



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

March 13, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 13, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on March 13, 2019

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						

- G.06 Approval of Minutes for Regular Meeting on January 9, 2019

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						

- 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)

March 13, 2019

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 13, 2019**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on March 13, 2019

G.06 Approval of Minutes for Regular Meeting on February 13, 2019

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:
 This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:
 The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:
 Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	9
Cafeteria Cook/Baker	4
Director of Purchasing	8
Gardener: 19-01	3
Gardener: 19-02	5
Instructional Assistant - Classroom	11
Paraeducator-1	8
Paraeducator-2	1
Paraeducator-3	2
Technical Theater Technician	2

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

Senior Office Specialist	14
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- C.02 Advanced Step Placement:
Corina Carlstroem in the classification of Instructional Assistant - Classroom at Range 18, Step C
- C.03 Advanced Step Placement:
Stephanie Evans in the classification of Bus Driver at Range 30, Step C
- C.04 Advanced Step Placement:
Delvin Glymph in the classification of Job Development and Placement Specialist at Range 31, Step D
- C.05 Advanced Step Placement:
Christopher Price in the classification of Audio-Visual Technician at Range 34, Step C
- C.06 Advanced Step Placement:
Asuncion Ramos in the classification of Children's Center Assistant-3 at Range 19, Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

IV. DISCUSSION ITEMS:

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

- No Discussion

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
- March 7, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
- March 7, 2019

- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2018 - 2019
- I.06 Board of Education Meeting Schedule
 - 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	4/10/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	5/8/19
Merit Rules Revisions Update - Definitions	Discussion	6/12/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 10, 2019, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

 Eric Rowen
 Secretary to the Personnel Commission
 Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

February 13, 2019

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, February 13, 2019**, at **4:38 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:38 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Ms. Clare Caldera, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session of the Special Meeting on January 24, 2019:**

The Personnel Commission conducted Personnel Commissioner selection interviews for two (2) vacant positions and extended offers which were accepted. The new Personnel Commissioners will assume their posts after being officially appointed by the State Superintendent of Public Instruction.
- G.05 Motion to Approve Agenda:** February 13, 2019
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	✓		✓			
Julie Waterstone		✓	✓			
vacant						

G.06 Motion to Approve Minutes: Regular Meeting on January 9, 2019
It was moved and seconded to approve the minutes as submitted. The motion passed.

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

Special Meeting on January 24, 2019
It was moved and seconded to approve the minutes as submitted. The motion passed.

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

G.07 Report from the Director of Classified Personnel:
 This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
 - **On behalf of Director Rowen, Ms. Clare Caldera, Personnel Analyst, updated the Personnel Commission on the departmental activities and recruitments. Currently, staff is recruiting for two (2) management positions- Director of Purchasing and Assistant Director of Fiscal Services- and other continuous recruitments.**
 - **Ms. Caldera informed the Personnel Commission about receiving a report related to the Supplemental Early Retirement Plan, so that the department has been able to develop a recruitment strategy to fill positions vacated by the retiring employees in a timely manner.**
 - **Ms. Caldera provided the Personnel Commission with an update on interactive meetings with the employee on a long term medical leave.**

G.08 Personnel Commissioner Comments/Reports:
 This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **Commissioner Waterstone introduced the new Personnel Commission appointee, Mrs. Lauren Robinson, and welcomed her to the Personnel Commission. Commissioner Waterstone expressed her hopes for Mrs.**

Robinson's timely appointment by the State Superintendent of Public Instruction.

- **Commissioner Waterstone expressed her gratitude to Commissioner Inatsugu for her unceasing dedication and service on the Personnel Commission until the new Personnel Commissioners are appointed.**
- **Commissioner Waterstone reported on the new Personnel Commissioner selection interviews.**

G.09 Communications:

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

- **SEIU Report**
 - **Ms. Cartee-McNeely reported on the transition of Noon Supervisory Aid, a previously non-merit position, to Campus Monitor classification specification, a merit position. The Campus Monitor employees will become bargaining unit members.**
 - **Ms. Cartee-McNeely extended her gratitude to Dr. Kelly in regards to his essential involvement with the Classified School Employees Summer Assistance Program.**
 - **Ms. Cartee-McNeely stated that SEIU will support the District and the Personnel Commission in recruitment efforts to fill vacancies created by the Supplemental Early Retirement Plan.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's close cooperation with the District on the Family Engagement Framework.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's support of the two (2) Personnel Commissioner appointee.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, expressed his gratitude to Ms. Clare Caldera for her pro-active role in assessing the vacancies created by the Supplemental Early Retirement Plan.**
 - **Dr. Kelly informed the Personnel Commission about the merge of Juan Cabrillo Elementary School and Point Dume Marine Science School in the 2019-2020 school year. The school's new name will be announced at the Board of Education regular meeting on February 21, 2019.**
 - **Dr. Kelly informed the Personnel Commission about the Board's focus on project-based learning, a program for one (1) hundred students next year that will potentially grow to four (4) hundred students in near future.**
 - **Dr. Kelly shared information related to the District's difficulties with facilities at Malibu High School, specifically the athletic fields, after the heavy rains in the beginning of February.**
 - **Commissioner Inatsugu asked if the new combined school will maintain its focus on marine science. Dr. Kelly replied that it is his understanding as many conversations on this topic are currently taking place. The outcome will definitely be a school with marine science focus, or it may even expand this topic.**

- **Commissioner Inatsugu also inquired about staffing at the merged school. Dr. Kelly stated that the District has done some preliminary staffing analysis, and there will be some reductions. The Supplemental Early Retirement Plan helped in that process, so there will be a minimal impact on employees. Some staff will have to be transferred, rather than laid off as there are jobs needed in most classifications.**

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant	4
Instructional Assistant – Physical Education	6
Swimming Instructor/Lifeguard	2

C.02 Advanced Step Placement:
Nichelle Cummings in the classification of Administrative Assistant at Range 31, Step B

C.03 Advanced Step Placement:
Cindy Garcia in the classification of Instructional Assistant - Classroom at Range 18, Step E

C.04 Advanced Step Placement:
Stephanie Gibbons in the classification of Paraeducator-3 at Range 26, Step C

C.05 Advanced Step Placement:
Dennis Kretin in the classification of Maintenance Supervisor at Range M-45, Step C

C.06 Advanced Step Placement:
Quinella McFarland in the classification of Paraeducator-1 at Range 20, Step C

C.07 Advanced Step Placement:
Monique Robinson in the classification of Instructional Assistant - Bilingual at Range 20, Step B

C.08 Advanced Step Placement:
Nicole Rovetto in the classification of Health Office Specialist at Range 25, Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.08. The motion passed.

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

REPORT AND DISCUSSION

- Ms. Caldera stated that director Rowen and she have been discussing the criteria for administering and granting the advanced step placement in order to revise the current procedures and guidelines.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:
Assistant Director of Fiscal Services within the Fiscal job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as amended to reflect the provided revisions. The motion passed.

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

REPORT AND DISCUSSION

- Ms. Caldera provided a brief background to the revision process. Since the classification specification has not been updated over twenty (20) years, and the current incumbent in that position will be retiring, Ms. Melody Canady, the Assistant Superintendent of Business and Fiscal Services, requested to clarify the purpose, functions, and responsibilities in participation of a future recruitment.
- Ms. Caldera presented these revisions, and how they reflect the current needs of the position. She described the methodology that was used in the revision process in a cooperation with Ms. Canady and also with Mr. Gerardo Cruz, the Director of Fiscal Services.

- Commissioner Waterstone commended staff for a well-developed and clear classification specification.
- Commissioner Inatsugu inquired about the position being “non-represented.” Ms. Caldera corrected the information to being a management position.
- Commissioner Inatsugu also commended the staff for developing a clear and well-defined classification specification to reflect the needs and expectations of this position.
- Commissioner Inatsugu inquired about the physical demands, specifically about sitting while operating a computer for long periods of time as some employees prefer working on a computer standing instead of sitting. Commissioner Waterstone suggested to use the word “operating” a computer for a long time instead of “sitting” while operating a computer; hence, removing the specific position at the computer.
- Dr. Kelly suggest to revise the language in “Basic Function” section from “budget processing” to “budget development process.”
- Ms. Cartee-McNeely inquired about the revisions for “Education” and “Experience” categories. Ms. Caldera provided a rationale for making these categories more precise, in order to obtain higher level pool of candidates for this strategic management position. This language is also consistent with other Assistant Director positions in the District.

A.02 Classification Revision:
Lead Grounds Person within the Facilities job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 as amended in “Minimum Qualifications – Experience” section. The motion passed.

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

REPORT AND DISCUSSION

- Ms. Caldera provided a brief background to the revision process, which was prompted by a request from the Grounds department to fill a vacancy.
- Commissioner Inatsugu corrected the minimum qualifications for experience to two (2) years.

IV. DISCUSSION ITEMS:

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

- No Discussion

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
 - January 17, 2019
 - February 7, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - January 17, 2019
 - February 7, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2018 – 2019
- I.06 Board of Education Meeting Schedule
 - 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	3/13/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	4/10/19
Merit Rules Revisions Update - Definitions	Discussion	5/8/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 13, 2019, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:15 p.m.

Submitted by:

Eric Rowen
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						
Julie Waterstone						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2019

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Corina Carlstroem

Hire Date: 2/01/2019

ASP Request Submitted: 2/11/2019

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant, Classroom	Employee: Corina Carlstroem	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> Completed 48 units at an accredited institution of higher learning; OR Obtained an Associate's degree; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Corina Carlstroem exceeds the education requirement – she has a BA in Literature. 	1 level of education above the required level <u>=1 Step Advance</u> (Max. allowed)
Experience: <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"> Corina Carlstroem meets the experience requirement. 	0 (2-year periods) of experience above the required level <u>=0 Step Advance</u>
<u>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 additional Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Carlstroem' education exceeds 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, \$46.51 per month, or \$465.09 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Corina Carlstroem 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						
Julie Waterstone						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2019

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Stephanie Evans

Hire Date: 2/01/2019

ASP Request Submitted: 2/13/2019

BACKGROUND INFORMATION:

Classification Title: Bus Driver	Employee: Stephanie Evans	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma. 	<ul style="list-style-type: none"> Stephanie Evans meets the minimum education requirements for this position. 	0 level of education above the required level = 0 Step Advance (1 Max. allowed)
Experience: <ul style="list-style-type: none"> Six (6) months of experience in the operation of a school bus in the United States. Experience in the state of California is preferred. 	<ul style="list-style-type: none"> Stephanie Evans exceeds the experience requirement. She has 5+ years of school bus driving experience in the state of California. 	2 (2-year periods) of experience above the required level = 2 Step Advance
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Evans' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-30 at Step A is \$18.16/hour, while Step C is \$20.01/hour. The gross difference in pay is an approximate increase of \$1.86 per hour, \$281.67 per month, or \$2,266.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Stephanie Evans at Range A-30, 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							
Julie Waterstone							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Delvin Glymph

Hire Date: 2/01/2019

ASP Request Submitted: 2/13/2019

BACKGROUND INFORMATION:

Classification Title: Job Development and Placement Specialist	Employee: Delvin Glymph	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Mr. Glymph exceeds the education requirement – he has a Bachelor’s degree in Communications and a Master’s degree in Counseling. 	2 level of education above the required level = 1 Step Advance (1 Max. allowed)
Experience: <ul style="list-style-type: none"> One (1) year of paid professional experience assisting others in the areas of job searching, job development, job placement and/or job coaching in an educational or business setting, preferably through a school Workability program. 	<ul style="list-style-type: none"> Mr. Glymph has over five (5) years of relevant, paid professional experience – he exceeds the experience requirement for this position. 	2 (2-year periods) of experience above the required level = 2 Step Advance
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR’S COMMENTS:

Mr. Glymph possesses professional training and experience that exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step D is \$21.53/hour. The gross difference in pay is an approximate increase of \$2.94 per hour, \$509.36 per month, or \$5,138.18 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Delvin Glymph at Range A-31, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2019

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Christopher Price

Hire Date: 2/25/2019

ASP Request Submitted: 2/25/2019

BACKGROUND INFORMATION:

Classification Title: Audio/Visual Technician	Employee: Christopher Price	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Mr. Price has a BA degree in Film Production, he exceeds the education requirement for this position. 	1 level of education above the required level = 1 Step Advance (1 Max. allowed)
Experience: <ul style="list-style-type: none"> Two (2) years of experience working with a combination of Smart hardware/software, projectors (Epson, NEC), Interactive White Boards and document cameras. 	<ul style="list-style-type: none"> Mr. Price possesses five (5) years of directly related experience working with technology - he exceeds the experience requirement for this position. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Price's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-34 at Step A is \$20.02/hour, while Step C is \$22.06/hour. The gross difference in pay is an approximate increase of \$2.05 per hour, \$354.52 per month, or \$3,207.14 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Christopher Price at Range A-34, 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							
Julie Waterstone							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, March 13, 2019

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Asuncion Ramos

Hire Date: 01/07/2019

ASP Request Submitted: 02/25/2019

BACKGROUND INFORMATION:

Classification Title: Children Center Assistant-3	Employee: Asuncion Ramos	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent. • Possess a valid Child Development Associate Teacher Permit approved by the State of California Commission on Teacher Credentialing • Completion of, or enrollment in, a program leading to an Associate or Baccalaureate degree in Early Childhood Education; OR Active enrollment in a child development associate credential program to be completed within 2 years. 	<ul style="list-style-type: none"> • Asuncion Ramos has a Child Development Program Director Permit. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> • Six (6) months paid or verifiable supervised volunteer experience that has provided first-hand knowledge of the needs of children in a learning environment. 	<ul style="list-style-type: none"> • Asuncion Ramos exceeds the experience requirement. She has over two and a half years of experience working children in a learning environment. 	1 (2- year periods) of experience above the required level = 1 Step Advance (Max. allowed)
<u>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 1 (Experience) = 2</u> <u>Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Ramos' education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-19 at Step B is \$14.57/hour, while Step D is \$16.07/hour. The gross difference in pay is an approximate increase of \$1.50 per hour, \$113.70 per month, or \$1136.97 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Asuncion Ramos at Range A-19, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						

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:

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
vacant						

IV. Discussion Items:

V. **Commissioner Training/Briefing:**

VI. Information Items:

Open Requisitions (3/13/2019)

Req Number	Req Title	Department	FTE	Date Received From HR
.19-121	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	37.5	1/24/2019
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	43.75	7/29/2015
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	43.75	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	43.75	8/24/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	31.25	8/30/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)	100	9/8/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	43.75	9/26/2017
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	12/11/2017
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	12/11/2017
18-164	CUSTODIAN	CHILD DEVELOPMENT SERVICES	100	4/9/2018
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	4/19/2018
18-184	GARDENER	GROUNDS MAINTENANCE	70	5/29/2018
18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	75	6/20/2018
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	7/13/2018
19-012	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	75	7/13/2018

19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	7/24/2018
19-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	8/10/2018
19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	43.75	8/10/2018
19-024	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	75	8/10/2018
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	8/10/2018
19-042	ACCOUNTING TECHNICIAN	BUSINESS SERVICES	100	8/22/2018
19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	8/27/2018
19-045	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL	37.5	8/29/2018
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	43.75	9/5/2018
19-055	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	75	9/17/2018
19-067	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	75	10/3/2018
19-068	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	75	10/3/2018
19-076	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	75	10/8/2018
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	43.75	10/8/2018
19-082	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	75	10/26/2018
19-094	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	75	11/14/2018
19-095	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	75	11/16/2018
19-102	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL	40	11/19/2018
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	60	12/11/2018

19-106	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	43.75	11/30/2018
19-107	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	37.5	11/30/2018
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	25	12/17/2018
19-110	GARDENER	GROUPS MAINTENANCE	100	12/18/2018
19-112	LEAD GROUNDS PERSON	GROUPS MAINTENANCE	100	12/18/2018
19-116	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	75	1/10/2019
19-117	PLUMBER	M & O (Maintenance & Operations)	100	1/10/2019
19-118	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	43.75	1/17/2019
19-120	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES	100	1/17/2019
19-123	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	50	1/28/2019
19-124	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	75	1/28/2019
19-125	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	75	1/28/2019
19-126	Campus Monitor	GRANT ELEMENTARY SCHOOL	0.21	1/30/2019
19-127	Campus Monitor	GRANT ELEMENTARY SCHOOL	0.21	1/30/2019
19-128	Campus Monitor	GRANT ELEMENTARY SCHOOL	0.21	1/30/2019
19-129	FACILITIES TECHNICIAN	M & O (Maintenance & Operations)	100	2/4/2019
19-130	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	43.75	2/6/2019
19-131	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	37.5	2/4/2019
19-132	Campus Monitor	WEBSTER ELEMENTARY SCHOOL	37.5	2/7/2019
19-134	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	18.75	2/7/2019

19-135	CHIEF STEWARD	HUMAN RESOURCES	100	2/14/2019
19-136	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	75	2/14/2019
19-137	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	75	2/11/2019
19-138	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	100	2/25/2019
19-139	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	87.5	2/25/2019
19-141	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	100	2/25/2019
19-142	CUSTODIAN	EDISON LANGUAGE ACADEMY	100	3/1/2019
19-143	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	43.75	3/1/2019
19-144	PARAEDUCATOR-3	EDISON LANGUAGE ACADEMY	75	3/1/2019
19-145	SENIOR BUYER	BUSINESS SERVICES	100	3/1/2019

Filled Requisitions (3/13/19)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-161	AUDIO-VISUAL TECHNICIAN	INFORMATION SERVICES	2/1/2019
19-007	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	2/14/2019
19-052	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	2/15/2019
19-109	CUSTODIAN	PT DUME ELEMENTARY SCHOOL	2/1/2019
19-115	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	2/7/2019
19-119	CUSTODIAN	MALIBU HIGH SCHOOL	2/1/2019
19-133	CUSTODIAN	LINCOLN MIDDLE SCHOOL	2/27/2019

**Classified Personnel – Merit
3/7/19**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Bugher, Jessica Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	2/14/19
Carlstroem, Corina Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	2/5/19
Friedman, Ashley Franklin ES	Instructional Assistant - Classroom 3.75 Hrs/SY/Range: 18 Step: B	2/19/19
Glymph, Delvin Santa Monica HS	Job Development and Placement Specialist 8 Hrs/SY/Range: 31 Step: A	2/7/19
Qureshi, Katherine Human Resources	Senior Office Specialist 8 Hrs/12 Mo/Range: 25 Step: A	2/19/19

PROMOTION

		<u>EFFECTIVE DATE</u>
Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-2 6 Hrs/SY/Range: 25 Step: E From: Paraeducator-1: 6 Hrs/SY	1/28/19

CAMPUS MONITOR

		<u>EFFECTIVE DATE</u>
Westbrook, Carey Roosevelt ES	Campus Monitor 3.75 Hrs/SY/Range: 1 Step: A	2/6/19

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Bolan, Anette Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/18-6/30/19
Brown, Shawn Operations-Lincoln MS	Custodian [overtime; school events]	1/25/19-6/12/19
Burkett, Deena Facility Use	Senior Office Specialist [overtime; Facility Use events]	7/1/18-6/30/19
Calderon, Bianca Facility Use	Swimming Instructor/Lifeguard [additional hours; Facility Use events]	8/25/18-6/30/19
Calderon, Bianca Facility Use	Swimming Instructor/Lifeguard [overtime; Facility Use events]	8/25/18-6/30/19
Esquivias, Norma Facility Use	Senior Office Specialist [overtime; Facility Use events]	7/1/18-6/30/19
Fuller, Charesse Operations-Lincoln MS	Custodian [overtime; school events]	1/25/19-6/12/19
Goodman, GERALYN Edison ES	Instructional Assistant - Bilingual [additional hours; site council classified representative]	12/1/18-6/28/19
Harding, Stephanie Adams MS	Senior Office Specialist [overtime; overnight field trip]	1/13/19-1/18/19

Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	1/16/19
Ortiz, Alondra Special Education	Office Specialist [additional hours; clerical support]	1/29/19-2/28/19
Rams, Florencia Facility Improvement Projects	Bilingual Community Liaison [overtime; Facility Improvement Projects translations]	1/1/19-6/30/19
Suaste, Eduardo Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/18-6/30/19
Uliantzeff, Elena Facility Improvement Projects	Bilingual Community Liaison [overtime; Facility Improvement Projects translations]	1/1/19-6/30/19
White, Robert Facility Use	Sports Facility Coordinator [overtime; Facility Use assignments]	8/13/18-6/30/19
Wishart, William Facility Use	Media Services Coordinator [overtime; Facility Use events]	7/1/18-6/30/19

SUBSTITUTES

EFFECTIVE DATE

Dunningan, LaToya Special Education	Paraeducator-1	8/23/18-6/12/19
Miller, Brenda Human Resources	Office Specialist	1/28/19-6/12/19
Robinson, Keisha Special Education	Paraeducator-3	1/7/19-1/9/19
Torres, Veronica Human Resources	Office Specialist	2/1/19-6/28/19

VOLUNTARY REDUCTION

EFFECTIVE DATE

Silvestre, Ernestina Transportation	Bus Driver 7 Hrs/10 Mo From: 7.5 Hrs/10 Mo/Transportation	2/6/19
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Amaya, Janene CDS-Special Ed-LCDC	Children's Center Assistant-2 CFRA/FMLA/Medical	12/26/18-2/20/19
Ceccarelli, Alan Facility Use	Technical Theater Coordinator CFRA/FMLA/Medical	1/26/19-3/5/19
Frazier, Jeffrey Operations	Plant Supervisor CFRA/FMLA/Medical	2/2/19-2/18/19
Marshall, Shaquita Special Ed-Grant ES	Paraeducator-3 CFRA/FMLA/Medical	1/8/19-3/5/19
Ong, Mary Special Ed-LCDC	Paraeducator-3 CFRA/FMLA/Medical	2/4/19-3/4/19

Smith, Dylon
Grant ES Physical Activities Specialist 1/18/19-1/18/20
Intermittent CFRA/FMLA

Solis, David
Special Ed-Santa Monica HS Paraeducator-1 1/23/19-3/6/19
CFRA

LEAVE OF ABSENCE (UNPAID)

Robbins, Marcus
Special Ed-SMASH

Paraeducator-1
Partial Personal

EFFECTIVE DATE

2/11/19-6/10/19

RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

VG0947405
Child Development Services

Children's Center Assistant-2

EFFECTIVE DATE

2/20/19
(BOE Agenda: 2-21-19)

DISQUALIFICATION FROM PROBATION

PB6415256
McKinley ES

Paraeducator-1

EFFECTIVE DATE

3/8/19

REVISION OF WORKING OUT OF CLASS

Burton, Lisa
Fiscal

Payroll Specialist: Higher Level Duties
From: Payroll Specialist

EFFECTIVE DATE

1/21/19-6/30/19
(BOE Agenda: 2-21-19)

Kamkar, Vida
Fiscal

Payroll Specialist: Higher Level Duties
From: Payroll Specialist

1/21/19-1/31/19
(BOE Agenda: 2-21-19)

Rizk, Rizk
Fiscal

Payroll Specialist: Higher Level Duties
From: Payroll Specialist

1/21/19-6/30/19
(BOE Agenda: 2-21-19)

RESIGNATION

Berlanga, Sandra
Grant ES

Campus Monitor

EFFECTIVE DATE

1/18/19

Coleman, Daniel
Webster ES

Instructional Assistant – Classroom

2/1/19

Gleason, Tim
Operations-Rogers ES

Custodian

2/19/19

Classified Personnel – Non-Merit
3/7/19

COACHING ASSISTANT
Haven, Brenna

Santa Monica HS

1/8/19-6/12/19

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2018 – 2019**

Date	Time	Location	Notes
2018			
July 11, 2018	4:30 p.m.	Board Room – District Office	
August 8, 2018	4:30 p.m.	Board Room – District Office	
September 12, 2018	4:30 p.m.	Board Room – District Office	
October 10, 2018	4:30 p.m.	Board Room – District Office	
November 14, 2018	4:30 p.m.	Board Room – District Office	
December 12, 2018	4:30 p.m.	Board Room – District Office	
2019			
January 9, 2019	4:30 p.m.	Board Room – District Office	
February 7, 2019 – February 10, 2019	Daily Conference	Anaheim	CSPCA 2019 Annual Conference
February 13, 2019	4:30 p.m.	Board Room – District Office	
March 13, 2019	4:30 p.m.	Board Room – District Office	
April 10, 2019	4:30 p.m.	Board Room – District Office	2019–20 Budget Discussion and Development,
May 8, 2019	4:30 p.m.	Board Room – District Office	2019-20 Budget Adoption
May 15, 2019	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 12, 2019	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule **2018-19**

Closed Session begins at 4:30pm (subject to change)

Public Meetings begin at 5:30pm (subject to change)

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/19/18 (Th)	DO			X	
8/9/18 (Th)	DO				Special Meeting: Retreat
8/16/18 (Th)				X	
9/6/18 (Th)	DO	X			
9/25/18 (T)?	SMC				Special Meeting: Joint Meeting w/ SMC Board of Trustees (actual date TBD)
9/20/18 (Th)	DO		X		
10/4/18 (Th)	M	X			
10/18/18 (Th)	DO		X		
11/1/18 (Th)	M	X			
11/15/18 (Th)	DO		X		
12/18/18 (T)	DO				Special Meeting: Retreat
12/13/18 (Th)	DO			X	
<i>winter break (12/24/18 – 1/4/19)</i>					
1/17/19 (Th)	DO			X	
2/7/19 (Th)	M	X			
2/21/19 (Th)	DO		X		
2/26/19 (Th)	DO				Special Meeting: Retreat
3/7/19 (Th)	DO	X			
3/21/19 (Th)	M		X		
4/3/19 (W)	DO			X	Note: Thurs., 4/4/18 is open house for elementary schools
<i>spring break (4/8/19 – 4/19/19)</i>					
5/2/19 (Th)	M	X			
5/16/19 (Th)	DO		X		
6/6/19 (Th)	DO	X			
6/20/19 (Th)	DO				Special Meeting: Public Hearings & Retreat
6/27/19 (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"
<ol style="list-style-type: none"> 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) 	<ol style="list-style-type: none"> 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments 	<ol style="list-style-type: none"> 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)

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	4/10/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	5/8/19
Merit Rules Revisions Update - Definitions	Discussion	6/12/19

VIII. Next Regular Personnel Commission Meeting:

Wednesday, April 10, 2019, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: