an accredited college or university may be substituted for the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

~~Valid registration with the National Board Certification of Occupational Therapy. Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapist. Valid California Driver's License.~~

- Valid registration with the National Board Certification of Occupational Therapy
- Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapist
- Valid California Driver's License

PREFERRED QUALIFICATIONS:

~~Experience working with children with special needs is desirable.~~

REPRESENTATIVE DUTIES

1. Provide occupational therapy services to students
2. Maintain a safe and orderly treatment area
3. Conduct assessments of students to determine the need for Occupational Therapy
4. Participate in multi-disciplinary team assessments and reporting
5. Review reports from health care providers requesting occupational therapy and coordinate occupational therapy services with student's health care providers
6. Act as a resource to school personnel in interpreting Occupational Therapy Services
7. Plan and develop therapeutic intervention goals that are educationally relevant and will be used in students education programs
8. Establish a system of documentation that is professional, efficient, and accountable, and that conforms to State and individual agency policy
9. Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students and other professionals and agencies concerned with the students
10. Re-evaluate student's individual occupational therapy plans on a regular basis
11. Provide reports for use in Individual Family Service Plans (IFSP) and Individualized Education Plan (IEP) committees
12. Attend IFSP and IEP meetings as necessary and maintain progress notes on student records
13. Facilitate in-service education and professional development for related services/occupational therapy staff;

14. Monitor the occupational therapy program goals by teaching other staff who are involved with the implementation of the intervention procedures
15. Provide consultation to the educational system regarding student needs, professional needs and system needs ~~and system needs~~ in order for the system to achieve its goal and objectives
16. Provide reassessments of students and communicate the needs of students focusing on areas of need at intervals determined to be educationally relevant
17. Provide training, direction, and support for ancillary staff as required
18. Provide structured supervision for COTAs in accordance with Occupational Therapist (OT) practice guidelines
19. Mitigate assessment overflow
20. Provide annual performance review for the purpose of receiving and/or providing information
21. Perform related duties as required

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Intellectual, sensory, social, and emotional growth patterns and physical development of children;
- Techniques used in the assessment and treatment of disabilities;
- Educational and development needs of children with ~~specific~~ various disabilities; and
- Application of occupational therapy techniques in working with children with disabilities.

ABILITY TO:

- Use a variety of methods, techniques and practices in occupational therapy;
- Make accurate assessments of the developmental status and educational needs of children;
- Understand the unique differences and needs of ~~handicapped~~ disabled students and their parents;
- Work effectively with District personnel, community representatives, interdisciplinary teams and students;
- Participate in the IEP team process;
- Make oral presentations to large and small groups;
- Communicate effectively orally and in writing;
- Properly use and care for the material and equipment employed in performing services as an occupational therapist;
- Work independently with little direction; ~~and~~
 - Maintain discretion and confidentiality of sensitive student information; and
 - Establish and maintain positive professional working relationships.
 - ~~Work confidentially with discretion.~~

SUPERVISION

Supervision is received from a Special Education Coordinator.

WORKING CONDITIONS

ENVIRONMENT:

~~Is subject to inside and outside environmental conditions; may be required to use personal vehicle in the course of employment.~~

Occupational Therapists work with students in indoor and outdoor school environments. Use of a personal vehicle for work-related duties may be required.

PHYSICAL ABILITIES REQUIREMENTS:

~~Hearing and speaking to exchange information, seeing to read a variety of materials, bending at the waist, kneeling or crouching to assist students, require the ability to walk long distances, perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally~~

~~weigh up to 100 pounds, sitting or standing for extended periods of time. Should an applicant require reasonable accommodation, the Director of Classified Personnel will consider that upon request.~~

Hearing and speaking to exchange information; seeing to read a variety of materials; kneeling, crouching, and bending at the waist; walking long distances; frequently lifting, pushing and/or pulling objects weighing up to 50 pounds; occasionally providing physical support for students weighing up to 100 pounds; sitting or standing for extended periods of time.

HAZARDS:

May be required to work around foul odors; ~~contact with dissatisfied or verbally abusive individuals.~~ may work directly with disgruntled or verbally abusive individuals.

**DUTIES APPROVED
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
Revised: June 13, 2017**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 13, 2017

AGENDA ITEM NO: III.A.02

SUBJECT: Reclassification Study – Senior Office Specialist for Lorena Martin

BACKGROUND INFORMATION:

The Personnel Commission received a reclassification request from the incumbent Senior Office Specialist of the Adult Education Center on July 13th, 2016 and an investigation was initiated to determine if the current classification description accurately reflects the duties being performed. Ms. Martin joined the district in December 1992 as an Office Assistant I, and has been in her current classification of Senior Office Assistant since August 1996.

The Adult Education Center (Adult Ed) is part of the Santa Monica Regional Consortium for Adult Education, which includes Santa Monica College. Adult Ed provides classes to those who are eighteen (18) and older in several areas including Basic Literacy, Citizenship, English as a Second Language, and GED Preparation. There is also a Community Education Program, in which classes are financed directly by student fees. Adult Ed also offers concurrent enrollment to high school students who need to make up deficient credit. The Adult Education Center also serves as a GED test center.

There are currently nine (9) teachers and three (3) counselors, but staffing is expected to grow. With all the functions of the Adult Education Center, there are only two classified employees who run the day to day operations: Ms. Martin, a Senior Office Specialist, and another Office Specialist.

Ms. Martin is supervised by Anthony Fuller, Principal of Olympic High School, who also oversees Adult Ed. Ms. Martin also reports to Dr. Ellen Edeburn, Director of Curriculum and Instruction (6-12), who serves as Adult Ed's grant manager.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Reviewed the Position Information Questionnaire submitted to the Personnel Commission by Lorena Martin.
- Reviewed the classification specifications for Senior Office Specialist and Administrative Assistant.
- Conducted multiple interviews with Lorena Martin, her supervisor, Anthony Fuller, Principal of Olympic High School, and Dr. Ellen Edeburn, Director of Curriculum and Instruction (6-12).

ANALYSIS:

- Reviewed, clarified, and operationalized all task statements by obtaining input from the incumbent.
- Task analysis was performed to identify which tasks were an essential part of the job function.
- Reviewed and analyzed information collected during the interview with supervisor and grant manager.

FINDINGS:

Based on the data collection analysis, the Personnel Commission’s findings are as follows:

- Ms. Martin operates with a high level of independence, which was confirmed by both her supervisor and the grant manager. Ms. Martin’s supervisor is ultimately responsible for the Adult Education Program; however, it is Ms. Martin who oversees the day to day on-goings of the program. Beyond performing technical clerical support, which is in accordance with the Senior Office Specialist classification, Ms. Martin takes a more central role in the operation of the Adult Education Program. Ms. Martin performs a range of complex and administrative support functions including registration, enrollment, budget analysis, payroll, taking minutes, and summarizing data in support of the consortium.
- Ms. Martin coordinates logistics and communication with consortium partners at SMC. Ms. Martin supports monthly consortium meetings by preparing student and program data, generating reports, and performing various other administrative support functions. Ms. Martin is an active participant in discussions, but is also required to take minutes at these meetings.
- Ms. Martin provides extensive support in the preparation and analysis of the Adult Ed budget, ensuring that expenditures are within the scope of the grant. Ms. Martin also assists the Principal and grant manager by recommending and planning for additional positions, and works with the Director of Fiscal Services during the budget’s formation. Ms. Martin is required to take part in consortium meetings specifically due to her in-depth knowledge of the budget. District processes for budget planning must be in accordance with state guidelines, which requires Ms. Martin to carry out many budget revisions. Ms. Martin also researches expenditures and analyzes accounts within the budget to respond to various requests from administrators.
- Ms. Martin is responsible for tracking hours and processing payroll for all classified and certificated employees within Adult Ed.
- Ms. Martin is directly supervised by the Principal of Olympic High School, and regularly reports to him on all matters related to Adult Ed. Funding for Adult Ed is split such that half of the funds are received directly from the state, and the other half goes through the Educational Services Department. Within the Educational Services Department, the Director of Curriculum and Instruction (6-12) serves as the manager over the block grant that funds Adult Ed. Therefore, Ms. Martin also has significant reporting responsibilities to another administrator outside of her department. Lastly, the block grant mandates that the Adult Education Program operate as part of a consortium, which includes Santa Monica College. Ms. Martin provides support to each of these groups by analyzing budgets, generating reports, summarizing data, coordinating meetings and taking minutes. Ms. Martin is the primary liaison for Adult Ed.
- Ms. Martin provides guidance and work direction to the Office Specialist, the only other classified employee within the Adult Ed office. Due to Ms. Martin’s longevity and experience in Adult Ed, she has taken a lead role, and has trained the Office Specialist in various duties.

DIRECTOR’S RECOMMENDATION:

Ms. Martin should be reclassified as an Administrative Assistant, and receive retroactive pay for working out of class starting on August 1, 2016.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Julie Waterstone						



PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 13, 2017

AGENDA ITEM NO:III.A.03

SUBJECT: Personnel Commission’s Twelve-Month Calendar of Events for 2017-2018

BACKGROUND INFORMATION:

The Personnel Commissioners’ attendance at Personnel Commission meetings is critical. In order to maximize the likelihood the Commissioners will be available to attend future meetings, it is necessary to receive feedback on specific dates and time. A tentative calendar of scheduled meeting dates for the 2017-2018 fiscal year is provided.

DIRECTOR’S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commissioners discuss and approve the proposed calendar dates with adjustment as needed, and they also determine time to accommodate their schedules.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Julie Waterstone							

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2017 – 2018**

Date	Time	Location	Notes
2017			
July 11, 2017	4:00 p.m.	Board Room – District Office	
August 8, 2017	4:00 p.m.	Board Room – District Office	
September 12, 2017	4:00 p.m.	Board Room – District Office	
October 10, 2017	4:00 p.m.	Board Room – District Office	
November 14, 2017	4:00 p.m.	Board Room – District Office	
December 12, 2017	4:00 p.m.	Board Room – District Office	
2018			
January 9, 2018	4:00 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:00 p.m.	Board Room – District Office	
March 13, 2018	4:00 p.m.	Board Room – District Office	
April 10, 2018	4:00 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development,
May 8, 2018	4:00 p.m.	Board Room – District Office	2018-19 Budget Adoption/Malibu Classified Employees Appreciation Reception
May 15, 2018	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 12, 2018	4:00 p.m.	Board Room – District Office	

IV. Discussion Items:

V. **Commissioner Training/Briefing:**



PERSONNEL COMMISSION
Regular Meeting: Tuesday, June 13, 2017

AGENDA ITEM NO: T.01

SUBJECT: A review of the Brown Act

SUMMARY:

Enacted in 1953, the Ralph M. Brown Act ensures that all meetings of a local agency are open and public, and all persons are permitted to attend any meeting of the legislative body of a local agency, unless a specific exception applies.

VI. Information Items:

Advanced Step Placement Fiscal Impact Report

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17											
1	9/13/2016	Paraeducator 3	A	26	A	D	75.00%	10	\$2.60	\$337.46	\$2,944.06
2	9/13/2016	Paraeducator 3	A	26	A	D	75.00%	10	\$2.60	\$337.46	\$2,944.06
3	9/13/2016	IA - Classroom	A	18	A	B	43.75%	10	\$0.68	\$51.37	\$308.25
4	9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
5	9/13/2016	Personnel Analyst	M	46	A	B	100.00%	12	\$1.60	\$278.00	\$3,336.00
6	9/13/2016	Occupational Therapist	A	61	A	C	100.00%	12	\$3.97	\$687.76	\$6,243.10
7	9/13/2016	Athletic Trainer	A	35	A	C	87.50%	12	\$2.11	\$320.25	\$2,906.96
8	10/11/2016	Paraeducator 2	A	25	A	B	75.00%	10	\$0.80	\$104.25	\$625.50
9	10/11/2016	Paraeducator 2	A	25	A	B	75.00%	10	\$0.80	\$104.25	\$625.50
10	10/11/2016	Custodian	A	24	A	C	100.00%	11	\$1.61	\$279.43	\$2,394.07
11	10/11/2016	IA - Classroom	A	18	B	C	62.50%	10	\$0.72	\$77.51	\$775.15
12	11/15/2016	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
13	11/15/2016	Paraeducator 1	A	20	A	D	75.00%	10	\$2.24	\$291.75	\$2,545.50
14	11/15/2016	Occupational Therapist	A	61	A	D	100.00%	10	\$6.10	\$1,058.00	\$9,240.00
15	12/13/2016	Director M&O	M	63	A	D	100.00%	12	\$7.70	\$1,335.00	\$16,020.00
16	12/13/2016	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
17	12/13/2016	IA-PE	A	20	A	C	50.00%	10	\$1.46	\$126.50	\$1,017.00
18	12/13/2016	Swimming Instructor/Lifeg	A	21	A	D	50.00%	12	\$2.30	\$199.44	\$2,014.35
19	12/13/2016	Administrative Assistant	A	31	A	C	100.00%	12	\$1.91	\$331.00	\$2,997.82
20	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
21	12/13/2016	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
22	12/13/2016	Paraeducator 3	A	26	A	B	80.00%	10	\$0.83	\$114.80	\$688.80
23	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
24	12/13/2016	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
25	12/13/2016	Paraeducator 3	A	26	A	D	62.50%	10	\$2.60	\$281.21	\$2,453.38
26	12/13/2016	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
27	12/13/2016	Paraeducator 3	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
28	12/13/2016	Campus Security Officer	A	25	A	B	100.00%	10	\$0.80	\$139.00	\$834.00
29	12/13/2016	Paraeducator 1	A	20	A	B	56.25%	10	\$0.72	\$69.75	\$418.50
30	12/13/2016	Theater Ops Supervisor	M	45	A	D	100.00%	11	\$4.94	\$857.00	\$9,427.00
31	1/10/2017	Paraeducator 3	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
32	1/10/2017	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
33	1/10/2017	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
34	2/14/2017	Campus Security Officer	A	25	A	B	50.00%	10	\$0.80	\$69.50	\$417.00
35	2/14/2017	Technical Theater Tech	A	35	A	B	50.00%	12	\$1.03	\$89.15	\$534.88
36	2/14/2017	IA - Music	A	20	A	B	37.50%	10	\$0.72	\$46.50	\$279.00
37	2/14/2017	Lead Custodian	A	29	A	C	100.00%	12	\$1.82	\$314.74	\$2,862.62
38	3/21/2017	Library Assistant-II	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
39	3/21/2017	Occupational Therapist	A	61	A	B	100.00%	10	\$1.93	\$335.00	\$2,010.00
40	3/21/2017	Job Development and Placem	A	31	A	B	62.50%	10	\$0.94	\$101.48	\$608.86
41	3/21/2017	Bilingual Community Liaison	A	27	A	D	100.00%	10	\$2.65	\$460.09	\$4,015.91
42	3/21/2017	Health Office Specialist	A	25	A	C	43.75%	10	\$1.64	\$124.48	\$1,001.51
43	3/21/2017	Custodian N1	A	24	A	B	62.50%	12	\$0.78	\$84.96	\$509.73
44	4/19/2017	Bus Driver	A	30	A	C	87.50%	10	\$1.86	\$281.67	\$2,266.00
45	5/9/2017	Paraeducator 1	A	20	A	C	75.00%	10	\$1.46	\$189.75	\$1,525.50
46	5/9/2017	IA - Classroom	A	18	B	C	43.75%	10	\$0.72	\$54.26	\$542.60
47	5/9/2017	Senior Office Specialist	A	25	A	C	100.00%	10	\$1.64	\$284.52	\$2,289.17
										2016-17 TOTAL	\$105,294.76

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%
12/17/2016	1/10/2017	Custodian	A	24	37.50%
2/1/2017	2/16/2017	Paraeducator 1	A	20	75.00%
1/9/2017	1/16/2017	IA Classroom	A	18	37.50%
1/24/2017	1/26/2017	IA Classroom	A	18	37.50%
2/14/2017	2/12/2017	Paraeducator 3	A	26	75.00%
6/13/2017	4/19/2017	Paraeducator 3	A	26	75.00%

New Hires Report 2016-2017

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
1	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
2	8/10/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
3	8/10/2016	7/18/2016	Senior Administrative Assistant	8 Hrs/12 Mo	A	36
4	9/1/2016	8/19/2016	Occupational Therapist	8 Hrs/SY	A	61
5	9/1/2016	7/26/2016	Personnel Analyst	8 Hrs/12 Mo	M	46
6	9/1/2016	8/16/2016	Administrative Assistant	8 Hrs/10 + 10	A	31
7	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
8	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
9	9/1/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
10	9/1/2016	8/15/2016	Technology Support Assistant	8 Hrs/12 Mo	A	30
11	9/1/2016	8/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
12	9/1/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
13	9/1/2016	8/8/2016	Vehicle and Equipment Mechanic	8 Hrs/12 Mo	A	36
14	9/1/2016	8/15/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
15	9/1/2016	8/15/2016	Athletic Trainer	7 Hrs/10 Mo	A	35
16	9/1/2016	8/15/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
17	9/22/2016	8/19/2016	Cafeteria Worker I	3 Hrs/SY	A	13
18	9/22/2016	8/19/2016	Physical Activities Specialist	3.75 Hrs/SY	A	26
19	9/22/2016	8/19/2016	Physical Activities Specialist	5 Hrs/SY	A	26
20	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
21	9/22/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
22	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
23	9/22/2016	8/19/2016	Paraeducator-3	6 Hrs/SY	A	26
24	9/22/2016	8/19/2016	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
25	9/22/2016	8/19/2016	Children's Center Assitant-2	5 Hrs/SY	A	18
26	9/22/2016	8/19/2016	Instructional Assistant - Physical Education	4 Hrs/SY	A	20
27	9/22/2016	8/22/2016	Paraeducator-1	6 Hrs/SY	A	20
28	9/22/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
29	9/22/2016	8/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
30	10/6/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	26
31	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
32	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25
33	10/6/2016	8/29/2016	Occupational Therapist	8 Hrs/SY	A	61
34	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
35	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
36	10/6/2016	9/12/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
37	10/6/2016	8/22/2016	Paraeducator-3	6 Hrs/SY	A	26
38	10/6/2016	9/7/2016	Paraeducator-2	6 Hrs/SY	A	25

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
39	10/20/2016	9/26/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
40	10/20/2016	9/2/2016	Paraeducator-3	5 Hrs/SY	A	26
41	10/20/2016	9/2/2016	Paraeducator-3	6 Hrs/SY	A	20
42	10/20/2016	9/14/2016	Technology Support Assistant	8 Hrs/12 Mo	A	38
43	10/20/2016	9/12/2016	Health Office Specialist	3.5 Hrs/SY	A	25
44	10/20/2016	9/14/2016	Facilities Technician	8 Hrs/12 Mo	A	45
45	10/20/2016	8/19/2016	Paraeducator-1	6 Hrs/SY	A	20
46	10/20/2016	9/26/2016	Children's Center Assitant-2	3.5 Hrs/SY	A	18
47	10/20/2016	9/19/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
48	11/3/2016	10/17/2016	Instructional Assistant - Classroom	3.6 Hrs/SY	A	18
49	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
50	11/3/2016	10/11/2016	Instructional Assistant - Classroom	3.7 Hrs/SY	A	18
51	11/3/2016	10/17/2016	Paraeducator-1	5 Hrs/SY	A	20
52	11/3/2016	10/13/2016	Senior Office Specialist	4 Hrs/10 Mo	A	25
53	11/3/2016	10/17/2016	Paraeducator-3	6 Hrs/SY	A	26
54	11/3/2016	10/20/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
55	11/3/2016	10/13/2016	Elementary Library Coordinator	8 Hrs/10 Mo	A	26
56	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
57	11/17/2016	10/17/2016	Paraeducator-2	6 Hrs/SY	A	25
58	11/17/2016	10/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
59	11/17/2016	11/1/2016	Campus Security Officer	8 Hrs/10 Mo	A	25
60	11/17/2016	11/2/2016	Food Services Operations Supervisor	8 Hrs/12 Mo	M	38
61	11/17/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
62	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
63	11/17/2016	10/24/2016	Paraeducator-1	4.5 Hrs/SY	A	20
64	11/17/2016	10/24/2016	Paraeducator-1	6 Hrs/SY	A	20
65	12/15/2016	11/1/2016	Paraeducator-1	6 Hrs/SY	A	20
66	12/15/2016	11/14/2016	Swimming Instructor/Lifeguard	4 Hrs/12 Mo	A	21
67	12/15/2016	11/14/2016	Senior Office Specialist	8 Hrs/12 Mo	A	25
68	12/15/2016	11/28/2016	Paraeducator-1	6 Hrs/SY	A	20
69	12/15/2016	11/21/2016	Paraeducator-1	4.5 Hrs/SY	A	20
70	12/15/2016	11/2/2016	Instructional Assistant - Special Education	6 Hrs/SY	A	20
71	12/15/2016	11/15/2016	Senior Office Specialist	8 Hrs/10 Mo	A	25
72	12/15/2016	11/28/2016	Electrician	8 Hrs/12 Mo	A	39
73	12/15/2016	11/21/2016	Health Office Specialist	3.5 Hrs/SY	A	25
74	12/15/2016	11/14/2016	Administrative Assistant	8 Hrs/12 Mo	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
75	1/19/2017	11/21/2016	Director of Maintenance and Operations	8 Hrs/12 Mo	M	63
76	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
77	1/19/2017	12/19/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
78	1/19/2017	12/5/2016	Instrutional Assistant - Bilingual	3 Hrs/SY	A	20
79	1/19/2017	12/6/2016	Theater Operations Supervisor	8 Hrs/12 Mo	M	45
80	1/19/2017	12/13/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
81	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
82	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
83	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
84	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
85	1/19/2017	12/5/2016	Lead Custodian	8 Hrs/12 Mo	A	29
86	1/19/2017	12/12/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
87	1/19/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
88	1/19/2017	12/11/2016	Campus Security Officer	4 Hrs/10 Mo	A	25
89	1/19/2017	12/6/2016	Paraeducator-3	5 Hrs/SY	A	26
90	1/19/2017	12/6/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
91	1/19/2017	12/6/2016	Custodian	3 Hrs/12 Mo	A	24
92	2/2/2017	12/20/2016	Paraeducator-3	6 Hrs/SY	A	26
93	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
94	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
95	2/2/2017	1/9/2017	Cafeteria Worker I	3 Hrs/SY	A	13
96	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
97	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
98	2/2/2017	1/12/2017	Technical Theater Technician	4 Hrs/12 Mo	A	35
99	2/2/2017	1/10/2017	Instructional Assistant - Music	3 Hrs/SY	A	20
100	2/2/2017	12/5/2016	Instructional Assistant - Classroom	3 Hrs/SY	A	18
101	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
102	2/2/2017	1/17/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
103	2/2/2017	1/17/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
104	2/2/2017	1/9/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
105	2/2/2017	12/5/2016	Custodian	5 Hrs/12 Mo	A	24
106	2/2/2017	12/1/2016	Paraeducator-3	6 Hrs/SY	A	26
107	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
108	2/16/2017	12/1/2016	Paraeducator-3	6.4 Hrs/SY	A	26
109	2/16/2017	2/1/2017	Paraeducator-1	6 Hrs/SY	A	20
110	2/16/2017	2/1/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
111	2/16/2017	2/1/2017	Children's Center Assitant-2	3.5 Hrs/SY	A	18
112	2/16/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
113	2/16/2017	1/25/2017	Paraeducator-1	4 Hrs/SY	A	20
114	2/16/2017	1/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
115	2/16/2017	1/23/2017	Administrative Assistant	8 Hrs/10+10	A	31

	Board Approval Date	Effective Date	Position	Hours/Months	Salary Schedule	Salary Range
116	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
117	3/2/2017	2/7/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
118	3/2/2017	2/21/2017	Occupational Therapist	8 Hrs/SY	A	61
119	3/2/2017	2/13/2017	Custodian	5 Hrs/12 Mo	A	24
120	3/2/2017	2/13/2017	Paraeducator-1	6 Hrs/SY	A	20
121	3/2/2017	2/1/2017	Paraeducator-1	4 Hrs/SY	A	20
122	3/16/2017	2/14/2017	Health Office Specialist	3.5 Hrs/SY	A	25
123	3/16/2017	3/1/2017	Bilingual Community Liaison	8 Hrs/10 Mo	A	27
124	4/20/2017	3/13/2017	Laboratory Technician	4 Hrs/SY	A	26
125	4/20/2017	3/13/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
126	4/20/2017	3/6/2017	Cafeteria Worker I	3 Hrs/SY	A	13
127	4/20/2017	3/27/2017	Senior Office Specialist	8 Hrs/10 Mo	A	25
128	4/20/2017	3/6/2017	Job Development and Placement Specialist	5 Hrs/SY	A	31
129	4/20/2017	3/23/2017	Instructional Assistant - Classroom	3.5 Hrs/SY	A	18
130	4/20/2017	3/13/2017	Bus Driver	7 Hrs/10 Mo	A	30
131	5/4/2017	4/12/2017	Human Resources Specialist	8 Hrs/12 Mo	C	36
132	5/4/2017	4/17/2017	Paraeducator-3	6 Hrs/SY	A	26
133	5/4/2017	4/17/2017	Paraeducator-3	6 Hrs/SY	A	26
134	5/4/2017	4/17/2017	Paraeducator-1	3 Hrs/SY	A	20
135	5/18/2017	4/24/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
136	5/18/2017	4/25/2017	Instructional Assistant - Music	2.5 Hrs/SY	A	20
137	6/1/2017	5/8/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18
138	6/1/2017	5/8/2017	Instructional Assistant - Bilingual	3.5 Hrs/SY	A	20
139	6/1/2017	5/8/2017	Instructional Assistant - Classroom	3 Hrs/SY	A	18

Open Requisitions (as of 6/2/2017)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.8	7/29/2015
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
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	8/29/2016
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.8	10/27/2016
17-146	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	43.8	12/28/2016
17-153	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	1/12/2017
17-179	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	3/14/2017
17-184	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	3/24/2017
17-185	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.8	3/24/2017
17-186	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	3/22/2016
17-187	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	3/22/2017
17-190	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/29/2017
17-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	4/24/2017
17-192	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	4/24/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-193	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75	4/19/2017
17-195	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	4/25/2017
17-196	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	4/25/2017
17-197	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	5/5/2017
17-198	SENIOR OFFICE SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	Vac	50	5/2/2017
17-199	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES	Vac	100	5/11/2017
17-200	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	75	5/11/2017
17-201	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	5/9/2017
17-202	PARAEDUCATOR-2	SPECIAL EDUCATION	Vac	50	5/9/2017
17-203	PARAEDUCATOR-2	SPECIAL EDUCATION	New	81.3	5/9/2017
17-204	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/11/2017
17-205	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.3	5/12/2017
17-206	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	Vac	87.5	5/12/2017
17-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	5/19/2017
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/2017
17-210	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/19/2017
17-211	PARAEDUCATOR-3	SPECIAL EDUCATION	New	62.5	5/19/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
17-212	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/19/2017
17-213	ASSISTANT SUPERINTENDENT, BUSINESS AND FISCAL SERVICES	BUSINESS SERVICES	Vac	100	5/22/2017
17-214	INSTRUCTIONAL ASSISTANT- CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	5/22/2017
17-215	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/22/2017
17-216	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	5/22/2017
17-217	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	50	5/22/2017
17-218	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/22/2017

Filled Requisitions (5/1/2017 – 5/31/2017)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-147	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	5/24/2017
17-165	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	5/11/2017
17-194	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	5/31/2017

TO: BOARD OF EDUCATION
 FROM: BEN DRATI / MARK KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 05/18/17

RECOMMENDATION NO. A.17

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

		<u>EFFECTIVE DATE</u>
Castro, Sara Pt. Dume ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	4/24/17
Wilson, Xavier Malibu HS	Instructional Assistant – Music 2.5 Hrs/SY/Range: 20 Step: A	4/25/17

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1 [additional hours; classroom support]	1/9/17-6/9/17
Bernadou, Michelle Pt. Dume ES	Senior Office Specialist [additional hours; attendance desk support]	3/20/17-6/9/17
Bonilla, Leroy Operations-Malibu HS	Custodian [overtime; ASB sponsored events]	7/1/16-6/30/17
Bonilla, Leroy Operations-Malibu HS	Custodian [overtime; school sponsored events]	7/1/16-6/30/17
Durham, Michael Operations-Malibu HS	Custodian [overtime; ASB sponsored events]	7/1/16-6/30/17
Durham, Michael Operations-Malibu HS	Custodian [overtime; school sponsored events]	7/1/16-6/30/17
Gomez, Leonor Special Education	Senior Office Specialist [additional hours; clerical support]	2/28/17-3/6/17
Gonzalez, Diane Health Services-Edison ES	Health Office Specialist [additional hours; health office support]	3/1/17-6/9/17
Hernandez, Yolanda Health Services-Webster ES	Health Office Specialist [additional hours; health office support]	3/8/17-6/14/17
Lew, Shawn Operations-Malibu HS	Custodian [overtime; ASB sponsored events]	7/1/16-6/30/17
Lew, Shawn Operations-Malibu HS	Custodian [overtime; school sponsored events]	7/1/16-6/30/17
Muhammed, Fatimoh Facility Use	Campus Security Officer [additional hours; Facility Use events]	12/12/16-6/30/17
Muhammed, Fatimoh Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/16-6/30/17

Reed, LuAnne Health Services	Licensed Vocational Nurse [overtime; health check support]	3/8/17-6/9/17
Rosa, Lucy Special Ed-Santa Monica HS	Paraeducator-2 [additional hours; bus supervision]	2/1/17-6/9/17
Spitzer, Sarah Special Ed-Grant ES	Paraeducator-3 [additional hours; field trip supervision]	2/14/17-2/16/17
Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; classroom support]	3/28/17-6/9/17
Tawfik, Peter Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/16-3/31/17
Tawfik, Peter Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/16-3/31/17
Taylor, Inelle Malibu HS	Campus Security Officer [overtime; ASB sponsored events]	7/1/16-6/30/17
Taylor, Inelle Malibu HS	Campus Security Officer [overtime; school sponsored events]	7/1/16-6/30/17
Vila, Florinda Rogers ES	Bilingual Community Liaison [overtime; English Assessment Notice translations]	3/20/17-3/31/17
Wallace, Eve Rogers ES	Instructional Assistant – Classroom [additional hours; classroom support]	3/13/17-3/16/17

SUBSTITUTES

EFFECTIVE DATE

Calvaruso Stone, Alessia Special Education	Paraeducator-1	4/18/17-6/9/17
Carter, Joshua Operations	Custodian	3/15/17-6/30/17
Castellanos, Kimberly Special Education	Paraeducator-1	3/30/17-6/9/17
De Los Santos Arrazola, Jasmine Special Education	Paraeducator-1	3/30/17-6/9/17
Harris, Kathryn Special Education	Paraeducator-1	4/25/17-6/9/17
Hauck, Judy Business Services	Office Specialist	3/8/17-6/30/17
Leyba, Monica Food and Nutrition Services	Cafeteria Worker I	3/9/17-6/9/17
Lozano, Jesse Operations	Custodian	3/30/17-6/30/17
Ortiz, Alondra Business Services	Office Specialist	4/3/17-8/31/17
Sarti, Stewart Special Education	Paraeducator-1	4/17/17-6/9/17

Smith, Sabrina Special Education	Paraeducator-3	2/1/17-6/9/17
Whaley, Jordan Special Education	Paraeducator-1	4/27/17-6/9/17

INVOLUNTARY TRANSFER

Friedenberg, Mindy Special Ed-Roosevelt ES	Paraeducator-1 6.5 Hrs/SY From: 6.5 Hrs/SY/Santa Monica HS	<u>EFFECTIVE DATE</u> 3/20/17
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PROFESSIONAL GROWTH

Llosa, Silvia Special Ed-Edison ES	Paraeducator-1	<u>EFFECTIVE DATE</u> 5/1/17
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LEAVE OF ABSENCE (PAID)

James, Carolin Rogers ES	Administrative Assistant CFRA/FMLA/Medical	<u>EFFECTIVE DATE</u> 12/1/16-5/5/17
Klee, Hilary Lincoln MS	Instructional Assistant – Music CFRA/FMLA/Medical	2/15/17-3/31/17
Lew, Shawn Operations-Malibu HS	Custodian CFRA/FMLA	5/22/17-6/22/17
Rams, Florencia Grant ES	Bilingual Community Liaison CFRA/FMLA/Medical	4/17/17-5/2/17
Watkins, Ernest Operations-Malibu HS	Custodian CFRA/FMLA/Medical	4/10/17-5/14/17

LEAVE OF ABSENCE (UNPAID)

Aguilar, Jacquie Franklin ES	Physical Activities Specialist Personal	<u>EFFECTIVE DATE</u> 5/18/17-6/2/17
Brooks, Victor Special Ed-Franklin ES	Paraeducator-1 Personal	4/13/17-5/12/17
Overton, Christopher Special Ed-Franklin ES	Paraeducator-3 Personal	5/18/17-6/2/17
Rose, Pamela Cabrillo ES	Senior Office Specialist Personal	4/3/17-4/28/17

WORKING OUT OF CLASS

Chavez, Dennis Maintenance	Manager of Maintenance and Construction From: Construction Supervisor	<u>EFFECTIVE DATE</u> 1/4/16-2/21/16
Green, Timothy Maintenance	Manager of Maintenance and Construction From: Maintenance Supervisor	2/22/16-4/10/16
Rizk, Rizk Fiscal Services	Payroll Specialist From: Fiscal Services Supervisor	4/21/17-5/5/17

Tanios, Elhamy
Fiscal Services

Director of Fiscal and Business Services
From: Assistant Director of Fiscal Services

12/1/16-12/16/16

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

EFFECTIVE DATE

(39-MONTH MEDICAL REEMPLOYMENT LIST)

ER0065990 Children's Center Assistant-2 5/23/17
Child Development Services

MT6218665 Administrative Assistant 5/5/17

TY2624542 Custodian 5/12/17
Operations

RESIGNATION

EFFECTIVE DATE

Aivaliotis, Isabella Paraeducator-3 4/20/17
Special Ed-Lincoln MS

Butler, Deja Instructional Assistant – Classroom 5/2/17
Rogers ES

Karian-Karaghossian, Natale Instructional Assistant – Classroom 6/9/17
Webster ES

Pulido, Adriana Education Data Specialist 5/12/17
Educational Services

Tucker, Jane Paraeducator-1 5/5/17
Special Ed-Grant ES

APPOINTMENT OF COMMISSIONER

EFFECTIVE DATE

Waterstone, Julie Personnel Commissioner 12/1/16-11/30/19
Personnel Commission

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

TO: BOARD OF EDUCATION
 FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 06/01/17

RECOMMENDATION NO. A.35

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**

Gutierrez, Mary Ann McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	5/8/17
Juarez, Eduardo Santa Monica HS	Instructional Assistant – Bilingual 3.5 Hrs/SY/Range: 20 Step: A	5/8/17
Rosales, Ana Celia McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	5/8/17

PROMOTION **EFFECTIVE DATE**

Sandoval, Sean Special Ed-Santa Monica HS	Paraeducator-3 6.33 Hrs/SY/Range: 26 Step: C From: Paraeducator-2: 6 Hrs/SY	5/3/17
Woods, Leah Special Ed-Cabrillo ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A From: Paraeducator-1: 4.5 Hrs/SY	5/15/17

TEMP/ADDITIONAL ASSIGNMENTS **EFFECTIVE DATE**

Ernst, Amanda Special Education	Paraeducator-2 [additional hours; professional development]	12/10/16
Hansberry, Felicia Special Education	Paraeducator-1 [additional hours; child care support]	3/21/17-3/22/17
Muller, Larissa Special Education	Paraeducator-3 [additional hours; professional development]	12/10/16
Nguyen, Chieu-Quan Special Education	Paraeducator-2 [additional hours; professional development]	12/10/16
Sandoval, Sean Special Education	Paraeducator-2 [additional hours; professional development]	12/10/16

SUBSTITUTES **EFFECTIVE DATE**

Robles, Adan Operations	Custodian	3/21/17-6/30/17
Tandy, Cristina Operations	Custodian	3/23/17-6/30/17
Tate, Wiley Operations	Custodian	4/10/17-6/30/17

Walker, Rahsard Educational Education	Instructional Assistant – Physical Education	8/19/16-6/9/17
Zachery, LaTiera District	Office Specialist	4/18/17-6/30/17
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Sinai, Farimah Facility Use	Accounting Assistant II 5 Hrs/12 Mo From: 4 Hrs/12 Mo/Facility Use	5/1/17
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Brown, Elizabeth Special Ed-Lincoln MS	Paraeducator-1	6/1/17
Herrera, Zenon Maintenance	Locksmith	6/1/17
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Cooper, Raymond Santa Monica HS	Campus Security Officer CFRA/FMLA/Medical	4/24/17-6/9/17
Klee, Hilary Lincoln MS	Instructional Assistant – Music CFRA/FMLA/Medical	2/15/17-5/8/17
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator-1 CFRA/FMLA/Medical	4/20/17-4/30/17
Laird, Rosemary District	Office Specialist CFRA/FMLA/Medical	5/11/17-5/17/17
McNeely, Debrah Operations-Santa Monica HS	Custodian CFRA/FMLA/Medical	12/14/16-5/24/17
Murphy, Tony Santa Monica HS	Physical Activities Specialist CFRA/FMLA/Medical	4/17/17-4/28/17
Widner, Kim Operations-Pt. Dume ES	Custodian CFRA/FMLA/Medical	4/17/17-7/7/17
Williams, Breanna Special Ed-Malibu HS	Paraeducator-1 CFRA/FMLA/Medical	4/25/17-6/9/17
Zavala, Kristen Franklin ES	Instructional Assistant – Classroom CFRA/FMLA/Medical	3/27/17-5/10/17
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Davis, Jeffrey Maintenance	Carpenter Intermittent CFRA/FMLA	7/1/16-7/1/17
Nava, Virginia FNS-Pt. Dume ES	Cafeteria Worker II	5/8/17-5/19/17
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Zurich-Lunsford, Kathleen Rogers ES	Administrative Assistant From: Senior Office Specialist	4/1/17-6/15/17

RESIGNATION

Hall, Eve
Special Ed-Malibu HS

Paraeducator-3

EFFECTIVE DATE

6/9/17

Huettner, Patricia
Grant ES

Instructional Assistant – Classroom

5/1/17

Mehrazar, Saman
McKinley ES

Instructional Assistant – Classroom

5/15/17

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

TO: BOARD OF EDUCATION
 FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT
 05/18/17

RECOMMENDATION NO. A.18

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.

NOON SUPERVISION AIDE

Aranda, Antonio	McKinley ES	4/1/17-6/9/17
Gondo, Janet	McKinley ES	4/1/17-6/9/17
Hodgon, Emily	McKinley ES	4/1/17-6/9/17
Lucas, Ralph	McKinley ES	4/1/17-6/9/17
Luneva, Elena	McKinley ES	4/1/17-6/9/17
Phipps, Willie	McKinley ES	4/1/17-6/9/17
Ramos, Margarita	McKinley ES	4/1/17-6/9/17
Robbins, Marcus	SMASH	3/6/17-6/9/17
Sernas, Angelica	McKinley ES	4/1/17-6/9/17
Sotoj, Maria	McKinley ES	4/1/17-6/9/17
Velazquez, Alejandra	McKinley ES	4/1/17-6/9/17
Villafana, Hisamy	McKinley ES	4/1/17-6/9/17

COACHING ASSISTANT

Crane, Sean	Malibu HS	3/1/17-6/30/17
Humphrey, Regence	Malibu HS	8/22/16-6/9/17
Slawter, Mary	Malibu HS	8/22/16-6/9/17

TECHNICAL SPECIALIST – LEVEL II

Dress, Stephen	Ed Svcs/Lincoln MS [Strings Instructor] - Funding: Gifts – Dream Strings SMMEF – Dream Winds	4/19/17-4/28/17
Glaser, Christie	Ed Svcs/Adams MS [Brass/Woodwind Coach] - Funding: Gifts – Starway of the Stars SMMEF – Dream Winds	4/19/17-4/28/17
Naziemiec, Karolina	Ed Svcs/Edison/McKinley/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	4/19/17-5/26/17
Parise, Chris	Ed Svcs/Adams MS/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	4/19/17-5/4/17

Senchuk, Emily	Ed Svcs/Adams MS [Band Coach] - Funding: SMMEF – Dream Winds	4/19/17-4/28/17
Shetland, Brian	Ed Svcs/Rogers ES [Band Coach] - Funding: SMMEF – Dream Winds	4/19/17-5/26/17

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/01/17

FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.36

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.

NOON SUPERVISION AIDE

Castro, Sara

Pt. Dume ES

4/24/17-6/9/17

TECHNICAL SPECIALIST – LEVEL II

Sugai, Austin

Santa Monica HS

5/10/17-6/30/17

[Colorguard Instructor]

- Funding: Santa Monica Arts Parents Association

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 21, 2017	4:00 p.m.	Testing Room – District Office	
April 19, 2017	5:30 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.	Testing 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

VII. 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>	July 2017

VIII. Next Regular Personnel Commission Meeting:

Tuesday, July 11, 2017, at 4:00 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: