



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

November 14, 2018

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 14, 2018**, 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 November 14, 2018

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						

- G.06 Approval of Minutes for Regular Meeting on October 10, 2018

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

November 14, 2018

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 14, 2018**, 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 Commission's subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on November 14, 2018

G.06 Approval of Minutes for Regular Meeting on October 10, 2018

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>
Administrative Assistant	3
Children’s Center Assistant-1,2,3	3
Health Office Specialist	4
Instructional Assistant – Classroom	10
Job Development and Placement Specialist	4
Maintenance Supervisor	5
Paraeducator-1	10
Paraeducator-1 Updated	11
Paraeducator-2	3
Paraeducator-2 Updated	10
Paraeducator-3	4
Paraeducator-3 Updated	14
Payroll Specialist	9

C.02 Advanced Step Placement:
 Stephanie Bianco in the classification of Paraeducator-1 at Range 20, Step B

- C.03 Advanced Step Placement:
Rene Esquivias in the classification of Electrician at Range 39, Step D
- C.04 Advanced Step Placement:
Kayla Garrison in the classification of Paraeducator-1 at Range 20, Step B
- C.05 Advanced Step Placement:
Sean Gilliland in the classification of Paraeducator-1 at Range 20, Step B
- C.06 Advanced Step Placement:
Stacy Salzman in the classification of Instructional Assistant - Classroom at Range 18, Step C
- C.07 Advanced Step Placement:
Ashley Sena in the classification of Paraeducator-3 at Range 26, Step B
- C.08 Advanced Step Placement:
Eric Singleton in the classification of Paraeducator-1 at Range 20, Step B
- C.09 Advanced Step Placement:
Diego Villafana in the classification of Paraeducator-1 at Range 20, Step B

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. VI.D.2. (for SMMUSD School Board Agenda)
 - October 18, 2018
 Classified Personnel - Merit Report - No. VI.D.2.
 - November 1, 2018

- I.04 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - October 18, 2018
 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - November 1, 2018
- 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
Annual Report	Action	12/12/18
Types of Temporary Job Assignments	Commissioner Training	1/9/19
Merit Rules Revisions Update - Definitions	Discussion	3/13/19
Job Descriptions Minimum Qualifications	Commissioner Training	3/13/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, December 12, 2018, 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.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 10, 2018

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, October 10, 2018**, at **4:35 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 4:35 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** October 10, 2018

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		✓		✓			
Lisa Jenkins	✓			✓			
Julie Waterstone				✓			

G.06 Motion to Approve Minutes: September 12, 2018

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities.**
 - **Director Rowen pointed out the large number of Advanced Step Placement requests as a positive sign of hiring new employees whose qualifications reach far and beyond the minimum requirements.**
 - **Director Rowen expressed his gratitude to Ms. Nichelle Cummings, Human Resources Technician substitute, who has assumed recruitment duties from an employee on a long-term leave. Ms. Cummings is responsible for conducting recruitments for Paraeducator-series and Cafeteria Worker positions.**
 - **Director Rowen informed the Personnel Commission about the status of the Personnel Commissioner recruitment. The position has been opened in NEOGOV, and on the District website, until the end of November 2018. In addition, Ms. Gail Pinsker, the District Community and Public Relations Officer, will conduct an interview with Commissioner Inatsugu about her service and experience with the Personnel Commission and the Santa Monica community. Commissioner Inatsugu shared her experience from former recruitment outreach that resulted in a pool of applicants who thought that the Personnel Commission position was a good volunteer opportunity, similar to PTA or a community service. They were not familiar with the Merit System, and they misunderstood functions of the Personnel Commission. Director Rowen invited the Personnel Commissioners to access the posting on NEOGOV. He assured them about the clarity of the posting as well as of the classification specification.**
 - **Commissioner Inatsugu inquired about the status of the employee on a long-term leave. Director Rowen stated that a meeting with Human Resources, Fiscal Services, and Risk Management is scheduled for next week to address the situation.**
 - **Commissioner Inatsugu inquired about the Personnel Commission annual report. It will be generated in near future.**

- **Commissioner Jenkins inquired about the communication plan for the outreach for the Personnel Commissioner vacancy. Director Rowen, in close cooperation with Ms. Pinsker, is targeting the local newspapers to inform the Santa Monica and Malibu communities about this recruitment. In addition, Director Rowen intends to set up District Facebook and Instagram pages for Santa Monica-Malibu Unified School District job opportunities.**

G.08 Personnel Commissioner Comments/Reports:

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

- **Commissioner Inatsugu shared a message from the former Director of Classified Personnel, Mr. Michael Cool.**
- **Commissioner Inatsugu informed the Personnel Commission about local resources for the upcoming November 2018 elections. They provide useful information about the candidates, including the nominees for the Board of Education for the District and Santa Monica College.**

G.09 Communications:

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

- **SEIU Report**
 - **Ms. Cartee-McNeely, Chief Steward, reported on SEIU's campaign for the upcoming November 2018 elections.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about collaboration between SEIU and the District to identify and resolve issues and concerns of the classified staff.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, reported on District activities and professional development.**
 - **Dr. Kelly reported to the Personnel Commission on the Board of Education business. A whole set of policies supporting immigrants' families was updated. The Board also continues to work on facilities upgrade, and the merge of Juan Cabrillo and Pt. Dume Elementary Schools.**
 - **Dr. Kelly informed the Personnel Commission about celebrating the Week of the School Administrator. The Board has passed a resolution at their October 4, 2018 meeting.**

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per

speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant-1,2,3	4
Credential Analyst	4
Custodian	10
Instructional Assistant – Bilingual	6
Instructional Assistant – Physical Education	5
Physical Activities Specialist	3
Transportation Supervisor	7

C.02 Advanced Step Placement:
Pia Albrecht-Gray in the classification of Health Office Specialist at Range 25, Step C

C.03 Advanced Step Placement:
Melissa Bonnel in the classification of Occupational Therapist at Range 61, Step D

C.04 Advanced Step Placement:
Megan Hstand in the classification of Instructional Assistant - Classroom at Range 18, Step C

C.05 Advanced Step Placement:
Katrina Jagoda in the classification of Occupational Therapist at Range 61, Step C

C.06 Advanced Step Placement:
Toi-Ya Parham-Battles in the classification of Bus Driver Education at Range 30, Step D

C.07 Advanced Step Placement:
Joseph Pullard in the classification of Instructional Assistant – Physical Education at Range 20, Step C

C.08 Advanced Step Placement:
Erika Ramirez in the classification of Library Assistant at Range 26, Step B

C.09 Advanced Step Placement:
Adrian Ramos in the classification of Plant Supervisor at Range M-41, Step C

- C.10 Advanced Step Placement:
Kenneth Royal in the classification of Custodian at Range 24, Step C
- C.11 Advanced Step Placement:
Moshir Safavi in the classification of Physical Activities Specialist at Range 26, Step B

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

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

REPORT AND DISCUSSION

- Commissioner Jenkins inquired about verifying education in the review process. Director Rowen stated that employees are not required to bring their diplomas unless they are requesting an education stipend for master or doctoral degree. Certain classifications, like Children Center Assistant or Campus Security Officer require specific certifications. Director Rowen will reevaluate the Advanced Step Placement process in regards education verification in near future.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Audio-Visual Technician within the Facility 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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Director Rowen provided a brief history of the most recent recruitment that led to these classification revisions for Audio-Visual Technician. He described the methodology that was used in the review process.
- Director Rowen stated that the minimum experience was specified (2 years) to ensure consistency in the quality of candidates placed on the eligibility list.
- Ms. Cartee-McNeely commended the Personnel Commission staff on these classification specification revisions.

- Ms. Cartee-McNeely pointed out challenges with the salary range, specifically as it relates to the internal alignment within the job family.
- Ms. Cartee-McNeely stated that these challenges should be resolved in the new classification and compensation study.
- Director Rowen added that the Director of Information Services also expressed similar concern regarding the salary range. He agreed with Ms. Cartee-McNeely that the new classification and compensation study will resolve this problem.
- Commissioner Jenkins inquired about the new classification and compensation study and the process used in its development.
- Director Rowen explained the guidelines for implementing the study based on an agreement between SEIU and the District. The Personnel Commission is responsible for correct internal alignment of classifications within a specific job family or related families. There will be several discussions regarding the implementation process—whether the classifications will be analyzed by a job family, so that the study can rotate in the course of five (5) years, or whether to conduct it holistically for the entire District.
- Commissioner Jenkins inquired about rationale for placing the Audio-Visual Technician within the Facility job family. Ms. Cartee-McNeely replied that the position functions within the Facility Use Department working with the Barnum Hall on performing arts productions.
- Commissioner Jenkins inquired about the recruitment challenges, and how the proposed revisions will resolve them. Director Rowen pointed out that the former requirements limited the candidate pool; hence, clarifying and consolidating Duty, Knowledge and Ability statements will enable to obtain a greater variety of candidates in this field of expertise.

A.02 Classification Revision:
Construction Supervisor within the Maintenance job family

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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Director Rowen provided a brief background of the classification revisions for Construction Supervisor. He described the methodology used in the review process, specifically as it relates to equivalency provisions of minimum qualifications in Experience and Education.
- Commissioner Inatsugu inquired about eliminating the minimum requirements for supervision or lead capacity as this is a supervisory classification.
- Director Rowen stated that this minimum requirement would hinder otherwise qualified District employees from a promotion.

- Commissioner Inatsugu asked about a training program for newly promoted managers. Dr. Kelly explained that there are opportunities for current employees to work out of class in order to provide them with a professional development, as well as they can participate in a variety of training sessions. New supervisors receive a lot of professional support and on-point training on how to be a manager.
- Commissioner Jenkins asked about the classifications and the number of employees an incumbent in this classification will supervise. Director Rowen replied that this position supervises Facility Technician and possibly administrative staff.
- Commissioner Jenkins also asked about the classifications eligible for promotion into this position. Director Rowen stated that Facility Technician would be suitably equipped to promote to Construction Supervisor.
- Commissioner Jenkins inquired about the classification's title in relations to the industry standards. Director Rowen worked closely with the Chief Operation Officer who did not propose any alternatives to the title.
- Commissioner Jenkins asked about the differences in duties between the existing Construction Supervisor position and the newly established one. Director Rowen stated that the existing Construction Supervisor is mostly working on renovations of the District current facilities, and the new Construction Supervisor will work on new construction related to recent bond measures.

A.03 Classification Revision:
Maintenance Supervisor within the Maintenance job family

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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Director Rowen provided a brief background of the classification revisions for Maintenance Supervisor. He described the methodology that was used in the review process, pointing out that the same rationale as with the Construction Supervisor was applied for eliminating the supervisory requirement.
- Requirements of using a personal vehicle and telephone were removed as the incumbent will use a District transportation and telephone.
- Director Rowen emphasized the newly added duty-- number 14 -- to respond promptly to maintenance-related emergencies using a District-provided cell phone, both during and outside of regular work hours.
- Commissioner Jenkins inquired about the number of incumbents in this classification and what classifications they will supervise. Director Rowen stated that it is a single incumbent classification at the District. This position supervises Metal Worker, Plumber, HVAC Technician, Carpenter,

Electrician, Skilled Maintenance Worker, and other classifications within the Maintenance Department.

- **Commissioner Jenkins inquired about the type of recruitment that will be used for this position. Director Rowen stated it is an open and promotional.**
- **Currently, one of the employees in the Maintenance Department is working out of class.**

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. VI.D.2. (for SMMUSD School Board Agenda)
 - September 20, 2018Classified Personnel - Merit Report - No. VIII.D.2.
 - October 4, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - September 20, 2018Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - October 4, 2018
- 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
Merit Rules Revisions Update - Definitions	Discussion	11/14/18
Job Descriptions Minimum Qualifications	Commissioner Training	12/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
 Wednesday, November 14, 2018, 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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

TIME ADJOURNED: 5:30 p.m.

Submitted by:

 Eric Rowen
 Secretary to the Personnel Commission
 Director, Classified Personnel

The meeting was adjourned in memory of victims of Hurricane Michael.

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							
Lisa Jenkins							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO:II.C.02

SUBJECT: Advanced Step Placement – Stephanie Bianco
 Hire Date: 10/16/2018

ASP Request Submitted: 10/29/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Stephanie Bianco	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must possess a high school diploma (or recognized equivalent) AND <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning OR <ul style="list-style-type: none"> • Obtained an Associate's (or higher) degree 	<ul style="list-style-type: none"> • Stephanie Bianco earned a Master's degree in Health and Physical Education. 	1 level of education above the required level =1 Step Advance (Max. allowed 1)
<u>Experience:</u> <ul style="list-style-type: none"> • Have at least six (6) months experience working with individuals with special needs; OR <ul style="list-style-type: none"> • Receive a passing score on the District's Instructional Assistance written examination, which assesses knowledge of principals related to assisting in the instruction of reading, writing and mathematics. 	<ul style="list-style-type: none"> • Stephanie Bianco meets the minimum experience requirements. 	0 (2 years) of experience above the required level =0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = STEP B</u>		

DIRECTOR'S COMMENTS:

Stephanie Bianco's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$.71 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
Lisa Jenkins						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Rene Esquivias

Hire Date: 09/13/2018

ASP Request Submitted: 11/08/2018

BACKGROUND INFORMATION:

Classification Title: Electrician	Employee: Rene Esquivias	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Rene Esquivias exceeds the education requirement. He has a high school diploma and he earned an Electrician Certificate in Electrical Technology. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three years journey-level experience performing high-voltage or low-voltage electrical work. 	<ul style="list-style-type: none"> Rene Esquivias exceeds the experience requirement. He has 9 years and 7 months experience work experience as an Electrician. 	2 (3-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. Esquivias's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-39 at Step A is \$22.62/hour, while Step D is \$26.17/hour. The gross difference in pay is an approximate increase of \$3.56 per hour, \$616.63 per month, or \$6,230.39 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Rene Esquivias at Range A-39, 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						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO:II.C.04

SUBJECT: Advanced Step Placement – Kayla Garrison

Hire Date: 10/15/2018

ASP Request Submitted: 10/18/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Kayla Garrison	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> • Must possess a high school diploma (or recognized equivalent) AND <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning OR <ul style="list-style-type: none"> • Obtained an Associate's (or higher) degree 	<ul style="list-style-type: none"> • Kayla Garrison earned her Bachelor's degree in Psychology, Emphasis in Neuroscience & Biopsychology with a minor of Applied Psychology. 	1 level of education above the required level = 1 Step Advance (Max. allowed 1)
Experience: <ul style="list-style-type: none"> • Have at least six (6) months experience working with individuals with special needs; OR <ul style="list-style-type: none"> • Receive a passing score on the District's Instructional Assistance written examination, which assesses knowledge of principals related to assisting in the instruction of reading, writing and mathematics. 	<ul style="list-style-type: none"> • Kayla Garrison meets the minimum experience requirements. 	0 (2 years) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></u>		

DIRECTOR'S COMMENTS:

Kayla Garrison's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$.71 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
Lisa Jenkins						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO:II.C.05

SUBJECT: Advanced Step Placement – Sean Gilliland
 Hire Date: 08/23/18

ASP Request Submitted: 09/24/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Sean Gilliland	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Must possess a high school diploma (or recognized equivalent) AND <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning OR <ul style="list-style-type: none"> Obtained an Associate's (or higher) degree 	<ul style="list-style-type: none"> Sean Gilliland earned his Bachelor's degree in English Literature 	1 level of education above the required level =1 Step Advance (Max. allowed 1)
<u>Experience:</u> <ul style="list-style-type: none"> Have at least six (6) months experience working with individuals with special needs; OR <ul style="list-style-type: none"> Receive a passing score on the District's Instructional Assistance written examination, which assesses knowledge of principals related to assisting in the instruction of reading, writing and mathematics. 	<ul style="list-style-type: none"> Sean Gilliland meets the minimum experience requirements. 	0 (2 years) of experience above the required level =0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Gilliland's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$.71 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
Lisa Jenkins						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Stacy Salzman

Hire Date: 10/08/2018

ASP Request Submitted: 10/10/2018

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Ms. Salzman's 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 \$.72 per hour, \$54.26 per month, or \$542.60 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Stacy Salzman 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						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO:II.C.07

SUBJECT: Advanced Step Placement – Ashley Sena

Hire Date: 10/29/2018

ASP Request Submitted: 10/29/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Ashley Sena	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must possess a high school diploma (or recognized equivalent) <p>AND</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning <p>OR</p> <ul style="list-style-type: none"> • Obtained an Associate's (or higher) degree 	<ul style="list-style-type: none"> • Ashley Sena earned her Bachelor's degree in Sociology and in Child Development. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed 1)</p>
<u>Experience:</u> <ul style="list-style-type: none"> • Have at least six (6) months experience working with individuals with special needs; <p>OR</p> <ul style="list-style-type: none"> • Receive a passing score on the District's Instructional Assistance written examination, which assesses knowledge of principals related to assisting in the instruction of reading, writing and mathematics. 	<ul style="list-style-type: none"> • Ashley Sena meets the minimum experience requirement. 	<p>0 (2 years) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></u></p>		

DIRECTOR'S COMMENTS:

Ms. Sena's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary range A-26 at Step A is \$16.47/hour, while Step B is \$17.30/hour. The net difference in pay is an approximate increase of \$.83 per hour, \$107.62 per month, or \$645.75 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ashley Sena at Range A-26, 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						
Julie Waterstone						
Lisa Jenkins						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO:II.C.08

SUBJECT: Advanced Step Placement – Eric Singleton

Hire Date: 10/11/2018

ASP Request Submitted: 10/11/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Eric Singleton	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> • Must possess a high school diploma (or recognized equivalent) AND <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning OR <ul style="list-style-type: none"> • Obtained an Associate's (or higher) degree 	<ul style="list-style-type: none"> • Eric Singleton earned his Associate's degree in Broadcasting. 	1 level of education above the required level = 1 Step Advance (Max. allowed 1)
Experience: <ul style="list-style-type: none"> • Have at least six (6) months experience working with individuals with special needs; OR <ul style="list-style-type: none"> • Receive a passing score on the District's Instructional Assistance written examination, which assesses knowledge of principals related to assisting in the instruction of reading, writing and mathematics. 	<ul style="list-style-type: none"> • Eric Singleton meets the minimum experience requirement. 	0 (2 years) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></u>		

DIRECTOR'S COMMENTS:

Mr. Singleton's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$.72 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Julie Waterstone						
Lisa Jenkins						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 14, 2018

AGENDA ITEM NO:II.C.09

SUBJECT: Advanced Step Placement – Diego Villafana

Hire Date: 05/22/2018

ASP Request Submitted: 09/17/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Diego Villafana	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> • Must possess a high school diploma (or recognized equivalent) AND <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning OR <ul style="list-style-type: none"> • Obtained an Associate's (or higher) degree 	<ul style="list-style-type: none"> • Diego Villafana earned his Bachelor's degree in Computer Science. 	1 level of education above the required level = 1 Step Advance (Max. allowed 1)
Experience: <ul style="list-style-type: none"> • Have at least six (6) months experience working with individuals with special needs; OR <ul style="list-style-type: none"> • Receive a passing score on the District's Instructional Assistance written examination, which assesses knowledge of principals related to assisting in the instruction of reading, writing and mathematics. 	<ul style="list-style-type: none"> • Diego Villafana meets the minimum experience requirements. 	0 (2 years) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></u>		

DIRECTOR'S COMMENTS:

Mr. Villafana's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The net difference in pay is an approximate increase of \$.71 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Lisa Jenkins							

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							
Lisa Jenkins							
Julie Waterstone							

IV. Discussion Items:

V. **Commissioner Training/Briefing:**

VI. Information Items:

Open Requisitions (11/14/2018)

Req Number	Req Title	Department	Date From HR	Position Type	FTE	Date Received From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON		Vac	43.75	7/29/2015
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL		New	75	5/19/2017
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL		Vac	37.5	7/13/2017
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		Vac	75	8/10/2017
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		New	43.75	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL		Vac	31.25	8/30/2017
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY		New	37.5	9/1/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	9/8/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		Vac	43.75	9/26/2017
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES		Vac	50	11/4/2017
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017

18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL		Vac	75	12/14/1917
18-154	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES		Vac	37.5	3/6/2018
18-158	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	3/12/2018
18-161	AUDIO-VISUAL TECHNICIAN	INFORMATION SERVICES		Vac	100	3/20/2018
18-164	CUSTODIAN	CHILD DEVELOPMENT SERVICES		Vac	100	4/9/2018
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	4/19/2018
18-184	GARDENER	GROUNDS MAINTENANCE		Vac	70	5/29/2018
18-194	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		Vac	37.5	6/11/2018
18-203	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION		Vac	100	6/20/2018
18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY		Vac	75	6/20/2018
19-001	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES		Vac	50	7/9/1918
19-006	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES		Vac	50	7/13/2018
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/13/2018
19-012	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL		Vac	75	7/13/2018

19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/24/2018
19-017	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL		Vac	43.75	8/3/2018
19-018	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL		New	25	8/3/2018
19-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-024	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL		Vac	75	8/10/2018
19-025	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL		Vac	50	8/14/2018
19-027	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL		Vac	75	8/14/2018
19-028	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY		New	75	8/14/2018
19-031	Limited Term	SPECIAL EDUCATION		New	100	8/10/2018
19-033	CAMPUS SECURITY OFFICER	JOHN ADAMS MIDDLE SCHOOL		Vac	100	8/20/2018
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/10/2018
19-036	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		Vac	43.75	8/22/2018
19-037	OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL		Vac	100	8/14/2018
19-042	ACCOUNTING TECHNICIAN	BUSINESS SERVICES		New	100	8/22/2018

19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/27/2018
19-044	CONSTRUCTION SUPERVISOR	BUSINESS SERVICES		New	100	8/22/2018
19-045	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL		New	37.5	8/29/2018
19-046	PARAEDUCATOR-2	CABRILLO ELEMENTARY SCHOOL		Vac	75	8/27/2018
19-047	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/22/2018
19-048	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL		Vac	96.87	9/13/2018
19-049	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-052	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	9/5/2018
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		New	43.75	9/5/2018
19-054	HEALTH OFFICE SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL		Vac	43.75	9/11/2018
19-055	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		New	75	9/17/2018
19-056	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL		New	75	9/5/2018
19-057	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL		Vac	75	9/5/2018
19-060	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL		Vac	75	9/27/2018
19-061	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL		New	62.5	9/27/2018
19-062	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL		Vac	75	9/18/2018
19-063	BUS DRIVER	TRANSPORTATION		Vac	87.5	10/1/2018

19-064	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	10/3/2018
19-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL		Vac	43.75	10/1/2018
19-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		Vac	37.5	10/2/2018
19-067	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-069	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL		Vac	79	9/26/2018
19-070	PARAEDUCATOR-1	SPECIAL EDUCATION		New	50	10/4/2018
19-074	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY		Vac	37.5	10/8/2018
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	10/8/2018
19-078	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		Vac	37.5	10/12/2018
19-081	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER		Vac	56.25	10/26/2018
19-082	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		Vac	75	10/26/2018
19-083	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL		New	75	10/26/2018
19-084	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES		Vac	50	11/2/2018
19-085	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES		Vac	50	11/2/2018
19-086	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES		New	50	11/2/2018

19-087	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES		Vac	100	11/2/2018
19-088	PARAEDUCATOR- 3	SPECIAL EDUCATION		New	75	11/2/2018
19-090	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES		Vac	100	11/7/2018

Filled Requisitions (11/14/18)

Req Number	Req Title	Department	Expected Start Date	Date of Accepted Job Offer
18-150	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL		10/30/2018
18-174	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE		11/9/2018
19-075	OFFICE SPECIALIST	HUMAN RESOURCES		10/19/2018

**Classified Personnel – Merit
10/18/18**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Hernandez, Jason Facility Use	Sports Facility Attendant 6 Hrs/12 Mo/Range: 24 Step: A	9/22/18
Lozano, Jesse Operations-Olympic HS	Custodian 5 Hrs/12 Mo/Range: 24 Step: A	9/5/18
Martinez, Jacqueline Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	9/24/18
Parham-Battles, Toi-Ya Transportation	Bus Driver 7 Hrs/10 Mo/Range: 30 Step: A	10/1/18
Safavi, Moshir Roosevelt ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A	9/17/18

PROMOTION

		<u>EFFECTIVE DATE</u>
Berman, Terri Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: F From: Instructional Assistant - Classroom: 3.75 Hrs/SY	10/1/18
Blackmon, Enisha Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A From: Paraeducator-1: 6.33 Hrs/SY	9/24/18
Mollmann, Irene Special Ed-Santa Monica HS	Braille Transcriber 6 Hrs/SY/Range: 29 Step: C From: Paraeducator-1: 6 Hrs/SY	9/12/18

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Ratliff, Sheleita Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: F	10/1/18

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Higashi, Bradley Child Development Services	Accountant 8 Hrs/12 Mo/Range: 43 Step: A	9/4/18-6/30/19

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Castro, Esperanza Food & Nutrition Services	Site Food Services Coordinator Not to exceed: 24 Hrs	8/14/18-8/16/18
Gomez, Jose Food & Nutrition Services	Production Kitchen Coordinator Not to exceed: 72 Hrs	8/9/18-8/21/18
Nunez, Sherry Ed. Svcs-Lincoln MS	Campus Security Officer 8 Hrs/Day	8/6/18-8/7/18
Ridley, Tischa Food & Nutrition Services	Site Food Services Coordinator Not to exceed: 64 Hrs	8/9/18-8/20/18

Vasquez, Grace Ed. Svcs-Malibu HS	Campus Security Officer 8 Hrs/Day	8/6/18-8/7/18
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TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Albrecht-Gray, Pia Grant ES	Health Office Specialist [additional hours; nurse office support]	8/22/18-6/13/19
Goodman, GERALYN Edison ES	Instructional Assistant – Bilingual [additional hours; classroom support]	8/17/18-8/21/18
Uliantzeff, Elena Educational Services	Bilingual Community Liaison [overtime; interpretations at BOE meetings]	8/16/18-6/30/19
Zurich-Lundsford, Kathleen Special Education	Senior Office Specialist [additional hours; clerical support]	8/13/18-6/30/19

SUBSTITUTES

EFFECTIVE DATE

Morales, Diana District	Office Specialist	7/2/18-6/12/19
Murphy, Tony District	Physical Activities Specialist	8/28/18-12/21/18
Ortiz, Jose District	Instructional Assistant – Physical Education	9/5/18-12/21/18
Webb, Kevin Malibu HS	Swimming Instructor/Lifeguard	9/20/18-6/30/19

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Brito, Salvador Transportation	Bus Driver 7.5 Hrs/10 Mo From: 7 Hrs/10 Mo/Transportation	8/16/18
Rodriguez, Cecilia CDS-Edison Seaside	Children's Center Assistant-2 7 Hrs/SY From: 5 Hrs/SY/CDS-Edison Seaside	8/22/18
Rodriguez, Denise CDS-Grant Seaside	Children's Center Assistant-2 7 Hrs/SY From: 5 Hrs/SY/CDS-Grant Seaside	10/1/18
Sammann, Kevin Transportation	Bus Driver 7.25 Hrs/10 Mo From: 7 Hrs/10 Mo/Transportation	8/16/18
Silvestre, Ernestina Transportation	Bus Driver 7.25 Hrs/10 Mo From: 7 Hrs/10 Mo/Transportation	9/6/18

VOLUNTARY TRANSFER

EFFECTIVE DATE

Hendler, Nanette Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	9/26/18
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Maldonado, Frederick
Special Ed-Lincoln MS
Paraeducator-1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Santa Monica HS
9/26/18

Mejia, Laura
Special Ed-Muir ES
Paraeducator-1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Lincoln MS
9/24/18

PROFESSIONAL GROWTH

Hall, Caridad
Fiscal Services
Accountant
EFFECTIVE DATE
10/1/18

LEAVE OF ABSENCE (PAID)

Aguayo, Melissa
Special Ed-Cabrillo ES
Paraeducator-3
CFRA/FMLA/Medical
EFFECTIVE DATE
8/22/18-2/13/19

Amaya, Janene
CDS-Adams MS Preschool
Children's Center Assistant-2
CFRA/FMLA/Medical
8/22/18-10/1/18

Frazier, Jeffrey
Operations
Plant Supervisor
FMLA/Medical
9/26/18-11/26/18

Kachurka, Sabrina
FNS-Santa Monica HS
Cafeteria Worker II
CFRA/FMLA/Medical
8/29/18-9/14/18

Martino, Jesica
Special Ed-Muir ES&LCDC
Occupational Therapist
FMLA/Medical
11/15/18-4/1/19

Mirabal, Jessica
Special Ed-Adams MS
Paraeducator-1
CFRA/FMLA/Medical
10/1/18-10/31/18

Perez, Maria
Operations-Olympic HS
Custodian
CFRA/FMLA/Medical
9/12/18-10/24/18

Rodriguez, Sara
Special Ed-Rogers ES
Paraeducator-1
FMLA
8/23/18-8/31/18
9/17/18-10/15/18

Woods, Leah
Special Ed-Muir ES
Paraeducator-3
CFRA/FMLA/Medical
9/26/18-10/9/18

LEAVE OF ABSENCE (UNPAID)

Batmunh, Otgonbayar
Maintenance
Electrician
Personal
EFFECTIVE DATE
9/3/18-9/30/18

Brown, Lincoln
CDS-Muir ES
Children's Center Assistant-2
CFRA
8/22/18-10/3/18

Dacanay, Peter
Special Ed-Malibu HS
Paraeducator-1
Personal
11/29/18-12/14/18

Gonzalez, Andrea
CDS-Santa Monica HS-ITC
Children's Center Assistant-1
CFRA
8/22/18-11/14/18

Hartley, Logan
Franklin ES
Physical Activities Specialist
CFRA
9/10/18-9/21/18

Madiraju, Vidya Muir ES	Instructional Assistant – Classroom Personal	9/18/18-10/5/18
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Mirabal, Jessica Special Ed-Adams MS	Paraeducator-1 CFRA/FMLA/Medical	11/1/18-1/18/19
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WORKING OUT OF CLASS

Herrera, Zenon Maintenance	Electrician From: Locksmith	<u>EFFECTIVE DATE</u> 8/31/18-9/30/18
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Moreno, Rosa FNS-Santa Monica HS	Cafeteria Worker II From: Cafeteria Worker I	8/29/18-9/14/18
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Plascencia, Henry Maintenance	Plumber From: Skilled Maintenance Worker	8/16/18-10/31/18
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Ruiz, Juliana FNS-Santa Monica HS	Cafeteria Cook-Baker From: Cafeteria Worker I	8/25/18-12/20/18
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Shanley, Scott Santa Monica HS	Campus Security Officer From: Instructional Assistant – Physical Education	8/28/18-1/23/19
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DISQUALIFICATION FROM PROBATION

HF0304244 Special Ed-Malibu HS	Paraeducator-1	<u>EFFECTIVE DATE</u> 9/28/18
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RETIREMENT

Hobkirk, Christina Muir ES/SMASH	Health Office Specialist	<u>EFFECTIVE DATE</u> 10/17/18
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Classified Personnel – Merit**11/1/18****NEW HIRES**

		<u>EFFECTIVE DATE</u>
Bianco, Stephanie Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/16/18
Cardoso, Carlos Muir ES	Physical Activities Specialist 3.75 Hrs/SY/Range: 26 Step: A	10/8/18
Peters, Lakisha Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/10/18
Salzman, Stacy Roosevelt ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	10/8/18

PROMOTION

		<u>EFFECTIVE DATE</u>
Carrillo, Steven Transportation	Transportation Supervisor 8 Hrs/12 Mo/Range: M45 Step: A From: Bus Driver: 7 Hrs/10 Mo	10/8/18
Cervantes, Sandra Human Resources	Credential Analyst 8 Hrs/12 Mo/Range: M36 Step: C From: Human Resources Specialist: 8 Hrs/12 Mo	10/1/18

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Moorehead, Dana Olympic HS	Instructional Assistant – Classroom 5 Hrs/SY/Range: 18 Step: C	10/8/18

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Basha, Arsanios Special Education	Paraeducator-3 Not to exceed: 10 Hrs	8/13/18-8/14/18
Blackmon, Enisha Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Brewer, Ariana Special Education	Paraeducator-3 Not to exceed: 10 Hrs	8/13/18-8/14/18
Soil, Sophia Special Education	Paraeducator-3 Not to exceed: 10 Hrs	8/13/18-8/14/18
Tanamas, Ayda Special Education	Paraeducator-2 Not to exceed: 10 Hrs	8/13/18-8/14/18
Ucan, Abraham Special Education	Paraeducator-3 Not to exceed: 10 Hrs	8/13/18-8/14/18

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Aguilar, Mary Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1 [additional hours; Mindfulness planning]	8/14/18

Alvarez, Guillermina FNS-Roosevelt ES	Cafeteria Worker I [additional hours; cafeteria support]	8/23/18-6/12/19
Alvarez, Maryke Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; student support]	8/23/18-6/12/19
Avitia-Quintana, Hector Operations-Santa Monica HS	Custodian [overtime; school events]	8/1/18-6/30/19
Barrett, Sarah Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Brooks, Latricia Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; student support]	8/23/18-6/12/19
Cajas, Debbie Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Cojan, Carmen FNS-Roosevelt ES	Cafeteria Worker II [additional hours; cafeteria support]	8/23/18-6/12/19
Coleman, Daniel Educational Services	Physical Activities Specialist [additional hours; professional development]	9/22/18-9/30/18
Cunningham, Jill Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	8/23/18-6/12/19
Danganan, Maye Educational Services	Physical Activities Specialist [additional hours; professional development]	9/22/18-9/30/18
Davis, Luke Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/18-6/30/19
Esquivias, Rene Maintenance	Electrician [overtime; District projects]	9/13/18-6/30/19
Field, Larissa Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Gaglione, Lisa Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Gonzalez, Teresa Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Gudiel Ruano, Ana Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; student support]	8/23/18-6/12/19
Hernandez, Steven Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/18-6/30/19
Ingle, Jennifer Special Education	Speech Language Pathology Assistant [overtime; Special Education Specialist support]	8/30/18-10/30/18
Jackson, Tyler Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Jorgenson, Stephanie Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	8/23/18-6/12/19

Kuyama, Keiko Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator-1 [additional hours; after school library support]	8/23/18-6/12/19
Marland, Tatiana Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Montoya, Gerald Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	8/23/18-6/12/19
Morales, Prisma Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Morich, Karin Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	9/24/18-6/12/19
Motoyama-Hughes, Patricia Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	8/23/18-6/12/19
Perez-Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	8/23/18-6/12/19
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; student support]	8/23/18-6/12/19
Ramos, Margaret Lincoln MS	Instructional Assistant - Bilingual [additional hours; Mindfulness planning]	8/14/18
Richards, Michelle Special Ed-Lincoln MS	Paraeducator-3 [additional hours; after school computer lab support]	9/25/18-6/12/19
Roe, Jennifer Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Santiago, Guillermo Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; student support]	8/23/18-6/12/19
Shafai, Kymberley Webster ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/1/18-6/12/19
Shandalov, Lisa Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Smith, Darlene FNS-Roosevelt ES	Cafeteria Worker I [additional hours; cafeteria support]	8/23/18-6/12/19
Strauss, Yoko Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	8/23/18-6/12/19
Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; student support]	8/23/18-6/12/19
Torres, Corina Roosevelt ES	Instructional Assistant – Classroom [additional hours; classroom support]	9/24/18-6/12/19

Yamamoto, Mikiko Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	8/23/18-6/12/19
<u>SUBSTITUTES</u>		
Morales, Arturo Human Resources	Campus Security Officer	<u>EFFECTIVE DATE</u> 7/2/18-6/12/19
Rodriguez, Daisy Special Education	Paraeducator-3	9/11/18-6/12/19
Syposs, Michelle Special Education	Paraeducator-3	8/22/18-10/31/18
<u>PROFESSIONAL GROWTH</u>		
Ingle, Jennifer Special Education	Speech Language Pathology Assistant	<u>EFFECTIVE DATE</u> 11/1/18
Jones, Jasmine Santa Monica HS	Instructional Assistant – Physical Education	11/1/18
Maender, Alaina Special Education	Occupational Therapist	11/1/18
Montes, April Student Services	Administrative Assistant	11/1/18
<u>LEAVE OF ABSENCE (PAID)</u>		
Bolan, Anette Facility Use	Administrative Assistant CFRA/FMLA/Medical	<u>EFFECTIVE DATE</u> 7/10/18-7/20/18 8/29/18-11/9/18
Bolan, Anette Facility Use	Administrative Assistant Personal	8/13/18-8/28/18
Godinez, Lorena CDS-Santa Monica HS-ITC	Children's Center Assistant-2 Personal	10/18/18-11/1/18
Gold, Kathleen Information Services	Technology Support Assistant Intermittent CFRA/FMLA/Medical	7/1/18-6/30/19
<u>LEAVE OF ABSENCE (UNPAID)</u>		
Bolan, Anette Facility Use	Administrative Assistant Personal	<u>EFFECTIVE DATE</u> 8/13/18-8/28/18
<u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u>		
(39-MONTH MEDICAL REEMPLOYMENT LIST) XK2491528 Operations	Custodian	<u>EFFECTIVE DATE</u> 10/31/18
<u>ABOLISHMENT OF POSITION</u>		
Cabrillo ES	Instructional Assistant – Classroom 2 Hrs/SY	<u>EFFECTIVE DATE</u> 8/22/18

Special Education Paraeducator-1 10/5/18
6 Hrs/SY

WORKING OUT OF CLASS

Ballat, Nawal
FNS-Rogers ES

Cafeteria Worker II
From: Cafeteria Worker I

EFFECTIVE DATE

8/22/18-6/12/19

RESIGNATION

Badjelan, Golnar
Grant ES

Instructional Assistant – Classroom

EFFECTIVE DATE

9/14/18

Gomez, Monica
CDS-Grant ES

Children's Center Assistant-2

9/27/18

**Classified Personnel – Non-Merit
10/18/18**

TECHNICAL SPECIALIST – LEVEL I

Ceballos, Jacqueline	Student Services [Master of Social Work Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/18-6/12/19
De La Torre, Stephany	Student Services [Master of Social Work Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/18-6/12/19
Lohff, Ivy	Student Services [Master of Social Work Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/18-6/12/19
Mittel, Molly	Student Services [Master of Social Work Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/18-6/12/19

**Classified Personnel – Non-Merit
11/1/18**

NOON SUPERVISION:

Beers-Altman, Eli	McKinley ES	8/23/18-6/12/19
Gondo, Janet	McKinley ES	8/23/18-6/12/19
Hong, Grace	McKinley ES	8/23/18-6/12/19
Koester, Beverly	Muir ES	8/27/18-6/12/19
Luneva, Elena	McKinley ES	8/23/18-6/12/19
Moreno, Peggy	McKinley ES	8/23/18-6/12/19
Morich, Karin	Roosevelt ES	9/24/18-6/12/19
Mulligan, Tiffany	Cabrillo ES	8/22/18-6/12/19
Serna, Angelica	McKinley ES	8/23/18-6/12/19
Velasquez, Alejandra	McKinley ES	8/23/18-6/12/19

COACHING ASSISTANT

Graham, Cameron	Santa Monica HS	9/21/18-6/12/19
McKinley, Sean	Santa Monica HS	9/5/18-6/12/19

TECHNICAL SPECIALIST – LEVEL II

Brown, Kim	Cabrillo ES [Science Specialist] - Funding: SMMEF Funded	8/23/18-6/12/19
Call, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III Gifts – Instrumental Music	9/5/18-6/12/19
Gittleman, Marni	SMASH [Integrated Art Coordinator] - Funding: Formula & Old Tier III – 75% SMMEF Funded – 25%	8/23/18-6/12/19
Goldstein, Stephanie	SMASH [Mindfulness Instructor] - Funding: Formula & Old Tier III	8/23/18-6/12/19
Newell Baker, Elizabeth	Webster ES [Vocal Music Instructor] - Funding: Formula & Old Tier III	8/23/18-6/12/19
Ostrovsky, Julianna	SMASH [Visual Arts Instructor] - Funding: SMMEF Funded	8/27/18-5/20/19
Pace, Kristy	SMASH [Drama Instructor] - Funding: SMMEF Funded	8/27/18-5/20/19

Parise, Chris	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/5/18-6/12/19
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Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/5/18-6/12/19
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Turner, Meghan	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/5/18-6/12/19
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TECHNICAL SPECIALIST – LEVEL III

Mullen, Russell	SMASH [Middle School Jazz Band Instructor] - Funding: Reimbursed PTA	8/24/18-6/7/19
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**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 <i>(max. 30 minutes)</i> 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 <i>(max. 30 minutes)</i> 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
Annual Report	Action	12/12/18
Types of Temporary Job Assignments	Commissioner Training	1/9/19
Merit Rules Revisions Update - Definitions	Discussion	3/13/19
Job Descriptions Minimum Qualifications	Commissioner Training	3/13/19

VIII. Next Regular Personnel Commission Meeting:

Wednesday, December 12, 2018, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: