



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**December 12, 2018**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 12, 2018**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16<sup>th</sup> 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 December 12, 2018

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

- G.06 Approval of Minutes for Regular Meeting on November 14, 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)

**December 12, 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, December 12, 2018**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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 December 12, 2018

G.06 Approval of Minutes for Regular Meeting on November 14, 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>
Campus Security Officer	4
Health Office Specialist	6
Office Specialist	13
Paraeducator-1	4
Paraeducator-3	5

C.02 Advanced Step Placement:  
 Amber Boyd in the classification of Paraeducator-3 at Range 26, Step B

C.03 Advanced Step Placement:  
 Erika Diaz in the classification of Bilingual Community Liaison at Range 27, Step B

C.04 Advanced Step Placement:  
 Jesse Lozano in the classification of Custodian at Range 24, Step B

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2017-2018

A.02 Classification Revision:  
Director of Purchasing within the Fiscal job family

A.03 New Classification:  
Campus Monitor within the Student job family

**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. V.D.2. (for SMMUSD School Board Agenda)

- November 15, 2018

I.04 Classified Personnel - Non-Merit Report - No. V.D.3.

- November 15, 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
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, January 9, 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)

**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 was held on **Wednesday, November, 2018**, at **4:38 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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, Jenkins, and Waterstone were present.**
- G.03 Pledge of Allegiance: Dr. Suzanne Webb, Director of Human Resources, led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - **None**
- G.05 Motion to Approve Agenda: November 14, 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: October 10, 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 expressed his deepest sympathy to all communities, District families, and students who have been affected by the recent wild fires. He commended one of the Personnel Commission staff members- who also has been evacuated- for her dedication to the District and the department coming to work and performing her duties daily even during this difficult time.**
  - **Director Rowen announced that Ms. Nichelle Cummings, Human Resources Technician substitute in the Personnel Commission, has accepted a full time permanent position of Administrative Assistant in the Special Education. He expressed his gratitude for Ms. Cummings' valuable contribution to the department and wished her all the best in her new professional endeavor.**
  - **Director Rowen stated that both former Human Resources Technician substitutes have promoted into permanent positions with Special Education. Furthermore, they have assisted the Personnel Commission serving as raters for Paraeducator qualification appraisal interviews.**
  - **Director Rowen informed the Personnel Commission about hiring a new Human Resources Technician substitute, Ms. Gabrielle Crumble, who will assume the recruitments and related duties of the permanent employee on a long-term leave.**
  - **Director Rowen commended Ms. Clare Caldera, Personnel Analyst, for training and professional development of the temporary employees.**
  - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities, including implementation of AB2160 for playground supervisors who will become permanent classified employees as of January 2019.**
  - **Director Rowen informed the Personnel Commission about his and Ms. Caldera's participation in personnel directors' brown bag meeting from other merit districts as part of their professional development. They will**

host the next meeting that will address approaches to comprehensive classification and compensation studies.

- Director Rowen updated the Personnel Commission about the status of the Personnel Commissioner recruitment. The position has been advertised in NEOGOV, in Santa Monica and Malibu newspapers, on the District website and social medias, and at school sites with an extended closing date of December 7, 2018. He informed the Personnel Commission about receiving three (3) applications which meet the minimum qualifications.
- Commissioner Inatsugu commended Director Rowen for creating an informative and engaging advertisement for the Personnel Commissioner position.

#### **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 extended her heart-felt sympathies to all our colleagues in the Malibu area and everyone who has been affected by these wild fires.
- Commissioner Waterstone expressed her gratitude to Commissioner Inatsugu who graciously agreed to attend the regular Personnel Commission meeting on December 12, 2018.
- Commissioner Waterstone commended Director Rowen for his effective approach to the Personnel Commissioner recruitment.
- Commissioner Jenkins also extended her deepest heart-felt sympathies to all victims of the devastating fires throughout California as well as to the victims of shooting in Thousand Oaks, her hometown.
- Commissioner Jenkins also commended Director Rowen for his effective leadership in the recruitment for a new Personnel Commissioner.
- Commissioner Inatsugu informed the Personnel Commission about the District's upgraded nutritional program on all school levels, led by Mr. Richard Marchini, Director of Food and Nutrition Services.

#### **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 the success of the November 2018 elections.
- Board of Education Report
  - Dr. Suzanne Webb, Director of Human Resources, thanked the Personnel Commissioner for their support and sympathies for Malibu community during this difficult time. The District's current focus and priority are on assisting families, students, and staff members affected by the tragedy. The Emergency Operations Committee is meeting every day to determine



the next action in the relief process. All Malibu schools are currently closed until November 26, 2018. Thankfully, none of the Malibu campuses have been severely damaged.

- Dr. Webb announced that the District is opening four (4) classrooms at Olympic High School for Malibu students on November 15, 2018.
- Dr. Webb stated she is looking forward to cooperating with the Personnel Commission staff on the implementation of AB2160 for playground supervisors to become District’s permanent classified employees.
- Commissioner Inatsugu recalled her experience with the 1990s wild fires in Malibu and commended the District for taking such effective measures in order to support the community and to provide instruction to all students.

**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>
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

**It was moved and seconded to approve the Consent Calendar Agenda Item C.03 with the following revision: Step B. The motion passed.**

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

- 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

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items: C.01 – C.02; C.04 - C.09. The motion passed.**

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

## **REPORT AND DISCUSSION**

- Director Rowen pointed out that there are two copies for each Paraeducator eligibility list for the Agenda Item C.01: *Approval of Classified Personnel Eligibility List(s)*. The lists that are noted as “updated” have been previously approved-- generated from an examination on August 27, 2018. However, preferential points had to be revised in order to reflect the current

employees' seniority. The list has been merged with candidates from other examinations.

- Director Rowen provided a revision to the Agenda Item C.03: *Advanced Step Placement: Rene Esquivias, in the classification of Electrician at Range 39, Step D* in regards to the employee's experience on apprentice and journey levels. Mr. Esquivias will be granted the advanced step placement for the education component at Step B.
- Director Rowen clarified the timelines of submitting advanced step placement request for Mr. Villafana within the sixty (60) working days as he is a school-year employee. The timelines are specified in the SEIU Agreement as well as in the Merit Rules.

### 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, 2018Classified Personnel - Merit Report - No. VI.D.2.
  - November 1, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VI.D.3.
  - October 18, 2018Classified 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
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 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

**TIME ADJOURNED: 5:20 p.m.**

Submitted by:

\_\_\_\_\_  
Eric Rowen  
Secretary to the Personnel Commission  
Director, Classified Personnel

The meeting was adjourned in honor of all affected by the California fires.

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.

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## 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, December 12, 2018

**AGENDA ITEM NO:II.C.02**

SUBJECT: Advanced Step Placement – Amber Boyd

Hire Date: 10/18/2018

ASP Request Submitted: 11/14/18

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Amber Boyd	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• Have at least one (1) year experience working with individuals with special needs; OR</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Amber has a Master's Degree in School Counseling and a Bachelor's Degree in Psychology..</li> </ul>	<b>1</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span> (Max. allowed 1)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>• Amber meets the minimum experience requirement.</li> </ul>	<b>0</b> (2 years) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Boyd'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 Amber Boyd 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, December 12, 2018

**AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Erika Diaz

Hire Date: 08/16/2018

ASP Request Submitted: 11/08/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Bilingual Community Liaison	<b>Employee:</b> Erika Diaz	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>High school graduation or equivalent. Bachelor's degree strongly preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Erika Diaz has a Bachelor's Degree in Criminal Justice.</li> </ul>	1 level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>One year of paid or verifiable volunteer experience working with a school or other community service organization, preferably in a leadership role.</li> </ul>	<ul style="list-style-type: none"> <li>Erika Diaz meets the experience requirement</li> </ul>	0 (2-year periods) of experience above the required level = <b>1 Step Advance</b>
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Diaz's professional training and education exceed the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$16.87/hour, while Step B is \$17.72/hour. The gross difference in pay is an approximate increase of \$0.84 per hour, \$146.25 per month, or \$877.47 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Erika Diaz at Range A-27, 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							
Lisa Jenkins							
Julie Waterstone							





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, December 12, 2018

**AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Jesse Lozano

Hire Date: 09/5/2018

ASP Request Submitted: 10/31/2018

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Custodian	<b>Employee:</b> Jesse Lozano	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>None required. High school graduation or equivalent preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Jesse Lozano meets the education requirement.</li> </ul>	0 level of education above the required level = <span style="border: 1px solid black; padding: 2px;">0</span> Step Advance (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>One year of paid or verifiable volunteer experience working with a school or other community service organization, preferably in a leadership role.</li> </ul>	<ul style="list-style-type: none"> <li>Jesse Lozano exceeds the experience requirement. He worked for LAUSD as a Building and Grounds Worker for two years. Additionally, he has worked for SMMUSD as a substitute custodian for eight months.</li> </ul>	1 (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">1</span> Step Advance
<b><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Lozano's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step B is \$16.47/hour. The gross difference in pay is an approximate increase of \$0.78 per hour, \$84.96 per month, or \$509.73 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Jesse Lozano at Range A-24, 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							
Lisa Jenkins							
Julie Waterstone							

#### **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 (1<sup>st</sup>) of each calendar month. When an anniversary date falls on or before the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured on the first (1<sup>st</sup>) of the month. When the anniversary date falls after the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured the first (1<sup>st</sup>) 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

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### III. Action Items:

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



**PERSONNEL COMMISSION**  
**Regular Meeting: Wednesday, December 12, 2018**

**AGENDA ITEM NO: III.A.01**

SUBJECT: 2017-2018 Personnel Commission Annual Report

**BACKGROUND INFORMATION:**

The 2017-2018 Annual Report of the Personnel Commission encompasses the period from July 1, 2017, through June 30, 2018, and includes information on staff, activities, productivity, and the Merit System. The report is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the 2017-2018 Personnel Commission Annual Report and submit it to the Board of Education.

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Barbara Inatsugu  
Lisa Jenkins  
Julie Waterstone

Clare Caldera  
Jana Hatch  
Cindy Johnston  
Rosalee Merrick  
Eric Rowen  
Julie Toma

## PERSONNEL COMMISSION

# Annual Report 2017-2018

**OFFICE OF THE PERSONNEL COMMISSION  
1651 SIXTEENTH STREET, SECOND FLOOR  
SANTA MONICA, CALIFORNIA 90404**

### COMMISSION OVERVIEW

What are our core functions? P.2

### TEAM STRUCTURE

Who are we? P.3

### STATISTICAL SUMMARY

Our productivity in numbers P.4

### SIGNIFICANT ACTIVITIES

Major events this year P.5

### MEETINGS

Regularly scheduled meetings of the Personnel Commission are held on the second Tuesday of each month at 4:00 pm in the District Board Room. Agendas for Commission meetings are posted in the Personnel Commission Office, outside the District's building, sent electronically District-wide, and placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

### CLASSIFIED EMPLOYMENT

Website: [www.smmusd.org/jobs](http://www.smmusd.org/jobs)

Office: (310) 450-8338 ext. 70279

Fax: (310) 450-0898

### PERSONNEL COMMISSION WEBSITE

For additional information regarding the Personnel Commission please visit our website. Our website contains useful information including meeting schedules, complete agendas, minutes, Merit Rules, classification descriptions, and current job openings.

[http://www.smmusd.org/personnel\\_commission/index.html](http://www.smmusd.org/personnel_commission/index.html)

### THANK YOU

The Commission Staff wholeheartedly thanks the numerous District employees, other agency employees and community members who assisted us by serving as panel members on our examination panels. Your assistance is invaluable to the recruitment process and is greatly appreciated.

The 2017-2018 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2017 through June 30, 2018.

# PERSONNEL COMMISSION OVERVIEW

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school District's classified workforce.

## CORE RESPONSIBILITIES

The Personnel Commission has three (3) core responsibilities as defined in the California Education Code.



1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
3. Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

1. Establish and maintain a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
2. Adopt guidelines to analyze jobs and develop valid employment examinations.
3. Adopt rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline, and other rules necessary to carry out classified personnel administration.



## PRIMARY DUTIES

To execute its responsibilities, the Commission performs the following major duties:

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which ensures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

## MERIT SYSTEM PRINCIPLES

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.



# PC TEAM STRUCTURE

The Office of Classified Personnel is committed to meeting both the goals of the Personnel Commission and the Santa Monica-Malibu Unified School District. The following positions represent the Office of Classified Personnel, with a summation of the essential functions performed as related to the Personnel Commission.

## PERSONNEL COMMISSIONERS

*Julie Waterstone* (Chair)  
*Barbara Inatsugu* (Vice-Chair)  
*Lisa Jenkins* (Member)

Review, discuss, and approve actions pertaining to classified employee recruitment, appointment, and due process rights using the guidance of Merit System, Education Code, staff, District, and bargaining unit feedback.

## DIRECTOR OF CLASSIFIED PERSONNEL

*Eric Rowen*

Carry out all the Merit System rules and regulations functions of the Personnel Commission; plan, organize, and direct the personnel management program for the classified employee workforce in conformance with the Education Code; supervise and evaluate the performance of assigned staff. The Director leads or participates in many committees dedicated to District initiatives.

## PERSONNEL ANALYST

*Clare Caldera*

Review and conduct employment recruitment, testing and selection for confidential, supervisory and management positions; research and design structured examination methods to meet the District's need for qualified employees; conduct position classification and compensation studies; analyze personnel policies, rules, and legal issues; administer the web-based recruitment and applicant tracking system; and serve as a team leader for career development workshops, and procedural forms development.

## HUMAN RESOURCES TECHNICIANS

*Cindy Johnston, Rosalee Merrick, Julie Toma, & subs*

Conduct employment recruitment, testing and selection for bargaining unit classification; coordinate substitute assignments and summer (and inter-session) employment assignments, process non-merit employees, perform employment verifications, process unemployment claims, develop seniority lists; support the development and facilitation of career development workshops; assist in performing job analyses, salary surveys, and exam development; provide information to the Director regarding accommodation and layoff matters; and participate in meetings and committees related to School District operations, such as the District Leadership Team and Safety Committee.

## ADMINISTRATIVE ASSISTANT

*Jana Hatch*

Prepare Personnel Commission agendas, supporting documentation, and minutes; maintain department files and records, and respond to various requests for information. Prepare the Board of Education merit and non-merit reports. Track all performance evaluation records for both permanent and probationary classified employees; prepare department payroll; process advanced step placements, disciplinary hearings, layoff actions, requisitions, and rater requests received from external agencies.



# STATISTICAL SUMMARY

One of the PC's primary initiatives is the ongoing evolution of data capture and analysis. The PC collects information through multiple manual and automated tracking mechanisms.

Recruitment and Examination Activities	
Requisitions	214
Transfer Bulletins	51
Job Interest Cards Submitted (by class)*	278
Job Interest Cards Submitted (by category)*	3711
Recruitments	76
Applications Received	3385
Eligibility Lists Promulgated	56
Number of Eligible Candidates	298
Employment Activities	
Advanced Step Approvals	30
Accelerated Hiring Rate	1
Summer Assignment Requests	664
Summer Assignments Filled	413
Ancillary Activities	
Employment Layoff Meetings	1
Disciplinary Notices	3
Merit Rules Chapter Revisions	2
Rater Requests Received	220
Rater Panel Participation	8
Personnel Commission Agendas	13

  

Classification Activities	
Classifications Revised	22
Re-classifications	3
New Classifications	1
Salary Reallocation	1
Applicant EEO Summary Data	
Gender	
Male	1298
Female	1997
Unknown/Declined to State	90
Ethnicity	
White	748
Hispanic or Latino	988
Filipino	58
Black or African American	897
Asian or Pacific Islander	179
American Indian or Alaska Native	20
Multiracial	208
Unknown/Decline to State	287
* Applicants may select more than one option, which overestimates the total number counted	



## SIGNIFICANT COMMISSION ACTIVITIES 2017-2018

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- **New Director, Classified Personnel**

The recruitment and selection process for Director of Classified Personnel began in January 2018. Former Director, Michael Cool, separated from the District in April 2018 and incoming Director, Eric Rowen, joined the SMMUSD Personnel Commission on May 1, 2018.

- **New Personnel Commissioner**

Mr. Peter Lippman served on the Personnel Commission from March 2015 until November 2017. The search for a new Commissioner began in September 2017, and concluded with Ms. Lisa Jenkins attending her first official Personnel Commission Meeting in March 2018.

- **Retiring Personnel Commissioner**

Mrs. Barbara Inatsugu served on the Personnel Commission from March 2012 until November 2018. The search for a new Commissioner began in October 2018, and currently there are seven (7) eligible candidates to be considered.

- **Budget Adoption**

The Commission conducted a public hearing and adoption of the 2017-2018 Personnel Commission budget on May 8, 2018.

- **Classified Employee Celebration**

The Personnel Commission hosted the annual Classified Employee Celebration at the District Office on May 15, 2018. District management, SEIU, PTA, and Schools First Credit Union made generous donations that went towards refreshments, prizes and activities.

- **HR Technician Substitutes**

The Personnel Commission would love to thank several substitute employees who have supported the essential recruitment work at time when the office was short-handed, including Shuntoria Reid, Nichelle Cummings, and Gabrielle Crumble.



### SIGNIFICANT ACTIVITIES

Other than our primary duties related to selection and classification, the Personnel Commission engages in other activities that benefit the classified service and the District, as well as upkeep and maintenance of the department and staffing.



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, December 12, 2018**

**AGENDA ITEM NO: III.A.02**

Classification Description Revision: Director of Purchasing

**BACKGROUND INFORMATION:**

The Director of Classified Personnel and Personnel Analyst worked with the Assistant Superintendent of Business and Fiscal Services to update the Director of Purchasing classification description by making minor changes to language throughout and updating the minimum qualifications for the purposes of an upcoming recruitment.

**METHODOLOGY:**

In preparing for the proposed revisions, staff conducted the following activities:

- Met with the Assistant Superintendent of Business and Fiscal Services to review the classification description and complete the competency modeling process

**ANALYSIS & FINDINGS:**

Based on the information gathered, the recommended changes are summarized as follows:

- The classification description’s format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- A requirement for supervisory experience was expanded to include lead experience in the minimum qualifications to allow for the promotion of internal candidates who would not have gained supervisory experience in their current positions with the District.
- An “Equivalency Provision” was changed in the minimum qualifications to allow candidates with a relevant advanced degree (e.g. master’s or doctorate) to be considered for the position, allowing candidates with exceptional education credentials to substitute for two (2) years of the required purchasing experience.
- A requirement that candidates use a personal vehicle was updated to include candidates who have “access” to transportation between sites. Additionally, the class “C” driver’s license requirement remains, but it does not have to be from California.
- Other minor changes to the wording of duties, knowledge, and abilities reflect the current requirements of this classification.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Director of Purchasing classification description as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: Non-Represented  
CLASS CODE: 510911  
SALARY RANGE: M-59

## **DIRECTOR ~~OF~~- PURCHASING**

### **BASIC FUNCTION:**

Under general direction from the Assistant Superintendent of Business and Fiscal Services, plan, organize, monitor, and direct the activities and operations for District Purchasing, Print Shop, and Mail services.

### **MINIMUM QUALIFICATIONS**

#### *EDUCATION:*

Bachelor's degree in purchasing, business or public administration, or ~~related other field related to the job requirements of this classification.~~ field.

#### *EXPERIENCE:*

Five (5) years of directly related professional purchasing experience including at least two (2) years in a lead or supervisory role. K-12 public school district experience is preferred.

#### *EQUIVALENCY:*

A graduate degree (e.g. master's, doctorate) ~~Additional experience beyond the required five (5) years, when combined with an approved certificate from an accredited institution AND a Bachelor's degree in any area, may be substituted for the requirements listed above.~~ in purchasing, business administration, or other field related to the job requirements of this classification may substitute for two (2) years of the required purchasing experience.

#### *LICENSES AND OTHER REQUIREMENTS:*

A ~~v~~valid Class C driver's license and the availability of private transportation or access to transportation between job sites is required. ~~use of a personal automobile.~~

### **REPRESENTATIVE DUTIES:**

1. Provide leadership and direction and assume full management responsibility for Purchasing Department services and activities including the Print Shop and District Mail.
2. Train, motivate, counsel, and evaluate department personnel; work with staff members to develop and improve upon skills and abilities.
3. Sign-Approve purchase orders and-after reviewing for accuracy and adherence to District policies and procedures.
4. Work with legal counsel to interpret, apply, and explain federal, state, and local laws, rules, regulations, policies, and procedures.

5. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to purchasing activities and personnel; maintain records on vendors, purchase orders, purchase history, and related records.
6. Monitor, coordinate, and manage contract services; develop RFP's, RFQ's, bids, and public work projects.
7. Review and analyze the annual preliminary budgets for the Purchasing Department, ~~Print Shop, and District Mail services and Print Shop~~; control and authorize expenditures in accordance with established limitations.
8. Review contracts for accuracy and content, including maintenance, service, and construction documents and leases for various departments prior to execution.
9. Plan and compile bid specifications and requests for proposals for equipment and public works contracts; maintain positive working relationships and negotiations with vendors.
10. Communicate and coordinate with District administrators, contractors, staff, and the community regarding purchasing matters; represent the department at District and outside meetings and activities; facilitate meetings as needed.
11. Provide technical expertise to senior management and the Board of Education; compile, organize, prepare, and present department reports, Board agenda items, and other documents as needed.
12. Explain and ensure compliance with federal, state, and local regulation and Board Policies and Procedures.
13. Plan, schedule, and conduct the District's fixed asset control inventory by identifying surplus property and equipment at all District sites and facilities; dispose of obsolete equipment in accordance with District Board policy.
- ~~14. Conduct research and provide resolution to difficult and sensitive inquiries and/or complaints from department staff, District personnel, and outside agencies.~~
- ~~15.~~14. Assist as needed in the formulation and development of District policies, procedures and programs.
- ~~16.~~15. Perform related duties as assigned.

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

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Planning, organization, and direction of the purchasing, print shop, and mail functions of a school District.
- Principles and practices of Public Contract Code (PCC) and District Board Policy.
- Cost and price analysis and negotiation techniques.
- Sources of supply, commodity markets, marketing practices, and commodity pricing methods and differentials for public education entities.
- Product quality identification and standards.

- Budget oversight and revenue management techniques.
- Oral and written communication skills.
- Principles and practices of leadership, administration, supervision, and training.
- District Board Policy and applicable federal, state and local laws, codes, regulations, policies, and procedures.

**ABILITY TO:**

- Provide administrative and professional leadership and direction.
- Establish and maintain effective working relationships with others.
- Facilitate bidding process and effectively apply negotiation tactics to obtain best price and quality.
- Assure compliance with District purchasing guidelines, policies, and procedures.
- Supervise, coach, and evaluate the performance of assigned staff.
- Communicate effectively orally and in writing.
- Operate modern computer hardware and business software
- Learn to operate District's purchasing software and other programs as needed.
- Analyze situations accurately and implement an effective course of action.
- Meet multiple deadlines; accurately project Department time lines.
- Work independently with little direction; plan and organize work of the Department.
- Interpret and prepare comprehensive narrative and statistical reports.
- Maintain reports, files, and other records in an organized and accessible fashion.

**SUPERVISION:**

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General supervision is received from the Assistant Superintendent of Business and Fiscal Services. Supervision is exercised over purchasing, delivery, and printing services personnel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Works is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work is performed off-site visiting vendors, District facilities, and/or school sites.

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting while operating a computer for long periods of time.
- Bending at the waist, kneeling, or crouching to file materials.

**DUTIES APPROVED  
BOARD OF EDUCATION:**

**CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:**

Revision: 12/03/1996

Revision: 09/12/2017

**Proposed Revision: 12/12/2018**



**PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, December 12, 2018**

**AGENDA ITEM NO: III.A.03**

Classification Establishment: Campus Monitor

**BACKGROUND INFORMATION:**

Recent legislation AB 2160 added part-time playground positions to the classified service for CA “merit system” districts. AB 2160 was put in place to extend the provisions of the 2017 bill AB 670 on playground supervision to merit districts, which were not included in the first bill. In the past, SMMUSD has utilized “Noon-Duty Aides” as non-merit positions who, under the direction of the principal, supervise students around campus before, during and after school hours. Establishing this new classification will create merit positions for these employees, in compliance with the new legislation..

**METHODOLOGY:**

In preparing for the proposed new classification, staff conducted the following activities:

- Met with Personnel Directors from other districts to compare and contrast job descriptions and brainstorm approaches to testing
- Garnered input from Principals throughout the drafting process
- Conferred with the Deputy Superintendent-HR throughout the process
- Obtained SEIU input and approval

**ANALYSIS & FINDINGS:**

Based on the information gathered, the classification description is summarized as follows:

- “Preferred Qualifications” were added in lieu of “Minimum Qualifications” to allow for flexibility and non-discrimination in the hiring process
- The classification title was changed from *Noon Supervision Aide* (a non-classified position) to *Campus Monitor* because these positions are utilized during various hours throughout the school day

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the new classification of Campus Monitor as presented.

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





**CLASSIFICATION DESCRIPTION**  
CLASS CODE: TBD  
WAGE: \$13.25

## **CAMPUS MONITOR**

### **BASIC FUNCTION:**

Under direction from the Principal or designee, maintains campus safety by monitoring and directing students during non-classroom activities before, during, and after school hours. This position makes a positive contribution to the physical, mental, moral and social development of students.

### **PREFERRED QUALIFICATIONS:**

#### *EDUCATION:*

High school diploma or recognized equivalent

#### *EXPERIENCE:*

Experience working with school-aged children in an organized group setting

#### *LICENSES AND OTHER REQUIREMENTS:*

Valid First-Aid and CPR certification

### **REPRESENTATIVE DUTIES:**

1. Monitors behavior and activity in areas where students congregate on campus
2. Scans for wandering students and unidentified visitors and checks them for valid passes
3. Dismisses students and facilitates clean-up after nutrition and lunch periods
4. Communicates with school administrators regarding causes and effects of campus and community tension
5. Resolves minor disputes among students
6. Monitors student conduct and scans for unsafe conditions during non-classroom activities
7. Administers basic first aid to students in cases of minor injury
8. Directs students and others and takes action, as necessary, to prevent injury to persons or damage to property
9. Monitors entrance/exit gates
10. Assists with drop-off and pick-up
11. Performs related duties as assigned

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

### **SUPERVISION:**

Supervision is received from a school administrator or designee. No supervision over district employees is exercised.

## **KNOWLEDGE AND ABILITIES**

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### *KNOWLEDGE OF:*

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Child social and emotional development and challenges
- Outdoor games and activities appropriate for school-age children

### *ABILITY TO:*

- Establish positive relations with individual students and groups
- Communicate orally and in writing with district staff, parents, and students
- Work effectively with District personnel, students, parents, the public, and others
- Respond quickly and appropriately in emergencies
- Operate two-way radio equipment
- Receive and apply relevant training
- Apply conflict resolution strategies to resolve minor disputes

## **WORKING CONDITIONS:**

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### *ENVIRONMENT:*

Works indoors and outdoors on school campus grounds, in classrooms, offices, labs, courtyards and libraries. Constant interaction with students and school staff. Exposure to varied weather conditions.

### *PHYSICAL DEMANDS:*

Visual and auditory acuity sufficient to provide effective campus supervision. Continuous walking and standing for up to two hours.

**CLASSIFICATION APPROVED:**                      December 12, 2018

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**IV. Discussion Items:**

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V. **Commissioner Training/Briefing:**

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**VI. Information Items:**

## Open Requisitions (12/12/2018)

Requisition Number	Requisition 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
18-040	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

18-158	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	GROUPS 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
19-006	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
19-037	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
19-062	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
19-068	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL		Vac	79.13	10/3/2018
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
19-082	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		Vac	75	10/26/2018
19-087	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES		Vac	100	11/2/2018
19-088	PARAEDUCATOR-3	SPECIAL EDUCATION		New	75	11/2/2018
19-089	PAYROLL SPECIALIST	FISCAL SERVICES		New	100	10/15/2018
19-091	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		Vac	37.5	11/7/2018
19-092	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		New	75	11/6/2018
19-093	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL		Vac	75	11/7/2018
19-094	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL		New	75	11/14/2018
19-095	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES		Vac	75	11/16/2018
19-096	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY		Vac	37.5	11/19/2018
19-097	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		Vac	37.5	11/19/2018
19-098	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	11/8/2018

19-099	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES		Vac	100	11/21/2018
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## Filled Requisitions (12/12/18)

Requisition Number	Requisition Title	Department	Expected Start Date	Date of Accepted Job Offer
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL		11/15/2018
18-174	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE		11/9/2018

**Classified Personnel – Merit  
11/15/18**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Garrison, Kayla Special Ed-Santa Monica HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/15/18
Perez, Denise Special Ed-Malibu HS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/9/18
Sanders, Justin Operations	Custodian 2.4 Hrs/12 Mo/Range: 24 Step: A	10/6/18
Sena, Ashley Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	10/29/18
Singleton, Eric Special Ed-McKinley ES	Paraeducator-1 4 Hrs/SY/Range: 20 Step: A	10/11/18
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	10/12/18

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Suezo, Aida Human Resources	Office Specialist 8 Hrs/12 Mo/Range: 22 Step: A	10/8/18-12/28/18

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Aceves, Cindy Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Ajnassian, Carrie Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Alvarez, Maryke Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Castellanos, Kimberly Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Daniels, Delone Special Education	Paraeducator-2 Not to exceed: 4 Hrs	8/21/18
Do, Thu Hong Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Friedenberg, Mindy Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Gergis, Sohair Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Gonzalez, April Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18

Gonzalez, Natalia Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Hampton, Kizzie Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Hendler, Nanette Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Jackson, Latasha Special Education	Paraeducator-2 Not to exceed: 4 Hrs	8/21/18
Jackson, Lynn Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Jelks, Curtis Lincoln MS	Campus Security Officer Not to exceed: 16 Hrs	8/11/18-8/14/18
Kaddoura, Mariam Santa Monica HS	Instructional Assistant - Music Not to exceed: 6 Hrs	7/1/18-7/6/18
Krstic, Nadine Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Lee, Dawn Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Lopez, Maribel Special Education	Paraeducator-2 Not to exceed: 4 Hrs	8/21/18
Loza, Adelsa Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Mejia, Laura Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Nunez, Sherry Lincoln MS	Campus Security Officer Not to exceed: 24 Hrs	8/13/18-8/15/18
Nunn, Parkley Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Palkovic, Diane Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Ramos, Marlene Lincoln MS	Bilingual Community Liaison Not to exceed: 12 Hrs	8/14/18-8/15/18
Reuther, Theresa Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Rodriguez, Sara Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Roller, Yolanda Special Education	Paraeducator-2 Not to exceed: 4 Hrs	8/21/18
Sarti, Stewart Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18

Solis, David Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Tanamas, Ayda Special Education	Paraeducator-2 Not to exceed: 4 Hrs	8/21/18
Taylor, Tonya Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Thomas, Craig Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Villafana, Diego Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Wilson, Terry Lincoln MS	Campus Security Officer Not to exceed: 24 Hrs	8/13/18-8/15/18
Wingfield, Janet Special Education	Paraeducator-2 Not to exceed: 4 Hrs	8/21/18
Yashar, Azita Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18
Zakaria, Mahnaz Special Education	Paraeducator-1 Not to exceed: 10 Hrs	8/13/18-8/14/18

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Anderson, Amanda Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
De La Rosa, Johanna Educational Services	Bilingual Community Liaison [additional hours; DELAC translations]	10/9/18-6/30/19
Fair, James Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
Garcia, Mayra Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
Iverson, Ocea Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
Kim, Eunice Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
Marquez, Lilia McKinley ES	Bilingual Community Liaison [additional hours; new BCL training]	8/10/18-6/12/19
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
McKeever, Marissa Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
Ortega-Maya, Lisa Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18

Rams, Florencia Special Education	Bilingual Community Liaison [additional hours; the Joy event interpretation]	9/8/18
Sarvey, Roxana Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
Thomas, Craig Special Education	Paraeducator-1 [additional hours; student support]	8/23/18-10/31/18
Uliantzeff, Elena Special Education	Bilingual Community Liaison [overtime; the Joy event interpretation]	9/8/18
Uliantzeff, Elena Educational Services	Bilingual Community Liaison [additional hours; Vendor Fair & translations]	10/20/18-10/27/18
Watts, Anne Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	8/21/18-9/30/18
White, Andrew Lincoln MS	Library Assistant [additional hours; after school library support]	8/23/18-6/12/19

**SUBSTITUTES**

**EFFECTIVE DATE**

Alexander, Lewis Special Education	Paraeducator-1	10/29/18-6/12/19
Andrews, Scott Educational Services	Instructional Assistant – Physical Education	10/9/18-6/12/19
Ausmus, Juley Cabrillo ES	Instructional Assistant – Classroom	8/1/18-6/12/19
Boyd, Amber Special Education	Paraeducator-3	9/6/18-6/12/19
Gutierrez, Cindy Franklin ES	Health Office Specialist	8/23/18-6/12/19
Gutierrez, Nallely Edison ES	Instructional Assistant – Bilingual	10/1/18-6/12/19
Mulligan, Tiffany Cabrillo ES	Instructional Assistant – Classroom	8/1/18-6/12/19
Perez, Michael Edison ES	Instructional Assistant – Bilingual	10/1/18-6/12/19
Rodriguez, Daisy Special Education	Paraeducator-2	9/11/18-6/12/19
Rosales, Anacelia Edison ES	Instructional Assistant – Bilingual	10/1/18-6/12/19

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Gomez, Leonor Special Education	Senior Office Specialist 8 Hrs/12 Mo From: 8 Hrs/10 Mo/Special Education	8/8/18
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Gudiel Ruano, Ana Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY From: 5 Hrs/SY/Special Ed-Roosevelt ES	8/23/18
Morales, Stephany Special Ed-Santa Monica HS	Paraeducator-3 7.75 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	8/20/18
Silvestre, Ernestina Transportation	Bus Driver 7.5 Hrs/10 Mo From: 7.25 Hrs/10 Mo/Transportation	10/8/18

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Brewer, Ariana Special Ed-Malibu HS	Paraeducator-3 7.6 Hrs/SY From: 7.6 Hrs/SY/Special Ed-Cabrillo ES	8/23/18
Claunch, Eboni Special Ed-Muir ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/22/18
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Rogers ES	8/22/18
Roller, Yolanda Special Ed-Lincoln MS	Paraeducator-2 7.75 Hrs/SY From: 7.75 Hrs/SY/Special Ed-McKinley ES	8/23/18
Yashar, Azita Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/22/18

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Dacanay, Peter Special Ed-Malibu HS	Paraeducator-1 Personal	11/29/18-12/14/18
Le, Corinne Webster ES	Instructional Assistant – Classroom Personal	10/24/18-11/7/18
Pannu, Jessica FNS-Santa Monica HS	Cafeteria Worker I CFRA/FMLA/Medical	10/10/18-10/25/18
Sanchez, Yolanda Muir ES	Administrative Assistant CFRA/FMLA/Medical	11/1/18-1/1/19

**RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

**EFFECTIVE DATE**

(39-MONTH MEDICAL REEMPLOYMENT LIST) XK2491528 Operations	Custodian	10/31/18
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**WORKING OUT OF CLASS**

**EFFECTIVE DATE**

Garrett, Christine Human Resources	Human Resources Technician From: Senior Office Specialist	10/8/18-12/28/18
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Gomez, Leonor Special Education	Administrative Assistant From: Senior Office Specialist	9/6/18-10/15/18
Martin, Eric Operations	Plant Supervisor From: Lead Custodian	9/26/18-11/30/18
Myles, Donald Operations-Malibu HS	Lead Custodian From: Custodian	9/27/18-11/30/18

**DISQUALIFICATION FROM PROBATION**

**EFFECTIVE DATE**

PN6832985 District		11/16/18
UE0192759 District		12/31/18

**RESIGNATION**

**EFFECTIVE DATE**

De La Torre, Justine Special Ed-CDS-Lincoln Preschool	Paraeducator-1	8/15/18
Elhadidy, Hoda Special Education	Special Education Specialist	11/4/18

**Classified Personnel – Non-Merit  
11/15/18**

**AVID TUTOR**

Artis, Alica	Lincoln MS	8/23/18-6/12/19
Artis, Alica	Adams MS	9/4/18-6/12/19
Martin, Michael	Adams MS	9/4/18-6/12/19
Meza, Brenda	Adams MS	9/4/18-6/12/19
Ramirez, Pedro	Adams MS	9/4/18-6/12/19
Resendez, Michael	Adams MS	9/4/18-6/12/19

**NOON SUPERVISION:**

Camp, Monique	Rogers ES	8/23/18-6/12/19
Colvin, Monica	Rogers ES	8/23/18-6/12/19
Jackson, Jessica	Rogers ES	8/23/18-6/12/19
Pollack, Bridget	Rogers ES	8/23/18-6/12/19
Villagomez, Alice	Rogers ES	8/23/18-6/12/19

**TECHNICAL SPECIALIST – LEVEL I**

Tuncel, Stephanie	Student Services [Master of Social Work Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/18-6/12/19
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**TECHNICAL SPECIALIST – LEVEL II**

Call, Emily	Educational Services [Music Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Gonzalez, Juan	Santa Monica HS – VAPA [Colorguard Instructor] - Funding: Measure “R”	7/1/18-7/6/18
Harper, Mary	Educational Services [Music Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Kaddoura, Mariam	Santa Monica HS [Percussion Instructor] - Funding: Santa Monica Arts Parents Association	9/1/18-6/30/19
Leon Mazorra, Maria	Educational Services [Voice Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Senchuk, Emily	Educational Services [Music Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19

**TECHNICAL SPECIALIST – LEVEL III**

Ferguson, Niall	Lincoln MS [Cello Instructor] - Funding: Gifts – Parent Donations	8/23/18-6/12/19
Parise, Christopher	Educational Services [Music Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Parise, Christopher	Lincoln MS [Percussion Instructor] - Funding: Gifts – Parent Donations	8/23/18-6/12/19
Radlauer, Daniel	Lincoln MS [Jazz Band Director] - Funding: Gifts – Parent Donations	8/23/18-6/12/19
Senchuk, Peter	Educational Services [Music Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Senchuk, Peter	Lincoln MS [Brass Instructor] - Funding: Gifts – Parent Donations	8/23/18-6/12/19

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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2018</b>			
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	
<b>2019</b>			
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 16<sup>th</sup> 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"> <li>1. Closed Session</li> <li>2. Commendations/Recognitions</li> <li>3. Study Session</li> <li>4. Communications</li> <li>5. Executive Staff Reports</li> <li>6. Consent Calendar</li> <li>7. General Public Comments <i>(max. 30 minutes)</i></li> <li>8. Discussion Items (as needed)</li> <li>9. Major Items</li> <li>10. Continuation of General Public Comments (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Consent Calendar</li> <li>3. Study Session</li> <li>4. Discussion Items</li> <li>5. Major Items (as needed)</li> <li>6. General Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>1. Closed Session</li> <li>2. Commendations/Recognitions</li> <li>3. Study Session</li> <li>4. Communications</li> <li>5. Executive Staff Reports</li> <li>6. Consent Calendar</li> <li>7. General Public Comments <i>(max. 30 minutes)</i></li> <li>8. Discussion Items</li> <li>9. Major Items</li> <li>10. Continuation of General Public Comments (if needed)</li> </ol>

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## **VII. Personnel Commission Business:**

### **A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
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

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**VIII. Next Regular Personnel Commission Meeting:**  
Wednesday, January 9, 2019, at 4:30 pm, *District Office Board Room*



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**IX. Public Comments for Closed Session Items Only:**

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**X. Closed Session:**

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**XI. Adjournment:**