



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

October 11, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, October 11, 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 Report from Closed Session on September 13, 2016
- G.05 Approval of Agenda for Regular Meeting on October 11, 2016

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

- G.06 Approval of Minutes for Regular Meeting on September 13, 2016

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

October 11, 2016

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

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session on September 13, 2016
- G.05 Approval of Agenda for Regular Meeting on October 11, 2016
- G.06 Approval of Minutes for Regular Meeting on September 13, 2016
- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

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

- General Comments and Updates
- New Personnel Commissioner Recruitment Update

G.08 Personnel Commissioner Comments/Reports:

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

G.09 Communications:

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

- SEIU Report
- Board of Education Report

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. **CONSENT CALENDAR:**

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

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

Classification

Eligibles

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

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

| | |
|-----------------------------|---|
| Bilingual Community Liaison | 7 |
|-----------------------------|---|

C.02 Advanced Step Placement:

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

- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Amanda Ernst in the classification of Paraeducator-2 at Range: 25 Step: B
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Sean Sandoval in the classification of Paraeducator-2 at Range: 25 Step: B
- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Shaeema Syed in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

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

IV. DISCUSSION ITEMS:

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

- No Discussion Items

V. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.19 (for SMMUSD School Board Agenda)
- September 22, 2016
- Classified Personnel – Merit Report - No. A. 12
- October 6, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A. 20
- September 22, 2016
- Classified Personnel – Non-Merit Report – No. A. 13
- October 6, 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, November 8, 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:

- No Closed Session

X. ADJOURNMENT:

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

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

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 was 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:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:07 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Lippman, and Pertel were present.
- G.03 Pledge of Allegiance:** Ms. Cindy Johnston, Human Resources Technician, led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** September 13, 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: August 9, 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 reported on the beginning of the new school year 2016-2017. The Personnel Commission staff is recruiting for various positions throughout the District as well as securing substitutes for clerical, security, and Special Education assignments on a daily basis.**
 - **Director Cool shared his observations from the District's convocation on August 17, 2016. Dr. Pedro Noguera presented an action plan to assist the District in closing the achievement gap.**
 - **Director Cool informed the Personnel Commission about his visit to McKinley Elementary School on the first day of school, August 22, 2016. He also participated at the Back-to-School night at Grant Elementary School on September 6, 2016.**
 - **Director Cool reported on Ms. Clare Caldera's attendance at the Personnel Testing Council seminar where the role of social media in recruitments was discussed. Presenters were City of Los Angeles and Riverside County.**
- New Personnel Commissioner Recruitment Update
 - **Director Cool informed the Personnel Commission about the new Personnel Commissioner recruitment. It opened on September 12, 2016, for approximately six (6) weeks.**
 - **Director Cool has been collaborating with Ms. Gail Pinsker, the District's Community and Public Relations Officer, on a press release about the position on the District website and in social media, an advertisement in local newspapers, and a distribution in both Santa Monica and Malibu communities.**
 - **Director Cool is invited to attend the PTA Council meeting on September 20, 2016, to present the criteria for this recruitment.**

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 Inatsugu expressed her regret for not being able to attend the District's convocation due to fulfilling her jury duty.**
- **Commissioner Inatsugu reported on the PTA Council's initiative to conduct the Board of Trustees Candidates Forum and the Board of Education Forum at the District on October 7, 2016.**
- **Commissioner Inatsugu stated that the Board of Education election was cancelled due to having only three (3) candidates for three (3) openings. Hence, all the candidates were automatically elected. They will participate at the Board of Education Forum so that the community can get to know them.**
- **Commissioner Inatsugu is collecting questions from all District employee groups for both forums.**

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, shared with the Personnel Commission about the SEIU's initiatives supporting Proposition 55 to continue funding for education.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Interim Deputy Superintendent, extended his welcome to the new Interim Co-Superintendent, Dr. Christopher King, who was in the audience.**
 - **Dr. Kelly reported on the successful start of the new school year 2016-2017. He recognized the Maintenance and Operations department staff for their dedication and hard work preparing all the facilities for our students. Dr. Kelly attended the Back-to-School night at Webster Elementary School and commented that it was so clean and well decorated by teachers for both students and parents.**
 - **Dr. Kelly updated the Personnel Commission on certificated hiring for the new school year. Human Resources department hired Dr. Antonio Shelton, as the principal of Santa Monica High School, and Dr. Cheli Nye, the principal of Malibu High School.**
 - **Dr. Kelly also informed the Personnel Commission about the Board of Education joining the Board of Trustees at Santa Monica College to discuss a partnership with the District regarding enrollment and facilities on September 20, 2016.**
 - **Dr. Kelly informed the Personnel Commission about the District's initiatives to achieve educational access and equity for all students.**

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

| | |
|-------------------------------------|----|
| Instructional Assistant - Classroom | 19 |
| Paraeducator-1 | 13 |
| Paraeducator-3 | 7 |

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**

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

It was moved and seconded to approve the Consent Calendar – II.C.02 Advanced Step Placements as submitted. The motion passed.

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

- 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

It was moved and seconded to approve the Consent Calendar – II.C.03 Advanced Step Placements as submitted. The motion passed.

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

- 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

It was moved and seconded to approve the Consent Calendar – II.C.04 Advanced Step Placements as submitted. The motion passed.

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

- 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

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

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

- 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

It was moved and seconded to approve the Consent Calendar – II.C.06 Advanced Step Placements as submitted. The motion passed.

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

- 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

It was moved and seconded to approve the Consent Calendar – II.C.07 Advanced Step Placements as submitted. The motion passed.

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

- 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

It was moved and seconded to approve the Consent Calendar – II.C.08 Advanced Step Placements as submitted. The motion passed.

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

III. ACTION ITEMS:

- A.01 New Classification:
Approval of the new classification Communications Specialist within the Community and Public Relations job family

It was moved and seconded to approve the Director's recommendations for item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool provided a brief background to the establishment of this classification. Before hiring the current Community and Public Relations Officer, Ms. Gail Pinsker, the District enlisted the services of a public relations agency to assist with communication efforts. After Ms. Pinsker joined the District in 2015, the Executive Cabinet and the Board of Education approved the work duties of a position that would specifically support the Public Relations Officer.**

- Commissioner Lippman inquired about minimum qualifications regarding education. He asked about the inclusion of a comment that says that a Bachelor's degree in Creative Writing does not meet the education requirement.
- Director Cool explained that it was a recommendation from Ms. Pinsker who felt that, based on experience, creative writing is far from the scope of required skills.

A.02 Reclassification:

Approval of the reclassification for Mr. Carey Upton from Director of Operations and Facility Permits to Chief Operations Officer

It was moved and seconded to approve the Director's recommendations for item III.A.02 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Cool provided an extensive background and analysis that led to the reclassification study's recommendation including timelines and the nature of the gradually increased significant duties and responsibilities.
- Director Cool also thoroughly explained the methodology applied in the study.
- For his recommendation, Director Cool did not take into account the interim assignments during the working-out-of-class periods.
- Director Cool concluded that Mr. Upton's scope of work extends beyond theater operations and facility permits because it involves management and coordination among Maintenance and Operations, Facility Use, and Facility Improvement Projects departments for the period from 2010 to 2015.
- Dr. Kelly expressed the Senior Cabinet's support for approval of the reclassification.
- Dr. Kelly explained the District's past and present needs regarding an increasing set of maintenance, operations, construction, and facilities improvement issues. These issues often emerged unexpectedly and, once known, became immediately urgent. They often required adjustments and redirection of department work.
- Dr. Kelly clarified that the District management has been seeking to put in an organizational structure providing leadership and direction to facilities departments and programs.
- Dr. Kelly stated that the proposed reclassification provides the District the ability to secure leadership and to stabilize the Maintenance and Operations, Facilities Use, and Facility Improvement Projects departments that need to work cooperatively. It is critical to have leadership that can ensure these departments effectively meet the District's needs.

- Dr. Kelly acknowledged director Cool's analysis and thanked him for his thoroughness in preparing the recommendation.
- Ms. Jan Maez, Associate Superintendent, Chief Financial Officer, also supported the recommendation.
- Ms. Maez considered the analysis to be thorough and adhering to the Merit System rules and procedures.
- Ms. Maez recalled the District's needs from 2010 to 2014 when Mr. Upton was coordinating most of the activities related to facilities, maintenance, operations, and construction.
- Dr. Christopher King, the Interim Co-Superintendent, voiced his support of the recommendation.
- Dr. King expressed his appreciation for director Cool's thorough and fair analysis.
- On behalf of Ms. Cartee-McNeely, Ms. Cindy Johnston, SEIU Steward, presented the Union's concerns regarding the reclassification. SEIU requested to pull this agenda item in order to ensure compliance with all governing processes and procedures of the California Education Code and SMMUSD Merit Rules.
- Ms. Johnston stated that SEIU fully supports the needs described through the establishment of the senior management position. SEIU believes this goal can be reached if the governing Code and Merit Rules are adhered to.
- Ms. Johnston cited Merit Rule 3.3.1.C regarding reclassification of positions that are occupied at the time of reclassification. If reclassification occurs to a vacant position, the position shall be filled through normal selection procedures.
- Ms. Johnston stated concern with regard to reclassification requests from administrative assistants that were pulled from the Personnel Commission agenda a few months ago when the District expressed concerns. Value was given to the concerns, and full examination of the process by the Personnel Commission was agreed upon. SEIU supports this process and requests equity for all reclassifications that come before the Personnel Commission.
- Director Cool replied that in regard to the other reclassifications mentioned, it is an ongoing issue that he will handle separately. Work is still pending on those reclassifications.
- Director Cool stated that Mr. Upton's reclassification is unique, not fitting into the standard protocol; however, Director Cool has examined the facts to ensure that any rule would not have been violated. Mr. Upton was required by the District to take on separate interim assignments. There were additional variables to take into consideration that do not normally affect the reclassification process. The Merit Rules cannot possibly account for every unique situation; therefore, Director Cool used judgment in deciding what is best for the District, and what is appropriate for the employee in question. No rules must be violated.
- Director Cool provided his interpretation of Merit Rule 3.3.1.C. Mr. Upton has worked in an interim capacity, yet his permanent position remains Director of Theater Operations and Facility Permits. At the same time, he has worked at a higher capacity. It is a point within the Merit Rules that is not clearly defined. Director Cool restated that he did not take into

consideration Mr. Upton's working out of class or his interim assignments. There is enough justification for reclassification when analyzing the assignments between 2010 and 2015.

Director Cool defined the position in question as Director of Theater Operations and Facility Permits, not Chief Operations Officer.

- Director Cool addressed Merit Rule 3.3.3.F stating that no sudden reorganization took place. Mr. Upton gradually assumed more complex duties over the period of five (5) years. Even though the classification of Chief Operations Office did come about rather abruptly, it captures duties that Mr. Upton has gradually assumed over five (5) years.
- Director Cool also spoke on Merit Rule 3.3.3.A.2 explaining the scenario when a group of employees in one classification is being reclassified, and some of the employees have yet to hold permanency for less than two (2) years. These employees cannot be automatically reclassified without a competitive process. Two years of gradual increased duties must occur. Director Cool stated that this scenario does not apply to Mr. Upton's situation.
- Ms. Johnston conveyed Ms. Cartee-McNeely's request to the Personnel Commission to ensure that the Merit Rules are applied consistently and fairly to all employees and all classifications.
- Commissioner Pertel expressed his appreciation for Director Cool's analysis and thorough and professional examination in this process. He voiced his support for the recommendation.
- Commissioner Pertel stated that he found the pressure Director Cool was subjected to be inappropriate.
- Commissioner Lippman inquired about the process for making sure it is clear that the Personnel Commission's action does not set a precedent.
- Director Cool stated that if an employee meets the reclassification threshold of two (2) years of gradual increased duties, the employee should be reclassified even if there was a gap in his/her assignment.
- Commissioner Inatsugu stated that since the Personnel Commission is in agreement that this situation does not set a precedent, and their statement to this effect is recorded in the minutes of the meeting, the position of the Personnel Commission becomes a matter of public record.
- Commissioner Inatsugu presented a statement for the record with a request that it be included in the minutes in whole:

"I also need to say up front that my comments are about the process not the candidate for the position."

In our democracy, we have an expectation that governmental processes will be conducted in a fair, efficient, and open manner, and that public institutions will be accountable for representing the public interest.

As stated on the California School Personnel Commissioners Association (CSPCA) website, Merit System principles emphasize these values and provide a personnel selection system that is to be open to all and free from political interference. As school districts continue to experience systemic change resulting from social, financial, and political pressures, it becomes increasingly important

that school administrators incorporate Merit System principles into every decision they make concerning classified employees.

Furthermore, the CSPCA states that the merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters on the basis of merit.

The Merit system is designed to protect against arbitrary action, personal favoritism, and political coercion.

This process since the beginning has been a difficult one – that has not been a secret. I am not telling you anything most of you don't already know.

At all times during this lengthy process, it was our commitment, indeed our job, to make sure there was adherence to the merit rules. We recognize that there were some gray areas to deal with as the process became more complex, and there were areas of the process that were outside our authority, that were within the purview of the district.

The first Merit System law in the nation for school districts was passed by our state legislature in 1936 and made part of the California Education Code. The Santa Monica-Malibu Unified School District voted in the Merit System in 1938. -- we became a merit district by choice. Therefore, it has been our expectation, and continues to be our expectation that going forward

- all parties will respect the Merit System;***
- all parties will work within the Merit System; and***
- all classified employees will be treated with respect and fairness, whether they are management, rank and file, or confidential and regardless of what department they work in.***

There is no doubt that Merit is more difficult and takes longer than old style patronage, but done well it will serve us, our district, our employees, and our communities well.

REQUEST 9/13/16: That the Merit Rules Advisory Committee review Merit Rules chapter 3 related to Classification and that their recommendations be brought to the Personnel Commission for discussion. I know we approved updates as recently as December of 2015, but clearly there are provisions that appeared clear and concise at the time, but under these conditions have not provided us with clear guidance. There are times when flexibility and options are a good thing, but only if the terminology and guidance is clear."

A.03 Advanced Step Placement Fiscal Impact Report

It was moved and seconded to approve the Director's recommendations for item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool provided a brief background to the development of the Advanced Step Placement Fiscal Impact Report on a monthly basis. Certain components of this report are completely inaccurate. Even though there may be some value to getting a "guess-estimate," Director Cool does not feel comfortable presenting the data, not if they are just for the Personnel Commissioners' information. Adding up all the salaries since 2011 is inaccurate, since it is not known what has been happening to the employees who were awarded the advanced step placement. There is no way to track if they passed probation, or transferred to positions with more or less hours, or separated, for example.**
- **Director Cool proposed to continue logging the classification title, the salary range, the step to which they are being advanced, and the percentage of their employment. The hourly, monthly and yearly difference will still be captured as well.**
- **Commissioner Lippman expressed his understanding of the difficulties with the data; however, he would like to see some control factors, for example, the percentage of newly hired employees who are awarded the advanced step placement, the number of education and experience increments have been given, and the difficulty filling the position.**
- **Commissioner Lippman would like to keep monitoring the advanced step placement awards.**
- **Director Cool proposed to compile six (6) months summary starting with this fiscal year in the new revised form.**

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

REPORT AND DISCUSSION

- **Commissioner Inatsugu shared her research regarding the fiscal focus of the Malibu Unification Negotiations Committee.**
- **Commissioner Inatsugu also addressed the issue with the president of School Services of California, Mr. Ronald Bennett. School Services of**

California is contracted by the committee to consult on issues related to separation from the District. In Mr. Bennett's opinion, it is premature to deal with issues related to the Merit System and Personnel Commission at this time.

- Director Cool stated that if Malibu forms its own district, the employees would have the option to vote in the Merit System. It is not clear if the specifics of how the Personnel Commission would divide, how the employees would be allocated between Santa Monica and Malibu, and what would happen to sitting commissioners are covered in the Education Code.

Director Cool will deal with these questions if the unification takes place. At this point, it is a bit too early to fully investigate.

- Commissioner Inatsugu stated that Commissioner Lippman would no longer be able to serve on this Personnel Commission since he lives in Malibu.

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
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. **PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

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

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, 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 the closed session.

- **None**

IX. CLOSED SESSION:

The Commission adjourned to closed session at **5:31 p.m.** pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at **6:00 p.m.** and reported on the following action taken in closed session:

The Santa Monica-Malibu Unified School District Personnel Commission met in closed session to evaluate the Director of Classified Personnel - no report.

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: 6:02 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, October 11, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Ruben Carrillo

BACKGROUND INFORMATION:

| | | |
|--|---|--|
| Classification Title: Custodian | Employee: Ruben Carrillo | Calculation of Advanced Step Recommendation |
| <u>Education:</u> None | <ul style="list-style-type: none">Meets standards | 0 level of education above the required level <u>=0 Step Advance</u> |
| <u>Experience:</u> Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program. | <ul style="list-style-type: none">Ruben has over twelve (12) years of experience performing custodial functions | 6 (2-year periods) of experience above the required level <u>=2 Step Advance</u> (Max. allowed) |
| <u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = <u>STEP C</u> | | |

DIRECTOR'S COMMENTS:

Mr. Carrillo's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step C is \$17.30/hour. The net difference in pay is an approximate increase of \$1.61 per hour, \$279.43 per month, or \$2,394.07 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ruben Carrillo at Range A-24, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, October 11, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Amanda Ernst

BACKGROUND INFORMATION:

| Classification Title: Paraeducator-2 | Employee: Amanda Ernst | 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"> • Amanda has a Bachelor's degree in Gender and Women's Studies | 1 level of education above the required level $=1$ Step Advance |
| <u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with special needs | <ul style="list-style-type: none"> • Amanda has one (1) year of experience working with individuals with exceptional needs. | 0 (2-year periods) of experience above the required level $=0$ Step Advance (Max. allowed) |
| <u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u> | | |

DIRECTOR'S COMMENTS:

Ms. Ernst's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step B is \$16.87/hour. The net difference in pay is an approximate increase of \$.80 per hour, \$104.25 per month, or \$625.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Amanda Ernst at Range A-25, 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, October 11, 2016

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Sean Sandoval

BACKGROUND INFORMATION:

| Classification Title: Paraeducator-2 | Employee: Sean Sandoval | 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"> Meets standards | 0 level of education above the required level = <u>0 Step Advance</u> |
| <u>Experience:</u> <ul style="list-style-type: none"> At least six (6) months experience working with individuals with special needs | <ul style="list-style-type: none"> Sean has over three (3) years of experience working with individuals with exceptional needs. | 1 (2-year periods) of experience above the required level = <u>1 Step Advance</u> |
| <u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Steps = <u>STEP B</u> | | |

DIRECTOR'S COMMENTS:

Mr. Sandoval's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step B is \$16.87/hour. The net difference in pay is an approximate increase of \$.80 per hour, \$104.25 per month, or \$625.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Sean Sandoval at Range A-25, 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, October 11, 2016

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Shaeema Syed

BACKGROUND INFORMATION:

| | | |
|---|---|---|
| Classification Title: Instructional Assistant - Classroom | Employee: Shaeema Syed | Calculation of Advanced Step Recommendation |
| <u>Education:</u> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none">Completed 48 units at an institution of higher learning; ORObtained an Associate's (or higher) degree; ORMust 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">Shaeema has a Bachelor's degree in Anthropology | 1 level of education above the required level = 1 Step Advance (Max. allowed) |
| <u>Experience:</u> <ul style="list-style-type: none">Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people. | <ul style="list-style-type: none">Shaeema meets the experience requirement | 0 (2-year periods) of experience above the required level = 0 Step Advance |
| Total Advanced Steps: Starting Step: B (Accelerated Rate) + 1 (Education) + 0 (Experience) = 2 Advanced Step = STEP C | | |

DIRECTOR'S COMMENTS:

Ms. Syed's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step B is \$14.23/hour, while Step C is \$14.94/hour. The net difference in pay is an approximate increase of \$0.72 per hour, \$77.51 per month, or \$775.15 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Shaeema Syed at Range A-18, 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, October 11, 2016

AGENDA ITEM NO:III.A.01

SUBJECT: Scheduling of Regular Personnel Commission Meeting in November 2016

BACKGROUND INFORMATION:

Due to scheduling conflicts, Personnel Commissioners previously expressed a desire to reschedule the Regular Personnel Commission Meeting on November 8, 2016.

DIRECTOR'S RECOMMENDATIONS:

It is recommended that the Commissioners find a date later in the month of November to hold the Regular Personnel Commission Meeting.

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

IV. Discussion Items:

V. Information Items:

Advanced Step Placement Annual Fiscal Impact Report

| PC Meeting Approval Date | Position | Salary Schedule | Salary Range | Class Starting Step | Adv Step | FTE | Hourly Change | Monthly Change | DIFFERENCE IN YEAR 1 |
|--------------------------|------------------------|-----------------|--------------|---------------------|----------|---------|---------------|----------------|----------------------|
| 2016-2017 | | | | | | | | | |
| 9/13/2016 | Paraeducator 3 | A | 26 | A | D | 75.00% | \$2.60 | \$337.46 | \$2,944.06 |
| 9/13/2016 | Paraeducator 3 | A | 26 | A | D | 75.00% | \$2.60 | \$337.46 | \$2,944.06 |
| 9/13/2016 | IA - Classroom | A | 18 | A | B | 43.75% | \$0.68 | \$51.37 | \$308.25 |
| 9/13/2016 | Sr. Admin Assistant | A | 36 | A | B | 100.00% | \$1.04 | \$180.09 | \$1,080.56 |
| 9/13/2016 | Personnel Analyst | M | 46 | A | B | 100.00% | \$1.60 | \$278.00 | \$3,336.00 |
| 9/13/2016 | Occupational Therapist | A | 61 | A | C | 100.00% | \$3.97 | \$687.76 | \$6,243.10 |
| 9/13/2016 | Athletic Trainer | A | 35 | A | C | 87.50% | \$2.11 | \$320.25 | \$2,906.96 |
| 10/11/2016 | Paraeducator 2 | A | 25 | A | B | 75.00% | \$0.80 | \$104.25 | \$625.50 |
| 10/11/2016 | Paraeducator 2 | A | 25 | A | B | 75.00% | \$0.80 | \$104.25 | \$625.50 |
| 10/11/2016 | Custodian | A | 24 | A | C | 100.00% | \$1.61 | \$279.43 | \$2,394.07 |
| 10/11/2016 | IA - Classroom | A | 18 | B | C | 62.50% | \$0.72 | \$77.51 | \$775.15 |
| 2016-2017 TOTAL | | | | | | | | | \$24,183.20 |

Open Requisitions (as of 10/04/2016)

| Req Number | Req Title | Department | Position Type | FTE | Date From HR |
|------------|--|----------------------------------|---------------|-------|--------------|
| 17-045 | ADMINISTRATIVE ASSISTANT | MCKINLEY ELEMENTARY SCHOOL | Vac | 100 | 8/26/2016 |
| 17-056 | ADMINISTRATIVE ASSISTANT | SPECIAL EDUCATION | Vac | 100 | 9/8/2016 |
| 17-075 | CAMPUS SECURITY OFFICER | SANTA MONICA HIGH SCHOOL | Vac | 100 | 9/20/2016 |
| 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 |
| 17-083 | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES | Vac | 43.75 | 9/29/2016 |
| 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 |
| 17-057 | CUSTODIAN | M & O (Maintenance & Operations) | Vac | 30 | 9/8/2016 |
| 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 |
| 17-084 | ELEMENTARY LIBRARY COORDINATOR | ROOSEVELT ELEMENTARY SCHOOL | Vac | 100 | 9/29/2016 |

| | | | | | |
|--------|---|------------------------------|-----|-------|-----------|
| 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 |
| 17-018 | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | EDISON LANGUAGE ACADEMY | New | 43.75 | 7/28/2016 |
| 17-076 | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | JOHN ADAMS MIDDLE SCHOOL | Vac | 37.5 | 9/20/2016 |
| 16-198 | INSTRUCTIONAL ASSISTANT-CLASSROOM | ROOSEVELT ELEMENTARY SCHOOL | Vac | 37.5 | 6/21/2016 |
| 17-003 | INSTRUCTIONAL ASSISTANT-CLASSROOM | WILL ROGERS LEARNING ACADEMY | Vac | 37.5 | 7/8/2016 |
| 17-007 | INSTRUCTIONAL ASSISTANT-CLASSROOM | EDUCATIONAL SERVICES | New | 37.5 | 7/28/2016 |
| 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 |
| 17-058 | INSTRUCTIONAL ASSISTANT-CLASSROOM | MCKINLEY ELEMENTARY SCHOOL | Vac | 37.5 | 9/8/2016 |
| 17-069 | INSTRUCTIONAL ASSISTANT-CLASSROOM | MCKINLEY ELEMENTARY SCHOOL | Vac | 37.5 | 9/14/2016 |
| 17-071 | INSTRUCTIONAL ASSISTANT-CLASSROOM | FRANKLIN ELEMENTARY SCHOOL | Vac | 43.75 | 9/16/2016 |
| 17-072 | INSTRUCTIONAL ASSISTANT-CLASSROOM | MCKINLEY ELEMENTARY SCHOOL | Vac | 37.5 | 9/16/2016 |
| 17-073 | INSTRUCTIONAL ASSISTANT-CLASSROOM | MCKINLEY ELEMENTARY SCHOOL | Vac | 37.5 | 9/16/2016 |
| 17-080 | INSTRUCTIONAL ASSISTANT-CLASSROOM | WILL ROGERS LEARNING ACADEMY | Vac | 37.5 | 9/29/2016 |

| | | | | | |
|--------|--|----------------------------------|-----|-------|-----------|
| 17-081 | INSTRUCTIONAL ASSISTANT-CLASSROOM | WILL ROGERS LEARNING ACADEMY | Vac | 37.5 | 9/29/2016 |
| 16-187 | INSTRUCTIONAL ASSISTANT-MUSIC | MALIBU HIGH SCHOOL | Vac | 31.25 | 6/7/2016 |
| 17-082 | INSTRUCTIONAL ASSISTANT-MUSIC | SANTA MONICA HIGH SCHOOL | Vac | 37.5 | 9/29/2016 |
| 16-193 | INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION | SANTA MONICA HIGH SCHOOL | Vac | 75 | 6/17/2016 |
| 17-074 | LABORATORY TECHNICIAN | MALIBU HIGH SCHOOL | Vac | 50 | 9/16/2016 |
| 16-163 | LEAD CUSTODIAN | MALIBU HIGH SCHOOL | Vac | 100 | 4/26/2016 |
| 17-055 | LEAD CUSTODIAN | M & O (Maintenance & Operations) | Vac | 100 | 8/29/2016 |
| 17-028 | PARAEDUCATOR-1 | SMASH (ALTERNATIVE) SCHOOL | New | 62.5 | 8/15/2016 |
| 17-046 | PARAEDUCATOR-1 | GRANT ELEMENTARY SCHOOL | Vac | 75 | 8/26/2016 |
| 17-047 | PARAEDUCATOR-1 | WILL ROGERS LEARNING ACADEMY | Vac | 56.25 | 8/26/2016 |
| 17-059 | PARAEDUCATOR-1 | MCKINLEY ELEMENTARY SCHOOL | New | 50 | 9/8/2016 |
| 17-060 | PARAEDUCATOR-1 | WILL ROGERS LEARNING ACADEMY | Vac | 75 | 9/8/2016 |
| 17-061 | PARAEDUCATOR-1 | GRANT ELEMENTARY SCHOOL | Vac | 75 | 9/8/2016 |
| 17-062 | PARAEDUCATOR-1 | JOHN MUIR ELEMENTARY SCHOOL | Vac | 75 | 9/8/2016 |
| 17-063 | PARAEDUCATOR-1 | WILL ROGERS LEARNING ACADEMY | Vac | 56.25 | 9/8/2016 |
| 17-064 | PARAEDUCATOR-1 | JOHN ADAMS MIDDLE SCHOOL | Vac | 75 | 9/8/2016 |
| 17-077 | PARAEDUCATOR-1 | ROOSEVELT ELEMENTARY SCHOOL | New | 75 | 9/22/2016 |
| 17-065 | PARAEDUCATOR-2 | SPECIAL EDUCATION | Vac | 81.25 | 9/8/2016 |
| 17-021 | PARAEDUCATOR-3 | SPECIAL EDUCATION | New | 62.5 | 9/12/2016 |
| 17-078 | PARAEDUCATOR-3 | SPECIAL EDUCATION | Vac | 75 | 9/20/2016 |
| 17-079 | PARAEDUCATOR-3 | SPECIAL EDUCATION | Vac | 75 | 9/29/2016 |
| 17-015 | SENIOR OFFICE SPECIALIST | BUSINESS SERVICES | Vac | 100 | 8/8/2016 |
| 17-019 | SENIOR OFFICE SPECIALIST | GRANT ELEMENTARY SCHOOL | Vac | 50 | 8/10/2016 |

| | | | | | |
|--------|--------------------------------------|-------------------------------------|-----|-----|-----------|
| 17-068 | SKILLED MAINTENANCE WORKER | M & O (Maintenance & Operations) | Vac | 100 | 9/8/2016 |
| 17-042 | SWIMMING INSTRUCTOR/LIFEG UARD | BUSINESS SERVICES | New | 50 | 8/23/2016 |
| 17-043 | SWIMMING INSTRUCTOR/LIFEG UARD | BUSINESS SERVICES | New | 50 | 8/22/2016 |
| 17-044 | THEATER OPERATIONS SUPERVISOR | BUSINESS SERVICES | New | 100 | 8/15/2016 |

Filled Requisitions (9/1/2016 – 9/30/2016)

| Req Number | Req Title | Department | Date of Accepted Job Offer |
|------------|-----------------------------------|----------------------------|----------------------------|
| 17-070 | INSTRUCTIONAL ASSISTANT-CLASSROOM | CABRILLO ELEMENTARY SCHOOL | 9/30/2016 |
| 17-022 | PARAEDUCATOR-1 | GRANT ELEMENTARY SCHOOL | 9/7/2016 |
| 16-194 | PARAEDUCATOR-2 | CABRILLO ELEMENTARY SCHOOL | 9/7/2016 |
| 17-029 | PARAEDUCATOR-2 | SPECIAL EDUCATION | 9/6/2016 |
| 17-031 | PARAEDUCATOR-3 | SPECIAL EDUCATION | 9/2/2016 |
| 17-035 | PARAEDUCATOR-3 | SPECIAL EDUCATION | 9/2/2016 |
| 17-049 | PARAEDUCATOR-3 | SPECIAL EDUCATION | 9/2/2016 |
| 17-067 | PARAEDUCATOR-3 | SPECIAL EDUCATION | 9/19/2016 |

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/22/16

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.19

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

NEW HIRES

EFFECTIVE DATE

| | | |
|---|---|---------|
| Cline, Wendy Food Svcs/Pt Dume | Cafeteria Worker I 3 Hrs/SY/Range: 13 Step: D | 8/19/16 |
| Danganan, Maye Muir Elementary | Physical Activities Specialist 3.75 Hrs/SY/Range: 26 Step: A | 8/19/16 |
| Eby, David Grant Elementary | Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: A | 8/19/16 |
| Ellis, Ashley Special Ed/Lincoln MS | Paraeducator-1 6 Hrs/SY/Range: 20 Step: A | 8/19/16 |
| Gottlieb, Galit Special Ed/Cabrillo Elementary | Paraeducator-3 6 Hrs/SY/Range: 26 Step: A | 8/22/16 |
| Hansberry, Felicia Special Ed/Cabrillo | Paraeducator-1 6 Hrs/SY/Range: 20 Step: A | 8/19/16 |
| Overton, Christopher Special Ed/Roosevelt | Paraeducator-3 6 Hrs/SY/Range: 26 Step: A | 8/19/16 |
| Ramos, Margaret Ed Svcs/Lincoln MS | Instructional Asst – Bilingual 3.5 Hrs/SY/Range: 20 Step: A | 8/19/16 |
| Rodriguez, Denise Grant Elementary | Children's Center Asst 2 5 Hrs/SY/Range: 18 Step: B | 8/19/16 |
| Shanley, Scott Santa Monica HS | Instructional Asst – Physical Ed 4 Hrs/SY/Range: 20 Step: A | 8/19/16 |
| Smith, Deveeda Special Ed/Muir | Paraeducator-1 6 Hrs/SY/Range: 20 Step: A | 8/22/16 |
| Solis, David Special Ed/Lincoln MS | Paraeducator-1 6 Hrs/SY/Range: 20 Step: A | 8/19/16 |
| Wu, Linda Rogers Elementary | Instructional Asst – Classroom 3 Hrs/SY/Range: 18 Step: A | 8/19/16 |

PROMOTION

EFFECTIVE DATE

| | | |
|---------------------------------|--|---------|
| Hedges, Eric Maintenance/FIP | Facilities Technician 8 Hrs/12-Mo/Range: 45 Step: C From: Electrician/8Hrs/12-Mo | 8/18/16 |
|---------------------------------|--|---------|

Plascencia, Henry
Maintenance

Skilled Maintenance Worker
8 Hrs/12-Mo/Range: 33 Step: D
From: Lead Custodian/8 Hrs/12-Mo

8/22/16

SUMMER ASSIGNMENTS

EFFECTIVE DATE

Aldana, Monica
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Ayala, Magdalena
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Carrillo, Ruben
Child Develop Svcs

Custodian
Not to exceed: 136 Hrs

7/1/16-8/31/16

Fargnoli, Cathy
Edison Elementary

Sr. Office Specialist
Enrollment Prep

8/8/16-8/12/16

Gonzalez, Diane
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Hernandez, Yolanda
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Hobkirk, Christina
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Homami, Christina
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Jones, Mashwanda
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

LoGreco, Vincent
Special Education

Paraeducator-3
Not to exceed: 30 Hrs

8/1/16-8/5/16

Madson, Karla
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Martinez, Maisha
John Adams MS

Paraeducator-1
Not to exceed: 11 Hrs

8/8/16-8/9/16

Ortiz, Patricia
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Thompson, Raquel
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Villegas, Bibiana
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

Winger, Nidra
Student Services

Health Office Specialist
Immunizations

8/1/16-8/19/16

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Anderson, Bruno
Santa Monica HS

Custodian
[overtime, as needed]

8/1/16-6/30/17

Arangoa, Isabel
Santa Monica HS

Custodian
[overtime, as needed]

8/2/26-6/60/17

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|---|---|-----------------|
| Bolan, Anette Santa Monica HS | Campus Security Officer Sub [overtime, as needed] | 8/1/16-6/30/17 |
| Bolan, Anette Facility Use Dept | Campus Security Officer Sub [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Boyd, Katherine Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Bracamonte, Jorge Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Burleigh, David Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Cage, Ramondo Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Castillo, John Info Services | Network Engineer [overtime, infrastructure installation] | 7/1/16-6/30/17 |
| Cobbs, Rufus Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Cooper, Raymond Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Cooper, Raymond Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Cornejo, Natalie Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Cornejo, Natalie Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Cueva, Felipe Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| De La Rosa, Johanna Lincoln MS | Bilingual Community Liaison [not to exceed 10 hrs] | 8/11/16-8/12/16 |
| Doty, Ken Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Flores, Maria Roosevelt Elementary | Sr. Office Specialist [additional hours, office support as needed] | 8/22/16-6/9/17 |
| Fuller, Herbert Educational Services | Physical Activities Specialist [additional hours, curriculum training] | 8/19/16 |
| Gonzalez, Jose Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Greene, Milton Malibu HS | Campus Security Officer [overtime, as needed] | 7/1/16-6/30/17 |
| Greene, Milton Malibu HS | Campus Security Officer [overtime, ASB events as needed] | 7/1/16-6/30/17 |

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|--------------------------------------|--|-----------------|
| Greene, Milton Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Greene, Milton Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Honore, Crystal Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Honore, Crystal Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Johnson, Joseph Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Johnson, Joseph Facility Use Dept | Campus Security Officer [additional hours, FUD events as needed] | 7/1/16-6/30/17 |
| Johnson, Joseph Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Jones, Chancy Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Jones, Chancy Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Kyle, Yvonne Educational Svcs | Sr. Administrative Asst [overtime, SAC/LCAP meetings] | 8/26/16-6/30/17 |
| Lopez, Sandy Rogers Elementary | Sr. Office Specialist [additional hours, enrollment] | 8/4/16-8/12/16 |
| Loza, Adelsa Lincoln MS | Paraeducator-1 [additional hours, after school library] | 8/22/16-6/9/17 |
| Lucas, Ralph McKinley Elementary | Instructional Asst – Classroom [additional hours, not to exceed 40 hrs] | 8/19/16-6/30/17 |
| Mangum, Don Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Mangum, Don Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Mark, Ellen Franklin Elementary | Elementary Library Coord [temporary additional hours: setting up library] | 8/10/16-9/30/16 |
| Marmolejo, David Info Services | Network Engineer [overtime, infrastructure installation] | 7/1/16-6/30/17 |
| Martin, Eric Malibu HS | Custodian [overtime, as needed] | 7/1/16-6/30/17 |
| Martin, Eric Malibu HS | Custodian [overtime, ASB events as needed] | 7/1/16-6/30/17 |
| McGrath, Kathy John Adams MS | Sr. Office Specialist [additional hours, not to exceed 8 hrs] | 8/15/16 |

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|---|--|-----------------|
| McNeely, Debrah Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Miller, Maurice Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Myles, Donald Malibu HS | Custodian [overtime, as needed] | 7/1/16-6/30/17 |
| Myles, Donald Malibu HS | Custodian [overtime, ASB events as needed] | 7/1/16-6/30/17 |
| Navarro, Nancy Muir Elementary | Sr. Office Specialist [additional hours, enrollment] | 8/15/16-9/2/16 |
| Nunez, Sherry Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Nunez, Sherry Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Omari, Saleem Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| O'Rourke, Thomas Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Ortiz-Gonzalez, Patricia John Adams MS | Health Office Specialist [additional hours, assisting Nurse] | 8/19/16-6/9/17 |
| Oyenoki, Liz McKinley Elementary | Sr. Office Specialist [additional hours, not to exceed 90 hours] | 7/1/16-6/30/17 |
| People, Jeff Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Perez, Bertha Roosevelt Elementary | Sr. Office Specialist [additional hours, office support] | 8/22/16-6/9/17 |
| Plascencia, Henry Facility Use Dept | Campus Security Officer Sub [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Preciado, Daniel Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Preciado, Daniel Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Reynoso, Rosa Transportation | Bus Driver [temporary assignment, as needed] | 8/17/16-6/14/17 |
| Saad, Metias Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Santiago, Marlene Child Develop Svcs | Bilingual Community Liaison [additional hours, not to exceed 4 hrs/day] | 7/1/16-6/30/17 |
| Sargent, Darren Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |

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|---|---|----------------|
| Soloway, Beth Malibu HS | Sr. Office Specialist [additional hours, as needed] | 7/1/16-6/30/17 |
| Smith, Dunell Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Smith, Dunell Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Tangum, Cathy Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Tangum, Cathy Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Tate, Wiley Malibu HS | Custodian [overtime, as needed] | 7/1/16-6/30/17 |
| Tate, Wiley Malibu HS | Custodian [overtime, ASB events as needed] | 7/1/16-6/30/17 |
| Taylor, Candice Malibu HS | Custodian [overtime, as needed] | 7/1/16-6/30/17 |
| Taylor, Candice Malibu HS | Custodian [overtime, ASB events as needed] | 7/1/16-6/30/17 |
| Taylor, Inelle Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Taylor, Inelle Facility Use Dept | Campus Security Officer [additional hours, FUD events as needed] | 7/1/16-6/30/17 |
| Taylor, Inelle Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Tursi, Lisa Roosevelt Elementary | Administrative Asst. [additional hours, office support] | 8/22/16-6/9/17 |
| Vasquez, Graciela Malibu HS | Campus Security Officer [overtime, as needed] | 7/1/16-6/30/17 |
| Vasquez, Graciela Malibu HS | Campus Security Officer [overtime, ASB events as needed] | 7/1/16-6/30/17 |
| Vasquez, Graciela Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Vasquez, Graciela Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Villalobos, Elizabeth Maintenance | Facilities Technician [overtime, as needed] | 7/1/16-6/30/17 |
| Walker, Louis Santa Monica HS | Custodian [overtime, as needed] | 8/1/16-6/30/17 |
| Washington, Chanee Facility Use Dept | Campus Security Officer Sub [overtime, FUD events as needed] | 7/1/16-6/30/17 |

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|---|---|------------------------------|
| Watkins, Ernest Malibu HS | Custodian [overtime, as needed] | 7/1/16-6/30/17 |
| Watkins, Ernest Malibu HS | Custodian [overtime, ASB events as needed] | 7/1/16-6/30/17 |
| Widner, Kim Malibu HS | Custodian [overtime, as needed] | 7/1/16-6/30/17 |
| Widner, Kim Malibu HS | Custodian [overtime, ASB events as needed] | 7/1/16-6/30/17 |
| Wilson, Stanley Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Wilson, Stanley Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| Wilson, Terry Santa Monica HS | Campus Security Officer [overtime, as needed] | 8/1/16-6/30/17 |
| Wilson, Terry Facility Use Dept | Campus Security Officer [overtime, FUD events as needed] | 7/1/16-6/30/17 |
| <u>SUBSTITUTES</u> | | <u>EFFECTIVE DATE</u> |
| Alvarez, Maryke Special Ed | Paraeducator-1 | 8/23/16-6/9/17 |
| Barba, Patricia Food Services | Stock Delivery Clerk | 8/19/16-6/9/17 |
| Basha, Patricia Food Services | Stock Delivery Clerk | 8/19/16-6/9/17 |
| Bernadou, Michelle District | Office Specialist | 7/1/16-6/30/17 |
| Daniels, Delone Special Education | Paraeducator-1 | 8/19/16-6/9/17 |
| Daniel, Delone Special Education | Paraeducator-3 | 8/19/16-6/9/17 |
| Ernst, Amanda Special Ed | Paraeducator-1 | 8/19/16-6/9/17 |
| Ernst, Amanda Special Ed | Paraeducator-2 | 8/19/16-6/9/17 |
| Garcia, Jose Food Services | Stock Delivery Clerk | 8/19/16-6/9/17 |
| Garcia, Oscar Food Services | Stock Delivery Clerk | 8/19/16-6/9/17 |
| Gibson, Leticia Food Services | Cafeteria Worker 1 | 8/19/16-6/9/17 |
| Hansberry, Felicia Special Education | Office Specialist | 8/8/16-8/12/16 |

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|---|--------------------------|----------------|
| Lee, Dawn Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Madry, Tyrone Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Madry, Tyrone Special Education | Paraeducator-3 | 8/22/16-6/9/17 |
| Romero, Clara Rogers Elementary | Administrative Assistant | 8/15/16-6/9/17 |
| Rosas, Ariel Food Services | Stock Delivery Clerk | 8/19/16-6/9/17 |
| Rueda Garcia, Jane Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Rueda Garcia, Jane Food Services | Cafeteria Worker I | 8/19/16-6/9/17 |
| Sember, Judith McKinley Elementary | Administrative Assistant | 8/8/16-6/30/17 |
| Soil, Sophia Special Education | Paraeducator-1 | 8/19/16-6/9/17 |
| Soil, Sophia Special Education | Paraeducator-3 | 8/19/16-6/9/17 |

CHANGE IN ASSIGNMENT

| | | |
|--|---|---|
| Fernandez, Angelica Edison Elementary | Children's Center Asst 2 5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers | <u>EFFECTIVE DATE</u> 8/19/16 |
| Villegas, Lorena Grant Elementary | Children's Center Asst 2 5 Hrs/SY From: 3.5 Hrs/SY/CDS-Franklin | 8/19/16 |

INVOLUNTARY TRANSFER

| | | |
|--|---|---|
| Abdulkareem, Nehal CDS/Muir Elementary | Children's Center Asst 3 7 Hrs/12-Mo/Muir Elementary From: 7 Hrs/SY/Pine Street | <u>EFFECTIVE DATE</u> 8/19/16 |
| Biren, Sara CDS/Washington West | Children's Center Asst 2 3.5 Hrs/SY/Washington West From: 3.5 Hrs/SY/Grant Elementary | 8/19/16 |
| Brown, Elizabeth Special Ed/Lincoln MS | Paraeducator-1 6 Hrs/SY/Lincoln MS From: 6 Hrs/SY/McKinley Elementary | 8/19/16 |
| Cabrera, Jennifer CDS-McKinley Elementary | Children's Center Asst 2 3.5 Hrs/SY/McKinley Elementary From: 3.5 Hrs/SY/Grant Elementary | 8/19/16 |
| Garcia, Mayra Special Ed/John Adams MS | Paraeducator-1 6 Hrs/SY/John Adams MS From: 6 Hrs/SY/Rogers Elementary | 8/19/16 |
| Gomez, Monica CDS/Grant Elementary | Children's Center Asst 2 3.5 Hrs/SY/Grant Elementary From: 3.5 Hrs/SY/Washington West | 8/19/16 |

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|--|--|---------|
| Gonzalez, Cecilia CDS/John Adams MS | Children's Center Asst 2 3.5 Hrs/SY/John Adams MS From: 3.5 Hrs/SY/Grant Elementary | 8/19/16 |
| Hoorizadeh, Shayeste CDS/Washington West | Children's Center Asst 2 3.5 Hrs/SY/Washington West From: 3.5 Hrs/SY/Pine Street | 8/19/16 |
| Howard, Leslie Special Ed/Muir Elementary | Paraeducator-1 6 Hrs/SY/Muir Elementary From: 6 hrs/SY/McKinley Elementary | 8/22/16 |
| Jimenez, Osvaldo Special Ed/Santa Monica HS | Paraeducator-1 6.5 Hrs/SY/Santa Monica HS From: 6.5 Hrs/SY/Lincoln MS | 8/22/16 |
| Miller, Ronald Special Ed/John Adams MS | Paraeducator-1 6 Hrs/SY/John Adams MS From: 6 Hrs/SY/Grant Elementary | 8/19/16 |
| Padilla, Elizabeth CDS/Washington West | Children's Center Asst 2 3.5 Hrs/SY/Washington West From: 3.5 Hrs/SY/Rogers Elementary | 8/19/16 |
| Pernell, Barbara CDS/Washington West | Children's Center Asst 2 3.5 Hrs/SY/Washington West From: 3.5 Hrs/SY/Rogers Elementary | 8/19/16 |
| Pineda, Blanca CDS/Rogers | Children's Center Asst 2 7 Hrs/SY/Rogers Elementary From: 7 Hrs/SY/Washington West | 8/19/16 |
| Rosa, Lucy Special Ed/Santa Monica HS | Paraeducator-2 6.5 Hrs/SY/Santa Monica HS From: 6.5 Hrs/SY/Lincoln MS | 8/19/16 |
| Sanchez, Cecilia Special Ed/Santa Monica HS | Paraeducator-3 6.5 Hrs/SY/Santa Monica HS From: 6 Hrs/SY/John Adams MS | 8/22/16 |
| Smith, Jazmon CDS/Rogers Elementary | Children's Center Asst 2 3.5 Hrs/SY/Rogers Elementary From: 3.5 Hrs/SY/Grant Elementary | 8/19/16 |
| Soria, Michelle Special Ed/Lincoln MS | Paraeducator-1 6 Hrs/SY/Lincoln MS From: 6 Hrs.SY/Franklin Elementary | 8/19/16 |
| Sumaria, Urvashi CDS/Rogers Elementary | Children's Center Asst 2 3.5 Hrs/SY/Rogers Elementary From: 3.5 Hrs/SY/McKinley Elementary | 8/19/16 |
| Sutton, Ry Special Ed/Lincoln MS | Paraeducator-1 6 Hrs/SY/Lincoln MS From: 6 Hrs/SY/McKinley Elementary | 8/19/16 |
| Tucker, Jane Special Ed/John Adams MS | Paraeducator-1 6 Hrs/SY/John Adams MS From: 6 Hrs/SY/Grant Elementary | 8/19/16 |

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|--|---|---------|
| Wang, Stephen Special Ed/Muir Elementary | Paraeducator-1 5 Hrs/SY From: 4 Hrs/SY | 8/19/16 |
| Yashar, Azita Special Ed/Grant Elementary | Paraeducator-1 6 Hrs/SY/Grant Elementary From: 6 Hrs/SY/Cabrillo Elementary | 8/19/16 |

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

| | | |
|--|--|------------------|
| Azzariti, Annie McKinley Elementary | Instructional Asst – Classroom Medical | 8/17/16-10/3/16 |
| Chiriboga, Giovanni McKinley Elementary | Custodian Medical | 6/16/16-8/19/16 |
| Fernandez, Ramona Food Services | Cafeteria Worker I Medical | 8/19/16-2/2/17 |
| Gallegos-Martin, Augstin Operations | Custodian Medical | 7/1/16-12/2/16 |
| Huettner, Patricia Rogers Elementary | Instructional Asst – Classroom Personal | 8/19/16-8/29/16 |
| Perchlak, Stanley Maintenance | Skilled Maintenance Worker FMLA | 7/1/16-8/31/16 |
| Rose, Pamela Cabrillo Elementary | Sr. Office Specialist Medical | 8/15/16-9/2/16 |
| Simmons, Michael Transportation | Bus Driver Medical | 8/15/16-9/22/16 |
| Zaldivar, Guadalupe Food Services | Cafeteria Worker I FMLA | 8/19/16-11/17/16 |

LEAVE OF ABSENCE (UNPAID)

EFFECTIVE DATE

| | | |
|--|-----------------------------------|------------------|
| Flores, Ana Marcela Special Ed/Olympic HS | Paraeducator-1 CFRA Leave | 8/19/16-12/23/16 |
| Gutierrez, Martha Franklin Elementary | Sr. Office Specialist Personal | 7/11/16-12/31/16 |
| McCoy, Donna John Adams MS | Community Liaison FMLA | 8/15/16-11/4/16 |

PROFESSIONAL GROWTH

EFFECTIVE DATE

| | | |
|---|-------------------------------------|--------|
| Emhardt, Jana Purchasing | Administrative Assistant | 9/1/16 |
| Loza, Adelsa Lincoln MS | Paraeducator-1 | 9/1/16 |
| Morales, Ismael CDS – Grant Elementary | Instructional Assistant – Classroom | 9/1/16 |

WORKING OUT OF CLASS

EFFECTIVE DATE

| | | |
|---------------------------------|--|----------------|
| Cornejo, Ana Food Services | Cafeteria Worker II, as needed From: Cafeteria Worker I | 8/19/16-6/9/17 |
| Fowler, Damone Food Services | Production Kitchen Coord, as needed From: Cook/Baker | 8/19/16-6/9/17 |

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|--|--|-----------------|
| Joseph-Webster, Shirley Food Services | Cook-Baker, as needed From: Cafeteria Worker I | 8/19/16-6/9/17 |
| Herschberger, Patsy Food Services | Operations Supervisor From: Administrative Asst. | 8/15/16-1/15/17 |
| Nairouz, Dina Food Services | Cafeteria Worker II, as needed From: Cafeteria Worker I | 8/19/16-6/9/17 |

RESIGNATION

EFFECTIVE DATE

| | | |
|---|---------------------------------|---------|
| Bourne, Kaila Special Ed-Rogers Elementary | Paraeducator-3 | 8/23/16 |
| Brewer, Ariana Special Ed-Muir Elementary | Paraeducator-3 | 8/16/16 |
| Chulack, Sarah Special Ed-Santa Monica HS | Paraeducator-3 | 9/2/16 |
| Crawford, Micah Special Ed-Grant Elementary | Paraeducator-1 | 9/2/16 |
| Gonzalez, Zuleima Franklin Elementary | Inst. Asst – Classroom | 8/27/16 |
| Hernandez Orantes, Yesenia Rogers Elementary | Inst. Asst – Classroom | 6/9/16 |
| Khang, Renee Special Ed-Malibu High School | Paraeducator-3 | 9/7/16 |
| Molina Carranza, Adelma Malibu High School | Lab Technician | 8/19/16 |
| Smith, Sabrina Special Ed-Rogers Elementary | Paraeducator-1 | 9/9/16 |
| Treto, Sandra Grant Elementary | Instructional Asst. – Classroom | 6/9/16 |
| Williams, Sherrevia McKinley Elementary | Instructional Asst – Classroom | 9/9/16 |
| Woodard, Arieus Special Ed-Muir Elementary | Paraeducator-1 | 9/2/16 |
| Woodard, Christopher Special Ed-John Adams Middle School | Paraeducator-1 | 9/2/16 |

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/16

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

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.12

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

NEW HIRES

EFFECTIVE DATE

| | | |
|--|---|---------|
| Bernet, Kenhalo Special Ed-Adams MS Preschool | Paraeducator-3 6 Hrs/SY/Range: 26 Step: A | 9/2/16 |
| Del Rio, Maximiliano Grant ES | Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B | 9/12/16 |
| Ernst, Amanda Special Ed-Cabrillo ES | Paraeducator-2 6 Hrs/SY/Range: 25 Step: A | 9/7/16 |
| Huss, Katherine Special Education | Occupational Therapist 8 Hrs/SY/Range: 61 Step: C | 8/29/16 |
| Mangangey, Janice Special Ed-Lincoln MS | Paraeducator-3 6 Hrs/SY/Range: 26 Step: B | 8/22/16 |
| Nunez, Stephanie Muir ES | Instructional Assistant - Classroom 3.5 Hrs/SY/Range: 18 Step: B | 9/12/16 |
| Perez, Michael Grant ES | Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B | 9/12/16 |
| Perez, Venus Special Ed-Lincoln MS | Paraeducator-3 6 Hrs/SY/Range: 26 Step: B | 8/22/16 |
| Sandoval, Sean Special Ed-Cabrillo ES | Paraeducator-2 6 Hrs/SY/Range: 25 Step: A | 9/7/16 |

PROMOTION

EFFECTIVE DATE

| | | |
|---|---|---------|
| Richards, Michelle Special Ed-Lincoln MS | Paraeducator-3 6 Hrs/SY/Range: 26 Step: B From: Instructional Assistant - Classroom: 3 Hrs/SY | 9/19/16 |
|---|---|---------|

SUMMER ASSIGNMENTS

EFFECTIVE DATE

| | | |
|--|--|-----------------|
| Miller, Karen Educational Services | Office Specialist Not to exceed: 10 Hrs | 8/15/16-8/16/16 |
| Thomas, Marjorie Child Development Services | Children's Center Assistant-2 8 Hrs/Day | 6/10/16-8/17/16 |

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

| | | |
|--|---|-----------------|
| Aranda, Antonio McKinley ES | Instructional Assistant - Classroom [additional hours; professional development] | 8/19/16 |
| Azzariti, Annie McKinley ES | Instructional Assistant - Classroom [additional hours; professional development] | 8/19/16 |
| Bakhyt, Peter Food and Nutrition Services | Cafeteria Worker - Transporter [additional hours; cafeteria support] | 8/19/16-6/9/17 |
| Bazouzi-Palmer, Roula Special Ed-Grant ES | Paraeducator-1 [additional hours; teacher support] | 8/11/16 |
| Becherer, Karen McKinley ES | Instructional Assistant - Classroom [additional hours; professional development] | 8/19/16 |
| Bryan, Annette Special Ed-Santa Monica HS | Paraeducator-3 [additional hours; bus supervision] | 8/23/16-6/9/17 |
| Cline, Wendy FNS-Pt. Dume ES | Cafeteria Worker I [additional hours; cafeteria support] | 8/19/16-6/9/17 |
| Gold, Kathleen Information Services | Technology Support Assistant [overtime; school infrastructure installations] | 7/1/16-6/30/17 |
| Gondo, Janet McKinley ES | Instructional Assistant - Classroom [additional hours; professional development] | 8/19/16 |
| Gonzalez, Brian Information Services | Audio Visual Technician [overtime; school infrastructure installations] | 7/1/16-6/30/17 |
| Gonzalez, Brian Educational Services | Audio Visual Technician [overtime; technology support] | 8/20/16-1/1/17 |
| Gould, Travis Special Ed-Santa Monica HS | Paraeducator-1 [additional hours; student support] | 8/22/16-8/23/16 |
| Griffis, Crystal Special Ed-Santa Monica HS | Paraeducator-1 [additional hours; IEP preparation assistance] | 8/15/16 |
| Hedges, Eric Maintenance | Facilities Technician [overtime; District projects] | 8/18/16-6/30/17 |
| Hernandez, Yolanda Health Services-Webster ES | Health Office Specialist [additional hours; clerical support] | 8/22/16-6/9/17 |
| Hong, Grace McKinley ES | Instructional Assistant - Classroom [additional hours; professional development] | 8/19/16 |
| James, Caroline Facility Use | Administrative Assistant [overtime; Facility Use events] | 8/1/16-6/30/17 |
| Krstic, Nadine Special Ed-Santa Monica HS | Paraeducator-1 [additional hours; bus supervision] | 8/23/16-6/9/17 |
| Martinez, Isabel Special Ed-Santa Monica HS | Paraeducator-3 [additional hours; new student orientation support] | 8/12/16 |
| Mashkovich, Jane Special Ed-Lincoln MS | Paraeducator-3 [additional hours; after school computer lab assistance] | 8/22/16-6/9/17 |

| | | |
|--|--|-----------------|
| Miller, Karen Special Ed-Lincoln MS | Paraeducator-3 [additional hours; after school library assistance] | 8/22/16-6/9/17 |
| Miller, Patrina Special Education | Special Education Data Technician [additional hours; SEIS updates] | 8/23/16-8/31/16 |
| Ong, Mary Kate Special Ed-Grant ES | Paraeducator-3 [additional hours; teacher support] | 8/11/16 |
| Rams, Florencia Grant ES | Bilingual Community Liaison [overtime; translation for the Superintendent's Office] | 7/1/16-6/30/17 |
| Rodriguez, Gerardo Lincoln MS | Library Assistant II [additional hours; after school computer lab assistance] | 8/22/16-6/9/17 |
| Rosa, Lucy Special Ed-Santa Monica HS | Paraeducator-2 [additional hours; bus supervision] | 8/23/16-6/9/17 |
| Soloway, Beth Malibu HS | Senior Office Specialist [additional hours; clerical support] | 7/1/16-6/30/17 |
| Spitzer, Sarah Special Ed-Grant ES | Paraeducator-3 [additional hours; teacher support] | 8/11/16 |
| Vila, Florinda Malibu HS | Bilingual Community Liaison [overtime; translation for the Superintendent's Office] | 7/1/16-6/30/17 |
| Wingfield, Janet Special Ed-Santa Monica HS | Paraeducator-2 [additional hours; bus supervision] | 8/23/16-6/9/17 |

SUBSTITUTES

EFFECTIVE DATE

| | | |
|--|-------------------------------------|----------------|
| Alonso, Stephanie Special Education | Paraeducator-1 | 8/19/16-6/9/17 |
| Brady, Brigitte Special Education | Paraeducator-1 | 5/26/16-6/9/16 |
| Brown, Virginia Edison ES | Instructional Assistant - Bilingual | 8/22/16-6/9/17 |
| Burrus, Elizabeth Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Burrus, Elizabeth Special Education | Paraeducator-3 | 8/22/16-6/9/17 |
| Coghlan, Janet Special Education | Paraeducator-1 | 8/19/16-6/9/17 |
| Esquivias, Norma District | Office Specialist | 7/1/16-6/30/17 |
| Freire, Juana Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Goodman, GERALYN Edison ES | Instructional Assistant - Bilingual | 8/22/16-6/9/17 |

| | | |
|--|--------------------|-----------------|
| Lavin, Angela District | Office Specialist | 8/19/16-6/30/17 |
| Lazo, Noreen Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Miles, Shawndra Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Monroy, Rosa Special Education | Paraeducator-1 | 8/19/16-6/9/17 |
| Taylor, Tonya Special Education | Paraeducator-1 | 8/22/16-6/9/17 |
| Tyars, LaTora Food and Nutrition Services | Cafeteria Worker I | 8/19/16-6/9/17 |

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

| | | |
|--|---|---------|
| Gauntt, Deborah Transportation | Bus Driver 7.75 Hrs/10 Mo From: 7.5 Hrs/10 Mo/Transportation | 8/25/16 |
| Griffis, Crystal Special Ed-Santa Monica HS | Paraeducator-1 6.3 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS | 8/26/16 |
| Jackson, Latasha Special Ed-Muir ES | Paraeducator-2 7.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES | 9/9/16 |
| Jackson, Sheralynn Special Ed-Santa Monica HS | Paraeducator-1 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS | 8/22/16 |
| Marshall, Shaquita Special Ed-McKinley ES | Paraeducator-3 7 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES | 8/29/16 |
| Preciado, Edwin Special Ed-Adams MS | Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS | 9/6/16 |
| Sandoval, Sean Special Ed-Cabrillo ES | Paraeducator-2 6 Hrs/SY From: 5.5 Hrs/SY/Special Ed-Cabrillo ES | 9/7/16 |

INVOLUNTARY TRANSFER

EFFECTIVE DATE

| | | |
|--|---|---------|
| Batley, Leticia Special Ed-Rogers ES | Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES | 8/19/16 |
| Bryan, Annette Special Ed-Santa Monica HS | Paraeducator-3 6.3 Hrs/SY From: 6 Hrs/SY/ Special Ed-Lincoln MS | 8/19/16 |
| Butler, Tamara Special Ed-SMASH | Paraeducator-3 6 Hrs/SY From: 4 Hrs/SY/Special Ed-Muir ES | 8/19/16 |

| | | |
|--|---|---------|
| Coleman, Dawn Special Ed-Grant ES | Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES | 8/19/16 |
| Gonzalez, German Special Ed-Santa Monica HS | Paraeducator-3 6.3 Hrs/SY From: 6 Hrs/SY/ Special Ed-Lincoln MS | 8/19/16 |
| Martinez, Isabel Special Ed-Franklin ES | Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/ Special Ed-Lincoln MS | 8/19/16 |
| Overton, Christopher Special Ed-Franklin ES | Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES | 8/19/16 |
| Sanchez, Cecilia Special Ed-Santa Monica HS | Paraeducator-3 6.6 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Adams MS | 8/19/16 |
| Yeh, Wendy Special Ed-Grant ES | Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES | 8/23/16 |

VOLUNTARY TRANSFER

EFFECTIVE DATE

| | | |
|-------------------------------|---|---------|
| Allen, Lisa Operations | Administrative Assistant 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Special Education | 9/6/16 |
| Rogers, Ericka Franklin ES | Instructional Assistant - Classroom 3.5 Hrs/SY From: 3.5 Hrs/SY/McKinley ES | 9/12/16 |

VOLUNTARY REDUCTION IN HOURS

EFFECTIVE DATE

| | | |
|--|--|---------|
| Smith, Sabrina Special Ed-Rogers ES | Paraeducator-1 4.5 Hrs/SY From: 6 Hrs/SY/Santa Monica HS | 8/19/16 |
|--|--|---------|

PROFESSIONAL GROWTH

EFFECTIVE DATE

| | | |
|----------------------------|--------------------------|---------|
| Soloway, Beth Malibu HS | Senior Office Specialist | 10/1/16 |
|----------------------------|--------------------------|---------|

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

| | | |
|---|--|------------------|
| Bracamonte, Jorge Operations-Santa Monica HS | Custodian Medical | 8/29/16-2/8/17 |
| Davis, Jeffrey Maintenance | Carpenter Intermittent FMLA | 7/1/16-12/22/16 |
| Gomez, Leonor Special Education | Senior Office Specialist Intermittent FMLA | 9/7/16-3/7/17 |
| Huettner, Patricia Rogers ES | Instructional Assistant - Classroom Medical | 8/30/16-10/31/16 |

| | | |
|--|--|-----------------|
| Nava, Claudia Santa Monica HS | Student Outreach Specialist Partial Medical | 8/15/16-4/3/17 |
| Perez, Venus Special Ed-Roosevelt ES | Paraeducator-3 Maternity | 8/19/16-9/15/16 |
| Rosa, Lucy Special Ed-Santa Monica HS | Paraeducator-2 Medical | 9/8/16-9/26/16 |
| Rose, Pamela Cabrillo ES | Senior Office Specialist Medical | 9/6/16-10/3/16 |

LEAVE OF ABSENCE (UNPAID)

EFFECTIVE DATE

| | | |
|--|---|------------------|
| Carlstrom, Gabriella McKinley ES | Instructional Assistant - Classroom Personal | 9/19/16-10/3/16 |
| Circenis, Anita Inform. Services-Muir/SMASH | Technology Support Assistant Intermittent FMLA | 7/1/16-6/30/17 |
| Coleman, Dawn Special Ed-Roosevelt ES | Paraeducator-3 Personal | 8/22/16-10/10/16 |
| Hernandez, Patricia Adams MS | Senior Office Specialist Intermittent FMLA | 9/9/16-6/14/17 |
| Perez, Venus Special Ed-Lincoln MS | Paraeducator-3 Child Care | 9/16/16-9/16/17 |
| Vasquez, Julie Special Ed-Grant ES | Paraeducator-1 Personal | 9/12/16-9/30/16 |
| Worthington, Jamie Special Ed-Muir ES | Paraeducator-1 Personal | 3/3/17-3/22/17 |

RESIGNATION

EFFECTIVE DATE

| | | |
|--|-------------------------------------|---------|
| Areliz, Alberto Special Ed-Cabrillo ES | Paraeducator-3 | 6/9/16 |
| Clifford, Kari Special Ed-Santa Monica HS | Paraeducator-2 | 8/18/16 |
| Ehasz, Elizabeth Franklin ES | Instructional Assistant - Classroom | 6/9/16 |
| Garcia, Jessie Franklin ES | Instructional Assistant - Classroom | 10/7/16 |
| Licassi, Juliana Special Ed-CDS-Pine Street | Paraeducator-1 | 6/9/16 |
| Luis, Noemi CDS-Muir ES | Children's Center Assistant-2 | 9/23/16 |
| Sanchez, Stacy Special Ed-Lincoln MS | Paraeducator-3 | 9/15/16 |

SUSPENSION WITHOUT PAY

JP8583599

FNS-Lincoln MS

Cafeteria Worker I

EFFECTIVE DATE

9/26/16-9/30/16

10/24/16-10/28/16

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

09/22/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.20

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

| | | |
|---------------------|-----------------|-----------------|
| Davis Jr., Luke | Santa Monica HS | 8/25/16-6/9/17 |
| Johnson Jr., Joseph | Santa Monica HS | 8/22/16-6/9/17 |
| LeCarner, Nicole | Santa Monica HS | 8/22/16-6/9/17 |
| Part, Brian | Santa Monica HS | 8/22/16-6/9/17 |
| Pierson, Jenna | Malibu HS | 8/1/16-11/30/16 |
| Poon, Wilston | Santa Monica HS | 8/22/16-6/9/17 |
| Prost, Corey | Santa Monica HS | 8/22/16-6/9/17 |
| Richards, James | Santa Monica HS | 8/22/16-6/9/17 |
| Torres, Arianna | Santa Monica HS | 8/22/16-6/9/17 |
| Trinh, Nguyen | Santa Monica HS | 8/22/16-6/9/17 |
| Von Hanzlik, Julius | Santa Monica HS | 8/22/16-6/9/17 |

NOON SUPERVISION AIDE

| | | |
|---------------------|----------------------|----------------|
| Adams, Daryl | Webster Elementary | 8/22/16-6/9/17 |
| Bautista, Esperanza | Muir Elementary | 8/22/16-6/9/17 |
| Brodin, Andrea | Muir Elementary | 8/22/16-6/9/17 |
| Brookes, Karen | Webster Elementary | 8/22/16-6/9/17 |
| Coleman, Daniel | Webster Elementary | 8/22/16-6/9/17 |
| Dixon, Gregory | Webster Elementary | 8/22/16-6/9/17 |
| Le, Corrine | Webster Elementary | 8/22/16-6/9/17 |
| Morales, Prisma | Roosevelt Elementary | 8/22/16-6/9/17 |
| Roe, Jennifer | Roosevelt Elementary | 8/22/16-6/9/17 |
| Stern, Ellen | Webster Elementary | 8/22/16-6/9/17 |
| Torres, Virgil | Edison Elementary | 8/19/16-6/9/17 |
| Valdivia, Israel | Edison Elementary | 8/18/16-6/9/17 |
| Walley, Dayna | Webster Elementary | 8/22/16-6/9/17 |

EDUCATIONAL SPECIALIST – LEVEL I

| | | |
|---------------|---|----------------|
| Soloway, Beth | Malibu High School | 8/19/16-6/9/17 |
| | [Service Learning Coordinator] | |
| | - Funding: Formula – 54%; SMMEF Stretch Grant – 46% | |

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/06/16

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

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.13

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

AVID TUTOR

| | | |
|-----------------|----------|---------------|
| Barba, Eduardo | Adams MS | 9/6/16-6/9/17 |
| Diri, Talya | Adams MS | 9/6/16-6/9/17 |
| Martin, Michael | Adams MS | 9/6/16-6/9/17 |
| Mills, Korina | Adams MS | 9/6/16-6/9/17 |
| Prada, Tomas | Adams MS | 9/6/16-6/9/17 |

NOON SUPERVISION AIDE

| | | |
|----------------------|--------------|-----------------|
| Alvarez, Maryke | McKinley ES | 8/19/16 |
| Apolinar, Jessica | Muir ES | 8/22/16-6/9/17 |
| Aranda, Antonio | McKinley ES | 8/12/16-8/22/16 |
| Coghlan, Janet | Roosevelt ES | 8/22/16-6/9/17 |
| DeLeon, Adrien | Adams MS | 8/22/16-6/9/17 |
| Gallardo, Irma | Adams MS | 8/22/16-6/9/17 |
| Gondo, Janet | McKinley ES | 8/19/16 |
| Grant, Carol | Adams MS | 8/22/16-6/9/17 |
| Gunasekara, Chandra | Adams MS | 8/22/16-6/9/17 |
| Ramos, Israel | Edison ES | 8/19/16-6/9/17 |
| Sotoj, Maria | McKinley ES | 8/19/16 |
| Valdivia, Victoria | Adams MS | 8/22/16-6/9/17 |
| Velasquez, Alejandra | McKinley ES | 8/19/16 |
| Viviani, Vhalia | Adams MS | 8/22/16-6/9/17 |

COACHING ASSISTANT

| | | |
|------------------------|-----------------|----------------|
| Collison-Jarel, Justin | Santa Monica HS | 8/22/16-6/9/17 |
| De La Torre, Jose | Santa Monica HS | 8/22/16-6/9/17 |
| Goldberg, Hayden | Malibu HS | 7/1/16-6/30/17 |
| Goldberg, Matthew | Malibu HS | 7/1/16-6/30/17 |
| Kempainen, Edward | Malibu HS | 7/1/16-6/30/17 |
| Misko, Bob | Malibu HS | 7/1/16-6/30/17 |
| Przebieda, Jarrod | Santa Monica HS | 8/22/16-6/9/17 |
| Romano, James | Malibu HS | 7/1/16-6/30/17 |
| Shorten, Terry | Malibu HS | 7/1/16-6/30/17 |
| Tran, Nathan | Santa Monica HS | 8/22/16-6/9/17 |
| Williams, Breanna | Malibu HS | 7/1/16-6/30/17 |
| Young, Bruce | Malibu HS | 7/1/16-6/30/17 |

TECHNICAL SPECIALIST – LEVEL I

| | | |
|-----------------|--|----------------|
| Burke, Lucia | Food and Nutrition Services [School Garden Coordinator Assistant] - Funding: Child Nutrition | 8/22/16-6/9/17 |
| Harding, Debbie | Food and Nutrition Services [School Garden Coordinator Assistant] - Funding: Child Nutrition | 8/22/16-6/9/17 |

TECHNICAL SPECIALIST – LEVEL II

| | | |
|---------------------|--|-----------------|
| Ostrovsky, Julianna | Santa Monica Alternative Schoolhouse [Visual Arts Instructor] - Funding: SMMEF | 9/26/16-5/22/17 |
|---------------------|--|-----------------|

TECHNICAL SPECIALIST – LEVEL III

| | | |
|---------------|--|----------------|
| Shetzen, Eric | Santa Monica HS [Music Coach] - Funding: Santa Monica Arts Parents Association | 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 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments (max. 30 minutes) 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed) | 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments | 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments (max. 30 minutes) 8. Discussion Items 9. Major Items 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, November 8, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: