



## PERSONNEL COMMISSION MEETING AGENDA

**January 9, 2019**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January, 2019**, 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 January 9, 2019

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

- G.06 Approval of Minutes for Regular Meeting on December 12, 2018

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**January 9, 2019**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 9, 2019**, 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 Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on January 9, 2019

G.06 Approval of Minutes for Regular Meeting on December 12, 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

G.08 Personnel Commissioner Comments/Reports:

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.

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>
Bus Driver	5
Construction Supervisor	4
Human Resources Specialist	6
Paraeducator-1	3
Paraeducator-3	4

C.02 Advanced Step Placement:

Hilary Johnson in the classification of Paraeducator-1 at Range 20, Step B

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Appointment of Mrs. Barbara Inatsugu as an Interim Personnel Commissioner

**IV. DISCUSSION ITEMS:**

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

- No Discussion

**V. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
  - December 13, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
  - December 13, 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
Types of Temporary Job Assignments	Commissioner Training	3/13/19
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, February 13, 2019, at 4:30 p.m. - *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

**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 was held on **Wednesday, December 12, 2018**, at **4:52 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 4:52 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Commissioner Jenkins led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
- None
- G.05 Motion to Approve Agenda:** December 12, 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:** November 14, 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 gratitude to Commissioner Inatsugu and Commissioner Jenkins for their dedicated service to the classified employees of the District.
  - Director Rowen updated the Personnel Commission about the status of the Personnel Commissioner recruitment. He informed the Personnel Commission about receiving seven (7) applications which meet the minimum qualifications. The applicants are Santa Monica residents.
  - Director Rowen thanked Ms. Gail Pinsker, the District's Community and Public Relations Officer, for her instrumental role in the recruitment's advertisement- writing a press release, posting on the District's social media, and utilizing Peachjar to reach the Santa Monica and Malibu communities.
  - Director Rowen informed the Personnel Commission about the progress of the new Human Resources Technician substitute, Ms. Gabrielle Crumble, who has assumed 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 all the temporary employees.
  - Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities, including Human Resources Technician and Human Resources Specialist recruitments to fill vacant positions in Human Resources Department. He informed the Personnel Commission about switching the Paraeducator series recruitments from standard to continuous in order to make the examination process more effective. Director Rowen also stated that the strategic position for Maintenance Supervisor has been recently filled with a highly qualified candidate from the University of Michigan.
  - Commissioner Inatsugu inquired about the Maintenance Supervisor position. Dr. Suzanne Webb, Director of Human Resources, stated that the position is currently filled with an employee working out of class.

- Commissioner Inatsugu also inquired about the protocol to become an Interim Commissioner until the selection of a new Personnel Commissioner. Director Rowen had contacted CSPCA that recommended to place an action item– an appointment of an Interim Commissioner- on the January Personnel Commission agenda in order to extend Commissioner Inatsugu’s service.

#### **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 expressed her gratitude to Commissioner Jenkins for her dedication and service on the Personnel Commission and wished her all the best in her new professional and personal endeavors.
- On behalf of the entire Personnel Commission, Commissioner Waterstone acknowledged and thanked the Personnel Commission staff with tokens of appreciation at this holiday season.
- Commissioner Waterstone announced that the City of Santa Monica had elected a new mayor, Mr. Gleam Davis.
- Commissioner Waterstone shared that the Parent Teacher Association at Grant Elementary School has taken up a holiday collection for the classified employees to express appreciation during this festive time.
- Commissioner Inatsugu wished everyone happy holidays.
- Commissioner Jenkins thanked everyone for the farewell reception that took place before the meeting. She also expressed her gratitude to Commissioner Inatsugu for being such a great colleague and community leader.

#### **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
  - **None**
- Board of Education Report
  - **Dr. Suzanne Webb, Director of Human Resources, informed the Personnel Commission about the District’s Supplemental Early Retirement Plan for any employees who are of a retirement age of 55 and who have served in the District for a minimum of ten (10) years.**
  - **Dr. Webb stated that at the December 13, 2018 Board of Education meeting, the re-elected board members will be sworn in. There are no new board members.**
  - **Dr. Webb informed the Personnel Commission about the District’s negotiations with SMMCTA and SEIU.**
  - **Dr. Webb announced that all the Malibu schools are officially open for instruction as of December 12, 2018.**



- **Commissioner Waterstone expressed her gratitude to the District for their effective and amazing assistance and support to the Malibu community in the wake of tragedy.**

#### **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):**

#### Classification

#### # Eligibles

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

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

<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			✓			

## **REPORT AND DISCUSSION**

- None

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

#### **A.01 Personnel Commission Annual Report FY 2017-2018**

**It was moved and seconded to approve the Director's recommendations for Agenda 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 an overview of the Personnel Commission main functions, core responsibilities, primary duties, and Merit System principles.
- Director Rowen introduced the Personnel Commission Office structure including individual positions and their duties, including changes in personnel - Commissioner Jenkins and Director Rowen have joined the Personnel Commission in 2018. Even though the Human Resources Technician substitutes, Ms. Shuntoria Reid, Ms. Nichelle Cummings, and Ms. Gabrielle Crumble, joined the staff in the fiscal year 2018-2019, Director Rowen included them in the annual report as they have played a vital role in the department's operation.
- Director Rowen presented a statistical summary of the Personnel Commission's primary initiatives and activities. He pointed out that there were no major differences in numbers in comparison with the fiscal year 2016-2017.
- Commissioner Inatsugu expressed her appreciation for including the substitute employees into the report.

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

**It was moved and seconded to approve the Director's recommendations for Agenda 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 presented the minor revisions to the classification specification, since it has been completely revised in 2017. He described the methodology that was used in the review process in a cooperation with Ms. Melody Canady, the Assistant Superintendent of Business and Fiscal Services.
- Director Rowen stated that the minimum experience was expanded to include lead experience in addition to a supervisory role, in order to allow for promotional opportunities.
- Director Rowen pointed out that an “Equivalency Provision” was changed in the minimum qualifications to allow candidates with a relevant advanced degree to be considered for the position by substituting exceptional education credentials for two (2) years of the required general purchasing experience.

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

- It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.03 with a revision of the legislation number replacing AB 670 with AB 2160 on the cover page and a removal of references to classroom activities under Basic Functions in the classification specification. The motion passed.

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

## REPORT AND DISCUSSION

- Ms. Clare Caldera, Personnel Analyst, explained the rationale for establishing this new classification in order to meet the requirements of recent legislation AB 2160 to add part-time playground supervisory positions to the classified service in California Merit System districts.
- Ms. Caldera provided a brief background to the methodology used in the new classification development, including input from the Assistant Superintendent of Human Resources, school principals, and SEIU- even though this classification will not be included in the Bargaining Unit.
- Ms. Caldera stated that “Preferred Qualifications” were added in lieu of “Minimum Qualifications” to allow for flexibility and avoid non-discrimination in the hiring process.
- Commissioner Inatsugu inquired about the job structure, whether it is a part-time or full-time position.
- Ms. Caldera clarified that the classification title has been changed from *Noon Supervision Aide* to *Campos Monitor* to indicate that these positions are utilized during various hours throughout the school day, not just during a lunch recess, up to three (3) hours a day.

- Commissioner Inatsugu inquired about the legislation.
- Director Rowen provided a history of these legislative requirements that originally applied only to Non-Merit System districts and were extended to include also the Merit System districts later on.
- Commissioner Jenkins commended staff for creating a proper classification title.
- Commissioner Jenkins suggested to remove references to “classroom activities” under Basic Functions.
- Commissioner Jenkins asked if First-Aid and CPR certifications were preferred or required qualifications.
- Ms. Caldera stated that they are preferred qualifications.

#### **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:

Subject	Action Steps	Tentative Date
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 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: 5:42 p.m.**

Submitted by:

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

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

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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, January 9, 2019

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

SUBJECT: Advanced Step Placement – Hilary Johnson

Hire Date: 12/3/2018

ASP Request Submitted: 12/18/2018

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Hilary Johnson	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education and Experience:</u></b>  Must have a high school diploma or its recognized equivalent and ONE 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;</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> <li>Have at least six (6) months experience working with individuals with special needs</li> </ul>	<ul style="list-style-type: none"> <li>Hilary Johnson has a bachelor's degree in Psychology.</li> </ul>	<b>1</b> level of education above the required level =1 Step Advance (Max. allowed)  <b>0</b> (2-year periods) of experience above the required level =0 Step Advance
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>		

#### **DIRECTOR'S COMMENTS:**

Ms. Johnson'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 gross 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 Hilary Johnson at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

#### **RULE 12.2.4.B: SALARY ON EMPLOYMENT**

A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.



## 16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (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, January 9, 2019**

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

SUBJECT: Appointment of Mrs. Barbara Inatsugu as an Interim Personnel Commissioner

#### **BACKGROUND INFORMATION:**

After three (3) three-year terms serving as a Personnel Commissioner, Mrs. Barbara Inatsugu has decided not to seek reappointment, effective December 2018. At this time, a recruitment to replace her seat on the Commission is ongoing, but a successor will not be appointed until early 2019. Additionally, Ms. Lisa Jenkins attended her last meeting after resigning as Personnel Commissioner in December 2018, leaving the Commission with one permanent Commissioner, Mrs. Julie Waterstone. The initial recruitment to fill Mrs. Inatsugu's vacancy will also be used to fill Ms. Jenkins' vacancy.

According to California Education Code EDC § 45246(g), a commissioner whose term has expired may continue the duties of the office until a successor is appointed for no more than 90 calendar days, which will allow Mrs. Inatsugu to continue as a Commissioner through February 2019, and ensure a quorum is met in Personnel Commission meetings.

Also, according to California Education Code EDC § 45248(b-d), an interim appointment may be utilized to fill a vacancy to "insure the continuance of the functions of the personnel commission" for up to 60 days. In the event that the new Personnel Commissioner(s) will not be available to succeed Mrs. Inatsugu or Ms. Jenkins after February 2019, it will be necessary to appoint Mrs. Inatsugu as an interim appointment for the months of March and April, 2019. We anticipate that a new Commissioner will be available to replace Mrs. Inatsugu at the conclusion of this interim assignment.

#### **RECOMMENDATION:**

It is recommended that the Personnel Commission approve the appointment of Mrs. Barbara Inatsugu as an Interim Personnel Commissioner, effective March 2019, to continue the functions of the Commission, as necessary.

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

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#### **IV. Discussion Items:**

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**V. Commissioner Training/Briefing:**

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**VI. Information Items:**

## Open Requisitions (1/9/2019)

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
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
18-065	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
18-119	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
18-161	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
18-204	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
19-031	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
19-042	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
19-047	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/22/2018
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
19-055	PARAEDUCATOR- 1	MALIBU HIGH SCHOOL		New	75	9/17/2018
19-065	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL		Vac	43.75	10/1/2018
19-067	PARAEDUCATOR- 1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-070	PARAEDUCATOR- 1	SPECIAL EDUCATION		New	50	10/4/2018
19-076	PARAEDUCATOR- 2	LINCOLN MIDDLE SCHOOL		New	75	10/8/2018
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	10/8/2018
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
19-089	PAYROLL SPECIALIST	FISCAL SERVICES		New	100	10/15/2018
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
19-098	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	11/8/2018
19-099	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES		Vac	100	11/21/2018
19-100	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES		Vac	37.5	12/11/2018
19-102	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL		New	40	11/19/2018
19-103	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	12/11/2018
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER		Vac	60	12/11/2018
19-106	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL		Vac	43.75	11/30/2018
19-107	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL		Vac	37.5	11/30/2018
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES		Vac	25	12/17/2018
19-109	CUSTODIAN	PT DUME ELEMENTARY SCHOOL		Vac	100	12/19/2018
19-110	GARDENER	GROUNDS MAINTENANCE		New	100	12/18/2018
19-111	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL		Vac	75	12/17/2018
19-113	PARAEDUCATOR-2	ROOSEVELT ELEMENTARY SCHOOL		New	75	12/17/2018

19-114	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL		New	75	12/17/2018
19-115	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY		New	75	12/20/2018

## Filled Requisitions (1/9/19)

Req Number	Req Title	Department	Expected Start Date	Date of Accepted Job Offer
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY		12/14/2018
18-203	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION		12/10/2018
19-037	OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL		12/17/2018
19-054	HEALTH OFFICE SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL		12/14/2018
19-063	BUS DRIVER	TRANSPORTATION		1/2/2019
19-064	CUSTODIAN	M & O (Maintenance & Operations)		12/21/2018
19-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		12/13/2018
19-074	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY		12/10/2018
19-091	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		12/13/2018
19-096	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY		12/13/2018
19-097	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		12/17/2018

**Classified Personnel – Merit  
12/13/18**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Boyd, Amber Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	10/18/18
Cummings, Nichelle Special Education	Administrative Assistant 8 Hrs/12 Mo/Range: 31 Step: A	11/9/18
Garcia, Cindy Muir ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 18 Step: B	11/6/18
Moreno, David Facility Improvement Projects	Senior Buyer 8 Hrs/12 Mo/Range: 41 Step: A	11/15/18

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Reid, Shuntoria Special Education	Special Education Specialist 8 Hrs/12 Mo/Range: 34 Step: D From: Paraeducator-3: 6.33 Hrs/SY	11/5/18

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Cummings, Nichelle Personnel Commission	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: A	11/1/18-11/8/18

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Basha, Arsanios Special Ed-Adams MS-Preschool	Paraeducator-3 [additional hours; preschool support]	10/1/18-11/16/18
Baxter, Isaac Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/18-6/30/19
Coffey, Bud Facility Use	Audience Services Coordinator [additional hours; Facility Use events]	7/1/18-6/30/19
Coleman, Daniel Webster ES	Physical Activities Specialist [additional hours; overnight trip supervision]	8/23/18-6/12/19
De La Rosa, Johanna Student Services	Bilingual Community Liaison [overtime; SARB translations]	8/23/18-6/12/19
Dominguez-Morales, Yanet Information Services-Malibu HS	Senior Technology Support Assistant [overtime; event support]	7/1/18-6/30/19
Fynn, Elliott Facility Use	Audience Services Coordinator [additional hours; Facility Use events]	7/1/18-6/30/19
Hernandez, Jason Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	9/22/18-6/30/19
Hernandez, Jason Facility Use	Sports Facility Attendant [overtime; Facility Use events]	9/22/18-6/30/19
Murray, April Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/18-6/30/19

Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime; school events]	8/1/18-6/30/19
Tirado, Fortino Grounds	Equipment Operator-Tree Trimmer [overtime; District projects]	7/1/18-6/30/19

**SUBSTITUTES**

Garraff, John Educational Services	Instructional Assistant – Physical Education	<b><u>EFFECTIVE DATE</u></b> 8/22/18-6/12/19
Henderson, Mark Educational Services	Instructional Assistant – Physical Education	10/12/18-6/12/19
Lyons, Debra Adams MS	Health Office Specialist	8/23/18-6/12/19
Morales, Diana Student Services	Health Office Specialist	11/15/18-6/12/19
Niederberger-Beekman, Jenelle Human Resources	Office Specialist	11/5/18-6/12/19
Salvador, Lydia Educational Services	Instructional Assistant – Physical Education	10/11/18-6/12/19
Whitesell, Lori Human Resources	Office Specialist	7/2/18-6/12/19

**CHANGE IN ASSIGNMENT**

Deleon, Adrian Special Ed-McKinley ES	Paraeducator-1 7 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	<b><u>EFFECTIVE DATE</u></b> 8/27/18
Isaac, Arthur Operations	Custodian 8 Hrs/12 Mo From: 6 Hrs/12 Mo/Operations	10/1/18

**INVOLUNTARY TRANSFER**

Morrison Muhammad, Dawud Facility Use-Santa Monica HS	Sports Facility Attendant 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Facility Use-Malibu HS	<b><u>EFFECTIVE DATE</u></b> 10/27/18
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**LEAVE OF ABSENCE (PAID)**

Bryan, Annette Special Ed-Santa Monica HS	Paraeducator-3 CFRA/FMLA/Medical	<b><u>EFFECTIVE DATE</u></b> 10/11/18-11/20/18
Gonzalez, Jessica CDS-Rogers ES	Children's Center Assistant-2 CFRA	9/27/18-12/21/18
Hernandez, Patricia Adams MS	Senior Office Specialist Intermittent FMLA	8/16/18-6/17/19
MacLearn, Jessica Special Ed-Adams MS	Paraeducator-1 CFRA/FMLA/Medical	11/1/18-11/30/18

MacLearn, Jessica Special Ed-Adams MS	Paraeducator-1 CFRA	12/3/18-2/25/19
Striff, Jill Special Ed-Adams MS, SAMOHI	Occupational Therapist Intermittent FMLA	11/5/18-12/21/18

**LEAVE OF ABSENCE (UNPAID)**

Martinez, Isabel  
Special Ed-Franklin ES

Paraeducator-3  
Child Care

**EFFECTIVE DATE**  
11/15/18-1/7/19

**WORKING OUT OF CLASS**

Benjamin, Venecia  
FNS-Webster ES

Cafeteria Worker II  
From: Cafeteria Worker I

**EFFECTIVE DATE**  
12/24/18-2/28/19

Bonilla, Leroy  
Grounds

Gardener  
From: Custodian

10/17/18-3/4/19

Cornejo, Ana  
Food and Nutrition Services

Cafeteria Worker II  
From: Cafeteria Worker I

8/22/18-6/12/19

Gonzalez, Martha  
Food and Nutrition Services

Cafeteria Worker II  
From: Cafeteria Worker I

10/5/18-6/12/19

Jackson, Sheralynn  
Special Ed-Santa Monica HS

Job Development & Placement Specialist  
From: Paraeducator-1

10/1/18-10/12/18

Jones, Mashwanda  
Special Ed-Lincoln MS

Paraeducator-2  
From: Paraeducator-1

10/2/18-3/27/19

Odom, Lamont  
Grounds

Gardener  
From: Custodian

10/17/18-3/4/19

Ortiz Ortiz, Alma  
FNS-Lincoln MS

Site Food Services Coordinator  
From: Cafeteria Worker I

10/26/18-6/12/19

Venable, Mark  
Maintenance

Painter  
From: Skilled Maintenance Worker

11/8/18-3/26/19

**RESIGNATION**

Gearing, Nathaniel  
Facility Use

Sports Facility Attendant

**EFFECTIVE DATE**  
11/11/18

Montoya, Thania  
Adult Education

Senior Office Specialist

11/27/18

Orellana, Juana  
Grant ES

Instructional Assistant – Classroom

11/15/18

Smith, Jose  
Santa Monica HS

Instructional Assistant – Bilingual

11/12/18

**Classified Personnel – Non-Merit  
12/13/18**

**AVID TUTOR**

Hart, Kayleigh	Lincoln MS	10/17/18-6/12/19
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**NOON SUPERVISION:**

Berlanga, Sandra	Grant ES	10/22/18-6/12/19
Featherstone, Christopher	Franklin ES	10/1/18-6/12/19
Mahir, Sarah	Grant ES	10/19/18-6/12/19
Reynolds, Luz	Muir ES	10/22/18-6/12/19
Shafai, Kymberley	Webster ES	8/23/18-6/12/19

**COACHING ASSISTANT**

Chamberlain, Max	Malibu HS	10/31/18-6/30/19
Collet, Jutta	Santa Monica HS	10/29/18-6/12/19
Harmon, Benjamin	Malibu HS	10/1/18-6/30/19
Smith, Stanton	Santa Monica HS	10/3/18-6/12/19
States Wee, Max	Malibu HS	10/1/18-6/30/19

**TECHNICAL SPECIALIST – LEVEL I**

Gerstmar, Morgan	Educational Services [Music Instructor] - Funding: Gifts	8/23/18-6/12/19
Naziemiec, Karolina	Educational Services [Music Instructor] - Funding: Gifts	8/23/18-6/12/19

**TECHNICAL SPECIALIST – LEVEL II**

Call, Emily	Ed. Svcs/Muir ES/SMASH [Dream Strings Instructor] - Funding: SMMEF – Dream Winds	8/23/18-6/12/19
Little, Erin	Adams MS [Music Instructor] - Funding: Gifts	10/29/18-6/12/19
Reis, Stephen	Educational Services [Music Instructor] - Funding: Gifts	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>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments <i>(max. 30 minutes)</i></li> <li>Discussion Items (as needed)</li> <li>Major Items</li> <li>Continuation of General Public Comments (if needed)</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Consent Calendar</li> <li>Study Session</li> <li>Discussion Items</li> <li>Major Items (as needed)</li> <li>General Public Comments</li> </ol>	<ol style="list-style-type: none"> <li>Closed Session</li> <li>Commendations/Recognitions</li> <li>Study Session</li> <li>Communications</li> <li>Executive Staff Reports</li> <li>Consent Calendar</li> <li>General Public Comments <i>(max. 30 minutes)</i></li> <li>Discussion Items</li> <li>Major Items</li> <li>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, February 13, 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:**