



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

September 13, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, September 13, 2016**, 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 Approval of Agenda for Regular Meeting on September 13, 2016

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

- G.05 Approval of Minutes for Regular Meeting on August 9, 2016

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

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

September 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 will be held on **Tuesday, September 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:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on September 13, 2016

G.05 Approval of Minutes for Regular Meeting on August 9, 2016

G.06 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 and Updates
- New Personnel Commissioner Recruitment Update

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.

G.07 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.08 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.09 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>
Instructional Assistant - Classroom	19
Paraeducator-1	13
Paraeducator-3	7

C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Clare Caldera in the classification of Personnel Analyst at Range: M-46 Step: B

C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Galit Gottlieb in the classification of Paraeducator-3 at Range: 26 Step: D

C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Katherine Huss in the classification of Occupational Therapist at Range: 61 Step: C

- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Cynthia Igne in the classification of Paraeducator-3 at Range: 26 Step: D
- C.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Yvonne Kyle in the classification of Senior Administrative Assistant at Range: 36 Step: B
- C.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Alicia Villagomez in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- C.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Darren Watters in the classification of Athletic Trainer at Range: 35 Step: C

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 New Classification:
Approval of the new classification Communications Specialist within the Community and Public Relations job family
- A.02 Reclassification:
Approval of the reclassification for Mr. Carey Upton from Director of Operations and Facility Permits to Chief Operations Officer
- A.03 Advanced Step Placement Fiscal Impact Report

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.

- D.01 Questions Regarding Malibu Unification

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.18 (for SMMUSD School Board Agenda)
- August 10, 2016
- Classified Personnel – Merit Report - No. A. 29
- September 1, 2016

- I.05 Classified Personnel – Non-Merit Report – No. A. 19
 - August 10, 2016
- Classified Personnel – Non-Merit Report – No. A. 30
 - September 1, 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 XII: Salaries, Overtime Pay, and Benefits</i>	November 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, October 11, 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 closed session.

IX. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in 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)

August 9, 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, August 9, 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 4:06 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Lippman were present.**
- G.03 Pledge of Allegiance: Ms. Clare Caldera, Personnel Analyst, led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: August 9, 2016**

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	✓		✓			
Joseph Pertel						✓

G.05 Motion to Approve Minutes: July 12, 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.06 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 expressed his gratitude to the Personnel Commission staff for their dedication, hard work, and team building during this intense recruiting time.**
 - **Director Cool introduced the new Personnel Commission Human Resources Technician, Mrs. Rosalee Merrick, providing a brief educational and professional background. She has been with the District since 1994. As an Administrative Assistant, she was part of the team that re-opened Point Dume school site in 1996, where she remained until joining the Personnel Commission.**
 - **Director Cool also introduced the new Personnel Analyst, Ms. Clare Caldera. Ms. Caldera's most recent position was with LAUSD – Personnel Commission's Talent Acquisition and Selection division. Ms. Caldera had an opportunity to train with the former Personnel Analyst, Ms. Lamping, in order to get acquainted with the Personnel Commission's particular functions and processes.**
 - **Director Cool informed the Personnel Commission about his introductory meeting with the Co-Superintendents, Dr. Christopher King and Dr. Sylvia Rousseau.**
 - **Director Cool reported on District's Management Retreat that was coordinated by the Flippen Group. The focus was on building leaders by providing them with specific tools to manage dynamic teams and group cohesion. The EXCEL Leadership Model was presented. The participants learned how to create a social contract in order to manage expectations of an employee group and to keep staff accountable. A 360 feedback profile was also generated using a survey that colleagues completed for each participant to see their own professional strengths and weaknesses.**

- Director Cool invited the Personnel Commissioners to the District convocation on Wednesday, August 17, 2016, at 8:00 a.m. in the Santa Monica High School Barnum Hall. The keynote speaker is Dr. Pedro Noguera reporting on the District's state of equity and opportunities to learn.
- Director Cool clarified his statement from the previous regular Personnel Commission meeting regarding specific functions and processes the Personnel Commission is responsible for before and after an employee is hired.
- Director Cool updated the Personnel Commission on the new Personnel Commissioner recruitment. It will be open for approximately six (6) weeks and advertised in Santa Monica and Malibu communities using press releases and announcements in local newspapers. Director Cool encouraged the Commissioners to share this opportunity serving the District's classified staff with their community and professional circles. Director Cool will attend the PTA council meeting to reach the parent population in near future.

G.07 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 suggested sending a letter on behalf of the Personnel Commission to the Malibu unification negotiation committee, which is tasked with reviewing and resolving fiscal and legal issues related to unification. In the letter, he would like to inquire about his status as a Personnel Commissioner, and whether the resulting District would adopt Merit System. Commissioner Inatsugu suggested researching the subject independently and bringing this topic to the next regular Personnel Commission meeting agenda.
- Commissioner Inatsugu welcomed Ms. Caldera and Mrs. Merrick to the Personnel Commission.
- Commissioner Inatsugu reported that she also met with the Co-Superintendents. She is looking forward to working cooperatively with them on issues related to classified employees.
- Commissioner Inatsugu inquired about utilizing the 360 feedback profile in formal evaluations. Dr. Kelly stated that it is a professional learning tool for self-reflection rather than an evaluation device.
- Commissioner Inatsugu will attend the District convocation if she does not have to serve on a jury.

G.08 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, expressed SEIU's full support of the District's preparation for the opening of the new school year.**

- **Ms. Cartee-McNeely updated the Personnel Commission on initiatives of the Labor Management Team Special Education providing training and professional development for paraeducators on the convocation day.**
 - **Ms. Cartee-McNeely stated that part-time classified employees are encouraged to participate at the convocation, even though it is not a paid day for them.**
 - **Ms. Cartee-McNeely stated that she also met with the Co-Superintendents discussing the collaborative relationship SEIU has developed with the District.**
 - **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's negotiations with the District. The chair of the negotiation team is Ms. Cindy Johnston, Human Resources Technician in Personnel Commission.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Interim Deputy Superintendent, extended his welcome to the new Interim Co-Superintendents, Dr. Christopher King and Dr. Sylvia Rousseau.**
 - **Dr. Kelly updated the Personnel Commission on certificated hiring for the new school year. Human Resources department is recruiting for two significant administrative positions: the principal of Santa Monica High School and the principal of Malibu High School. Assistant principals for McKinley and Roosevelt Elementary Schools were already selected.**
 - **Dr. Kelly also informed the Personnel Commission about the District's activities related to facilities in preparation for the opening of the new school year.**
 - **Commissioner Lippman inquired about the frequent turnover of principals at Malibu High School. Dr. Kelly expressed the importance of finding a good match for each school site. Malibu High School is a great community of educators and students with unique features that are not found in more traditional environments, but these characteristics make the school more special.**

G.09 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

Athletic Trainer	3
Cafeteria Worker I	15
Children’s Center Assistant-1	1
Children’s Center Assistant-1,2,3	5
Elementary Library Coordinator	1
Facilities Technician	5
Paraeducator-1	37
Paraeducator-2	5
Paraeducator-3	17
Physical Activities Specialist	4
Senior Technology Support Assistant	2
Skilled Maintenance Worker	9
Technology Support Assistant	4

It was moved and seconded to approve the Consent Calendar – II.C.01 Approval of Classified Personnel Eligibility List(s). The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

- No Action Items

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.

D.01 Implementation of New Advanced Step Placement Criteria

REPORT AND DISCUSSION

- Director Cool stated that the Advisory Rules Committee had worked together to develop new Advanced Step Placement criteria. As discussed at the last Personnel Commission meeting, additional qualitative criteria for education and work experience were added to the new guidelines.
- At the beginning of the recruitment, the hiring manager will develop specific criteria including significant skill sets and experience that the incoming employee should possess in order to bring additional value to the position.
- Director Cool stated that the new rules would be applied for new recruitments on an on-going bases, and not necessarily at the beginning of the new school year. The old criteria will still be in effect for all recruitments that are currently underway, and for all active eligibility lists.
- Personnel Commission expressed their appreciation for Director Cool's work to refine and improve the Advanced Step Placement criteria.

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.23 (for SMMUSD School Board Agenda)
 - July 20, 2016
- I.05 Classified Personnel – Non-Merit Report – None
- 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 – section: Advanced Step Placement only</i>	October 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, September 13, 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: 4:42 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							
Joseph Pertel							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 13, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Clare Caldera

BACKGROUND INFORMATION:

Classification Title: Personnel Analyst	Employee: Clare Caldera	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from an accredited college or university with a bachelor's degree in Human Resource Management, Industrial/Organizational Psychology, Business Administration, Public Administration, or Personnel Administration. 	<ul style="list-style-type: none"> Clare Caldera has a Bachelor's Degree in Psychology with a Minor in Business, and a Master's Degree in Industrial/Organizational Psychology 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years of technical personnel experience, including at least one (1) year in examination development, preferably in a public agency, merit or civil service system. 	<ul style="list-style-type: none"> Clare Caldera meets the experience requirement 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Clare Caldera's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range M46 at Step A is \$5,566/month, while Step B is \$5,844/month. The net difference in pay is an approximate increase of \$278/month, or \$3,333/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Clare Caldera at Range M46, Step B on the Classified Management 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, September 13, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Galit Gottlieb

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Galit Gottlieb	Calculation of Advanced Step Recommendation
Education: <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 one (1) year 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"> • Galit has a Bachelor’s degree in Criminal Justice 	1 level of education above the required level = <u>1 Step Advance</u>
Experience: <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"> • Galit has over nine (9) years of recent experience working with students with behavioral and emotional needs. 	4 (2-year periods) of experience above the required level = <u>2 Step Advance</u> (max allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Gottlieb’s education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step D is \$19.06/hour. The net difference in pay is an approximate increase of \$2.59 per hour, \$336.79 per month, or \$2,939.71 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Galit Gottlieb at Range A-26, Step D 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, September 13, 2016

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Katherine Huss

BACKGROUND INFORMATION:

Classification Title: Occupational Therapist	Employee: Katherine Huss	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Persons with experience, knowledge and abilities as stated are considered to have the necessary education. 	<ul style="list-style-type: none"> Katherine has a Bachelor's Degree in Psychology and a Master's Degree in Occupational Therapy. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One-year work experience is desired providing occupational therapy services for children ages three to twenty-two. Preferred: <ul style="list-style-type: none"> Experience working with children with special needs is desirable. 	<ul style="list-style-type: none"> Katherine has 3.25 years of experience, including 2.5 years experience working with children with special needs. 	1 (2-year period) of experience above the required level =1 Step Advance
Licenses and Other Requirements: <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Katherine meets the license requirements. 	
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Katherine Huss' professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A61 at Step A is \$6,701/month, while Step C is \$7,389/hour. The net difference in pay is an approximate increase of \$688/month, or \$6,232.69/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Katherine Huss at Range A61, Step C on the Classified Management 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, September 13, 2016

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Cynthia Igne

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Cynthia Igne	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 one (1) year 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"> • Cynthia has a Bachelor’s degree Criminal Justice. 	1 level of education above the required level $=$ <u>1 Step Advance</u>
<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"> • Cynthia has over six (6) years of experience working with individuals with exceptional needs. 	3 (2-year periods) of experience above the required level $=$ <u>2 Step Advance</u> (Max. allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Igne’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step D is \$19.06/hour. The net difference in pay is an approximate increase of \$2.59 per hour, \$336.79 per month, or \$2,939.73 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cynthia Igne at Range A-26, Step D 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, September 13, 2016

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Yvonne Kyle

BACKGROUND INFORMATION:

Classification Title: Senior Administrative Assistant	Employee: Yvonne Kyle	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Equivalent to completion of high school. 	<ul style="list-style-type: none"> Yvonne Kyle has a Bachelor's Degree in Spanish from UC Davis. 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Five (5) or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> Yvonne Kyle meets the experience requirement. She has eight years (8) of related experience. 	0 (5-year period) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Kyle's educational training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-36 at Step A is \$21.02/hour, while Step B is \$22.06/hour. The net difference in pay is an approximate increase of \$1.04 per hour, \$180.81 per month, or \$1,084.88 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Yvonne Kyle at Range A-36, 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, September 13, 2016

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Alicia Villagomez

BACKGROUND INFORMATION:

Classification Title: IA- Classroom	Employee: Alicia Villagomez	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Alicia has a Bachelor's Degree in Biology 	<p>1 level of education above the required level =1 Step Advance</p>
Experience: <ul style="list-style-type: none"> • No experience is required 	<ul style="list-style-type: none"> • Alicia meets the experience requirements 	<p>0 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></p>		

DIRECTOR'S COMMENTS:

Ms. Villagomez's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step A is \$13.55/hour, while Step B is \$14.23/hour. The net difference in pay is an approximate increase of \$.68 per hour, \$51.14 per month, or \$306.82 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alicia Villagomez at Range A-18, 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, September 13, 2016

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Darren Watters

BACKGROUND INFORMATION:

Classification Title: Athletic Trainer	Employee: Darren Watters	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> A Bachelor's degree from an accredited college or university 	<ul style="list-style-type: none"> Darren has a Bachelor's degree in Athletic Training. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> One year working in athletic training, physical therapy, or a related field 	<ul style="list-style-type: none"> Darren has over eight years work experience in a related field. 	7 years of experience above the required level = 1 Step Advance
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Darren was one of two ranks available for selection. 	Less than 3 ranks = 1 Step Advance
<u>Total Advanced Steps: 1 (Experience) + 1 (Difficulty of Recruitment) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

The recruitment was determined to be difficult on the basis of fewer than three (3) ranks being available for selection, even after extended recruitment efforts were made. Pay rate at salary Range A-35 at Step A is \$20.50/hour, while Step C is \$22.59/hour. The net difference in pay is an approximate increase of \$2.09 per hour, \$318.80 per month, or \$2,892.53 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Darren Watters at Range A-35, 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, September 13, 2016

AGENDA ITEM NO: III.A.01

SUBJECT: Proposed New Classification – Communications Specialist

BACKGROUND INFORMATION:

Ms. Gail Pinsker, Community & Public Relations Officer, contacted the Director of Classified Personnel to initiate the process to establish a new classification. In past years, the District has enlisted the services of a public relations agency to assist with communication efforts. After Ms. Pinsker joined the District in January 2015, there was less of a need for an outside PR agency, but greater need for a permanent support position. Executive Cabinet began to explore creating a classification that would support the Community & Public Relations Officer and also perform technical duties such as writing press releases, processing Public Record Act requests, and other internal and external communications. The Board of Education was presented with a draft job description on August 10, 2016, and approved the establishment of a new classification.

METHODOLOGY:

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

- Collected information from the Community & Public Relations Officer and discussed the concept of the proposed classification
- Researched, collected, and reviewed related job descriptions from several school districts and community college districts within the local market, extended market, and outside market
- Identified the most comparable job descriptions and used the data to set minimum qualifications and refine duty statements

ANALYSIS:

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor, department personnel, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed or reassigned to other appropriate personnel
- Analysis using comparable positions demonstrated an average of four (4) years of combined education and experience, with most positions requiring a Bachelor's degree and some related experience
- Analyzed the salary of comparable positions with similar qualifications. Although there were several related positions within the local market, none were directly comparable. Only three (3) comparable positions were identified within the extended market

- Several salary analyses were conducted using different combinations of positions within the extended market and outside of extended market. All analyses pointed to a top monthly rate of approximately \$4,700

FINDINGS:

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

- The Community & Public Relations Officer has no support staff to assist her. There is not currently a classification that meets the needs of the District. A new classification should be created to align with the work scope, task involvedness, and recommended salary.

DIRECTOR’S RECOMMENDATIONS:

Establish the classification of Communications Specialist to meet the current and future needs of the District. Based on a salary study of comparable positions, the recommended salary range is A36 (\$3,644 - \$4,649).

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Communications Specialist
JOB FAMILY	Community & Public Relations
SUPERVISOR TITLE	Community & Public Relations Officer
SALARY RANGE	A36

COMMUNICATIONS SPECIALIST

BASIC FUNCTION:

Under general supervision, performs technical and clerical tasks in support of the District's comprehensive communications program for both internal and external audiences; relieves the Community & Public Relations Officer of a wide variety of office and administrative duties by assisting in the planning, organizing, and execution of public/media relations programs, projects and special events; assists in collecting, writing, and disseminating information concerning the programs, activities, and objectives of the District.

Note: The statements herein 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.

REPRESENTATIVE DUTIES:

Task Statement	Code
Participates in the coordination and implementation of public, employee and media relations strategies at the district level or for a school/program.	CS-1
Researches, prepares, composes, designs, edits and distributes a variety of materials including, but not limited to press releases, promotional materials, newsletters, correspondence, brochures, advertisements, presentations, posters, guides, directories and web-based documents in support of established communication goals.	CS-2
Organizes and edits rough draft copy according to accepted rules of style and syntax; researches and compiles information and data and prepares news releases, articles, website content, reports and scripts; verifies facts, dates, and statistics in copy, using standard reference sources; rewrite text for greater consistency, clarity, and adherence to space limitations of publication.	CS-3
Monitors and maintains social media activity; posts, monitors and reviews social media messages, pictures, videos and postings from District and school-based social media accounts; researches and adapts to evolving social media platforms; establishes, monitors, and maintains a positive social media presence for the District.	CS-4
Performs a variety of complex, responsible secretarial tasks; relieves supervisor of administrative detail; assists in overall management of communications office, including purchase of supplies and tracking budgetary expenditures; makes appointments and schedules meetings; attends meetings as required.	CS-5
Logs, processes, coordinates and responds to Public Records Act (PRA) requests.	CS-6

Task Statement	Code
Provides excellent customer service and develops and maintains professional relationships with news media, business representatives, community members, and district staff; responds to phone calls, emails, letters, and other communications.	CS-7
Photographs, edits, and processes digital images in support of communication efforts; catalogs official District images, videos and assorted media; maintains updated media database, files on publications and news releases, and other records.	CS-8
Assists the Community & Public Relations Officer with news media relations by logging and responding to media inquiries; obtains and provides information in response to requests from staff, administrators, media and the public; supports emergency communication efforts and media management during a crisis situation; arranges and coordinates media interviews as instructed.	CS-9
Attends and reports on District and school site events and activities as assigned; assists in the planning, organizing, and execution of special events, projects and activities.	CS-10
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Community & Public Relations Officer
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Community & Public Relations Officer
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Community & Public Relations Officer
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public relations and social media marketing and journalistic ethics and practices
- Methods and techniques of writing, editing, designing and publishing
- Media relations, which includes print, broadcast and social media
- Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook, etc.) and other software and applications used for publishing electronic and print media
- Current web and social media tools, trends and techniques (i.e., Facebook, Twitter, YouTube, etc.) development and layout
- Mac and Windows operating systems

ABILITY TO:

- Communicate positively and effectively, orally and in writing, with the media, district staff, parents, students, and various community partners.
- Work cooperatively, collaboratively, efficiently and effectively with other departments, school sites, media and organizations.
- Remain flexible, work efficiently, and meet deadlines in an office atmosphere of frequent interruptions, multiple priorities and changes in task priority.
- Understand and carry out verbal and written directions.
- Read, write, and speak English with sufficient comprehension to perform duties accurately and competently.
- Work non-traditional and/or extended hours, including evening and weekend meetings.
- Perform clerical and secretarial tasks with independent judgment.
- Compile data and prepare reports.

MINIMUM QUALIFICATIONS

EXPERIENCE:

One (1) year of experience in journalism, news reporting, public relations, marketing, or other communications-related field including some experience with use of social media, desktop publishing, or videography.

EDUCATION:

Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, Broadcasting, or a closely related field. A Bachelor's degree in Creative Writing does not meet the education requirement.

EDUCATION/EXPERIENCE EQUIVALENCY:

Experience may substitute for education on a year for year basis. A graduate degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, Broadcasting, or a closely related field may substitute for the experience requirement.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting. Must be available to attend meetings, program events and activities. Some assigned events may be outside of a regular work schedule.

PHYSICAL DEMANDS:

Employees in this position must be able to hear and speak to exchange information in person or on the telephone and to make presentations; see to read, prepare, and proofread documents; manual dexterity of hands and fingers to operate a computer keyboard and other office equipment; lifting light objects.

(Consideration of reasonable accommodations will be given)

**CLASSIFICATION APPROVED
BOARD OF EDUCATION**
Established: August 10, 2016

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION**
Established: September 13, 2016



PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 13, 2016

AGENDA ITEM NO: III.A.02

SUBJECT: Reclassification – Director of Theater Operations and Facility Permits to Chief Operations Officer

BACKGROUND INFORMATION:

The Personnel Commission received a reclassification request from Carey Upton, Director of Theater Operations and Facility Permits, on June 1, 2016. An investigation was initiated to determine if the position to which Mr. Upton is currently classified accurately reflects the duties that are being performed.

Mr. Upton began working for the District in 2007, managing theater operations as a consultant. It was around this time that the District renovated Santa Monica High School's Barnum Hall, with the intention of utilizing the upgraded theater as a source of revenue. The District forecasted that if Barnum Hall became a financial success, a new full-time classified management position would be necessary to oversee both Barnum Hall and the Greek Theatre.

The hall succeeded in becoming a source of revenue for the District, and creation of the classified management position ensued. Before the new classification was finalized, additional responsibilities regarding facility permitting of performance spaces were assigned to the role. The resulting new classification was Director of Theater Operations and Facility Permits, and Mr. Upton was selected for the position and hired in January 2008.

The scope of authority for this position was originally limited to management of Barnum Hall and the Greek Theatre, the District's rental and permitting process, and oversight of other auditoria in the District as needed.

METHODOLOGY:

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

- Reviewed the Position Information Questionnaire and other materials that were submitted by the incumbent as part of the reclassification request.
- Conducted several informational interviews with the incumbent.
- Reviewed the Director of Theater Operations and Facility Permits job description, as well as the description for the requested classification: Chief Operations Officer.
- Conducted interviews with the direct supervisor, Jan Maez, Associate Superintendent of Business and Fiscal Services, and Dr. Mark Kelly, Interim Deputy Superintendent of Human Resources.

ANALYSIS:

Key factors assessed when studying a position or classification include: (1) the scope of responsibility, (2) knowledge required for the position, (3) level of complexity, (4) degree of decision-making authority, (5) nature and purpose of contacts, and (6) consequence of error.

Not long after Mr. Upton assumed the role of Director of Theater Operations and Facility Permit, he began to oversee location filming and other special events, in addition to the established responsibilities of the position. When the District ended its contract with a consultant in 2009, Mr. Upton took on responsibility for the oversight, administration, and negotiation of all joint use agreements with the City of Santa Monica, City of Malibu, and Santa Monica College. These increased responsibilities granted Mr. Upton a deeper insight into the operations and facility use aspects of the District, which in turn led to his involvement with Facility Improvement Projects and the Civic Center Joint Use Project in 2010.

In the summer of 2010, Mr. Upton began coordinating all summer activities for Facility Departments and Educational Services, which was the most significant increase in his responsibilities. Summer planning required coordination between Maintenance and Operations, Food Services, Transportation, and other departments as needed. In 2013, the Theater Operation and Facility Permit department reorganized as the Facility Use Department, and Mr. Upton became responsible for coordination and scheduling of all facility use between school sites, educational services, intra-district activities, and permitted activities and events.

In early 2014, Mr. Upton was charged with oversight and master scheduling of the District's environmental response in Malibu. This included coordinating with the Maintenance and Operations Department, along with the consultants, to schedule and oversee cleaning crews, sampling and testing of soil and building materials, installation and replacement of all light fixtures, all while working within tight deadlines. Mr. Upton also frequently attended public meetings, responding to questions from the community and staff.

The preceding information is not exhaustive of all duties and responsibilities Mr. Upton has accreted since 2008, but serves as an overview of how his role has evolved in six (6) key factor areas:

- (1) The scope of duties has grown beyond theater operations and facility permitting; Mr. Upton coordinates major functions within Facility Use and Maintenance and Operations departments, and works closely with Educational Services, Food Services, and Transportation.
- (2) The knowledge requirement has grown to include maintenance, operations, and construction activities throughout the District; environmental response and Best Management Practices Cleaning; pest management; contract negotiations; emergency preparedness; city ordinances and laws, etc.
- (3) Increase in complexity of duties is most apparent with creation of the master calendar and environmental response.
- (4) Mr. Upton has been given greater authority to make decisions regarding negotiating joint use agreements, scheduling summer school activities, and other maintenance and operations activities.

- (5) Nature and purpose of contacts has grown such that Mr. Upton frequently works and communicates with teachers, principals, directors, Executive Cabinet, Board of Education, consultants, outside agencies, and the surrounding community.
- (6) Lastly, the consequence of error is significantly greater as compared to when Mr. Upton's responsibilities were limited to theater operations and facility permits. This is most apparent considering legal action that has been taken against the District regarding the environment response, and also the scheduling of maintenance and operations projects, which if not completed on time impacts the education of students.

FINDINGS:

- Mr. Upton qualifies for a reclassification because he is performing as a leader and/or coordinator among the following departments: Maintenance and Operations, Facility Use, and Facility Improvement Projects. Mr. Upton's scope of work extends beyond theater operations and facility permitting. Mr. Upton is required to make global decisions and his actions have district-wide impact.
- According to Mr. Upton's supervisor, Mr. Upton has been assigned to perform these duties through gradual accretion since approximately 2010.
- Based on the duties assigned and the knowledge, skills, and abilities that are required, Chief Operations Officer encompasses the majority of essential duties of the incumbent in terms of scope of work, level of knowledge, complexity, degree of decision-making authority, nature of contacts, and consequence of error.

DIRECTOR'S RECOMMENDATIONS:

It is recommended that the Commission reclassify Carey Upton's position from Director of Theater Operations and Facility Permits to Chief Operations Officer.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Chief Operations Officer
JOB FAMILY	Business Services Division
JOB SUB-FAMILY	Facility Services
SUPERVISOR TITLE	Associate Superintendent of Business and Fiscal Services
SALARY RANGE	M76

CHIEF OPERATIONS OFFICER

BASIC FUNCTION:

Under general administrative direction of the Associate Superintendent of Business and Fiscal Services, provides leadership, direction, planning and supervision for operation services in the Santa Monica-Malibu Unified School District necessary to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement. The Chief Operating Officer (COO) oversees and manages the Facility Services division, including Maintenance, Operations, Facility Use, Facilities Improvement Projects and Transportation Departments. The COO will be responsible for planning, code compliance, environmental services, safety/security and intergovernmental relations as they pertain to school campuses and district facilities. The COO will coordinate facility operations with the Board, Executive Cabinet, Educational Services, Human Resources and the rest of the Business Services Division. The COO will perform other related duties as assigned.

Note: *The statements herein 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.*

REPRESENTATIVE DUTIES:

Task Statement	Code
Provide executive supervision and leadership to facility operation functions by planning, organizing and directing the Facility Services division, including the Maintenance, Operations, Facility Use, Transportation and Facility Improvement Projects/Bond Management departments	COO-1
Improve the operation service levels offered to schools, students, parents, community and internal/external stakeholders; supervise staff for specific operational functions and foster a shared vision and culture of accountability and innovation within the Facility Services division	COO-2
Develop and implement district facility goals, objectives, and policies; expand and communicate division procedures and practices	COO-3
Facilitate long-range strategic planning to develop and implement educational facilities plans and construction of district facilities; integrate and coordinate capital projects with scheduled maintenance activities and current facility use needs; collaborate and communicate with numerous diverse external stakeholders about district operational plans and progress	COO-4
Participate in making critical strategic decisions in conjunction with the Board and the Executive Cabinet; advise the Chief Financial Officer on operations matters of the district.	COO-5
Coordinate with Superintendent, Senior Staff, Educational Services, Human Resources, and school sites to effectively implement the operation activities of the Facility Service division and to support the functions of these cooperating areas	COO-6

Task Statement	Code
Regularly conduct school site visits to ensure continuity of operations and support activities are coordinated and effective	COO-7
Represent the Board and the Superintendent as a visible leader in the community related to the facility operations of the district; act as liaison and coordinate with governmental agencies and community organizations; attend and conduct a variety of meetings as assigned	COO-8
Direct the establishment and maintenance of records and the preparation of reports related to facility use, construction, maintenance, and operations; present reports to Board of Education and other District personnel	COO-9
Inspire, challenge, align and develop the Facility Services Leadership Team by providing high quality leadership, best practices, coaching and mentorship	COO-10
Supervise and evaluate the performance of assigned personnel; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange training as needed; assure supervisory personnel carry out responsibilities in accordance with laws, rules, policies, and the provisions of labor contracts. Directly supervise Facility Services division and Facility Improvement Projects staff as assigned	COO-11
Ensure District is in compliance with appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices; oversee and improve the environmental health of the facilities; establish standards and suitability requirements for equipment, materials, and workmanship	COO-12
Direct, prepare, develop and manage the annual preliminary budget for the facility use, construction, maintenance, and operations departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; forecast additional funds needed for staffing, equipment, materials and supplies; direct the implementation of budgetary adjustments if necessary	COO-13
Work with the Personnel Commission, Human Resources department and labor unions to recruit, hire, train and supervise an effective work force for the Facility Services division	COO-14
Lead the District's emergency preparedness and crisis prevention efforts; improve resilience to return to operations following major disaster	COO-15
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Associate Superintendent of Business and Fiscal Services
Given to:	Director of Maintenance/Operations, Director of Transportation, Facility Use Manager, Manager of Buildings & Grounds, and Facility Services division/Facility Improvement staff
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Associate Superintendent of Business and Fiscal Services
Given to:	Bond Program, Facility & Transportation managers and unit members.

Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Associate Superintendent of Business and Fiscal Services
Given to:	Director of Maintenance/Operations, Director of Transportation, Facility Use Manager, Manager of Buildings & Grounds, and Facility Improvement Staff

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Practices of a school district and methods to create an excellent learning environment
- Facilities, maintenance, and operations requirements for a large, multi-site organization
- District business operations, programs, and services that support curriculum and school instructional programs
- Practices, terminology and procedures used in skilled trades, custodial and grounds maintenance
- Maintenance of school sites, including a general knowledge of technical trades
- Custodial and Grounds Operations, including Best Management Practices, Integrated Pest Management and environmental safety
- Use and permitting of facilities by external groups, including the management of joint use agreements and leases
- Facility improvement projects and bond programs, including planning, design, procurement methods and construction oversight
- Methods, techniques, materials, tools and equipment used in modern facilities planning, design and construction organizations
- School transportation services and fleet management
- Appropriate safety precautions & procedures
- Emergency preparedness and resilience
- Logistics, scheduling and planning of district-wide multi-faceted projects in multiple venues in a controlled timetable
- Principles and practices of organization, management, and personnel administration
- Budget preparation and oversight, cost containment techniques and cost center accounting, profit and loss analysis and effective revenue management methods
- District's Board policies, regulations, procedures and strategic plans
- Federal, state, and laws, policies, regulations and procedures relating to assigned areas
- Principles of leadership, supervision, training, and performance evaluation
- Principles of merit rules, collective bargaining and employee relations
- Modern office practices, methods and computer equipment
- Correct English usage, grammar, spelling, vocabulary and punctuation; Effective oral and written communication skills
- Principles of public relations, public speaking, and interpersonal communication
- Report preparation and record keeping techniques
- Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or social markers

ABILITY TO:

- Interpret, apply and explain policies, rules and District, facility and procedural guidelines
- Prepare and administer large and complex budgets; monitor disbursement of funds
- Interpret statistics, trends, and forecasts
- Read, understand, and interpret drawings, plans, blueprints, and specifications for building and grounds projects; ability to calculate figures and amounts such as proportions, percentages, area size, circumference and volume
- Collaborate effectively with multiple departments, both orally and in writing with tact and diplomacy
- Compile, verify and use information from a variety of sources from within and out of the District
- Deliver effective presentations

- Establish and maintain effective working relationships and working in a collaborative manner
- Maintain detailed records; prepare clear and concise plans, proposals, and reports
- Operate a personal computer and standard office equipment, with knowledge of software programs for scheduling, budget, record keeping and planning
- Analyze highly conceptual issues and problems and provide creative solutions
- Plan, coordinate and oversee multiple projects and activities with various schedules and timelines
- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines
- Work with multiple and frequently changing deadlines. Foresee, analyze and resolve problems in a timely manner with tact, patience and courtesy
- Plan, organize, control and direct the District's facilities, maintenance, and operations projects for school buildings, grounds, and equipment for maximum efficiency and cost effectiveness
- Plan, organize, direct and coordinate the work of management, professional, and trades personnel
- Analyze work methods, schedules, equipment and staffing levels to increase division efficiency
- Effectively manage, lead and delegate tasks and authority
- Train and evaluate the performance of assigned staff

MINIMUM QUALIFICATIONS

EDUCATION:

A Bachelor's Degree from an accredited college or university. A Bachelor's or graduate degree in business administration, facility management, construction management, engineering, architecture, arts management, or a related field is preferred.

EXPERIENCE:

Six (6) years of increasingly responsible experience in public schools in more than one of the following areas: facility management, operations, maintenance, facility use or transportation, including two (2) years of successful experience in a supervisory capacity, Director level or higher preferred.

Additional related experience may be substituted for the education requirement on the basis of two years of experience for one year of college.

LICENSE AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors and outside in seasonal climate and weather conditions. Must be available to attend meetings, program events and activities. Will be required to work a varied schedule including days, evenings, weekends and holidays. Responding to emergency facility needs will be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to inspect facilities; climbing ladders to inspect roofs; sitting, standing, or walking for extended periods of time.

HAZARDS:

Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paints may be encountered.

Established: April 12, 2016



PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 13, 2016

AGENDA ITEM NO: III.A.03

SUBJECT: Advanced Step Placement Fiscal Impact Report

BACKGROUND INFORMATION:

When the former Director of Classified Personnel arrived in early 2013, Personnel Commissioners expressed concerns over the fiscal impact of Advanced Step Placement (ASP), as well as the equity of the practice. In response, the former Director standardized the criteria for ASP and also began compiling data to give an estimate of the fiscal impact. The Advanced Step Placement Fiscal Impact Report was first included in the May 2013 Personnel Commission agenda, although the data went as far back as 2011. The content and format of this report has remained mostly the same, with only minor revisions.

Portions of this report are helpful. The report shows the number of ASPs that are approved each month, the classifications of the employees who receive ASP, and the immediate fiscal impact. However, in its entirety, this report is inaccurate.

This data purports to show the fiscal impact of ASP, but this is impossible without also tracking the tenure of each employee. Several employees do not pass probation, yet their data remains on the report. Other employees may transfer to positions with more hours, or less. Employees frequently promote within the District, or take unpaid leave, or work overtime. All of these variables are absent from the report. At best, this data shows a fiscal impact snapshot, but as times passes, the report becomes less and less accurate.

In order to compile accurate data, it would require significantly more time and effort from Personnel Commission staff, and it would negatively impact core functions of the department.

Considering that the criteria for ASP was recently revised, there is still value in tracking the number of ASPs that are approved each month. From the data, we can see if the number of ASPs are reduced, which classifications are approved most often, average number of steps approved, and the immediate fiscal impact.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends revising the Advanced Step Placement Fiscal Report, so that it no longer contains data from previous fiscal years, and eliminating the cumulative differences.

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

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, September 13, 2016

AGENDA ITEM NO: IV.D.01

SUBJECT: Questions Regarding Malibu Unification

BACKGROUND INFORMATION:

In 2011, Malibu City Council began to explore the possibility of forming a unified school district separate from Santa Monica. In 2012, the Los Angeles County Office of Education presented the SMMUSD Board of Education with information on the unification process. Discussion picked up again in 2015 with the Financial Oversight Committee presenting further information to the Board regarding the fiscal implications of separate school districts. Early in 2016, a unification committee was ratified, focused mainly on fiscal implications, with representatives from both Malibu and Santa Monica.

At the August 2016 Personnel Commission meeting, Commissioner Lippman raised several questions regarding the potential unification of Malibu, whether that school district would become a merit district, and the impact on the SMMUSD Personnel Commission.

To summarize, as a new school district, Malibu Unified School District (MUSD) employees would have the option to vote-in the Merit System. MUSD would not inherit the Merit System by default. To further investigate the establishment of the MUSD Personnel Commission is premature at this point, but if unification efforts gain momentum, the issue can be examined more closely in the future.

General information about the unification committee and the work they are doing can be found on the District's website. At this time, the focus of the committee is whether separate districts would be financially viable; the committee would probably be unable to respond to more detailed questions regarding the establishment of the Merit System.

V. Information Items:

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-2017									
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.59	\$336.79	\$2,939.73
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.59	\$336.79	\$2,939.73
9/13/2016	IA-Classroom	A	18	B	C	43.75%	\$0.67	\$51.14	\$306.83
9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	\$1.04	\$180.81	\$1,084.88
9/13/2016	Personnel Analyst	M	46	A	B	100.00%	\$1.60	\$277.76	\$3,333.15
9/13/2016	Occupational Therapist	A	61	A	C	100.00%	\$3.96	\$686.94	\$6,232.69
9/13/2016	Athletic Trainer	A	35	A	C	87.50%	\$2.09	\$318.80	\$2,892.53
2016-2017 TOTAL									\$19,729.53

Open Requisitions (as of 09/02/2016)

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-045	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	8/26/2016
17-036	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/2016
17-037	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/2016
17-050	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/29/2016
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/29/2016
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/2014
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
17-039	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	87.5	8/22/2016
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/2016
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/2015
17-052	ELECTRICIAN	M & O (Maintenance & Operations)	Vac	100	8/29/2016
16-184	ELEMENTARY LIBRARY COORDINATOR	FRANKLIN ELEMENTARY SCHOOL	Vac	100	6/2/2016
17-020	FOOD SERVICE OPERATIONS SUPERVISOR	FOOD & NUTRITION SERVICES	Vac	100	8/15/2016
16-182	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5	5/24/2016

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-018	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	43.75	7/28/2016
16-198	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	6/21/2016
17-002	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	7/8/2016
17-003	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	7/8/2016
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
17-040	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	8/22/2016
17-041	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	8/22/2016
17-053	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-054	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	46.25	8/29/2016
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	6/7/2016
16-193	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	75	6/17/2016
16-163	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	4/26/2016
17-021	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	62.5	8/12/2016
17-022	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	8/15/2016
17-027	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75	8/15/2016
17-028	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	New	62.5	8/15/2016

Req Number	Req Title	Department	Position Type	FTE %	Date From HR
17-046	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	8/26/2016
17-047	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	56.25	8/26/2016
17-048	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25	8/26/2016
16-194	PARAEDUCATOR-2	PT DUME ELEMENTARY SCHOOL	Vac	68.75	6/16/2016
17-029	PARAEDUCATOR-2	SPECIAL EDUCATION	New	75	8/12/2016
17-015	SENIOR OFFICE SPECIALIST	BUSINESS SERVICES	Vac	100	8/8/2016
17-016	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50	8/8/2016
17-019	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	50	8/10/2016
17-042	SWIMMING INSTRUCTOR/LIFEGUARD	BUSINESS SERVICES	New	50	8/23/2016
17-043	SWIMMING INSTRUCTOR/LIFEGUARD	BUSINESS SERVICES	New	50	8/22/2016
17-044	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	New	100	8/15/2016

Filled Requisitions (8/1/2016 – 8/31/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-177	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	8/5/2016
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	8/9/2016
17-013	FACILITIES TECHNICIAN	FACILITIES MAINTENANCE	8/9/2016
17-014	FACILITIES TECHNICIAN	M & O (Maintenance & Operations)	8/17/2016
17-001	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	8/26/2016
16-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	8/26/2016
16-171	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	8/19/2016
16-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/30/2016
16-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	8/23/2016
17-009	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/22/2016
17-010	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/23/2016
17-017	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	8/29/2016
17-005	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	8/19/2016
17-023	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	8/18/2016
17-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/18/2016
17-025	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/23/2016
17-026	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	8/18/2016
17-032	PARAEDUCATOR-3	SPECIAL EDUCATION	8/19/2016
17-034	PARAEDUCATOR-3	SPECIAL EDUCATION	8/19/2016
17-011	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	8/9/2016

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/10/16

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.18

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>
Gonzalez, German Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/19/16
Igne, Cynthia Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/19/16
Kyle, Yvonne Educational Services	Senior Administrative Assistant 8 Hrs/12 Mo/Range: 36 Step: A	7/18/16

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Burkett, Deena Rogers ES	Senior Office Specialist 4.5 Hrs/Day	6/15/16
Butler, Kenny Special Ed-Santa Monica HS	Paraeducator-3 4.5 Hrs/Day	6/20/16-7/22/16
Carrillo, Brenda Educational Services	Administrative Assistant Not to exceed: 120 Hrs	7/1/16-7/30/16
Cisneros, Yolanda Operations	Custodian 5 Hrs/Day	7/19/16-8/15/16
Clifford, Kari Special Ed-Roosevelt ES	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16
Cojan, Carmen Operations	Custodian 5 Hrs/Day	7/19/16-8/15/16
Davis, Jonathan Special Ed-Edison ES	Paraeducator-3 4 Hrs/Day	6/20/16-7/15/16
Gonzalez, German Special Education	Paraeducator-3 6 Hrs/Day	6/21/16-6/24/16
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/Day	6/20/16-7/15/16
Goudeau, Tajanieace Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16
Hendricks, David Transportation	Bus Driver Not to exceed: 10 Hrs	7/18/16-8/12/16
Hurtado, Renee Special Ed-Roosevelt ES	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16

Igne, Cynthia Special Education	Paraeducator-3 6 Hrs/Day	6/21/16-6/24/16
Jackson, Latasha Special Ed-Roosevelt ES	Paraeducator-2 6 Hrs/Day	6/20/16-7/15/16
Jackson, Sheralynn Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/20/16-7/8/16
James, Carolin Special Education	Senior Office Specialist 8 Hrs/Day	6/27/16-7/22/16
Jiwani, Rahim Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16
Johnson, Joseph Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/30/16-7/22/16
Lopez, Manuel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	7/5/16
Lopez, Maribel Special Education	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16
Mangangey, Janice Special Education	Paraeducator-3 6 Hrs/Day	6/21/16-6/24/16
Martino, Jesica Special Ed-Lincoln Preschool	Occupational Therapist Not to exceed: 32 Hrs	6/20/16-7/15/16
Medellin, Diana Operations	Custodian 5 Hrs/Day	7/19/16-8/15/16
Miller, Ronald Special Ed-Pt. Dume ES	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16
Mock, Christopher Special Ed-Lincoln MS	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16
Morich, Karin Operations	Custodian 5 Hrs/Day	7/19/16-8/15/16
Nolen, Henry Operations	Custodian 5 Hrs/Day	7/19/16-8/15/16
Olmos, Maria Child Development Services	Senior Office Specialist 4 Hrs/Week	6/13/16-8/31/16
Roller, Yolanda Special Education	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16
Rosa, Lucy Special Ed-Santa Monica HS	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16
Rosas, Rosemarie Operations	Custodian 5 Hrs/Day	7/19/16-8/15/16
Sea, Shannon Rogers ES	Elementary Library Coordinator 8 Hrs/Day	6/17/16

Tanamas, Ayda Special Ed-Santa Monica HS	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16
Wingfield, Janet Special Ed-Santa Monica HS	Paraeducator-2 5 Hrs/Day	6/20/16-7/15/16
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	7/5/16-7/26/16
Yeh, Wendy Special Ed-Roosevelt ES	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Bolan, Anette Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/16-6/30/17
Burkett, Deena Facility Use	Senior Office Specialist [overtime; Facility Use events]	7/1/16-6/30/17
Castillo, John Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/16-6/30/17
Coffey, Bud Facility Use	Audience Services Coordinator [overtime; Facility Use events]	7/1/16-6/30/17
De La Rosa, Johanna Child Development Services	Bilingual Community Liaison [overtime; translation for Superintendent's Office]	7/1/16-6/30/17
Dominguez-Morales, Yanet Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/16-6/30/17
Ford, Nedra Human Resources	Human Resources Specialist [overtime; new salary schedule placements]	7/1/16-8/31/16
Gaidzik, George Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/16-6/30/17
Gardea-Perez, Guadalupe Rogers ES	Bilingual Community Liaison [overtime; translation for Superintendent's Office]	7/1/16-6/30/17
Gold, Kathleen Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/16-6/30/17
Greene, Milton Malibu HS	Campus Security Officer [overtime; overnight security]	6/1/16-6/9/16
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; translation for Superintendent's Office]	1/4/16-6/30/16 7/1/16-6/30/17
Manzur, Juan Facility Improvement Projects	Senior Technology Support Assistant [overtime; technical support]	7/1/16-6/30/17
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/16-6/30/17
Martinez, Santiago Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/16-6/30/17
Patterson, Pete Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/16-6/30/17

Payton, Tawny Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; graduation support]	6/8/16
Rodriguez, Maria Adams MS	Bilingual Community Liaison [overtime; translation for Superintendent's Office]	7/1/16-6/30/17
Sinai, Farimah Facility Use	Accounting Assistant II [additional hours; Facility Use events]	7/1/16-6/30/17
Sinai, Farimah Facility Use	Accounting Assistant II [overtime; Facility Use events]	7/1/16-6/30/17
Stout, Larry Facility Use	Director of Theater Operations & Facility Permits [limited term; Facility Use projects]	7/1/16-9/2/16
Uliantzeff, Elena Muir ES	Bilingual Community Liaison [overtime; translation for Superintendent's Office]	1/4/16-6/30/16 7/1/16-6/30/17
Vasquez, Graciela Malibu HS	Campus Security Officer [overtime; overnight security]	6/1/16-6/9/16
Wishart, William Facility Use	Media Services Coordinator [overtime; Facility Use events]	7/1/16-6/30/17

SUBSTITUTES

Sember, Judith McKinley ES	Administrative Assistant	<u>EFFECTIVE DATE</u> 6/1/16-6/21/16
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CHANGE IN ASSIGNMENT

Burkett, Deena Facility Use	Senior Office Specialist 8 Hrs/12 Mo From: 4 Hrs/12 Mo/Facility Use	<u>EFFECTIVE DATE</u> 7/1/16
Miller, Patrina Special Education	Special Education Data Technician 8 Hrs/11 Mo From: 8 Hrs/10 Mo/Special Education	7/1/16

INVOLUNTARY TRANSFER

Carrillo, Ruben Operations-CDS-Business Office	Custodian 8 Hrs/11 Mo From: 8 Hrs/11 Mo/Facility Use	<u>EFFECTIVE DATE</u> 7/11/16
Miller, Maurice Operations-Lincoln MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Santa Monica HS	5/16/16

PROFESSIONAL GROWTH

Flores, Ardis Special Ed-Grant ES	Paraeducator-1	<u>EFFECTIVE DATE</u> 8/1/16
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LEAVE OF ABSENCE (PAID)

Gardea-Perez, Guadalupe CDS-Business Office	Bilingual Community Liaison Personal	<u>EFFECTIVE DATE</u> 7/1/16-8/31/16
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LEAVE OF ABSENCE (UNPAID)

Bracamonte, Jorge Operations-Santa Monica HS	Custodian FMLA	<u>EFFECTIVE DATE</u> 7/11/16-8/29/16
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WORKING OUT OF CLASSDominguez-Morales, Yanet
Information ServicesSenior Technology Support Assistant
From: Technology Support Assistant**EFFECTIVE DATE**

6/1/16-10/7/16

Fuentes, Mario
GroundsEquipment Operator
From: Gardener

6/13/16-10/20/16

RESCIND LAYOFF/REDUCTION OF HOURSXD3249832
Franklin ESInstructional Assistant - Classroom
3 Hrs/SY
From: 3.5 Hrs/SY**EFFECTIVE DATE**

7/7/16

RESIGNATIONCruz, Elfego
Webster ES

Instructional Assistant - Classroom

EFFECTIVE DATE

4/22/16

Hunter, Katherine
Special Ed-Pt. Dume ES

Occupational Therapist

7/15/16

Shocklee, Miceala
Special Ed-Santa Monica HS

Paraeducator-3

7/31/16

RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENTCartee-McNeely, Keryl
Human Resources/SEIU

Chief Steward

EFFECTIVE DATE

7/1/16-6/30/17

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/01/16

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.29

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Afshar, Stephanie Special Education	Occupational Therapist 8 Hrs/SY/Range: 61 Step: A	8/19/16
Caldera, Clare Personnel Commission	Personnel Analyst 8 Hrs/12 Mo/Range: M-46 Step: A	7/26/16
Ceballos, Sueleme Pt Dume Elementary	Administrative Assistant 8 Hrs/10+10/Range: 31 Step: A	8/16/16
Cooper, James Cabrillo Elementary	Physical Activity Specialist 6 Hrs/SY/Range: 26 Step: A	8/19/16
Crawford, Micah Special Ed-Grant Elementary	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/19/16
Escobar, Evanny Special Ed-McKinley Elementary	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/19/16
Foth, Brandon Information Services	Technology Support Assistant 8 Hrs/!2 Mo/Range: 30 Step: C	8/15/16
Harding, Stephanie John Adams Middle School	Sr. Office Specialist 8 Hrs/10 Mo/Range: 25 Step: A	8/15/16
Landaverde, Elmer Grant Elementary	Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: A	8/19/16
Patino, Daniel Transportation	Vehicle and Equipment Mechanic 8 Hrs/12 Mo/Range: 36 Step: A	8/8/16
Ward, Michael Webster Elementary	Sr. Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	8/15/16
Watters, Darren Santa Monica High School	Athletic Trainer 7 Hrs/10 Mo/Range: 35 Step: A	8/15/16
Wilson, Terry Lincoln Middle School	Campus Security Officer 8 Hrs/10 Mo/Range: 25 Step: A	8/15/16
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Dominguez-Morales, Yanet Information Services	Senior Technology Support Assistant 8 Hrs/12 Mo/Range: 43 Step: E From: Technology Support Assistant: 8 Hrs/12 Mo	8/1/16

Gevorkyan, Arutyun Transportation	Lead Vehicle & Equipment Mechanic 8 Hrs/12 Mo/Range: 39 Step: F From: Vehicle & Equipment Mechanic: 8 Hrs/12 Mo	8/8/16
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RECLASSIFICATION

Part, Brian Facility Use Dept	Sports Facility Supervisor 8 Hrs/12 Mo/Range: M-45 Step: A From: Sports Facility Coordinator: 8 Hrs/12 Mo	<u>EFFECTIVE DATE</u> 7/1/16
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TRANSFER

Fagnoli, Cathy Edison Elementary	Sr. Office Specialist – Bilingual 8 Hrs/10 Mo/Range: 25 Step F From: Sr. Office Specialist/Facility Use Dept: 8 Hrs/12 Mo	<u>EFFECTIVE DATE</u> 8/15/16
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CHANGE IN ASSIGNMENT

Villalobos, Elizabeth Maintenance/FIP	Facilities Technician 8 Hrs/12 Mo; 75% Maintenance, 25% FIP From: 100% Maintenance	<u>EFFECTIVE DATE</u> 8/1/16
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SUMMER ASSIGNMENTS

Alvarado Orantes, Nancy Food Svcs-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	<u>EFFECTIVE DATE</u> 7/12/16-8/31/16
Bourne, Kaila Special Ed-Edison Elementary	Paraeducator-3 4 Hrs/Day	6/24/16-7/15/16
Brito, Salvador Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Carrillo, Steven Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Carrillo, Steven Operations	Custodian 5 Hrs/Day	7/20/16-8/22/16
Cisneros, Yolanda Food and Nutrition Services	Cafeteria Worker II 8 Hrs/Day	7/28/16
Cojan, Carmen Food and Nutrition Services	Cafeteria Worker II 8 Hrs/Day	7/28/16
Daniels, Megan Special Education	Paraeducator-1,2,3 5 Hrs/Day	6/20/16-7/15/16
Davis, Kenrick Transportation	Bus Driver Not to exceed: 40 Hrs.	7/18/16-8/12/16
Davis, Lenora Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Elie-Turner, Banita Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Garcia, Mayra Special Ed-Roosevelt Elementary	Paraeducator-1 3 Hrs/Day	6/20/16-7/15/16
Gauntt, Deborah Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16

Gomez, Leonor Special Education	Senior Office Specialist 8 Hrs/Day	7/18/16-8/12/16
Gutierrez-Prada, Nancy Educational Services	Bilingual Community Liaison Not to exceed: 18 Hrs	7/1/16-7/22/16
Hendricks, David Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Hobkirk, Christina Special Ed-Lincoln MS	Paraeducator-2 4 Hrs/Day	6/20/16-7/15/16
James, Carolin Special Education	Senior Office Specialist 8 Hrs/Day	7/25/16-8/5/16
Lawrence, Adrianna Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Lewis, Jessie Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Martinez, Maisha Special Education	Paraeducator-1 5 Hrs/Day	6/20/16-7/15/16
Martinez, Maisha Special Ed-Santa Monica HS	Paraeducator-1 3 Hrs/Day	6/29/16-7/22/16
Martinez, Melinda Operations	Custodian 5 Hrs/Day	7/20/16-8/22/16
McGrath, Kathleen Lincoln MS	Senior Office Specialist Not to exceed: 40 Hrs	8/8/16-8/12/16
Mosley, Andreyia Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16
Muller, Larissa Special Ed-Roosevelt Elem	Paraeducator-3 5 Hrs/Day	6/20/16-7/15/16
Pegues, Forrest Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Pineda, Luz Special Ed-Roosevelt Elem	Paraeducator-1 Not to exceed: 24 Hrs	6/20/16-7/15/16
Preciado, Edwin Special Ed-Roosevelt Elem	Paraeducator-3 Not to exceed: 32.5 Hrs	6/28/16-7/15/16
Preciado, Edwin Operations	Custodian 5 Hrs/Day	7/20/16-8/22/16
Robinson, Christopher Special Education	Paraeducator-3 5 Hrs/Day	6/20/16-7/15/16
Roller, Yolanda Special Ed-Roosevelt Elem	Paraeducator-2 Not to exceed: 45 Hrs	6/20/16-7/15/16
Sakamoto-Wengel, James Special Education	Paraeducator-3 5 Hrs/Day	6/20/16-7/15/16

Smith, Angelique Special Education	Occupational Therapist 4 Hrs/Day	6/16/16
Villatoro, Jennifer Food and Nutrition Services	Cafeteria Worker II 8 Hrs/Day	7/28/16
Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 40 Hrs	7/18/16-8/12/16
Zheng, Jin Special Ed-Roosevelt Elem	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Aceves, Cindy Special Education	Paraeducator-1 [additional hours; professional development]	7/26/16
Ajnassian, Carrie Special Education	Paraeducator-1 [additional hours; professional development]	7/26/16
Bilotti, Scott Special Education	Paraeducator-1 [additional hours; professional development]	7/26/16
Davis, Jeffery Maintenance	Carpenter [overtime; District projects]	7/1/16-6/30/17
De la Rosa, Johanna Student Services	Bilingual Community Liaison [additional hours; translation]	7/1/16-8/30/16
De la Rosa, Johanna Special Education	Bilingual Community Liaison [additional hours; translation services]	6/22/16
Krstic, Nadine Special Education	Paraeducator-1 [additional hours; professional development]	7/26/16
Loza, Adelsa Special Education	Paraeducator-1 [additional hours; professional development]	7/26/16
Miller, Karen Special Education	Paraeducator-3 [additional hours; professional development]	7/26/16
Orozco, Abel Grounds	Equipment Operator-Tree Trimmer [overtime; additional Grounds projects]	7/12/16-8/15/16
Oyenoki, Elizabeth Student Services	Sr. Office Specialist [additional hours; translation]	7/1/16-8/30/16
Sebastiani, Guido Grounds	Equipment Operator-Tree Trimmer [overtime, additional Grounds projects]	7/12/16-8/15/16
Sheppard, Billy Facility Use Dept	Sports Facility Attendant [additional hours; Facility Use events]	7/1/16-6/30/17
Stevens, Danielle Special Education	Paraeducator-1 [additional hours; professional development]	7/26/16
Upton, Carey Facility Improvement Projects	Director of Facility Improvement Projects [limited term; Facility Improvement Projects assignment]	7/1/16-12/31/16
Velasquez, Jessica Facility Use Dept	Sports Facility Attendant [additional hours; Facility Use events]	7/1/16-6/30/17

Velasquez, Jessica Facility Use Dept	Sports Facility Attendant [overtime; Facility Use events]	7/1/16-6/30/17
Walker, Christine Special Education	Paraeducator-1 [additional hours; professional development]	7/26/16
Webber, Walter Facility Use Dept	Sports Facility Attendant [additional hours; Facility Use events]	7/1/16-6/30/17
Yashar, Azita Special Ed-Cabrillo Elem	Paraeducator-1 [additional hours; bus and classroom support]	10/16/15-6/9/16

SUBSTITUTES

EFFECTIVE DATE

Bautista, Julienne Facility Use Dept	Sports Facility Attendant	7/1/16-6/30/17
Chavez, Chris Facility Use Dept	Sports Facility Attendant	7/1/16-6/30/17
Hernandez, Jason Facility Use Dept	Sports Facility Attendant	7/1/16-6/30/17
Ighani, Roshanak District	Office Specialist	7/1/16-6/30/17
Proctor, Sean Facility Use Dept	Sports Facility Attendant	7/1/16-6/30/17
Strahn, Yvonne District	Office Specialist	7/1/16-6/30/17
Suhr, Charlotte Special Education	Paraeducator-1	8/22/16-6/9/17
Walton, James Facility Use Dept	Sports Facility Attendant	7/1/16-6/30/17
Winger, Nidra District	Office Specialist	7/1/16-6/30/17
Young, Jessica Special Education	Paraeducator-1	8/22/16-6/9/17

WORKING OUT OF CLASS

EFFECTIVE DATE

Davis, Jeffery Maintenance	Metal Worker From: Carpenter	7/5/16-11/9/16
Orozco, Abel Grounds	Equipment Operator-Tree Trimmer From: Gardener	7/12/16-8/15/16
Parker, Stephen Maintenance	Carpenter From: Skilled Maintenance Worker	7/5/16-11/9/16
Sebastiani, Guido Grounds	Equipment Operator-Tree Trimmer From: Gardener	7/12/16-8/15/16

PROFESSIONAL GROWTH

EFFECTIVE DATE

Fuentes, Mario Grounds	Gardener	9/1/16
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Hampton, Kizzie Muir Elementary	Paraeducator-1	9/1/16
Nguyen, Kim Business Services	Sr. Admin Assistant	9/1/16

<u>LAYOFF</u>		<u>EFFECTIVE DATE</u>
# FK 8383853	Lifeguard	11/1/16

<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Barber, Raneq McKinley Elementary	Administrative Assistant	8/8/16

Goudeau, Tajanieace Special Ed-Grant Elementary	Paraeducator-1	8/5/16
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Griego, Nicholas Special Ed-McKinley Elementary	Paraeducator-3	7/15/16
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Harris, Richard Santa Monica High School	Campus Security Officer	8/17/16
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Harry, Elisa Maintenance	Administrative Assistant	8/5/16
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Lancaster, Kelly Food and Nutrition Services	Food Service Operations Supervisor	8/12/16
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Mayen Lugo, Abdallah McKinley Elementary	Instructional Assistant - Classroom	6/9/16
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Suhr, Charlotte Special Ed-Rogers Elementary	Paraeducator-1	7/21/16
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Thomas, William Special Ed-Roosevelt Elementary	Paraeducator-3	6/9/16
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Young, Jessica Special Ed-Franklin Elementary	Paraeducator-3	7/11/16
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<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Giagni, Pamela Special Ed-Muir Elementary	Paraeducator-1	6/9/16

Perchlak, Stanley Maintenance	Skilled Maintenance Worker	9/23/16
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

08/10/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

COACHING ASSISTANT

Armendariz, Raymond

Santa Monica HS

1/1/16-6/9/16

De La Torre, Jose

Santa Monica HS

3/1/16-6/1/16

Richards, James

Santa Monica HS

7/1/16-7/31/16

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/01/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.30

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.

TECHNICAL SPECIALIST – LEVEL II

Cruz, Vivian	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17
Fare, Emily	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17
Fisher, David	Facility Use [Technical Services] - Funding: Permits	7/1/16-6/30/17
Lemmon, Kelsey	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17
MacNeil, Lindsey	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17
Olmos, Lizette	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17
Quinonez, Stephanie	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17
Ramin, Jasmine	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17
Wilson, Crystal	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/22/16-6/9/17

Zarrow, Carly

Special Education
[Psychologist Intern]
- Funding: Medi-Cal Billing Option

8/22/16-6/9/17

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 8, 2016	4:00 p.m.	Board Room – District Office	
December 13, 2016	4:00 p.m.	Testing Room – District Office	
2017			
January 10, 2017	4:00 p.m.	Board Room – District Office	
February 14, 2017	4:00 p.m.	Board Room – District Office	
February 2017	Daily Conference	TBD	CSPCA 2017 Annual Conference
March 14, 2017	4:00 p.m.	Board Room – District Office	
April 11, 2017	4:00 p.m.	Board Room – District Office	2017–18 Budget Discussion and Development,
May 9, 2017	4:00 p.m.	Board Room – District Office	2017-18 Budget Adoption
May 16, 2017	3:00 p.m.	Board Room – District Office	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

VI. Personnel Commission Business:

A. 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, October 11, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

X. Adjournment: