



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

September 12, 2018

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

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on September 12, 2018

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

- G.06 Approval of Minutes for Regular Meeting on August 8, 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)

September 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, September 12, 2018**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on September 12, 2018

G.06 Approval of Minutes for Regular Meeting on August 8, 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>
Athletic Trainer	3
Bus Driver	2
Electrician	2
Paraeducator-1	11
Paraeducator-2	10
Paraeducator-3	14
Plant Supervisor	6
Senior Buyer	2
Sports Facility Attendant	4

C.02 Advanced Step Placement:
 Hoda Elhadidy in the classification of Special Education Specialist at Range 34, Step B

- C.03 Advanced Step Placement:
Jacob Grise in the classification of Paraeducator-1 at Range 20, Step B
- C.04 Advanced Step Placement:
Ashley Joseph in the classification of Student Outreach Specialist at Range 44,
Step B
- C.05 Advanced Step Placement:
Sara Mulligan in the classification of Paraeducator-1 at Range 20, Step B
- C.06 Advanced Step Placement:
Maria "Saray" Carrasco Robledo in the classification of Instructional Assistant -
Bilingual at Range 20, Step B
- C.07 Advanced Step Placement:
Abbey Seiden in the classification of Senior Office Specialist at Range 25, Step C
- C.08 Advanced Step Placement:
Patricia Sze in the classification of Instructional Assistant - Classroom at Range
18, Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

IV. DISCUSSION ITEMS:

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

- No Discussion

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
I.02 Filled Personnel Requisitions Status Report
I.03 Classified Personnel - Merit Report No. VII.D.2. (for SMMUSD School Board
Agenda)
- August 16, 2018

- Classified Personnel - Merit Report - No. VII.D.2.
 - September 6, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VII.D.3.
 - August 16, 2018
 Classified Personnel - Non-Merit Report - No. VII.D.3.
 - September 6, 2018
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2018 - 2019
- I.06 Board of Education Meeting Schedule
 - 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions Update - Definitions	Discussion	11/14/18
Job Descriptions Minimum Qualifications	Commissioner Training	12/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 10, 2018, at 4:30 p.m. - *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

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

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

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in 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)

August 8, 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, August 8, 2018**, at **4:38 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:38 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Ms. Clare Caldera, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** August 8, 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: July 11, 2018

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities.**
 - **Director Rowen commended the Personnel Commission staff for their dedication during this intense recruiting time, especially when the department has been understaffed. Director Rowen informed the Personnel Commission about hiring a substitute from the Human Resources Technician eligibility list.**

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 thanked Commissioner Inatsugu for chairing the August regular Personnel Commission meeting in her absence.**
- **Commissioner Jenkins expressed her appreciation to the Personnel Commission staff for all their hard work and contribution during this busy recruiting time.**
- **Commissioner Inatsugu also expressed her gratitude to the Personnel Commission staff.**
- **Commissioner Inatsugu announced that she will not be able to seek reappointment for another term.**
- **Commissioners Jenkins and Waterstone expressed their gratitude for Commissioner Inatsugu's contribution and dedication to the Personnel Commission and the District.**
- **Director Rowen thanked Commissioner Inatsugu for her valuable service to the District and the community.**

G.09 Communications:

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

- SEIU Report
 - **Ms. Cartee-McNeely reported on the Labor and Management Teams' planned activities in the next four (4) months.**
 - **Ms. Cartee-McNeely commented on Missouri voters' rejection of a "right to work" law that would have hampered union organizing in the state.**

- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, thanked Commissioner Inatsugu for her steady, consistent leadership, and commitment to the Personnel Commission and the Merit System.**
 - **Dr. Kelly informed the Personnel Commission about the management retreat that took place on August 2 and 3, 2018.**
 - **Dr. Kelly updated the Personnel Commission with the current certificated recruitments and hiring, specifically for principals at Grant and Rogers Elementary Schools, two house principals at Santa Monica High School, assistant principal at Lincoln Middle School, family engagement coordinator, Special Education coordinator, and Director of Assessment, Research, and Evaluation.**
 - **Dr. Kelly informed the Personnel Commission about the next Board of Education meeting agenda on Thursday, August 9, 2018. The agenda will include a budget update. The following Board of Education meeting will be on August 16, 2018.**
 - **Dr. Kelly invited the Commissioners to the Districtwide convocation that will take place on August 20, 2018 at Barnum Hall, at Santa Monica High School.**

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>
Sports Facility Coordinator	4

C.02 Advanced Step Placement:
Eric Castro in the classification of Human Resources Technician at Range 31, Step D

C.03 Advanced Step Placement:
Chris Clonts in the classification of Communications Specialist at Range 36, Step C

C.04 Advanced Step Placement:
Kimberly Rivetti in the classification of Senior Office Specialist at Range 25, Step D

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

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

REPORT AND DISCUSSION

- None

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.

T.01 Exam Scoring Methods

- Director Rowen conducted an extensive training for the Personnel Commissioners on the Examination Scoring.
- Director Rowen addressed purpose of selection testing, testing validity and bias, examination types, and interview scoring options.
- Director Rowen described several methods of measurement used to score candidates and generate ranks on an eligibility list for hiring authorities.
- Director Rowen expressed his intent to apply a standardized scoring system (competency based) across recruitments for all classifications in order to ensure uniformity and equity in the Personnel Commission processes.
- Commissioner Jenkins concurred with Director Rowen’s assessment and recommendation for the examination process. She stated that competency modeling is the industry’s current trend many public agencies follow. It is intuitive and logical. It requires subject matter experts to be fully engaged in the process identifying the key competencies for a specific position.
- Commissioner Jenkins expressed her appreciation for Director Rowen’s focus on standardization and integration of technology in the examination scoring.
- Commissioner Waterstone inquired about raters using a specific rubric. Director Rowen and Commissioner Jenkins explained the advantages and limitations using this scoring method.

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)
 - July 19, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - July 19, 2018
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2018 - 2019
- I.06 Board of Education Meeting Schedule
 - 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions Update - Definitions	Discussion	9/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 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:

The Commission adjourned to closed session at **5:49 p.m.** pursuant to Government Code Section 54954.5 to discuss:

A. CANDIDATE'S APPEAL

Title: Plant Supervisor

The Commission reconvened into open session at **6:13 p.m.** and reported on the following action taken in closed session:

The Personnel Commission has unanimously decided to uphold the decision of the Director of Classified Personnel, which is to deny the examination appeal.

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: 6:14 p.m.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

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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, September 12, 2018

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Hoda Elhadidy

Hire Date: 08/13/2018

ASP Request Submitted: 08/13/2018

BACKGROUND INFORMATION:

Classification Title: Special Education Specialist	Employee: <u>Hoda Elhadidy</u>	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Hoda Elhadidy has a Bachelor's Degree International Politics and a Master's in International Law. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years of varied administrative, secretarial, and clerical support experience, including preparing and monitoring contracts with service providers. 	<ul style="list-style-type: none"> Hoda Elhadidy meets the experience requirement. 	0 (3-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Elhadidy's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-34 at Step A is \$20.02/hour, while Step B is \$21.02/hour. The gross difference in pay is an approximate increase of \$1.01 per hour, \$174.52 per month, or \$1,047.14 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Hoda El Hadidy at Range A-34, 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, September 12, 2018

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Jacob Grise

Hire Date: 8/30/2018

ASP Request Submitted: 9/06/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Jacob Grise	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent and ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; • 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 • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Jacob Grise has a Bachelor's degree in Social Science. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>0 (2-year periods) of experience above the required level =0 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

Mr. Grise'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 \$.72 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 12, 2018

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Ashley Joseph

Hire Date: 08/16/2018

ASP Request Submitted: 08/28/2018

BACKGROUND INFORMATION:

Classification Title: Student Outreach Specialist	Employee: Ashley Joseph	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> A bachelor's degree from an accredited college or university, preferably in counseling, social work, urban studies or a related field. 	<ul style="list-style-type: none"> Ashley Joseph has a Bachelor's Degree in African-American Studies and a Master's Degree in Social Work. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Two (2) years of experience working with youth in urban community based activities, including at least one year working with high school aged youth. 	<ul style="list-style-type: none"> Ashley Joseph meets the experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Ms. Joseph's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-44 at Step A is \$25.54/hour, while Step B is \$26.82/hour. The gross difference in pay is an approximate increase of \$1.28 per hour, \$221.39 per month, or \$1,328.34 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ashley Joseph at Range A-44, 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, September 12, 2018

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Sara Mulligan

Hire Date: 8/22/2018

ASP Request Submitted: 8/27/2018

BACKGROUND INFORMATION:

<p>Classification Title: Paraeducator-1</p>	<p>Employee: Sara Mulligan</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent and ONE of the following:</p> <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; 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 Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Sara Mulligan has a Bachelor's degree in Early Childhood Development. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>0 (2-year periods) of experience above the required level =0 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

Ms. Mulligan'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 \$.72 per hour, \$93.00 per month, or \$558.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 12, 2018

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Maria “Saray” Robledo Carrasco

Hire Date: 08/22/2018

ASP Request Submitted: 08/22/2018

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Bilingual	Employee: Maria “Saray” Carrasco Robledo	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or its recognized equivalent AND Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; 	<ul style="list-style-type: none"> Maria “Saray” Robledo Carrasco has a three-year degree (University of Alcala, Madrid, Spain, which is the equivalency of an Associate of Arts Degree in Business Sciences. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Preferred: Six (6) months paid or verifiable volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people. 	<ul style="list-style-type: none"> Maria “Saray” Robledo Carrasco meets the experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR’S COMMENTS:

Ms. Robledo’s education 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 \$.72 per hour, \$46.50 per month, or \$279.00 per year.

DIRECTOR’S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 12, 2018

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Abbey Seiden

Hire Date: 08/23/2018

ASP Request Submitted: 09/06/2018

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Abbey Seiden	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Abbey Seiden has a Bachelor's Degree in Anthropology/Psychology. 	1 level of education above the required level =1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Two (2) or more years of varied office support experience. 	<ul style="list-style-type: none"> Abbey Seiden exceeds the experience requirement. She has five years of directly-related office support experience. 	1 (2-year periods) of experience above the required level =1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Seiden's professional education, training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step C is \$17.71/hour. The gross difference in pay is an approximate increase of \$1.64 per hour, \$142.26 per month, or \$1,144.58 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Abbey Seiden at Range A-25, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 12, 2018

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Patricia Sze

Hire Date: 8/22/2018

ASP Request Submitted: 8/27/2018

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant, Classroom	Employee: Patricia Sze	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> Completed 48 units at an accredited institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Patricia Sze exceeds the education requirement – she has a Bachelor of Arts Degree in History. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people. 	<ul style="list-style-type: none"> Patricia Sze exceeds the experience requirement. She has worked as a Special Education Instructional Assistant for approximately three (3) years. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Sze's education and professional experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-18 at Step B is \$14.23/hour, while Step D is \$15.68/hour. The net difference in pay is an approximate increase of \$1.46 per hour, \$252.76 per month, or \$2,527.63 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Patricia Sze at Range A-18, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:

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

IV. Discussion Items:

V. **Commissioner Training/Briefing:**

VI. Information Items:

Open Requisitions (9/12/2018)

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

18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL		Vac	75	12/14/2017
18-150	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL		Vac	43.75	2/28/2018
18-154	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES		Vac	37.5	3/6/2018
18-158	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	3/12/2018
18-161	AUDIO-VISUAL TECHNICIAN	INFORMATION SERVICES		Vac	100	3/20/2018
18-164	CUSTODIAN	CHILD DEVELOPMENT SERVICES		Vac	100	4/9/2018
18-167	SENIOR BUYER	FACILITIES MAINTENANCE		New	100	4/13/2018
18-168	SPORTS FACILITY ATTENDANT	FACILITIES MAINTENANCE		Vac	75	4/16/2018
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	4/19/2018
18-172	CREDENTIAL ANALYST	HUMAN RESOURCES		Vac	100	5/8/2018
18-174	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE		Vac	100	5/3/2018
18-181	CUSTODIAN	M & O (Maintenance & Operations)		Vac	62.5	5/29/2018
18-184	GARDENER	GROUNDS MAINTENANCE		Vac	70	5/29/2018
18-190	CUSTODIAN	M & O (Maintenance & Operations)		Vac	30	6/1/2018
18-194	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		Vac	37.5	6/11/2018

18-199	ADMINISTRATIVE ASSISTANT	SPECIAL EDUCATION		Vac	100	6/20/2018
18-200	BRILLE TRANSCRIBER	SANTA MONICA HIGH SCHOOL		Vac	75	6/20/2018
18-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL		Vac	43.75	6/21/2018
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
18-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL		Vac	75	6/20/2018
19-001	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES		Vac	50	7/9/1918
19-004	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL		Vac	75	7/2/2018
19-006	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES		Vac	50	7/13/2018
19-007	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/13/2018
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/13/2018
19-013	Transportation Supervisor	TRANSPORTATION		New	100	7/16/2018
19-014	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL		Vac	87.5	6/26/2018
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
19-019	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL		New	75	7/16/2018
19-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
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
19-026	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	8/10/2018
19-027	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL		Vac	50	8/14/2018
19-028	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY		New	75	8/14/2018
19-029	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL		New	75	8/14/2018
19-030	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL		Vac	46.88	8/14/2018
19-031	Llimited Term	SPECIAL EDUCATION		New	100	8/10/2018
19-032	PARAEDUCATOR-1	SPECIAL EDUCATION		New	75	8/14/2018
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

19-035	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL		Vac	37.5	8/16/2018
19-036	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		Vac	43.75	8/22/2018
19-037	OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL		Vac	100	8/14/2018
19-038	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL		New	75	8/21/2018
19-039	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL		Vac	75	8/22/2018
19-040	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL		New	75	8/22/2018
19-041	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL		Vac	75	8/21/2018
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
19-049	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-050	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75	8/30/2018

19-051	PARAEDUCATOR- 1	LINCOLN MIDDLE SCHOOL		Vac	75	8/30/2018
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Filled Requisitions (9/12/18)

Req Number	Req Title	Department	Expected Start Date	Date of Accepted Job Offer
18-135	PLANT SUPERVISOR	M & O (Maintenance & Operations)		8/24/2018
18-183	ELECTRICIAN	FACILITIES MAINTENANCE		8/22/2018
18-185	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL		8/21/2018
18-189	SENIOR OFFICE SPECIALIST	CABRILLO ELEMENTARY SCHOOL		8/15/2018
18-192	CUSTODIAN	M & O (Maintenance & Operations)		8/31/2018
18-196	BUS DRIVER	TRANSPORTATION		8/24/2018
18-198	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL		8/9/2018
18-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY		8/7/2018
19-009	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL		9/6/2018
19-011	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL		8/13/2018
19-015	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL		8/10/2018
19-023	CUSTODIAN	CHILD DEVELOPMENT SERVICES		8/31/2018

**Classified Personnel – Merit
8/16/18**

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Bonnel, Melissa Special Education	Occupational Therapist 8 Hrs/SY/Range: 61 Step: A	8/22/18
Brown, Shawn Operations	Custodian 8 Hrs/12 Mo/Range: 24 Step: A	8/1/18
Castro, Eric Human Resources	Human Resources Technician 8 Hrs/12 Mo/Range: 31 Step: A	7/16/18
Clonts, Christopher Facility Improvement Projects	Communications Specialist 8 Hrs/12 Mo/Range: 36 Step: A	7/18/18
Diaz, Erika McKinley ES	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 27 Step: A	8/16/18
Histand, Megan Franklin ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 18 Step: B	8/22/18
Joseph, Ashley Santa Monica HS	Student Outreach Specialist 8 Hrs/10 Mo/Range: 44 Step: A	8/16/18
Nixon, Robert Operations	Custodian 8 Hrs/12 Mo/Range: 24 Step: A	6/11/18
Ortiz, Karina Roosevelt ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/22/18
Smith, Jose Santa Monica HS	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 20 Step: A	8/22/18
Zakaria, Mahnaz Special Ed-Rogers ES	Paraeducator-1 5 Hrs/SY/Range: 20 Step: A	8/22/18
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Hernandez, Steven Malibu HS	Campus Security Officer 8 Hrs/10 Mo/Range: 25 Step: E From: Paraeducator-1: 6.33 Hrs/SY	8/16/18
<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Alvarado, Nancy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Ausmus, Juley Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Buendia, Carolina Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Carrillo, Steven Operations	Custodian 8 Hrs/Day	7/16/18-8/17/18

Cisneros, Yolanda Operations	Custodian 8 Hrs/Day	7/18/18-8/17/18
Davis, Lenora Operations	Custodian 8 Hrs/Day	7/19/18-8/17/18
De Los Santos, Gabriela Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Doyle, Cathy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Elie, Latrice Operations	Custodian 8 Hrs/Day	7/19/18-8/17/18
Eriksson, Anna Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Freire, Juana Special Education	Paraeducator-3 4 Hrs/Day	6/18/18-7/13/18
Griffis, Denise Operations	Custodian 8 Hrs/Day	7/19/18-8/17/18
Lee, Dawn Special Education	Paraeducator-1 4 Hrs/Day	6/18/18-7/13/18
McGowan, Zakesha Operations	Custodian 8 Hrs/Day	7/19/18-8/17/18
McKeever, Marissa Operations	Custodian 8 Hrs/Day	7/16/18-8/17/18
Medellin, Diana Operations	Custodian 8 Hrs/Day	7/19/18-8/17/18
Mock, Christopher Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Morich, Karin Operations	Custodian 8 Hrs/Day	7/19/18-8/17/18
Murray, April Child Development Services	Swimming Instructor/Lifeguard Not to exceed: 456 Hrs	6/11/18-8/22/18
Navarro, Nancy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Nolen, Henry Operations	Custodian 8 Hrs/Day	7/13/18-8/17/18
Reid, Shuntoria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Smith, Luz Student Services	Translator 8 Hrs/Day	6/11/18-8/22/18
Wilkinson, Greg Child Development Services	Physical Activities Specialist 8 Hrs/Day	6/11/18-8/20/18

Yates-Lomax, Kathy Operations	Custodian 8 Hrs/Day	7/16/18-8/17/18
Zurich-Lunsford, Kathleen Special Education	Office Specialist 8 Hrs/Day	7/2/18-8/17/18

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Barrett, Kenneth Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/18-6/30/19
Batmunh, Otgonbayar Maintenance	Electrician [overtime; electrical support]	6/1/18-6/30/18 7/1/18-6/30/19
Brewer, Ariana Special Ed-Cabrillo ES	Paraeducator-3 [overtime; bus supervision]	2/7/18-6/8/18
Castillo, John Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/18-6/30/19
Cooper, Raymond Santa Monica HS	Campus Security Officer [additional hours; graduation night preparation]	6/3/18-6/7/18
Dao, Thong Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/18-6/30/19
Dodd, Jason Facility Improvement Projects	Facilities Technician [overtime; technical support]	7/1/18-6/30/19
Dominguez-Morales, Yanet Facility Improvement Projects	Senior Technology Support Assistant [overtime; technical support]	7/1/18-6/30/19
Gold, Kathleen Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/18-6/30/19
Kaddoura, Mariam Santa Monica HS	Instructional Assistant - Music [additional hours; percussion support]	6/29/18-7/4/18
Kaddoura, Mariam Santa Monica HS	Instructional Assistant - Music [overtime; Santa Monica City July Parade]	7/4/18
Khimani, Ashraf Facility Improvement Projects	Accountant [overtime; accounting support]	7/1/18-6/30/19
Manzur, Juan Facility Improvement Projects	Senior Technology Support Assistant [overtime; technical support]	7/1/18-6/30/19
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; technical support]	7/1/18-6/30/19
Martinez, Santiago Facility Improvement Projects	Technology Support Assistant [overtime; technical support]	7/1/18-6/30/19
McGrath, Kathleen Adams MS	Senior Office Specialist [additional hours; master schedule & training]	7/2/18-8/15/18
Muhammed Jinadu, Fatimoh Santa Monica HS	Campus Security Officer [additional hours; graduation night preparation]	5/25/18-6/7/18

Navarro, Nancy Lincoln MS	Senior Office Specialist [additional hours; enrollment support]	8/13/18-8/15/18
Ortiz, Alondra Special Education	Office Specialist [additional hours; clerical support]	7/2/18
Reid, Shuntoria Personnel Commission	Human Resources Technician [limited term; recruitment support]	7/24/18-8/24 /18
Smith, Matthew Facility Improvement Projects	Facilities Technician [overtime; technical support]	7/1/18-6/30/19
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; clerical support]	7/1/18-6/30/19
Taylor, Tonya Special Ed-LCDC	Paraeducator-1 [additional hours; classroom support]	2/16/18
Watenmaker, Tobin Special Ed-McKinley ES	Paraeducator-1 [additional hours; bus supervision]	3/14/18-6/8/18

SUBSTITUTES

Romero, Clara
Special Education

Administrative Assistant

EFFECTIVE DATE

7/2/18-8/17/18

CHANGE IN ASSIGNMENT

Carrillo Castillo, Ruben
Operations-CDS

Custodian
8 Hrs/12Mo
From: 8 Hrs/11Mo/Operations-CDS

EFFECTIVE DATE

7/1/18

Miller, Patrina
Special Education

Special Education Data Technician
8 Hrs/12 Mo
From: 8 Hrs/11 Mo/Special Education

7/1/18

INVOLUNTARY TRANSFER

Castro, Alexander
Operations-Cabrillo ES

Custodian
5 Hrs/12 Mo
From: 5 Hrs/12 Mo/Operations-Malibu HS

EFFECTIVE DATE

7/1/18

Watkins, Ernest
Operations-Malibu HS

Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations-Cabrillo ES

7/1/18

VOLUNTARY DEMOTION

Davis, Luke
Malibu HS

Campus Security Officer
8 Hrs/10 Mo
From: Paraeducator-3
6.4 Hrs/SY/Special Ed-Malibu HS

EFFECTIVE DATE

8/16/18

PROFESSIONAL GROWTH

Burton, Lisa
Fiscal Services

Payroll Specialist

EFFECTIVE DATE

8/1/18

Vela, Stacy
Fiscal Services

Accounting Technician

8/1/18

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

SW3201064

Maintenance

EFFECTIVE DATE

7/31/18

(revision from BOE 6-14-18)

ABOLISHMENT OF POSITION

		<u>EFFECTIVE DATE</u>
Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY	7/2/18
Special Ed-Santa Monica HS	Paraeducator-1 6.33 Hrs/SY	7/13/18
Special Ed-Santa Monica HS	Paraeducator-2 6.5 Hrs/SY	7/13/18
Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY	6/29/18
Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY	8/22/18

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Bonilla, Leroy Grounds	Gardener From: Custodian	7/16/18-10/16/18
Fuentes, Mario Grounds	Equipment Operator From: Gardener	6/11/18-10/16/18
Fuller, Charesse Operations-Santa Monica HS	Lead Custodian From: Custodian	6/30/18-11/5/18
Gomez, Leonor Special Education	Special Education Specialist From: Senior Office Specialist	5/11/18-7/31/18
Miller, Maurice Operations	Lead Custodian From: Custodian	7/2/18-11/5/18
Odom, Lamont Grounds	Gardener From: Custodian	7/16/18-10/16/18

RESIGNATION

		<u>EFFECTIVE DATE</u>
Hamami, Emery McKinley ES	Instructional Assistant – Classroom	6/8/18
Hudgins, Priscilla Roosevelt ES	Instructional Assistant – Classroom	6/8/18
Sullivan, Stacy Special Education	Administrative Assistant	6/20/18
Watters, Darren Santa Monica HS	Athletic Trainer	6/29/18

**Classified Personnel – Merit
9/6/18**

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Albrecht-Gray, Pia Grant ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	8/22/18
De Pablo, Diana Franklin ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/22/18
Elhadidy, Hoda Special Education	Special Educations Specialist 8 Hrs/12 Mo/Range: 34 Step: A	8/13/18
Iverson, Ocea Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	8/22/18
Jackson, Tyler Roosevelt ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/22/18
Jagoda, Katrina Special Education	Occupational Therapist 8 Hrs/SY/Range: 61 Step: A	8/22/18
Mulligan, Sara Special Ed-Muir ES	Paraeducator-1 4.5 Hrs/SY/Range: 20 Step: A	8/22/18
Robledo Carrasco, Maria Edison ES	Instructional Assistant – Bilingual 3 Hrs/SY/Range: 20 Step: A	8/22/18
Sze, Patricia McKinley ES	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	8/22/18

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
White, Robert Facility Use	Sports Facility Coordinator 8 Hrs/12 Mo/Range: 40 Step: A From: Sports Facility Attendant: 8 Hrs/12 Mo	8/13/18

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Brito, Salvador Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18
Castro, Esperanza FNS-Adams MS	Site Food Services Coordinator Not to exceed: 16 Hrs	8/14/18-8/21/18
Cisneros, Yolanda Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18
Cojan, Carmen Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18
Cortez, Maria FNS-Edison ES	Cafeteria Worker I Not to exceed: 16 Hrs	7/21/18-7/22/18
Davis, Kenrick Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18

Eby, David Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Élie, Latrice Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18
Elie-Turner, Banita Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18
Escobar, Victoria Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18
Fowler, Damone Food & Nutrition Services	Cafeteria Cook-Baker Not to exceed: 24 Hrs	7/31/18-8/3/18
Fowler, Damone FNS-Malibu HS	Cafeteria Cook-Baker Not to exceed: 16 Hrs	8/14/18-8/21/18
Gauntt, Deborah Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18
Gil, Moses Food & Nutrition Services	Stock and Delivery Clerk Not to exceed: 16 Hrs	7/26/18-8/20/18
Gomez, Jose Food & Nutrition Services	Production Kitchen Coordinator Not to exceed: 24 Hrs	7/31/18-8/3/18
Gomez, Jose FNS-Santa Monica HS	Production Kitchen Coordinator Not to exceed: 16 Hrs	8/14/18-8/21/18
Granadino, Frank Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18
Holsome, Dorothy Food & Nutrition Services	Cafeteria Worker I Not to exceed: 24 Hrs	7/31/18-8/3/18
Kachurka, Sabrina Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18
Lavin, Angela Rogers ES	Senior Office Specialist 8 Hrs/Day	8/8/18-8/15/18
Lazo, Noreen Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/11/18-8/20/18
Moore, Sandra Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18
Nolen, Henry Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18
Pegue, Forrest Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18
Quiroz, Timothy FNS-Lincoln MS	Site Food Services Coordinator Not to exceed: 8 Hrs	8/21/18
Ridley, Tischa Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18

Tirado, Leticia Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs	8/21/18
Webster, Shirley Food & Nutrition Services	Cafeteria Worker I Not to exceed: 24 Hrs	7/31/18-8/3/18
Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 80 Hrs	7/16/18-8/15/18

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Castillo, John Informational Services	Network Engineer [overtime; technical support]	7/1/18-6/30/19
Cervantes, Sandra Human Resources	Human Resources Specialist - Confidential [overtime; new school year projects]	8/1/18-10/5/18
Davis, Luke Malibu HS	Campus Security Officer [overtime; school events]	7/1/18-6/30/19
Dominguez-Morales, Yanet Malibu HS	Senior Technology Support Assistant [overtime; athletic events support]	7/1/18-6/30/19
Fuller, Charesse Operations-Santa Monica HS	Lead Custodian [overtime; custodial support]	6/2/18
Gold, Kathleen Informational Services	Technology Support Assistant [overtime; technical support]	7/1/18-6/30/19
Hernandez, Steven Malibu HS	Campus Security Officer [overtime; school events]	7/1/18-6/30/19
Jackson, Michael Maintenance	Skilled Maintenance Worker [overtime; District projects]	6/1/18-6/30/18
Marmolejo, David Informational Services	Network Engineer [overtime; technical support]	7/1/18-6/30/19
Olmos, Maria Child Development Services	Senior Office Specialist [overtime; enrollment & clerical support]	7/1/18-6/30/19
Papp, Elizabeth Malibu HS	Senior Administrative Assistant [overtime; athletic events support]	7/1/18-6/30/19
Taylor, Inelle Malibu HS	Campus Security Officer [overtime; school events]	7/1/18-6/30/19
Vasquez, Graciela Malibu HS	Campus Security Officer [overtime; school events]	7/1/18-6/30/19
Ward, Allison Webster ES	Senior Office Specialist [additional hours; clerical support]	8/23/18-6/12/19

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Marshall, Shaquita Special Ed-Santa Monica HS	Paraeducator-3 7 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	8/22/18
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INVOLUNTARY TRANSFERHunter-Sallustion, Dominique
CDS-Grant ESChildren's Center Assistant-2
3.5 Hrs/SY
From: 3.5 Hrs/SY/CDS-Pine Street Preschool**EFFECTIVE DATE**

8/22/18

Padilla, Elizabeth
CDS-Pine Street PreschoolChildren's Center Assistant-2
3.5 Hrs/SY
From: 3.5 Hrs/SY/CDS-Washington West

8/22/18

Vanderhorst, Bianca
Special Ed-Franklin ESParaeducator-1
5 Hrs/SY
From: 5 Hrs/SY/Special Ed-Grant ES

8/22/18

VOLUNTARY TRANSFERDe La Rosa, Johanna
Santa Monica HSBilingual Community Liaison
8 Hrs/10 Mo
From: 8 Hrs/10 Mo/Lincoln MS; Olympic HS**EFFECTIVE DATE**

8/16/18

Moton, Wilson
Operations-Santa Monica HS-DSCustodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations-Santa Monica HS-NS

8/1/18

Ramos, Marlene
Lincoln MS; Olympic HSBilingual Community Liaison
8 Hrs/10 Mo
From: 8 Hrs/10 Mo/Child Development Services

8/16/18

PROFESSIONAL GROWTHBakhyt, Peter
Food & Nutrition Services

Cafeteria Worker - Transporter

EFFECTIVE DATE

9/1/18

Freire, Juana
Special Ed-SMASH

Paraeducator-3

9/1/18

Hampton, Kizzie
Special Ed-Muir ES

Paraeducator-1

9/1/18

Nguyen, Kim
Business Services

Senior Administrative Assistant

9/1/18

Torres, Monica
Rogers ES

Instructional Assistant – Classroom

9/1/18

LEAVE OF ABSENCE (PAID)Reed, Trinee
Special Ed-SMASHParaeducator-3
Partial Personal**EFFECTIVE DATE**

8/28/18-12/21/18

Sanchez, Yolanda
Muir ESAdministrative Assistant
CFRA/FMLA/Medical

8/9/18-10/31/18

ABOLISHMENT OF POSITION

Special Ed-Grant ES

Paraeducator-1
6 Hrs/SY**EFFECTIVE DATE**

7/6/18

Special Ed-Lincoln MS

Paraeducator-3
6 Hrs/SY

7/1/18

Special Ed-Lincoln MS

Paraeducator-3
6 Hrs/SY

7/5/18

WORKING OUT OF CLASS

Donovan, Marc
Maintenance

Electrician
From: Glazier

EFFECTIVE DATE

7/1/18-11/7/18

Venable, Mark
Maintenance

Painter
From: Skilled Maintenance Worker

7/1/18-11/7/18

Villa, Alejandro
Maintenance

Metal Worker
From: Carpenter

7/1/18-11/7/18

RESIGNATION

Afshar, Stephanie
Special Education

Occupational Therapist

EFFECTIVE DATE

7/13/18

Benjamin, Jacquita
Special Ed-Santa Monica HS

Paraeducator-3

8/6/18

Bransford - Bennett, Elizabeth
Roosevelt ES

Instructional Assistant – Classroom

8/1/18

Honore, Crystal
Adams MS

Campus Security Officer

6/10/18

Liosa, Silvia
Special Ed-Edison ES

Paraeducator-1

7/13/18

Morales, Diana
Santa Monica HS

Office Specialist

8/24/18

Olitt, Lee
Muir ES

Physical Activities Specialist

8/14/18

Rubio, Ana
CDS-Woods Preschool

Children's Center Assistant-2

6/8/18

RETIREMENT

Stucchi, Juana
Edison ES

Instructional Assistant - Bilingual

EFFECTIVE DATE

8/3/18

**Classified Personnel – Non-Merit
8/16/18**

COACHING ASSISTANT

Diaz, Frank	Santa Monica HS	7/1/18-6/12/19
Green, Cody	Santa Monica HS	7/1/18-6/12/19
Hagerty, David	Santa Monica HS	7/1/18-6/12/19
Lawrence, Ruben	Santa Monica HS	7/1/18-6/12/19

TECHNICAL SPECIALIST – LEVEL II

Attalia, Crystal	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19
Bakhshizadeh, Odelia	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19
Bill, Andrew	Santa Monica HS - VAPA [Percussion Instructor] - Funding: Measure R	7/1/18-7/6/18
Contreras, Mari	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19
Gonzalez, Juan	Santa Monica HS – VAPA [Color Guard Instructor] - Funding: Measure R	7/1/18-7/6/18
Krakowiak, Sophia	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19
L'Heureux, Kristen	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19

TECHNICAL SPECIALIST – LEVEL III

Stout, Lewis	Facility Use [Theater Technician] - Funding: Permits	7/1/18-6/30/19
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**Classified Personnel – Non-Merit
9/6/18**

AVID TUTOR

Cardenas, Julie	Santa Monica HS	8/23/18-6/12/19
Hernandez, Angela	Santa Monica HS	8/23/18-6/12/19
Marcial, Kaitlyn	Santa Monica HS	8/23/18-6/12/19

NOON SUPERVISION AIDE

Valle, Virginia	McKinley ES	08/23/18-6/8/19
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COACHING ASSISTANT

Hazell-O'Brien, Samantha	Santa Monica HS	7/12/18-6/7/19
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TECHNICAL SPECIALIST – LEVEL II

Farokhzadeh, Mersedeh	Franklin ES [Counselor] - Funding: Formula & Old Tier III	8/22/18-6/12/19
Nakutin, Sarah	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19
Requa, Christine	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19
Sanchez, Stacy	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19
Seabrook, Rachel	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option	8/23/18-6/12/19

TECHNICAL SPECIALIST – LEVEL III

Radlauer, Daniel	Lincoln MS [Jazz Band Director] - Funding: Formula & Old Tier III	8/23/18-6/12/19
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2018 – 2019**

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

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

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

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

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/19/18 (Th)	DO			X	
8/9/18 (Th)	DO				Special Meeting: Retreat
8/16/18 (Th)				X	
9/6/18 (Th)	DO	X			
9/25/18 (T)?	SMC				Special Meeting: Joint Meeting w/ SMC Board of Trustees (actual date TBD)
9/20/18 (Th)	DO		X		
10/4/18 (Th)	M	X			
10/18/18 (Th)	DO		X		
11/1/18 (Th)	M	X			
11/15/18 (Th)	DO		X		
12/18/18 (T)	DO				Special Meeting: Retreat
12/13/18 (Th)	DO			X	
<i>winter break (12/24/18 – 1/4/19)</i>					
1/17/19 (Th)	DO			X	
2/7/19 (Th)	M	X			
2/21/19 (Th)	DO		X		
2/26/19 (Th)	DO				Special Meeting: Retreat
3/7/19 (Th)	DO	X			
3/21/19 (Th)	M		X		
4/3/19 (W)	DO			X	Note: Thurs., 4/4/18 is open house for elementary schools
<i>spring break (4/8/19 – 4/19/19)</i>					
5/2/19 (Th)	M	X			
5/16/19 (Th)	DO		X		
6/6/19 (Th)	DO	X			
6/20/19 (Th)	DO				Special Meeting: Public Hearings & Retreat
6/27/19 (Th)	DO		X		

District Office (DO): 1651 16th Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed) 	<ol style="list-style-type: none"> 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments 	<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items 9. Major Items 10. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions Update - Definitions	Discussion	11/14/18
Job Descriptions Minimum Qualifications	Commissioner Training	12/12/18

VIII. Next Regular Personnel Commission Meeting:

Wednesday, October 10, 2018, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

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

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

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

XI. Adjournment: