



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**March 21, 2017**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, March 21, 2017**, 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 March 14, 2017

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| vacant           |   |   |     |    |         |        |

- G.06 Approval of Minutes for Regular Meeting on October 11, 2016

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| Joseph Pertel    |   |   |     |    |         |        |

Approval of Minutes for Regular Meeting on February 21, 2017

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| vacant           |   |   |     |    |         |        |

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**March 21, 2017**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Peter Lippman,  
and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, March 21, 2017**, 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 March 21, 2017
- G.06 Approval of Minutes for Regular Meeting on October 11, 2016, and February 14, 2017
- 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.

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.

- General Comments and Updates
- Advisory Rules Committee Update

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> |
|---|--------------------|
| Cafeteria Worker I                        | 17                 |
| Children's Center Assistant-1,2,3         | 5                  |
| Children's Center Assistant-2             | 1                  |
| Community Liaison                         | 8                  |
| Instructional Assistant – Music (Band)    | 2                  |
| Instructional Assistant – Music (Strings) | 1                  |
| Paraeducator-1                            | 32                 |
| Paraeducator-2                            | 6                  |
| Paraeducator-3                            | 10                 |
| Vehicle and Equipment Mechanic            | 2                  |

- C.02 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Jeanne Frei in the classification of Occupational Therapist at Range: 61 Step: B
- C.03 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Diane Gonzalez in the classification of Health Office Specialist at Range: 25 Step: C
- C.04 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Manuela Hawes in the classification of Job Development and Placement Specialist at Range: 31 Step: B
- C.05 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Keyona Lampley in the classification of Custodian at Range: 24 Step: B
- C.06 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Delia Soto in the classification of Bilingual Community Liaison at Range: 27 Step: D
- C.07 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Andrew White in the classification of Library Assistant-II at Range: 26 Step: C

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

These items are presented for ACTION at this time.

- A.01 Merit Rules:  
Adoption of Second Reading of Changes to Chapter V: *Recruitment and Examination*
- A.02 Merit Rules:  
Adoption of Second Reading of Changes to Chapter VI: *Eligibility Lists*

### 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 Items

### 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 History of the Merit System and the Personnel Commission Overview



**VI. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A. 18 (for SMMUSD School Board Agenda)
  - February 16 , 2017
- Classified Personnel – Merit Report - No. A. 23
  - March 2, 2017
- Classified Personnel – Merit Report - No. A. 21
  - March 16, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A. 19
  - February 16 , 2017
- Classified Personnel – Non-Merit Report – No. A. 24
  - March 2, 2017
- Classified Personnel – Non-Merit Report – N. A. 22
  - March 16, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2016 – 2017
- I.07 Board of Education Meeting Schedule
  - 2016 – 2017
- I.08 Human Resources Specialist (Confidential) Classification Specification

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| <b>Subject</b>                              | <b>Action Steps</b>  | <b>Tentative Date</b> |
|---|--|-----------------------|
| Preliminary Budget – Fiscal Year 2017-2018  | - First Reading  | April 2017            |
| Adoption of Budget – Fiscal Year 2017-2018  | - Second Reading   | May 2017              |
| Merit Rules Revisions                       | - First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i> | May 2017              |
| Classified Employees Appreciation Reception |  | May 2017              |

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, April 11, 2017, at 4:00 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:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

The meeting is adjourned in memory of Juan Castillo, a recent Santa Monica High School graduate, who was killed on February 26, 2017.

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)

Approved:  
J A Pertel  
Joseph A Pertel

**October 11, 2016**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, October 11, 2016**, 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 4:03 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Pertel were present. Commissioner Lippman was absent.
- G.03 Pledge of Allegiance:** Commissioner Pertel led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:** September 13, 2016  
Commissioner Inatsugu reported that the Personnel Commission met in Closed Session following its meeting of September 13, 2016 for the purpose of Public Employee Performance Evaluation of the Director of Classified Personnel. Following review and discussion, Personnel Commissioners agreed that Director Michael Cool's overall performance meets established standards, in some areas exceeds standards, and he has

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.



successfully passed probation to become a permanent employee of the District.

**G.05 Motion to Approve Agenda:** October 11, 2016

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

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    |   |   |     |    |         | ✓      |
| Joseph Pertel    | ✓ |   | ✓   |    |         |        |

**G.06 Motion to Approve Minutes:** September 13, 2016

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


| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    |   |   |     |    |         | ✓      |
| Joseph Pertel    | ✓ |   | ✓   |    |         |        |

**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
  - Director Cool reported on the current recruitments' status and classification studies.
  - Director Cool informed the Personnel Commission about his participation on the oral examination panel for the City of Santa Monica on September 15, 2016. The Personnel Commission department is also exchanging raters with Santa Monica College.
  - Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to revisions of chapter 12 of the Merit Rules dealing with salaries, overtime, and benefits. The chapter will be presented to the Personnel Commission for first reading at the regular Personnel Commission meeting in November.
- New Personnel Commissioner Recruitment Update
  - Director Cool updated the Personnel Commission regarding the new Personnel Commissioner recruitment. So far, one (1) application was received; however, the applicant does not meet the minimum qualifications since he/she does not live in Santa Monica or Malibu.



- 
- Director Cool attended the PTA Council meeting on September 20, 2016, presenting the overview of this position.
  - Director Cool continues to collaborate with Ms. Gail Pinsker, the District's Community and Public Relations Officer, who released a press release about the position on the District website and in social media, and also placed an advertisement in local newspapers, in both Santa Monica and Malibu communities on a couple occasions.
  - Director Cool will request assistance from the Superintendent's Office to address various advisory committees in the District.

**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.

- For transparency reasons, Commissioner Inatsugu reported out that she held discussions with Interim Co-Superintendent Dr. Sylvia Rousseau and the Chief Union Steward, Ms. Keryl Cartee-McNeely before this meeting.

**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. Mark Kelly, Interim Deputy Superintendent, was glad to report that the District hired Dr. Antonio Shelton, as the principal of Santa Monica High School, and Dr. Cheli Nye, the principal of Malibu High School. Even though both principals have been with the District just for a few weeks, they are already deeply immersed in the understanding the needs of their respective schools.
  - Dr. Kelly updated the Personnel Commission on the new superintendent's search. The Board of Education reviewed the applications; hence, selection interviews will be scheduled in a near future.
  - Dr. Kelly also informed the Personnel Commission about the Interim Co-Superintendent, Dr. Sylvia Rousseau, facilitating an intense academic discourse on excellence and equity work in the District at the last Board of Education meeting in Santa Monica. Similar conversation will be held at the next Board of Education meeting on October 22, 2016.



- **Dr. Kelly stated that there are sunshine proposals from SEIU and the District with regard to negotiations. One training in Inter-space Bargaining Process has already taken place, and the full negotiations will begin at the end of October.**

**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> |
|------------------------------------|--------------------|
| Elementary Library Coordinator     | 4                  |
| Food Service Operations Supervisor | 4                  |
| Paraeducator-1                     | 18                 |
| Paraeducator-2                     | 2                  |
| Paraeducator-3                     | 10                 |

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

|                             |   |
|-----------------------------|---|
| Bilingual Community Liaison | 7 |
|-----------------------------|---|

- C.02 **Advanced Step Placement:**  
Approval of the Advanced Step Placement for new employee Ruben Carrillo in the classification of Custodian at Range: 24 Step: C
- C.03 **Advanced Step Placement:**  
Approval of the Advanced Step Placement for new employee Amanda Ernst in the classification of Paraeducator-2 at Range: 25 Step: B
- C.04 **Advanced Step Placement:**  
Approval of the Advanced Step Placement for new employee Sean Sandoval in the classification of Paraeducator-2 at Range: 25 Step: B



AD

C.05 **Advanced Step Placement:**

Approval of the Advanced Step Placement for new employee Shaeema Syed in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

**It was moved and seconded to approve the Consent Calendar – II.C.01-05 Advanced Step Placements as submitted. The motion passed.**

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    |   |   |     |    |         | ✓      |
| Joseph Pertel    | ✓ |   | ✓   |    |         |        |

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

A.01 Scheduling of Regular Personnel Commission Meeting in November 2016

**It was moved and seconded to approve the Director's recommendation to move the November 8, 2016 PC meeting to November 15, 2016. The motion passed.**

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    |   |   |     |    |         | ✓      |
| Joseph Pertel    | ✓ |   | ✓   |    |         |        |

**REPORT AND DISCUSSION**

- **Director Cool stated that he spoke with Commissioner Lippman to confirm that Commissioner Lippman is available on Tuesday, November 15, 2016.**
- **Commissioner Inatsugu and Commissioner Pertel agreed that the next regular Personnel Commission meeting will take place on November 15, 2016.**

**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 Items**

**V. INFORMATION ITEMS:**

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

HP

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.19 (for SMMUSD School Board Agenda)
  - September 22, 2016
- Classified Personnel – Merit Report - No. A. 12
  - October 6, 2016
- I.05 Classified Personnel – Non-Merit Report - No. A. 20
  - September 22, 2016
- Classified Personnel – Non-Merit Report – No. A. 30
  - October 6, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2015 – 2016
- I.07 Board of Education Meeting Schedule
  - 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| <b>Subject</b>        | <b>Action Steps</b>  | <b>Tentative Date</b> |
|-----------------------|--|-----------------------|
| Merit Rules Revisions | - First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> | November 2016         |

**VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, **November 15, 2016**, at 4:00 p.m. – *District Office Board Room*

**VIII. 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**

**IX. CLOSED SESSION:**

- **No Closed Session**



AD

**X. 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 |   | ✓ | ✓   |    |         |        |
| Peter Lippman    |   |   |     |    |         | ✓      |
| Joseph Pertel    | ✓ |   |     |    |         |        |

**TIME ADJOURNED: 4:16 p.m.**

Submitted by:

\_\_\_\_\_  
 Michael Cool  
 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)

**February 14, 2017**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, February 14, 2017**, 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 4:09 p.m.

**G.02 Roll Call:** Commissioners Inatsugu and Lippman were present.

**G.03 Pledge of Allegiance:** Commissioner Lippman led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** February 14, 2017

**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 |   | ✓ | ✓   |    |         |        |
| Peter Lippman    | ✓ |   | ✓   |    |         |        |
| vacant           |   |   |     |    |         |        |

**G.06 Motion to Approve Minutes: October 11, 2016**

Of those present, only Commissioner Inatsugu attended the October 11, 2016, regular Personnel Commission meeting. This item was postponed to obtain written approval from the former Commissioner Pertel.

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| vacant           |   |   |     |    |         |        |

**Motion to Approve Minutes: January 10, 2017**

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

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    | ✓ |   | ✓   |    |         |        |
| vacant           |   |   |     |    |         |        |

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments
  - Director Cool informed the Personnel Commission about attending the WRIPAC business meeting on January 20, 2017. The discussion on change management was led by Laguna Beach Chief of Police. Director Cool considers joining the organization under their requirement to attend three (3) consecutive meetings that rotate between Northern and Southern California and Nevada, and travel expenses would be needed.
  - Director Cool informed the Personnel Commission that he attended the welcome reception for Dr. Drati at Lincoln Middle School on January 18, 2017. It was a great event with District staff and community members.
  - Director Cool brought attention to the newly formatted Advanced Step Placement Report including requests from new hired employees that were not recommended.
  - Director Cool introduced the first topic for Personnel Commissioners' training series regarding candidates' minimum qualifications.

- Director Cool informed the Personnel Commission about Ms. Caldera's participation at the Personnel Testing Council luncheon on February 22, 2017; the topic of multiple choice test will be discussed. On March 16, 2017, she will attend the CSPMA-HR Annual Training Conference in Alhambra. Ms. Caldera will prepare a training session based on the conference material for the Human Resources Technicians within the Personnel Commission department.
- Director Cool announced his vacation during the spring recess. Ms. Caldera will coordinate the April regular Personnel Commission meeting on Director Cool's behalf. The first reading of the 2017-2018 Personnel Commission budget will be presented at that meeting.
- New Personnel Commissioner Appointment
  - Director Cool provided an update on the appointment of a new Personnel Commissioner, Ms. Julie Waterstone. The recommendation for her appointment was approved by the Board of Education on January 19, 2017. It was sent to the State Superintendent of Public Instruction, Mr. Tom Torlakson, for a final approval. It is expected that Ms. Waterstone will be officially appointed by the March regular Personnel Commission meeting.
- Advisory Rules Committee Update
  - Director Cool updated the Personnel Commission on revisions to Chapter XIV: *Disciplinary Action and Appeal*. It is a crucial and quite complex chapter that requires several in-depth discussions. The last two (2) meetings took place on January 18 and February 2, 2017. The next meeting is scheduled for February 15, 2017.
  - Director Cool stated that minor revisions were made to Chapter V: *Recruitment and Examination*, and Chapter VI: *Eligibility Lists* which will be presented to the Personnel Commission during the Discussion Items part of this meeting.

#### **G.08 Personnel Commissioner Comments/Reports:**

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

- Commissioner Inatsugu also attended Dr. Drati's welcome reception and expressed her appreciation of meeting the new Superintendent.
- Commissioner Inatsugu reminded the Personnel Commission she will not be able to attend the next regular Personnel Commission meeting on March 14, 2017. She will contact the State Superintendent's Office to assure that Ms. Waterstone is appointed by that time.
- Commissioner Inatsugu publicly congratulated Mrs. Cartee-McNeely, Chief Steward. She has been honored by the League of Women Voters of Santa Monica as one of the women who helps to shape Santa Monica. This year's award theme is "Trailblazing Women in Labor and Business."
- Commissioner Inatsugu expressed her appreciation of starting the training series as a regular agenda item.

### **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. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on the District's protective efforts against the spread of Norovirus. The Los Angeles County Department of Public Health has validated the District's cleaning practices and strategies. Dr. Kelly expressed his gratitude to the Operations custodial staff for their hard work. He also recognized Ms. Gail Pinsker, Community and Public Relations Officer, Ms. Lora Morn, District Nurse Coordinator, and her nursing school staff for working tirelessly to address and cope with the situation.**
  - **Dr. Kelly informed the Personnel Commission about the Board of Education's intent to review the Local Control and Accountability Plan. The review will begin at the next Board of Education meeting on February 16, 2017. The final update for approval is scheduled for June 2017.**
  - **Dr. Kelly added that the Project Labor Agreement presentation is also on the next Board of Education agenda.**
  - **Dr. Kelly informed the Personnel Commission about Dr. Drati's active community outreach.**

### **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

|  |    |
|--|----|
| Children’s Center Assistant-1,2,3            | 2  |
| Health Office Specialist                     | 3  |
| Job Development and Placement Specialist     | 3  |
| Instructional Assistant - Classroom          | 4  |
| Instructional Assistant – Physical Education | 3  |
| Laboratory Technician                        | 3  |
| Paraeducator-1                               | 33 |
| Paraeducator-3                               | 15 |
| Senior Office Specialist                     | 10 |
| Sports Facility Attendant                    | 6  |
| Technical Theater Technician                 | 2  |

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jacob Israel in the classification of Technical Theater Technician at Range: 35 Step: B

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Mariam Kaddoura in the classification of Instructional Assistant - Music at Range: 20 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Alvin Mitchell in the classification of Instructional Lead Custodian at Range: 29 Step: C

C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Fatimoh Muhammed in the classification of Campus Security Officer at Range: 25 Step: B

**It was moved and seconded to approve the Consent Calendar – II.C.01-5 *Advanced Step Placements* with the following amendments. The motion passed.**

- **Agenda item II.C.03 – correction to hourly rate to \$14.23.**
- **Agenda item II.C.04 – correction to Step Advanced for Education to 0.**

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    | ✓ |   | ✓   |    |         |        |
| vacant           |   |   |     |    |         |        |

**REPORT AND DISCUSSION**

- **Director Cool corrected the hourly rate in the rationale for II.C.03.**
- **Commissioner Lippman inquired about II.C.04 regarding the employee’s education. Director Cool clarified and corrected the advanced step for education in the table.**

- Director Cool expressed his gratitude to Commissioner Lippman's initiative to redefine the criteria for awarding the Advanced Step Placement.
- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, he voted in favor in order not to disadvantage the employees being recommended for the range increase.

### III. ACTION ITEMS:

#### A.01 Classification Revisions:

Approval of the revisions to the Human Resources Specialist (Confidential) classification within the Personnel job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.01 as submitted. The motion passed.**

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    | ✓ |   | ✓   |    |         |        |
| vacant           |   |   |     |    |         |        |

### REPORT AND DISCUSSION

- Director Cool defined confidential positions that handle information and data regarding collective bargaining; hence, they are not part of the Union. The confidential positions include Confidential Office Specialist, Senior Office Specialist, Human Resources Technician, and Human Resources Specialist.
- Director Cool stated that confidential classification specifications need to be treated as separate classification specifications from their non-confidential counterparts, even though the duties, responsibilities, functions, and minimum qualifications mirror each other.
- Commissioner Inatsugu inquired about the definition of confidential position being included in the classification specification. Director Cool will include it in the classification specification and bring it to the next regular Personnel Commission as an information item.

#### A.02 Classification Revision:

Approval of the revisions to the Job Development and Placement Specialist classification within the Student Services job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.02 as submitted. The motion passed.**

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    | ✓ |   | ✓   |    |         |        |
| vacant           |   |   |     |    |         |        |

## REPORT AND DISCUSSION

- Director Cool stated that minor revisions were made mainly to clarify the minimum qualifications for experience requirements. They dealt with assisting individuals with job search and employment coaching professionally, not based on one's personal experience.
- Director Cool also notified the Personnel Commission about removal of all references to the Transition Partnership Program, which the District no longer utilizes.
- Commissioner Inatsugu inquired about the specific language that was revised in the classification specification.
- Ms. Clare Caldera, Personnel Analyst, provided the specific language regarding verifiable professional experience requirements helping others in job searching.

### A.03 New Classification:

Approval of the new classification Transportation Supervisor/Dispatcher within the Facility Services job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.03 as submitted. The motion passed.**

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   | ✓ | ✓   |    |         |        |
| Peter Lippman    | ✓ |   | ✓   |    |         |        |
| vacant           |   |   |     |    |         |        |

## REPORT AND DISCUSSION

- Director Cool informed the Personnel Commission that the classification specification still has to be approved by the Board of Education. The recruitment process may take place after that.
- Director Cool stated that lower level administrative duties such as scheduling the bus drivers, assigning routes, and dispatching can be performed by a supervisor, not the Director of Transportation, Mr. Neal Abramson. Mr. Abramson greatly assisted in creating this classification specification.
- Director Cool explained his methodology researching and reviewing related job descriptions from several districts and community college districts within the local market.
- Director Cool described his process for determining the appropriate salary range with respect to internal alignment of other supervisory classifications.
- Commissioner Inatsugu inquired about any potential concerns the Board of Education may address. Dr. Kelly stated that there should not be any difficulties approving this item.
- Commissioner Inatsugu expressed her gratitude and appreciation of the meaningful and productive cooperation between the Board of Education, the District, and the Personnel Commission.



#### **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.

D.01 First Reading of Changes to Merit Rules:  
*Chapter V: Recruitment and Examination*

##### **REPORT AND DISCUSSION**

- Director Cool provided a brief background to the revisions of Chapter V, specifically to Rule 5.2.7 regarding a candidate's opportunity to retake an examination. Previously, the Rule 5.2.7 stated that a candidate who was unsuccessful in an examination could not retake the examination for a period of ninety (90) days.
- Director Cool explained that since the rule prohibited only unsuccessful candidates from retaking tests, any candidates who passed a specific test could potentially retake the same test immediately, memorizing the content.
- Director Cool recommended changing Rule 5.2.7 as follows: "A candidate may not retake the examination for the same classification for a period of ninety (90) calendar days."
- Commissioner Lippman suggested to specify the rule language to "ninety (90) calendar days from the exam date." Director Cool will incorporate his suggestion.

D.02 First Reading of Changes to Merit Rules:  
*Chapter VI: Eligibility Lists*

##### **REPORT AND DISCUSSION**

- Director Cool provided a brief background to the revisions of Chapter VI, specifically to Rule 6.1.9 regarding removal of an eligible candidate from an eligibility list. Rule 6.1.9 discusses the various reasons that the Director of Classified Personnel may remove a candidate's name from the eligibility list. Merit Rules 6.1.9.A.2 states that candidate may be removed from a list for "any causes listed in Rule 4.6.1." However, Chapter IV of the Merit Rules was revised in February 2016 and Rule 4.6 was re-numbered to 4.3. Hence, the current proposed revision to Chapter VI is simply to update the reference to Chapter IV.

#### **V. COMMISSIONER TRAINING/BRIEFING:**

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

**REPORT AND DISCUSSION**

- Director Cool conducted an extensive training for the Personnel Commissioners on minimum qualifications (MQs) as the first step in the examination process under the Merit System.
- Director Cool explained the MQs development, including the involvement of Subject Matter Experts. MQs are listed in the job bulletin as well as in the classification specification. MQs mainly pertain to education and experience but they can also include licenses, certifications, and memberships.
- Director Cool stated that the Education Code requires that MQs reasonably relate to the duties of the position, and their use provides an adequate field of competition.
- Director Cool presented a couple of legal cases in which candidates challenged the minimum qualifications.
- Director Cool defined minimum qualifications as a device designed to screen out the least qualified applicants; whereas, the purpose of other selection measures is to identify the most qualified candidates.
- Commissioners Inatsugu and Lippman expressed their appreciation for this type of professional development commending Director Cool for the insightful presentation.
- Commissioner Lippman inquired about any additional minimum qualifications for Personnel Commissioners. Director Cool replied that they cannot be lowered; however, they can be expanded.
- Director Cool mentioned the next subject dealing with the history of the Merit System and an overview of the Personnel Commission. He encouraged the commissioners to suggest topics for future professional development sessions.

**VI. INFORMATION ITEMS:**

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A. 29 (for SMMUSD School Board Agenda)
  - January 19, 2017Classified Personnel – Merit Report - No. A. 28
  - February 2, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A. 30
  - January 19, 2017Classified Personnel – Non-Merit Report – No. A. 29
  - February 2, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2016 – 2017

- I.07 Board of Education Meeting Schedule
  - 2016 – 2017
- I.08 Personnel Commission Annual Report FY 2014-2015 & FY 2015-2016  
**Commissioner Lippman inquired about the percentage of new hires who were granted advanced step placement for the past two (2) fiscal years based on the number of eligibility lists. Director Cool clarified that the number of eligibility lists does not correspond with the total number of new hires. Using the new advanced step placement report, it will be easy to determine the percentage of granted advanced step placements for the fiscal year 2016-2017.**
- I.09 Classification Description Format Revisions  
**Director Cool presented classification description format revisions in order to eliminate inconsistencies, remove Supervision Matrix, PC Key Stats, and coding of each task statement, and to reorganize individual categories.**

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| <b>Subject</b>                              | <b>Action Steps</b>  | <b>Tentative Date</b> |
|---|--|-----------------------|
| Preliminary Budget – Fiscal Year 2017-2018  | - First Reading  | April 2017            |
| Adoption of Budget – Fiscal Year 2017-2018  | - Second Reading   | May 2017              |
| Merit Rules Revisions                       | - First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i> | May 2017              |
| Classified Employees Appreciation Reception |  | May 2017              |

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, March 14, 2017, at 4:00 p.m. – *District Office Board Room*

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

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

- **None**

**X. CLOSED SESSION:**

- **No Closed Session**

**XI. ADJOURNMENT:**

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

**It was moved and seconded to adjourn the meeting.**

| <b>Commissioner</b> | <b>M</b> | <b>S</b> | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>ABSENT</b> |
|---------------------|----------|----------|------------|-----------|----------------|---------------|
| Barbara Inatsugu    |          | ✓        | ✓          |           |                |               |
| Peter Lippman       | ✓        |          | ✓          |           |                |               |
| vacant              |          |          |            |           |                |               |

**TIME ADJOURNED: 5:41 p.m.**

The meeting was adjourned in memory of Kelly Cano, Santa Monica High School Senior, who recently passed away of unknown medical conditions.

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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

---

## II. Consent Calendar:

| Commissioner     | M | S |  | Yes | No | Abstain | ABSENT |
|------------------|---|---|--|-----|----|---------|--------|
| Barbara Inatsugu |   |   |  |     |    |         |        |
| Peter Lippman    |   |   |  |     |    |         |        |
| vacant           |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2017

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

SUBJECT: Advanced Step Placement – Jeanne Frei

Hire Date: 2/21/2017

ASP Request Submitted: 2/21/2017

**BACKGROUND INFORMATION:**

|   |   |  |
|---|---|--|
| <b>Classification Title:</b><br>Occupational Therapist  | <b>Employee:</b><br>Jeanne Frei   | <b>Calculation of Advanced Step Recommendation</b>   |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Persons with experience, knowledge and abilities as stated are considered to have the necessary education.</li> </ul>  | <ul style="list-style-type: none"> <li>Jeanne Frei has a Doctorate Degree in Occupational Therapy.</li> </ul>   | <b>1</b> level of education above the required level<br>$=$ <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span><br>(Max. allowed) |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>One-year work experience is desired providing occupational therapy services for children ages three (3) to twenty-two (22).</li> <li><b>PREFERRED QUALIFICATION:</b><br/>Experience working with children with special needs is desirable.</li> </ul> | <ul style="list-style-type: none"> <li>Jeanne Frei has five (5) months of experience providing occupational therapy services for children ages three (3) to twenty-two (22).</li> </ul> | <b>0</b> (2-year periods) of experience above the required level<br>$=$ <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>       |
| <b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</b>   |   |  |

**DIRECTOR'S COMMENTS:**

Ms. Frei's professional training exceeds the minimum education requirement specified for this classification. Pay rate at salary Range A-61 at Step A is \$38.66/hour, while Step B is \$40.59/hour. The gross difference in pay is an approximate increase of \$1.93 per hour, \$335.00 per month, or \$2,010.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Jeanne Frei at Range A-61, 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 |   |   |  |     |    |         |        |
| Peter Lippman    |   |   |  |     |    |         |        |
| vacant           |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2017

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

SUBJECT: Advanced Step Placement – Diane Gonzalez

Hire Date: 02/14/2017

ASP Request Submitted: 02/17/2017

**BACKGROUND INFORMATION:**

|   |   |  |
|---|---|--|
| <b>Classification Title:</b><br>Health Office Specialist  | <b>Employee:</b><br>Diane Gonzalez  | <b>Calculation of Advanced Step Recommendation</b>   |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> </ul>                                | <ul style="list-style-type: none"> <li>Ms. Gonzalez meets the educational requirements.</li> </ul>  | <b>0</b> level of education above the required level<br><del>=0</del> Step Advance<br>(Max. allowed) |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year of clerical support experience and some experience or related certification in a medically-related field.</li> </ul> | <ul style="list-style-type: none"> <li>Ms. Gonzalez has over eight (8) years of clerical experience in a medically-related field</li> </ul> | <b>2</b> (2-year periods) of experience above the required level<br><del>=2</del> Step Advance       |
| <b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u></b>   |   |  |

**DIRECTOR'S COMMENTS:**

Ms. Gonzalez's professional 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, \$124.48 per month, or \$1,000.51 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Diane Gonzalez 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 |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| vacant           |   |   |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2017

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

SUBJECT: Advanced Step Placement – Manuela Hawes

Hire Date: 3/6/2017

ASP Request Submitted: 3/9/2017

**BACKGROUND INFORMATION:**

|   |   |  |
|---|---|--|
| <b>Classification Title:</b><br>Job Development and Placement Specialist  | <b>Employee:</b><br>Manuela Hawes   | <b>Calculation of Advanced Step Recommendation</b>   |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> </ul>  | <ul style="list-style-type: none"> <li>Manuela has a Bachelor's degree in Management.</li> </ul>  | <b>1</b> level of education above the required level<br>$=$ <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span><br>(Max. allowed) |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year of professional experience assisting others in the area of job searching, job development, job placement or job coaching in an educational or business setting, and some office support/clerical experience.</li> <li><b>PREFERRED QUALIFICATION:</b><br/>Preferable experience will have been obtained through a school Workability program.</li> </ul> | <ul style="list-style-type: none"> <li>Manuela exceeds the minimum qualifications, but does not have prior experience with a school Workability program.</li> </ul> | <b>0</b> (1-year periods) of experience above the required level<br>$=$ <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>       |
| <b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>   |   |  |

**DIRECTOR'S COMMENTS:**

Ms. Hawes' professional training exceeds the minimum education requirement specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step B is \$19.53/hour. The gross difference in pay is an approximate increase of \$0.94 per hour, \$101.48 per month, or \$608.46 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Manuela Hawes at Range A-31, 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 |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| vacant           |   |   |     |    |         |        |





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2017

**AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Keyona Lampley

Hire Date: 02/13/2017

ASP Request Submitted: 02/17/2017

**BACKGROUND INFORMATION:**

|  |  |  |
|--|--|--|
| <b>Classification Title:</b><br>Custodian N1   | <b>Employee:</b><br>Keyona Lampley   | <b>Calculation of Advanced Step Recommendation</b>   |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Graduation from high school or recognized equivalent is preferred.</li> </ul> | <ul style="list-style-type: none"> <li>Ms. Lampley exceeds the requirement, however her degree is in an unrelated field.</li> </ul>                              | <b>0</b> level of education above the required level<br>= <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span><br>(Max. allowed) |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>Three (3) months paid or volunteer experience</li> </ul>                     | <ul style="list-style-type: none"> <li>Ms. Lampley exceeds the experience requirement. She has over two (2) years' experience working as a custodian.</li> </ul> | <b>1</b> (2-year periods) of experience above the required level<br>= <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>       |
| <b><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></b>  |  |  |

**DIRECTOR'S COMMENTS:**

Ms. Lampley's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step B is \$16.47/hour. The gross difference in pay is an approximate increase of \$.78 per hour, \$84.96 per month, or \$509.73 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Keyona Lampley at Range A-24, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

| Commissioner     | M | S |  | Yes | No | Abstain | ABSENT |
|------------------|---|---|--|-----|----|---------|--------|
| Barbara Inatsugu |   |   |  |     |    |         |        |
| Peter Lippman    |   |   |  |     |    |         |        |
| vacant           |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2017

**AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Delia Soto

Hire Date: 03/01/2017

ASP Request Submitted: 03/13/2017

**BACKGROUND INFORMATION:**

|  |   |   |
|--|---|---|
| <b>Classification Title:</b><br>Bilingual Community Liaison  | <b>Employee:</b><br>Delia Soto  | <b>Calculation of Advanced Step Recommendation</b>  |
| <b>Education:</b> <ul style="list-style-type: none"> <li>High school graduation or equivalent.</li> </ul>  | <ul style="list-style-type: none"> <li>Ms. Soto has a Bachelor's degree in Communications.</li> </ul>   | 1 level of education above the required level<br>= <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span><br>(Max. allowed) |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year paid or volunteer experience working with a school or other community service organization, preferably in a leadership role.</li> </ul> | <ul style="list-style-type: none"> <li>Ms. Soto has over five (5) years of experience within a community service organization, in a leadership role.</li> </ul> | 2 (2-year periods) of experience above the required level<br>= <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span>       |
| <b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>  |   |   |

**DIRECTOR'S COMMENTS:**

Ms. Soto's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$16.87/hour, while Step D is \$19.53/hour. The gross difference in pay is an approximate increase of \$2.65 per hour, \$460.09 per month, or \$4,015.91 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Delia Soto at Range A-27, 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 |   |   |  |     |    |         |        |
| Peter Lippman    |   |   |  |     |    |         |        |
| vacant           |   |   |  |     |    |         |        |



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 14, 2017

**AGENDA ITEM NO: II.C.07**

SUBJECT: Advanced Step Placement – Andrew White

Hire Date: 12/12/2016

ASP Request Submitted: 02/13/2017

**BACKGROUND INFORMATION:**

|   |  |  |
|---|--|--|
| <b>Classification Title:</b><br>Library Assistant-II  | <b>Employee:</b><br>Andrew White   | <b>Calculation of Advanced Step Recommendation</b>   |
| <b>Education:</b> <ul style="list-style-type: none"> <li>Two (2) years college-level course work in library science</li> </ul>  | <ul style="list-style-type: none"> <li>Andrew has a Master's degree in Library &amp; Information Sciences</li> </ul>   | <b>2</b> level of education above the required level<br>= <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span><br>(Max. allowed) |
| <b>Experience:</b> <ul style="list-style-type: none"> <li>Two (2) years of paraprofessional or responsible clerical experience in a library or media center.</li> </ul> | <ul style="list-style-type: none"> <li>Andrew has over four (4) years of responsible experience as a library intern, a circulation clerk and a research librarian as well as paraprofessional experience.</li> </ul> | <b>1</b> (2-year periods) of experience above the required level<br>= <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span>       |
| <b><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u></b>   |  |  |

**DIRECTOR'S COMMENTS:**

Mr. White's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1,763.90 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Andrew White at Range A-26, 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 |   |   |  |     |    |         |        |
| Peter Lippman    |   |   |  |     |    |         |        |
| 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

---

### III. Action Items:

| Commissioner     | M | S |  | Yes | No | Abstain | ABSENT |
|------------------|---|---|--|-----|----|---------|--------|
| Barbara Inatsugu |   |   |  |     |    |         |        |
| Peter Lippman    |   |   |  |     |    |         |        |
| vacant           |   |   |  |     |    |         |        |



## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2017

**AGENDA ITEM NO: A.01**

**SUBJECT:** Second Reading and Adoption of Changes to Merit Rules – Chapter V: *Recruitment and Examination*

**BACKGROUND INFORMATION:**

Merit Rules Chapter V: *Recruitments and Examinations* was last revised in March 2016. Although the Advisory Rules Committee completed a thorough review of the chapter, one important revision was not identified at the time.

Rule 5.2.7 states: *Candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of ninety (90) days.*

If there was no ninety (90) day retest period, candidates could potentially take the same test multiple times throughout the year and begin to memorize content. The problem with Rule 5.2.7, as it is currently written, is that it only prohibits *unsuccessful* candidates from retaking tests. Therefore, candidates who passed a given test could immediately retake the test and further improve on their score.

It is recommended that Rule 5.2.7 be revised as follows: *A candidate may not retake the same examination for a period of (90) calendar days from the date the examination was administered.*

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the proposed revisions as provided or amended.

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| vacant           |   |   |     |    |         |        |

## CHAPTER V: RECRUITMENT AND EXAMINATIONS

### RULE 5.1

#### RECRUITMENT

Section 5.1.1 Announcement of Examinations

### RULE 5.2

#### EXAMINATION

Section 5.2.1 Determination of Examinations  
5.2.2 Open Competitive Examinations  
5.2.3 Promotional Examination  
5.2.4 Promotional and Open Competitive Examinations  
5.2.5 Merged Examinations  
5.2.6 Continuous Examinations  
5.2.7 Retaking of Examinations  
5.2.8 Types of Examinations  
5.2.9 Written Examinations  
5.2.10 Interview panel Examinations  
5.2.11 Evaluation of Training and Experience  
5.2.12 Admission to Examinations  
5.2.13 Examination Procedures  
5.2.14 Seniority Credit  
5.2.15 Veteran's Preference  
5.2.16 Notice of Final Score

### RULE 5.3

#### REVIEW AND PROTEST OF EXAMINATION

Section 5.3.1 Review and Protest Procedures



## **5.2.2 PROMOTIONAL AND OPEN COMPETITIVE EXAMINATIONS**

- A. Where an adequate field of promotional applicants does not exist, or there is doubt as to its adequacy, the Director of Classified Personnel may advertise the examination among employees and the general public.
- B. This examination procedure shall result in a promotional and open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional list does not contain sufficient ranks of eligibles, certification of additional ranks shall then be made from the open list.

## **5.2.5 MERGED EXAMINATIONS**

- A. Upon the recommendation of the Director of Classified Personnel, the Commission may authorize the holding of an examination under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive eligibles on one (1) merged list.

**Reference: Education Code Section 45284**

## **5.2.6 CONTINUOUS EXAMINATIONS**

- A. The Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises.

## **5.2.7 RETAKING OF EXAMINATION**

- A. ~~A candidate who is unsuccessful in an examination~~ may not retake the same examination for the same classification for a period of ninety (90) calendar days from the date the examination was administered.

**Reference: Education Code Sections 45273 and 45292**

## **5.2.8 TYPES OF EXAMINATIONS**

- A. Examinations shall be administered objectively and shall consist of test parts that relate to job requirements. The parts may be any of the following:
  - 1. Written examination;



**PERSONNEL COMMISSION**  
**Regular Meeting: Tuesday, March 21, 2017**

**AGENDA ITEM NO: A.02**

SUBJECT: Second Reading of Changes to Merit Rules – Chapter VI: *Eligibility Lists*

**BACKGROUND INFORMATION:**

Although the Advisory Rules Committee is not currently reviewing Chapter VI: *Eligibility for Employment*, a small yet significant error was discovered, and should be corrected. Rule 6.1.9 discusses the various reasons that the Director of Classified may remove the name of an eligible candidate from an eligibility list. Merit Rule 6.1.9.A.2 states that candidate may be removed from a list for “any of the causes listed in Rule 4.6.1.” However, Rule 4.6.1 no longer exists. Chapter IV of the Merit Rules was revised in February 2016, and Rule 4.6 was re-numbered as 4.3. Therefore, the current proposed revision to Chapter VI is simply to update the reference to Chapter IV.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the proposed revisions as provided or amended.

| Commissioner     | M | S | Yes | No | Abstain | ABSENT |
|------------------|---|---|-----|----|---------|--------|
| Barbara Inatsugu |   |   |     |    |         |        |
| Peter Lippman    |   |   |     |    |         |        |
| vacant           |   |   |     |    |         |        |

## CHAPTER VI: ELIGIBILITY LISTS

### RULE 6.1

#### ELIGIBILITY FOR EMPLOYMENT

- Section
- 6.1.1 Establishment of Life of Eligibility List
  - 6.1.2 Types of Eligibility Lists
  - 6.1.3 Duration of Eligibility Lists
  - 6.1.4 Merger of Eligibility Lists
  - 6.1.5 Reemployment Lists
  - 6.1.6 Termination of Eligibility Lists
  - 6.1.7 Eligibility of After Appointment
  - 6.1.8 Waivers of Certification
  - 6.1.9 Removal of Names from Eligibility lists

### RULE 6.2

#### CERTIFICATION FROM EMPLOYMENT LISTS

- Section
- 6.2.1 Appointing Authority
  - 6.2.2 Order of Precedence in Filing Vacancies
  - 6.2.3 Rule of Three (3) Ranks
  - 6.2.4 Procedure for Certification and Appointment from Eligibility Lists
  - 6.2.5 Procedure When Fewer Than (3) Ranks Remain
  - 6.2.6 Certification of Additional Eligibles
  - 6.2.7 Withholding Names from Certification
  - 6.2.8 Restoration
  - 6.2.9 Certification from List for Another Class
  - 6.2.10 Duties of Eligibles
  - 6.2.11 Selective Certification
  - 6.2.12 Reduction in Eligibility
  - 6.2.13 Certification of Names for Differential Compensation
  - 6.2.14 Confidentiality of Lists

**6.1.9      REMOVAL OF NAMES FROM ELIGIBILITY LISTS**

- A. The name of an eligible may be removed from an eligibility list by the Director of Classified Personnel for any of the following reasons:
1. Failure to respond within three (3) business days following the notification of an inquiry regarding availability for employment;
  2. Any of the causes listed in Rule [4.3.14.6.4](#);
  3. Failure to respond for a scheduled interview after certification;
  4. Termination of employment (Promotional Eligibility List only);
  5. Three (3) waivers of certification during the life of the eligibility list, except that waivers relating to limited-term appointments should not be counted for the purpose of this Rule;
  6. Refusing two (2) employment offers after having been properly certified as eligible and available for the appointment, or
  7. A written request by the eligible for removal.
- B. The Director of Classified Personnel shall notify the eligible of the action taken and the reasons therefore and shall provide the person with the opportunity to appeal the decision within ten (10) days of notification. The decision of the Director of Classified Personnel shall be final.

---

---

**IV. Discussion Items:**

---

---

V. **Commissioner Training/Briefing:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, March 21, 2017**

#### **AGENDA ITEM NO: T.01**

SUBJECT: Merit System History and Personnel Commission Overview

#### **SUMMARY:**

The authority of the Personnel Commission emanates from Article 5-6, Chapter 5, of the California State Education Code. The Personnel Commission is charged with developing and maintaining a Merit System for classified employees of the District and fostering the advancement of a career service for these employees. The Merit System is a personnel system that provides for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness demonstrated by competitive examinations and performance.

---

---

**VI. Information Items:**



**Advanced Step Placement Fiscal Impact Report**

|                | PC Meeting Approval Date | Position                  | Salary Schedule | Salary Range | Class Starting Step | Adv Step | FTE     | Months | Hourly Change | Monthly Change | DIFFERENCE IN YEAR 1 |
|----------------|--------------------------|---------------------------|-----------------|--------------|---------------------|----------|---------|--------|---------------|----------------|----------------------|
| <b>2016-17</b> |                          |                           |                 |              |                     |          |         |        |               |                |                      |
| 1              | 9/13/2016                | Paraeducator 3            | A               | 26           | A                   | D        | 75.00%  | 10     | \$2.60        | \$337.46       | \$2,944.06           |
| 2              | 9/13/2016                | Paraeducator 3            | A               | 26           | A                   | D        | 75.00%  | 10     | \$2.60        | \$337.46       | \$2,944.06           |
| 3              | 9/13/2016                | IA - Classroom            | A               | 18           | A                   | B        | 43.75%  | 10     | \$0.68        | \$51.37        | \$308.25             |
| 4              | 9/13/2016                | Sr. Admin Assistant       | A               | 36           | A                   | B        | 100.00% | 12     | \$1.04        | \$180.09       | \$1,080.56           |
| 5              | 9/13/2016                | Personnel Analyst         | M               | 46           | A                   | B        | 100.00% | 12     | \$1.60        | \$278.00       | \$3,336.00           |
| 6              | 9/13/2016                | Occupational Therapist    | A               | 61           | A                   | C        | 100.00% | 12     | \$3.97        | \$687.76       | \$6,243.10           |
| 7              | 9/13/2016                | Athletic Trainer          | A               | 35           | A                   | C        | 87.50%  | 12     | \$2.11        | \$320.25       | \$2,906.96           |
| 8              | 10/11/2016               | Paraeducator 2            | A               | 25           | A                   | B        | 75.00%  | 10     | \$0.80        | \$104.25       | \$625.50             |
| 9              | 10/11/2016               | Paraeducator 2            | A               | 25           | A                   | B        | 75.00%  | 10     | \$0.80        | \$104.25       | \$625.50             |
| 10             | 10/11/2016               | Custodian                 | A               | 24           | A                   | C        | 100.00% | 11     | \$1.61        | \$279.43       | \$2,394.07           |
| 11             | 10/11/2016               | IA - Classroom            | A               | 18           | B                   | C        | 62.50%  | 10     | \$0.72        | \$77.51        | \$775.15             |
| 12             | 11/15/2016               | Paraeducator 1            | A               | 20           | A                   | C        | 75.00%  | 10     | \$1.46        | \$189.75       | \$1,525.50           |
| 13             | 11/15/2016               | Paraeducator 1            | A               | 20           | A                   | D        | 75.00%  | 10     | \$2.24        | \$291.75       | \$2,545.50           |
| 14             | 11/15/2016               | Occupational Therapist    | A               | 61           | A                   | D        | 100.00% | 10     | \$6.10        | \$1,058.00     | \$9,240.00           |
| 15             | 12/13/2016               | Director M&O              | M               | 63           | A                   | D        | 100.00% | 12     | \$7.70        | \$1,335.00     | \$16,020.00          |
| 16             | 12/13/2016               | IA - Classroom            | A               | 18           | B                   | C        | 37.50%  | 10     | \$0.72        | \$46.51        | \$465.09             |
| 17             | 12/13/2016               | IA-PE                     | A               | 20           | A                   | C        | 50.00%  | 10     | \$1.46        | \$126.50       | \$1,017.00           |
| 18             | 12/13/2016               | Swimming Instructor/Lifeg | A               | 21           | A                   | D        | 50.00%  | 12     | \$2.30        | \$199.44       | \$2,014.35           |
| 19             | 12/13/2016               | Administrative Assistant  | A               | 31           | A                   | C        | 100.00% | 12     | \$1.91        | \$331.00       | \$2,997.82           |
| 20             | 12/13/2016               | Paraeducator 3            | A               | 26           | A                   | B        | 75.00%  | 10     | \$0.83        | \$107.62       | \$645.75             |
| 21             | 12/13/2016               | Paraeducator 3            | A               | 26           | A                   | C        | 75.00%  | 10     | \$1.69        | \$219.44       | \$1,763.90           |
| 22             | 12/13/2016               | Paraeducator 3            | A               | 26           | A                   | B        | 80.00%  | 10     | \$0.83        | \$114.80       | \$688.80             |
| 23             | 12/13/2016               | Paraeducator 3            | A               | 26           | A                   | B        | 75.00%  | 10     | \$0.83        | \$107.62       | \$645.75             |
| 24             | 12/13/2016               | Paraeducator 3            | A               | 26           | A                   | C        | 75.00%  | 10     | \$1.69        | \$219.44       | \$1,763.90           |
| 25             | 12/13/2016               | Paraeducator 3            | A               | 26           | A                   | D        | 62.50%  | 10     | \$2.60        | \$281.21       | \$2,453.38           |
| 26             | 12/13/2016               | Paraeducator 1            | A               | 20           | A                   | C        | 75.00%  | 10     | \$1.46        | \$189.75       | \$1,525.50           |
| 27             | 12/13/2016               | Paraeducator 3            | A               | 26           | A                   | B        | 75.00%  | 10     | \$0.83        | \$107.62       | \$645.75             |
| 28             | 12/13/2016               | Campus Security Officer   | A               | 25           | A                   | B        | 100.00% | 10     | \$0.80        | \$139.00       | \$834.00             |
| 29             | 12/13/2016               | Paraeducator 1            | A               | 20           | A                   | B        | 56.25%  | 10     | \$0.72        | \$69.75        | \$418.50             |
| 30             | 12/13/2016               | Theater Ops Supervisor    | M               | 45           | A                   | D        | 100.00% | 11     | \$4.94        | \$857.00       | \$9,427.00           |
| 31             | 1/10/2017                | Paraeducator 3            | A               | 26           | A                   | C        | 75.00%  | 10     | \$1.69        | \$219.44       | \$1,763.90           |
| 32             | 1/10/2017                | Paraeducator 1            | A               | 20           | A                   | C        | 75.00%  | 10     | \$1.46        | \$189.75       | \$1,525.50           |
| 33             | 1/10/2017                | Paraeducator 1            | A               | 20           | A                   | B        | 75.00%  | 10     | \$0.72        | \$93.00        | \$558.00             |

|                | PC Meeting Approval Date | Position                    | Salary Schedule | Salary Range | Class Starting Step | Adv Step | FTE     | Months | Hourly Change | Monthly Change       | DIFFERENCE IN YEAR 1 |
|----------------|--------------------------|-----------------------------|-----------------|--------------|---------------------|----------|---------|--------|---------------|----------------------|----------------------|
| <b>2016-17</b> |                          |                             |                 |              |                     |          |         |        |               |                      |                      |
| 34             | 2/14/2017                | Campus Security Officer     | A               | 25           | A                   | B        | 50.00%  | 10     | \$0.80        | \$69.50              | \$417.00             |
| 35             | 2/14/2017                | Technical Theater Tech      | A               | 35           | A                   | B        | 50.00%  | 12     | \$1.03        | \$89.15              | \$534.88             |
| 36             | 2/14/2017                | IA - Music                  | A               | 20           | A                   | B        | 37.50%  | 10     | \$0.72        | \$46.50              | \$279.00             |
| 37             | 2/14/2017                | Lead Custodian              | A               | 29           | A                   | C        | 100.00% | 12     | \$1.82        | \$314.74             | \$2,862.62           |
| 38             | 3/21/2017                | Library Assistant-II        | A               | 26           | A                   | C        | 75.00%  | 10     | \$1.69        | \$219.44             | \$1,763.90           |
| 39             | 3/21/2017                | Occupational Therapist      | A               | 61           | A                   | B        | 100.00% | 10     | \$1.93        | \$335.00             | \$2,010.00           |
| 40             | 3/21/2017                | Job Development and Placem  | A               | 31           | A                   | B        | 62.50%  | 10     | \$0.94        | \$101.48             | \$608.86             |
| 41             | 3/21/2017                | Bilingual Community Liaison | A               | 27           | A                   | D        | 100.00% | 10     | \$2.65        | \$460.09             | \$4,015.91           |
| 42             | 3/21/2017                | Health Office Specialist    | A               | 25           | A                   | C        | 43.75%  | 10     | \$1.64        | \$124.48             | \$1,001.51           |
| 43             | 3/21/2017                | Custodian N1                | A               | 24           | A                   | B        | 62.50%  | 12     | \$0.78        | \$84.96              | \$509.73             |
|                |                          |                             |                 |              |                     |          |         |        |               | <b>2016-17 TOTAL</b> | <b>\$98,671.48</b>   |

| <b>Requests Not Recommended for Advanced Step Placement</b> |                  |                |                 |              |        |
|---|------------------|----------------|-----------------|--------------|--------|
| Hire Date   | ASP Request Date | Position       | Salary Schedule | Salary Range | FTE    |
| <b>2016-17</b>  |                  |                |                 |              |        |
| 12/1/2016   | 12/5/2016        | Paraeducator 3 | A               | 26           | 75.00% |
| 12/1/2016   | 12/8/2016        | Paraeducator 3 | A               | 26           | 75.00% |
| 12/17/2016  | 1/10/2017        | Custodian      | A               | 24           | 37.50% |
| 2/1/2017  | 2/16/2017        | Paraeducator 1 | A               | 20           | 75.00% |
| 1/9/2017  | 1/16/2017        | IA Classroom   | A               | 18           | 37.50% |
| 1/24/2017   | 1/26/2017        | IA Classroom   | A               | 18           | 37.50% |
| 2/14/2017   | 2/12/2017        | Paraeducator 3 | A               | 26           | 75.00% |

**New Hires Report 2016-2017**

|    | Board Approval Date | Effective Date | Position                                     | Hours/Months  | Salary Schedule | Salary Range |
|----|---------------------|----------------|--|---------------|-----------------|--------------|
| 1  | 8/10/2016           | 8/19/2016      | Paraeducator-3                               | 6 Hrs/SY      | A               | 26           |
| 2  | 8/10/2016           | 8/19/2016      | Paraeducator-3                               | 6 Hrs/SY      | A               | 26           |
| 3  | 8/10/2016           | 7/18/2016      | Senior Administrative Assistant              | 8 Hrs/12 Mo   | A               | 36           |
| 4  | 9/1/2016            | 8/19/2016      | Occupational Therapist                       | 8 Hrs/SY      | A               | 61           |
| 5  | 9/1/2016            | 7/26/2016      | Personnel Analyst                            | 8 Hrs/12 Mo   | M               | 46           |
| 6  | 9/1/2016            | 8/16/2016      | Administrative Assistant                     | 8 Hrs/10 + 10 | A               | 31           |
| 7  | 9/1/2016            | 8/19/2016      | Physical Activities Specialist               | 5 Hrs/SY      | A               | 26           |
| 8  | 9/1/2016            | 8/19/2016      | Paraeducator-1                               | 6 Hrs/SY      | A               | 20           |
| 9  | 9/1/2016            | 8/19/2016      | Paraeducator-1                               | 6 Hrs/SY      | A               | 20           |
| 10 | 9/1/2016            | 8/15/2016      | Technology Support Assistant                 | 8 Hrs/12 Mo   | A               | 30           |
| 11 | 9/1/2016            | 8/15/2016      | Senior Office Specialist                     | 8 Hrs/10 Mo   | A               | 25           |
| 12 | 9/1/2016            | 8/19/2016      | Physical Activities Specialist               | 5 Hrs/SY      | A               | 26           |
| 13 | 9/1/2016            | 8/8/2016       | Vehicle and Equipment Mechanic               | 8 Hrs/12 Mo   | A               | 36           |
| 14 | 9/1/2016            | 8/15/2016      | Senior Office Specialist                     | 4 Hrs/10 Mo   | A               | 25           |
| 15 | 9/1/2016            | 8/15/2016      | Athletic Trainer                             | 7 Hrs/10 Mo   | A               | 35           |
| 16 | 9/1/2016            | 8/15/2016      | Campus Security Officer                      | 8 Hrs/10 Mo   | A               | 25           |
| 17 | 9/22/2016           | 8/19/2016      | Cafeteria Worker I                           | 3 Hrs/SY      | A               | 13           |
| 18 | 9/22/2016           | 8/19/2016      | Physical Activities Specialist               | 3.75 Hrs/SY   | A               | 26           |
| 19 | 9/22/2016           | 8/19/2016      | Physical Activities Specialist               | 5 Hrs/SY      | A               | 26           |
| 20 | 9/22/2016           | 8/19/2016      | Paraeducator-1                               | 6 Hrs/SY      | A               | 20           |
| 21 | 9/22/2016           | 8/22/2016      | Paraeducator-3                               | 6 Hrs/SY      | A               | 26           |
| 22 | 9/22/2016           | 8/19/2016      | Paraeducator-1                               | 6 Hrs/SY      | A               | 20           |
| 23 | 9/22/2016           | 8/19/2016      | Paraeducator-3                               | 6 Hrs/SY      | A               | 26           |
| 24 | 9/22/2016           | 8/19/2016      | Instructional Assistant - Bilingual          | 3.5 Hrs/SY    | A               | 20           |
| 25 | 9/22/2016           | 8/19/2016      | Children's Center Assitant-2                 | 5 Hrs/SY      | A               | 18           |
| 26 | 9/22/2016           | 8/19/2016      | Instructional Assistant - Physical Education | 4 Hrs/SY      | A               | 20           |
| 27 | 9/22/2016           | 8/22/2016      | Paraeducator-1                               | 6 Hrs/SY      | A               | 20           |
| 28 | 9/22/2016           | 8/19/2016      | Paraeducator-1                               | 6 Hrs/SY      | A               | 20           |
| 29 | 9/22/2016           | 8/19/2016      | Instructional Assistant - Classroom          | 3 Hrs/SY      | A               | 18           |
| 30 | 10/6/2016           | 9/2/2016       | Paraeducator-3                               | 6 Hrs/SY      | A               | 26           |
| 31 | 10/6/2016           | 9/12/2016      | Instructional Assistant - Classroom          | 3 Hrs/SY      | A               | 18           |
| 32 | 10/6/2016           | 9/7/2016       | Paraeducator-2                               | 6 Hrs/SY      | A               | 25           |
| 33 | 10/6/2016           | 8/29/2016      | Occupational Therapist                       | 8 Hrs/SY      | A               | 61           |
| 34 | 10/6/2016           | 8/22/2016      | Paraeducator-3                               | 6 Hrs/SY      | A               | 26           |
| 35 | 10/6/2016           | 9/12/2016      | Instructional Assistant - Classroom          | 3.5 Hrs/SY    | A               | 18           |
| 36 | 10/6/2016           | 9/12/2016      | Instructional Assistant - Classroom          | 3 Hrs/SY      | A               | 18           |
| 37 | 10/6/2016           | 8/22/2016      | Paraeducator-3                               | 6 Hrs/SY      | A               | 26           |
| 38 | 10/6/2016           | 9/7/2016       | Paraeducator-2                               | 6 Hrs/SY      | A               | 25           |

|    | Board Approval Date | Effective Date | Position                                    | Hours/Months | Salary Schedule | Salary Range |
|----|---------------------|----------------|---|--------------|-----------------|--------------|
| 39 | 10/20/2016          | 9/26/2016      | Instructional Assistant - Classroom         | 3 Hrs/SY     | A               | 18           |
| 40 | 10/20/2016          | 9/2/2016       | Paraeducator-3                              | 5 Hrs/SY     | A               | 26           |
| 41 | 10/20/2016          | 9/2/2016       | Paraeducator-3                              | 6 Hrs/SY     | A               | 20           |
| 42 | 10/20/2016          | 9/14/2016      | Technology Support Assistant                | 8 Hrs/12 Mo  | A               | 38           |
| 43 | 10/20/2016          | 9/12/2016      | Health Office Specialist                    | 3.5 Hrs/SY   | A               | 25           |
| 44 | 10/20/2016          | 9/14/2016      | Facilities Technician                       | 8 Hrs/12 Mo  | A               | 45           |
| 45 | 10/20/2016          | 8/19/2016      | Paraeducator-1                              | 6 Hrs/SY     | A               | 20           |
| 46 | 10/20/2016          | 9/26/2016      | Children's Center Assitant-2                | 3.5 Hrs/SY   | A               | 18           |
| 47 | 10/20/2016          | 9/19/2016      | Senior Office Specialist                    | 4 Hrs/10 Mo  | A               | 25           |
| 48 | 11/3/2016           | 10/17/2016     | Instructional Assistant - Classroom         | 3.6 Hrs/SY   | A               | 18           |
| 49 | 11/3/2016           | 10/11/2016     | Instructional Assistant - Classroom         | 3 Hrs/SY     | A               | 18           |
| 50 | 11/3/2016           | 10/11/2016     | Instructional Assistant - Classroom         | 3.7 Hrs/SY   | A               | 18           |
| 51 | 11/3/2016           | 10/17/2016     | Paraeducator-1                              | 5 Hrs/SY     | A               | 20           |
| 52 | 11/3/2016           | 10/13/2016     | Senior Office Specialist                    | 4 Hrs/10 Mo  | A               | 25           |
| 53 | 11/3/2016           | 10/17/2016     | Paraeducator-3                              | 6 Hrs/SY     | A               | 26           |
| 54 | 11/3/2016           | 10/20/2016     | Instructional Assistant - Classroom         | 3 Hrs/SY     | A               | 18           |
| 55 | 11/3/2016           | 10/13/2016     | Elementary Library Coordinator              | 8 Hrs/10 Mo  | A               | 26           |
| 56 | 11/17/2016          | 10/24/2016     | Paraeducator-1                              | 6 Hrs/SY     | A               | 20           |
| 57 | 11/17/2016          | 10/17/2016     | Paraeducator-2                              | 6 Hrs/SY     | A               | 25           |
| 58 | 11/17/2016          | 10/21/2016     | Paraeducator-1                              | 4.5 Hrs/SY   | A               | 20           |
| 59 | 11/17/2016          | 11/1/2016      | Campus Security Officer                     | 8 Hrs/10 Mo  | A               | 25           |
| 60 | 11/17/2016          | 11/2/2016      | Food Services Operations Supervisor         | 8 Hrs/12 Mo  | M               | 38           |
| 61 | 11/17/2016          | 11/1/2016      | Paraeducator-1                              | 6 Hrs/SY     | A               | 20           |
| 62 | 11/17/2016          | 10/24/2016     | Paraeducator-1                              | 6 Hrs/SY     | A               | 20           |
| 63 | 11/17/2016          | 10/24/2016     | Paraeducator-1                              | 4.5 Hrs/SY   | A               | 20           |
| 64 | 11/17/2016          | 10/24/2016     | Paraeducator-1                              | 6 Hrs/SY     | A               | 20           |
| 65 | 12/15/2016          | 11/1/2016      | Paraeducator-1                              | 6 Hrs/SY     | A               | 20           |
| 66 | 12/15/2016          | 11/14/2016     | Swimming Instructor/Lifeguard               | 4 Hrs/12 Mo  | A               | 21           |
| 67 | 12/15/2016          | 11/14/2016     | Senior Office Specialist                    | 8 Hrs/12 Mo  | A               | 25           |
| 68 | 12/15/2016          | 11/28/2016     | Paraeducator-1                              | 6 Hrs/SY     | A               | 20           |
| 69 | 12/15/2016          | 11/21/2016     | Paraeducator-1                              | 4.5 Hrs/SY   | A               | 20           |
| 70 | 12/15/2016          | 11/2/2016      | Instructional Assistant - Special Education | 6 Hrs/SY     | A               | 20           |
| 71 | 12/15/2016          | 11/15/2016     | Senior Office Specialist                    | 8 Hrs/10 Mo  | A               | 25           |
| 72 | 12/15/2016          | 11/28/2016     | Electrician                                 | 8 Hrs/12 Mo  | A               | 39           |
| 73 | 12/15/2016          | 11/21/2016     | Health Office Specialist                    | 3.5 Hrs/SY   | A               | 25           |
| 74 | 12/15/2016          | 11/14/2016     | Administrative Assistant                    | 8 Hrs/12 Mo  | A               | 31           |

|     | Board Approval Date | Effective Date | Position                               | Hours/Months | Salary Schedule | Salary Range |
|-----|---------------------|----------------|--|--------------|-----------------|--------------|
| 75  | 1/19/2017           | 11/21/2016     | Director of Maintenance and Operations | 8 Hrs/12 Mo  | M               | 63           |
| 76  | 1/19/2017           | 12/6/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 77  | 1/19/2017           | 12/19/2016     | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 78  | 1/19/2017           | 12/5/2016      | Instrutional Assistant - Bilingual     | 3 Hrs/SY     | A               | 20           |
| 79  | 1/19/2017           | 12/6/2016      | Theater Operations Supervisor          | 8 Hrs/12 Mo  | M               | 45           |
| 80  | 1/19/2017           | 12/13/2016     | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 81  | 1/19/2017           | 12/5/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 82  | 1/19/2017           | 12/5/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 83  | 1/19/2017           | 12/6/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 84  | 1/19/2017           | 12/6/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 85  | 1/19/2017           | 12/5/2016      | Lead Custodian                         | 8 Hrs/12 Mo  | A               | 29           |
| 86  | 1/19/2017           | 12/12/2016     | Campus Security Officer                | 4 Hrs/10 Mo  | A               | 25           |
| 87  | 1/19/2017           | 12/5/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 88  | 1/19/2017           | 12/11/2016     | Campus Security Officer                | 4 Hrs/10 Mo  | A               | 25           |
| 89  | 1/19/2017           | 12/6/2016      | Paraeducator-3                         | 5 Hrs/SY     | A               | 26           |
| 90  | 1/19/2017           | 12/6/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 91  | 1/19/2017           | 12/6/2016      | Custodian                              | 3 Hrs/12 Mo  | A               | 24           |
| 92  | 2/2/2017            | 12/20/2016     | Paraeducator-3                         | 6 Hrs/SY     | A               | 26           |
| 93  | 2/2/2017            | 12/1/2016      | Paraeducator-3                         | 6 Hrs/SY     | A               | 26           |
| 94  | 2/2/2017            | 12/1/2016      | Paraeducator-3                         | 6 Hrs/SY     | A               | 26           |
| 95  | 2/2/2017            | 1/9/2017       | Cafeteria Worker I                     | 3 Hrs/SY     | A               | 13           |
| 96  | 2/2/2017            | 12/1/2016      | Paraeducator-3                         | 6 Hrs/SY     | A               | 26           |
| 97  | 2/2/2017            | 12/1/2016      | Paraeducator-3                         | 6 Hrs/SY     | A               | 26           |
| 98  | 2/2/2017            | 1/12/2017      | Technical Theater Technician           | 4 Hrs/12 Mo  | A               | 35           |
| 99  | 2/2/2017            | 1/10/2017      | Instructional Assistant - Music        | 3 Hrs/SY     | A               | 20           |
| 100 | 2/2/2017            | 12/5/2016      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 101 | 2/2/2017            | 12/5/2016      | Custodian                              | 5 Hrs/12 Mo  | A               | 24           |
| 102 | 2/2/2017            | 1/17/2017      | Instructional Assistant - Bilingual    | 3.5 Hrs/SY   | A               | 20           |
| 103 | 2/2/2017            | 1/17/2017      | Instructional Assistant - Classroom    | 3.5 Hrs/SY   | A               | 18           |
| 104 | 2/2/2017            | 1/9/2017       | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 105 | 2/2/2017            | 12/5/2016      | Custodian                              | 5 Hrs/12 Mo  | A               | 24           |
| 106 | 2/2/2017            | 12/1/2016      | Paraeducator-3                         | 6 Hrs/SY     | A               | 26           |
| 107 | 2/16/2017           | 2/1/2017       | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 108 | 2/16/2017           | 12/1/2016      | Paraeducator-3                         | 6.4 Hrs/SY   | A               | 26           |
| 109 | 2/16/2017           | 2/1/2017       | Paraeducator-1                         | 6 Hrs/SY     | A               | 20           |
| 110 | 2/16/2017           | 2/1/2017       | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 111 | 2/16/2017           | 2/1/2017       | Children's Center Assitant-2           | 3.5 Hrs/SY   | A               | 18           |
| 112 | 2/16/2017           | 2/1/2017       | Paraeducator-1                         | 4 Hrs/SY     | A               | 20           |
| 113 | 2/16/2017           | 1/25/2017      | Paraeducator-1                         | 4 Hrs/SY     | A               | 20           |
| 114 | 2/16/2017           | 1/24/2017      | Instructional Assistant - Classroom    | 3 Hrs/SY     | A               | 18           |
| 115 | 2/16/2017           | 1/23/2017      | Administrative Assistant               | 8 Hrs/10+10  | A               | 31           |

|     | Board Approval Date | Effective Date | Position                            | Hours/Months | Salary Schedule | Salary Range |
|-----|---------------------|----------------|-------------------------------------|--------------|-----------------|--------------|
| 116 | 3/2/2017            | 2/7/2017       | Instructional Assistant - Classroom | 3.5 Hrs/SY   | A               | 18           |
| 117 | 3/2/2017            | 2/7/2017       | Instructional Assistant - Classroom | 3 Hrs/SY     | A               | 18           |
| 118 | 3/2/2017            | 2/21/2017      | Occupational Therapist              | 8 Hrs/SY     | A               | 61           |
| 119 | 3/2/2017            | 2/13/2017      | Custodian                           | 5 Hrs/12 Mo  | A               | 24           |
| 120 | 3/2/2017            | 2/13/2017      | Paraeducator-1                      | 6 Hrs/SY     | A               | 20           |
| 121 | 3/2/2017            | 2/1/2017       | Paraeducator-1                      | 4 Hrs/SY     | A               | 20           |
| 122 | 3/16/2017           | 2/14/2017      | Health Office Specialist            | 3.5 Hrs/SY   | A               | 25           |
| 123 | 3/16/2017           | 3/1/2017       | Bilingual Community Liaison         | 8 Hrs/10 Mo  | A               | 27           |

## Open Requisitions (as of 3/13/2017)

| Req Number | Req Title                                   | Department                       | Position Type | FTE%  | Date From HR |
|------------|---|----------------------------------|---------------|-------|--------------|
| 16-021     | CHILDREN'S CENTER ASSISTANT-3               | CDS-WEST WASHINGTON              | Vac           | 43.75 | 7/29/2015    |
| 16-187     | INSTRUCTIONAL ASSISTANT-MUSIC               | MALIBU HIGH SCHOOL               | Vac           | 31.25 | 6/7/2016     |
| 17 -133    | CUSTODIAN                                   | M & O (Maintenance & Operations) | Vac           | 62.5  | 12/1/2016    |
| 17-006     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | EDUCATIONAL SERVICES             | New           | 37.5  | 7/28/2016    |
| 17-007     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | EDUCATIONAL SERVICES             | New           | 37.5  | 7/28/2016    |
| 17-051     | CHILDREN'S CENTER ASSISTANT-2               | CHILD DEVELOPMENT SERVICES       | New           | 43.75 | 8/29/2016    |
| 17-053     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL          | Vac           | 25    | 8/29/2016    |
| 17-097     | CHILDREN'S CENTER ASSISTANT-2               | WILL ROGERS LEARNING ACADEMY     | Vac           | 43.75 | 10/27/2016   |
| 17-115     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL          | Vac           | 25    | 11/14/2016   |
| 17-146     | HEALTH OFFICE SPECIALIST                    | EDISON LANGUAGE ACADEMY          | New           | 43.75 | 12/28/2016   |
| 17-147     | BILINGUAL COMMUNITY LIAISON (SPANISH)       | MCKINLEY ELEMENTARY SCHOOL       | Vac           | 100   | 1/10/2017    |
| 17-149     | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | SANTA MONICA HIGH SCHOOL         | Vac           | 43.75 | 1/10/2017    |
| 17-150     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | MCKINLEY ELEMENTARY SCHOOL       | Vac           | 37.5  | 1/10/2016    |
| 17-151     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | MCKINLEY ELEMENTARY SCHOOL       | Vac           | 37.5  | 1/10/2017    |
| 17-153     | CHILDREN'S CENTER ASSISTANT-2               | CHILD DEVELOPMENT SERVICES       | Vac           | 43.75 | 1/12/2017    |
| 17-156     | CUSTODIAN                                   | M & O (Maintenance & Operations) | Vac           | 62.5  | 1/13/2017    |
| 17-160     | VEHICLE AND EQUIPMENT MECHANIC              | TRANSPORTATION                   | Vac           | 100   | 1/23/2017    |



| Req Number | Req Title                         | Department                | Position Type | FTE% | Date From HR |
|------------|-----------------------------------|---------------------------|---------------|------|--------------|
| 17-165     | CAFETERIA WORKER I                | FOOD & NUTRITION SERVICES | Vac           | 37.5 | 2/9/2017     |
| 17-173     | INSTRUCTIONAL ASSISTANT-CLASSROOM | PT DUME ELEMENTARY SCHOOL | Vac           | 37.5 | 2/15/2017    |
| 17-175     | PARAEDUCATOR-1                    | SANTA MONICA HIGH SCHOOL  | Vac           | 75   | 3/1/2017     |
| 17-176     | PARAEDUCATOR-3                    | SPECIAL EDUCATION         | New           | 75   | 3/1/2017     |
| 17-177     | PARAEDUCATOR-3                    | SPECIAL EDUCATION         | New           | 75   | 3/1/2017     |
| 17-178     | PARAEDUCATOR-3                    | SPECIAL EDUCATION         | New           | 75   | 3/1/2017     |

## Filled Requisitions (2/1/2017 – 2/28/2017)

| Req Number | Req Title                                | Department                       | Date of Accepted Job Offer |
|------------|--|----------------------------------|----------------------------|
| 17-120     | BILINGUAL COMMUNITY LIAISON (SPANISH)    | CABRILLO ELEMENTARY SCHOOL       | 2/9/2017                   |
| 17-125     | INSTRUCTIONAL ASSISTANT-CLASSROOM        | MCKINLEY ELEMENTARY SCHOOL       | 2/3/2017                   |
| 17-138     | JOB DEVELOPMENT AND PLACEMENT SPECIALIST | SPECIAL EDUCATION                | 2/13/2017                  |
| 17-140     | PARAEDUCATOR-1                           | FRANKLIN ELEMENTARY SCHOOL       | 2/8/2017                   |
| 17-148     | CUSTODIAN                                | M & O (Maintenance & Operations) | 2/3/2017                   |
| 17-154     | CAFETERIA WORKER I                       | FOOD & NUTRITION SERVICES        | 2/6/2017                   |
| 17-155     | CUSTODIAN                                | M & O (Maintenance & Operations) | 2/23/2017                  |
| 17-157     | CUSTODIAN                                | M & O (Maintenance & Operations) | 2/1/2017                   |

TO: BOARD OF EDUCATION  
 FROM: BEN DRATI / MARK KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 02/16/17

RECOMMENDATION NO. A.18

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

| <u>NEW HIRES</u>                               |   | <u>EFFECTIVE DATE</u> |
|--|---|-----------------------|
| Badjelan, Golnar<br>Grant ES                   | Instructional Assistant – Classroom<br>3 Hrs/SY/Range: 18 Step: B             | 2/1/17                |
| Davis, Luke, Jr.<br>Special Ed-Santa Monica HS | Paraeducator-3<br>6.4 Hrs/SY/Range: 26 Step: B                                | 12/1/16               |
| Johnson, Dolores<br>Special Ed-Rogers ES       | Paraeducator-1<br>6 Hrs/SY/Range: 20 Step: A                                  | 2/1/17                |
| Kravets, Melissa<br>Grant ES                   | Instructional Assistant – Classroom<br>3 Hrs/SY/Range: 18 Step: B             | 2/1/17                |
| Malina, Caroline<br>CDS-Adams Preschool        | Children’s Center Assistant-2<br>3.5 Hrs/SY/Range: 18 Step: B                 | 2/1/17                |
| Perez, Brittany<br>Special Ed-McKinley ES      | Paraeducator-1<br>4 Hrs/SY/Range: 20 Step: A                                  | 2/1/17                |
| Robbins, Marcus<br>Special Ed-SMASH            | Paraeducator-1<br>4 Hrs/SY/Range: 20 Step: A                                  | 1/25/17               |
| Robinson, Ayana<br>Rogers ES                   | Instructional Assistant – Classroom<br>3 Hrs/SY/Range: 18 Step: B             | 1/24/17               |
| Russell, Melissa<br>McKinley ES                | Administrative Assistant<br>8 Hrs/10+10/Range: 31 Step: A                     | 1/23/17               |
| <u>TEMP/ADDITIONAL ASSIGNMENTS</u>             |   | <u>EFFECTIVE DATE</u> |
| Avitia-Quintana, Hector<br>Operations-Grant ES | Custodian<br>[overtime; PTA events]   | 12/16/16-6/9/17       |
| Escobar, Evanny<br>Special Ed-McKinley ES      | Paraeducator-1<br>[additional hours; bus supervision]                         | 12/15/16-6/30/17      |
| Fruchtman, Bettelyn<br>Franklin ES             | Administrative Assistant<br>[overtime; clerical support]                      | 1/9/17-6/9/17         |
| Gonzalez, Andrea<br>CDS-Muir ES                | Children’s Center Assistant-1<br>[additional hours; professional development] | 10/15/16              |
| Herrera, Zenon<br>Maintenance                  | Locksmith<br>[overtime; district projects]                                    | 12/1/16-6/30/17       |
| Lew, Shawn<br>Operations-Malibu HS             | Custodian<br>[overtime; ASB events]   | 7/1/16-6/30/17        |

|  |   |                   |
|--|---|-------------------|
| Marland, Tatiana<br>McKinley ES            | Instructional Assistant - Classroom<br>[additional hours; professional development] | 12/1/16-12/6/16   |
| Marquez, Lilia<br>McKinley ES              | Bilingual Community Liaison<br>[overtime; Hispanic Heritage Parent meeting]         | 10/22/16          |
| Mejia, Laura<br>Special Ed-Muir ES         | Paraeducator-1<br>[additional hours; bus supervision]                               | 12/19/16-6/9/17   |
| Mesrobian, Varso<br>Franklin ES            | Senior Office Specialist<br>[overtime; clerical support]                            | 1/9/17-6/9/17     |
| Roller, Yolanda<br>Special Ed-McKinley ES  | Paraeducator-2<br>[overtime; bus supervision]                                       | 9/16/16-6/30/17   |
| Shafiey, Mahvash<br>Santa Monica HS        | Job Development and Placement Specialist<br>[additional hours; job development]     | 12/9/16-6/9/17    |
| Terry, Christine<br>Special Ed-McKinley ES | Paraeducator-1<br>[additional hours; bus supervision]                               | 9/12/16; 10/21/16 |
| Wade, Byron<br>Special Ed-Santa Monica HS  | Paraeducator-3<br>[additional hours; bus supervision]                               | 11/18/16-6/9/17   |
| Wade, Byron<br>Special Ed-Santa Monica HS  | Paraeducator-3<br>[overtime; bus supervision]                                       | 11/18/16-6/9/17   |
| Welch, Samantha<br>McKinley ES             | Instructional Assistant - Classroom<br>[additional hours; professional development] | 12/1/16-12/6/16   |
| Wooden, Chris<br>Facility Use              | Custodian<br>[additional hours; Facility Use projects]                              | 12/1/16-6/30/17   |
| Wooden, Chris<br>Facility Use              | Custodian<br>[overtime; Facility Use projects]                                      | 12/1/16-6/30/17   |

**SUBSTITUTES**

**EFFECTIVE DATE**

|  |                               |                  |
|--|-------------------------------|------------------|
| Castellanos, Joseph<br>Food and Nutrition Services | Stock and Delivery Clerk      | 1/1/17-6/9/17    |
| Hatch, Ashley<br>Food and Nutrition Services       | Stock and Delivery Clerk      | 1/19/17-6/9/17   |
| Kitchenka, John<br>Food and Nutrition Services     | Stock and Delivery Clerk      | 1/23/17-6/9/17   |
| Lawford, Kevin<br>Facility Use                     | Swimming Instructor/Lifeguard | 1/11/17-6/30/17  |
| Lozano, Jasmine<br>Special Education               | Paraeducator-1                | 1/19/17-6/9/17   |
| Maldonado, Frederick<br>Special Education          | Paraeducator-1                | 1/19/17-6/9/17   |
| McAlpin, Michael<br>District                       | Campus Security Officer       | 12/22/16-6/30/17 |
| Newman, Tonnette<br>Special Education              | Paraeducator-1                | 1/19/17-6/9/17   |

|   |  |                 |
|---|--|-----------------|
| Robinson, Keisha<br>Special Education         | Paraeducator-1                               | 1/19/17-6/9/17  |
| Santana, Alyssa<br>Special Education          | Paraeducator-1                               | 1/24/17-6/9/17  |
| Schlierman, John, III<br>Educational Services | Instructional Assistant – Physical Education | 1/26/17-6/9/17  |
| Stemock, Mark<br>District                     | Campus Security Officer                      | 1/23/17-6/30/17 |
| Watts, Jackson<br>Facility Use                | Swimming Instructor/Lifeguard                | 1/25/17-6/30/17 |
| Williams, Samuel<br>District                  | Campus Security Officer                      | 1/20/17-6/30/17 |

**CHANGE IN ASSIGNMENT**

|   |  |  |
|---|--|--|
| Daniels, Delone<br>Special Ed-Santa Monica HS | Paraeducator-2<br>6.5 Hrs/SY<br>From: 6 Hrs/SY/Santa Monica HS | <b><u>EFFECTIVE DATE</u></b><br>10/17/16 |
|---|--|--|

**INVOLUNTARY TRANSFER**

|   |  |   |
|---|--|---|
| Bernet, Kenhalo<br>Special Ed-Franklin ES | Paraeducator-3<br>6 Hrs/SY<br>From: 6 Hrs/SY/Special Ed-Lincoln MS | <b><u>EFFECTIVE DATE</u></b><br>1/17/17 |
|---|--|---|

**LEAVE OF ABSENCE (PAID)**

|  |  |   |
|--|--|---|
| Marmolejo, David<br>Information Services | Network Engineer<br>Intermittent CFRA/FMLA | <b><u>EFFECTIVE DATE</u></b><br>1/23/17-4/17/17 |
|--|--|---|

|                                     |                                     |                  |
|-------------------------------------|-------------------------------------|------------------|
| Sanchez, Yolanda<br>Muir Elementary | Administrative Assistant<br>Medical | 12/20/16-1/24/17 |
|-------------------------------------|-------------------------------------|------------------|

|                                   |  |                 |
|-----------------------------------|--|-----------------|
| Shih, Jennifer<br>CDS-Franklin ES | Children's Center Assistant-2<br>Medical | 1/23/17-1/29/17 |
|-----------------------------------|--|-----------------|

|  |                            |                |
|--|----------------------------|----------------|
| Worthington, Jamie<br>Special Ed-Muir ES | Paraeducator-1<br>Personal | 3/3/17-3/22/17 |
|--|----------------------------|----------------|

**LEAVE OF ABSENCE (UNPAID)**

|                              |                            |  |
|------------------------------|----------------------------|--|
| Villa, Maria<br>FNS-Adams MS | Cafeteria Worker I<br>FMLA | <b><u>EFFECTIVE DATE</u></b><br>1/31/17-2/6/17 |
|------------------------------|----------------------------|--|

**WORKING OUT OF CLASS**

|  |   |  |
|--|---|--|
| Bakhyt, Peter<br>Food and Nutrition Services | Cafeteria Worker II<br>From: Cafeteria Worker - Transporter | <b><u>EFFECTIVE DATE</u></b><br>12/1/16-6/9/17 |
|--|---|--|

|                               |                                 |                  |
|-------------------------------|---------------------------------|------------------|
| Davis, Jeffrey<br>Maintenance | Metal Worker<br>From: Carpenter | 11/10/16-1/31/17 |
|-------------------------------|---------------------------------|------------------|

|                           |                                      |                  |
|---------------------------|--------------------------------------|------------------|
| Fuentes, Mario<br>Grounds | Equipment Operator<br>From: Gardener | 10/24/16-3/15/17 |
|---------------------------|--------------------------------------|------------------|

|  |   |                  |
|--|---|------------------|
| Herschberger, Patsy<br>Food and Nutrition Services | Operations Supervisor<br>From: Administrative Assistant | 1/3/17-4/28/17   |
| Krstic, Nadine<br>Special Ed-Santa Monica HS       | Paraeducator-3<br>From: Paraeducator-1                  | 12/16/16-6/9/17  |
| Parker, Stephen<br>Maintenance                     | Carpenter<br>From: Skilled Maintenance Worker           | 11/10/16-1/31/17 |

**RESIGNATION**

**EFFECTIVE DATE**

|   |                                |          |
|---|--------------------------------|----------|
| Gonzalez, Xavier<br>Operations-Edison ES              | Custodian                      | 1/20/17  |
| Gutierrez, Martha<br>Franklin ES                      | Senior Office Specialist       | 12/31/16 |
| Ortiz-Gonzalez, Patricia<br>Health Services-Edison ES | Health Office Specialist       | 1/20/17  |
| Patino, Daniel<br>Transportation                      | Vehicle and Equipment Mechanic | 1/31/17  |
| Sanchez, Lucas<br>FNS-Adams MS                        | Cafeteria Worker I             | 12/23/16 |
| Tate, Wiley<br>Operations-Malibu HS                   | Custodian                      | 2/3/17   |

**SUSPENSION WITHOUT PAY**

**EFFECTIVE DATE**

|                          |  |
|--------------------------|--|
| TQ7792494<br>Franklin ES | 2/8/17; 2/14/17; 2/22/17; 3/2/17 and 3/15/17 |
|--------------------------|--|

MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:  
 ABSENT:

TO: BOARD OF EDUCATION  
 FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 03/02/17

RECOMMENDATION NO. A.23

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

| <u>NEW HIRES</u>                                       |   | <u>EFFECTIVE DATE</u> |
|--|---|-----------------------|
| Argueta, Angelica<br>Franklin ES                       | Instructional Assistant – Classroom<br>3.5 Hrs/SY/Range: 18 Step: B                             | 2/7/17                |
| Colvin, Monica<br>Rogers ES                            | Instructional Assistant – Classroom<br>3 Hrs/SY/Range: 18 Step: B                               | 2/7/17                |
| Frei, Jeanne<br>Special Education                      | Occupational Therapist<br>8 Hrs/SY/Range: 61 Step: A  | 2/21/17               |
| Lampley, Keyona<br>Operations                          | Custodian<br>5 Hrs/12 Mo/Range: 24 Step: A  | 2/13/17               |
| Mesheski, Ashleigh<br>Special Ed-Muir ES               | Paraeducator-1<br>6 Hrs/SY/Range: 20 Step: A  | 2/13/17               |
| Perez, Brittany<br>Special Ed-McKinley ES              | Paraeducator-1<br>4 Hrs/SY/Range: 20 Step: A  | 2/1/17                |
| <u>PROMOTION</u>                                       |   | <u>EFFECTIVE DATE</u> |
| Jiwani, Rahim<br>Special Ed-Muir ES                    | Paraeducator-3<br>5 Hrs/SY/Range: 26 Step: A<br>From: Paraeducator-1: 6 Hrs/SY                  | 2/14/17               |
| Washington, Monique<br>Special Ed-Franklin ES          | Paraeducator-1<br>6 Hrs/SY/Range: 20 Step: A<br>From: Children's Center Assistant-2: 3.5 Hrs/SY | 2/13/17               |
| <u>TEMP/ADDITIONAL ASSIGNMENTS</u>                     |   | <u>EFFECTIVE DATE</u> |
| Bernadou, Michelle<br>Pt. Dume ES                      | Senior Office Specialist<br>[additional hours; clerical support]                                | 1/9/17-6/9/17         |
| De La Rosa, Johanna<br>Educational Services-Lincoln MS | Bilingual Community Liaison<br>[overtime; Immigrant Family Session planning]                    | 1/23/17-6/5/17        |
| Madsen, Karla<br>Health Services-Franklin ES           | Health Office Specialist<br>[additional hours; clerical support]                                | 1/1/17-6/9/17         |
| Portillo, Cristina<br>Child Develop Svcs-Woods         | Children's Center Assistant-3<br>[additional hours; classroom support]                          | 12/3/16               |
| Uliantzeff, Elena<br>Educational Services-Muir ES      | Bilingual Community Liaison<br>[overtime; Immigrant Family Session planning]                    | 1/23/17-6/5/17        |

| <b><u>SUBSTITUTES</u></b>  |  | <b><u>EFFECTIVE DATE</u></b> |
|--|--|------------------------------|
| Buster, Anne<br>McKinley ES  | Instructional Assistant – Classroom  | 12/5/16-6/30/17              |
| Casillas, Emma<br>Edison ES  | Instructional Assistant – Bilingual  | 1/9/17-2/23/17               |
| Gil, Moises<br>Food and Nutrition Services   | Stock and Delivery Clerk   | 2/13/17-6/9/17               |
| Hicks, Katrina<br>Special Education  | Paraeducator-1   | 2/8/17-6/9/17                |
| Lopez, Manuel<br>Purchasing  | Stock and Delivery Clerk   | 7/1/16-6/30/17               |
| Martinez, Sandra<br>McKinley ES  | Instructional Assistant – Classroom  | 12/5/16-6/30/17              |
| Richardson, Damon<br>District  | Campus Security Officer  | 1/20/17-6/30/17              |
| Rivera, Kassandra<br>Educational Services  | Instructional Assistant – Physical Education                                   | 2/8/17-6/9/17                |
| Ugwuede, Victor<br>District  | Campus Security Officer  | 2/10/17-6/30/17              |
| Zachery, Latiera<br>Health Services  | Health Office Specialist   | 2/8/17-6/9/17                |
| <b><u>VOLUNTARY TRANSFER</u></b>   |  | <b><u>EFFECTIVE DATE</u></b> |
| McCabe, Pete<br>Special Ed-Santa Monica HS   | Paraeducator-1<br>4 Hrs/SY<br>From: 6 Hrs/SY/Muir ES<br>From: 6 Hrs/SY/Muir ES | 2/6/17                       |
| <b><u>LEAVE OF ABSENCE (PAID)</u></b>  |  | <b><u>EFFECTIVE DATE</u></b> |
| Brown, Murphy<br>Operations-Franklin ES  | Custodian<br>CFRA/FMLA   | 2/13/17-3/17/17              |
| <b><u>LEAVE OF ABSENCE (UNPAID)</u></b>  |  | <b><u>EFFECTIVE DATE</u></b> |
| Anderson, Sally<br>Malibu HS   | Senior Office Specialist<br>Intermittent FMLA                                  | 1/1/17-6/14/17               |
| Mock, Christopher<br>Special Ed-Franklin ES  | Paraeducator-3<br>CFRA/FMLA  | 2/2/17-2/20/17               |
| <b><u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u></b><br>(39-MONTH MEDICAL REEMPLOYMENT LIST) |  | <b><u>EFFECTIVE DATE</u></b> |
| ME8089279<br>Special Education   | Paraeducator-2   | 3/15/17                      |
| <b><u>WORKING OUT OF CLASS</u></b>   |  | <b><u>EFFECTIVE DATE</u></b> |
| Bravo, Richard<br>Operations-Malibu HS   | Lead Custodian<br>From: Custodian  | 1/31/17-2/10/17              |



|  |  |                  |
|--|--|------------------|
| Emhardt, Jana<br>Purchasing                | Buyer<br>From: Administrative Assistant        | 12/5/16-12/23/16 |
| Emhardt, Jana<br>Purchasing                | Senior Buyer<br>From: Administrative Assistant | 12/5/16-12/23/16 |
| Morris, Sean<br>Operations-Santa Monica HS | Lead Custodian<br>From: Custodian              | 1/26/17-3/9/17   |
| Pineda, Luz<br>Special Ed-McKinley ES      | Paraeducator-2<br>From: Paraeducator-1         | 1/9/17-4/9/17    |
| Salonga-Miguel, Jayvee<br>Purchasing       | Senior Buyer<br>From: Buyer                    | 12/5/16-12/23/16 |

**RESIGNATION**

|                                   |                                     |   |
|-----------------------------------|-------------------------------------|---|
| Brynjegaard, Peter<br>Pt. Dume ES | Instructional Assistant – Classroom | <b><u>EFFECTIVE DATE</u></b><br>3/17/17 |
| Caliboso, Gina<br>McKinley ES     | Instructional Assistant – Classroom | 2/10/17                                 |

**RETIREMENT**

|                                 |                            |  |
|---------------------------------|----------------------------|--|
| Platz, Leyla<br>Human Resources | Human Resources Specialist | <b><u>EFFECTIVE DATE</u></b><br>5/5/17 |
|---------------------------------|----------------------------|--|

**SUSPENSION WITHOUT PAY**

|                              |  |   |
|------------------------------|--|---|
| BW9173450<br>Santa Monica HS |  | <b><u>EFFECTIVE DATE</u></b><br>2/27/17; 2/28/17; 3/1/17; 3/2/17; 3/3/17<br>3/6/17; 3/7/17; 3/8/17; 3/9/17; 3/10/17 |
|------------------------------|--|---|

**RE-ELECTION TO THE BOARD OF EDUCATION**

|   |              |  |
|---|--------------|--|
| Leon-Vazquez, Maria<br>Board of Education | Board Member | <b><u>EFFECTIVE DATE</u></b><br>12/1/16-12/31/20 |
| Mechur, Ralph<br>Board of Education       | Board Member | 12/1/16-12/31/20                                 |

MOTION MADE BY:  
 SECONDED BY:  
 STUDENT ADVISORY VOTE:  
 AYES:  
 NOES:  
 ABSENT:

TO: BOARD OF EDUCATION  
 FROM: BEN DRATI / MARK KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 03/16/17

RECOMMENDATION NO. A.21

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

**NEW HIRES**

|  |  | <b><u>EFFECTIVE DATE</u></b> |
|--|--|------------------------------|
| Gonzalez, Diane<br>Health Services-Edison ES | Health Office Specialist<br>3.5 Hrs/SY/Range: 25 Step: A     | 2/14/17                      |
| Soto, Delia<br>Cabrillo ES & Malibu HS       | Bilingual Community Liaison<br>8 Hrs/10 Mo/Range: 27 Step: A | 3/1/17                       |

**PROMOTION**

|                                     |  | <b><u>EFFECTIVE DATE</u></b> |
|-------------------------------------|--|------------------------------|
| Freire, Juana<br>Special Ed-SMASH   | Paraeducator-3<br>6 Hrs/SY/Range: 26 Step: A<br>From: Paraeducator-1: 5 Hrs/SY | 2/21/17                      |
| Sutton, Ry<br>Special Ed-Lincoln MS | Paraeducator-3<br>6 Hrs/SY/Range: 26 Step: A<br>From: Paraeducator-1: 6 Hrs/SY | 2/21/17                      |

**TEMP/ADDITIONAL ASSIGNMENTS**

|   |   | <b><u>EFFECTIVE DATE</u></b> |
|---|---|------------------------------|
| Adams, Toni<br>Operations-Lincoln MS                          | Custodian<br>[overtime; school events]                                      | 1/1/17-6/9/17                |
| Fuller, Charesse<br>Operations-Lincoln MS                     | Custodian<br>[overtime; school events]                                      | 1/1/17-6/9/17                |
| Gonzalez, Andrea<br>Child Develop Svcs-Franklin ES            | Children's Center Assistant-1<br>[additional hours; school event childcare] | 2/25/17                      |
| Hampton, Kizzie<br>Special Ed-Muir ES                         | Paraeducator-1<br>[additional hours; professional development]              | 9/28/16                      |
| Herrada, Joe<br>Operations-Lincoln MS                         | Custodian<br>[overtime; school events]                                      | 1/1/17-6/9/17                |
| Hunter-Sallustio, Dominique<br>Child Develop Svcs-Pine Street | Children's Center Assistant-2<br>[additional hours; school event childcare] | 2/25/17                      |
| Ingle, Jennifer<br>Special Education                          | Administrative Assistant<br>[overtime; Special Education project]           | 1/7/17                       |
| Kim, Eun<br>Special Ed-Muir ES                                | Paraeducator-1<br>[overtime; overnight field trip]                          | 2/13/17-2/17/17              |
| Miller, Patrina<br>Special Education                          | Special Education Data Technician<br>[overtime; Special Education project]  | 1/7/17                       |
| Mitchell, Alvin<br>Operations                                 | Lead Custodian<br>[overtime; District projects]                             | 12/5/16-6/9/17               |

|  |  |                 |
|--|--|-----------------|
| Persinger-Allen, Lisa<br>Operations              | Administrative Assistant<br>[overtime; Operations projects]                  | 2/1/17-6/30/17  |
| Pineda Balbuena, Luz<br>Special Ed-McKinley ES   | Paraeducator-1<br>[additional hours; professional development]               | 9/28/16         |
| Rams, Florencia<br>Educational Services-Grant ES | Bilingual Community Liaison<br>[overtime; Immigrant Family Session planning] | 2/2/17-6/5/17   |
| Richards, Michelle<br>Special Ed-Lincoln MS      | Paraeducator-3<br>[additional hours; professional development]               | 10/1/16-6/30/17 |

**SUBSTITUTES**

|                                       |                                     |  |
|---------------------------------------|-------------------------------------|--|
| Aguilar, Maria<br>Special Education   | Paraeducator-1                      | <b><u>EFFECTIVE DATE</u></b><br>2/21/17-6/9/17 |
| Barba, Patricia<br>Operations         | Custodian                           | 2/1/17-6/30/17                                 |
| Diaz, Kimberly<br>Special Education   | Paraeducator-1                      | 2/13/17-6/9/17                                 |
| Marland, Tatiana<br>McKinley ES       | Instructional Assistant – Classroom | 2/13/17-6/19/17                                |
| Osterday, Cindy<br>Health Services    | Health Office Specialist            | 1/23/17-6/9/17                                 |
| Pearson, Brianna<br>Special Education | Paraeducator-1                      | 2/13/17-6/9/17                                 |
| Syposs, Michelle<br>Special Education | Paraeducator-1                      | 2/17/17-6/9/17                                 |
| Townsend, Gary<br>Special Education   | Paraeducator-1                      | 2/16/17-6/9/17                                 |
| Woods, Kendall<br>Special Education   | Paraeducator-1                      | 2/13/17-6/9/17                                 |
| Woods, Kendall<br>Special Education   | Paraeducator-3                      | 2/13/17-6/9/17                                 |

**VOLUNTARY TRANSFER**

|                              |  |   |
|------------------------------|--|---|
| Cornejo, Ana<br>FNS-Adams MS | Cafeteria Worker I<br>3 Hrs/SY<br>From: 3 Hrs/SY/FNS-Muir ES | <b><u>EFFECTIVE DATE</u></b><br>2/21/17 |
|------------------------------|--|---|

**PROFESSIONAL GROWTH**

|                                   |                             |  |
|-----------------------------------|-----------------------------|--|
| De La Rosa, Johanna<br>Lincoln MS | Bilingual Community Liaison | <b><u>EFFECTIVE DATE</u></b><br>3/1/17 |
|-----------------------------------|-----------------------------|--|

**LEAVE OF ABSENCE (PAID)**

|  |                        |   |
|--|------------------------|---|
| Bryan, Annette<br>Special Ed-Santa Monica HS | Paraeducator-3<br>CFRA | <b><u>EFFECTIVE DATE</u></b><br>2/24/17-3/31/17 |
|--|------------------------|---|

**WORKING OUT OF CLASS**

Davis, Jeffery  
Maintenance

Metal Worker  
From: Carpenter

**EFFECTIVE DATE**

2/1/17-3/13/17

Parker, Stephen  
Maintenance

Carpenter  
From: Skilled Maintenance Worker

2/1/17-3/13/17

Tirado, Fortino  
Maintenance

Skilled Maintenance Worker  
From: Equipment Operator-Tree Trimmer

2/1/17-3/13/17

**RESIGNATION**

Laird, Janet  
Special Ed-Cabrillo ES

Paraeducator-3

**EFFECTIVE DATE**

2/24/17

**ELECTION TO THE BOARD OF EDUCATION**

Kean, Jon  
Board of Education

Board Member

**EFFECTIVE DATE**

12/15/16-12/4/20

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSENT:

TO: BOARD OF EDUCATION  
FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL  
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT  
02/16/17

RECOMMENDATION NO. A.19

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

**NOON SUPERVISION AIDE**

|                      |              |                 |
|----------------------|--------------|-----------------|
| Chavez, Chris        | Franklin ES  | 1/25/17-6/9/17  |
| Hudgins, Priscilla   | Roosevelt ES | 1/1/17-6/9/17   |
| Orellana, Juana      | Grant ES     | 12/12/16-6/9/17 |
| Pashazadeh, Svetlana | Grant ES     | 1/12/17-6/9/17  |

**COACHING ASSISTANT**

|                  |                 |                |
|------------------|-----------------|----------------|
| Austin, Matthew  | Santa Monica HS | 1/9/17-6/9/17  |
| Campbell, Leigh  | Santa Monica HS | 1/9/17-6/9/17  |
| Gray, Brian      | Santa Monica HS | 1/24/17-6/9/17 |
| Keiser, Benjamin | Santa Monica HS | 1/9/17-6/9/17  |
| Nakao, Kaile     | Santa Monica HS | 1/9/17-6/9/17  |

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:

TO: BOARD OF EDUCATION  
FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL  
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT  
03/02/17

RECOMMENDATION NO. A.24

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

**NOON SUPERVISION AIDE**

|                  |             |               |
|------------------|-------------|---------------|
| Alvarado, Marvin | Cabrillo ES | 2/1/17-6/9/17 |
| Robinson, Keshon | Franklin ES | 2/1/17-6/9/17 |
| Van Buren, Tracy | Franklin ES | 2/6/17-6/9/17 |

**COACHING ASSISTANT**

|             |           |                |
|-------------|-----------|----------------|
| Craig, Jack | Malibu HS | 7/1/16-6/30/17 |
|-------------|-----------|----------------|

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:

TO: BOARD OF EDUCATION  
 FROM: BEN DRATI / MARK O. KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT  
 03/16/17

RECOMMENDATION NO. A.22

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

**NOON SUPERVISION AIDE**

|                    |           |                 |
|--------------------|-----------|-----------------|
| Doucet, Ayanna     | Rogers ES | 2/21/17-6/9/17  |
| Harrington, Tynese | Rogers ES | 2/14/17-6/10/17 |
| Lopez, Ivonne      | Rogers ES | 2/14/17-6/10/17 |
| Malone, Angelica   | Rogers ES | 2/14/17-6/10/17 |
| Nolan, Christine   | Rogers ES | 2/14/17-6/9/17  |

**COACHING ASSISTANT**

|                     |                 |                |
|---------------------|-----------------|----------------|
| Armendariz, Raymond | Santa Monica HS | 2/1/17-6/9/17  |
| Ashley, Billy       | Malibu HS       | 7/1/16-6/30/17 |
| Cabrera, Jose       | Santa Monica HS | 2/1/17-6/9/17  |
| Collet, Jutta       | Santa Monica HS | 2/1/17-6/9/17  |
| Fearon, Mark        | Santa Monica HS | 2/1/17-6/9/17  |
| Humphrey, Regence   | Malibu HS       | 7/1/16-6/30/17 |
| Lupi, Paul          | Santa Monica HS | 2/1/17-6/9/17  |
| Lyons, Ashley       | Malibu HS       | 7/1/16-6/30/17 |
| McConnell, Cynthia  | Malibu HS       | 7/1/16-6/30/17 |
| Miller, Richard     | Malibu HS       | 7/1/16-6/30/17 |
| Norris, Darren      | Santa Monica HS | 2/1/17-6/9/17  |
| Pierson, Jenna      | Malibu HS       | 7/1/16-6/30/17 |
| Shafer, Anthony     | Malibu HS       | 7/1/16-6/30/17 |
| Sweigart, Shane     | Malibu HS       | 7/1/16-6/30/17 |
| Ward, Timothy       | Malibu HS       | 7/1/16-6/30/17 |
| Young, Bruce        | Malibu HS       | 7/1/16-6/30/17 |

**TECHNICAL SPECIALIST – LEVEL II**

|                     |  |                |
|---------------------|--|----------------|
| Call, Emily         | Educational Svcs/Muir ES<br>[Strings Instructor]<br>- Funding: Gifts – Dream Strings           | 2/4/17-3/31/17 |
| Guthrie, Stephanie  | Cabrillo ES<br>[Computer Lab Assistant]<br>- Funding: SMMEF                                    | 2/1/17-6/10/17 |
| Kieme, Roxanne      | Educational Svcs/Rogers ES<br>[Strings Instructor]<br>- Funding: Gifts – Dream Strings         | 2/4/17-3/31/17 |
| Naziemiec, Karolina | Ed. Svcs/Edison/McKinley/Rogers ES<br>[Strings Instructor]<br>- Funding: Gifts – Dream Strings | 2/4/17-3/31/17 |

Reis, Steven

Educational Svcs/McKinley/Muir ES  
[Strings Instructor]  
- Funding: Gifts – Dream Strings

2/4/17-3/31/17

**STUDENT WORKER - WORKABILITY**

Ruiz, Daniela

Santa Monica HS

2/1/17-6/30/18

MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2016 – 2017**

| <b>Date</b>                            | <b>Time</b>      | <b>Location</b>                     | <b>Notes</b>   |
|--|------------------|-------------------------------------|--|
| <b>2016</b>                            |                  |                                     |  |
| July 12, 2016                          | 4:00 p.m.        | Board Room – District Office        |  |
| August 9, 2016                         | 4:00 p.m.        | Board Room – District Office        |  |
| September 13, 2016                     | 4:00 p.m.        | Board Room – District Office        |  |
| October 11, 2016                       | 4:00 p.m.        | Board Room – District Office        |  |
| November 15, 2016                      | 4:00 p.m.        | Board Room – District Office        |  |
| December 13, 2016                      | 4:00 p.m.        | Board Room – District Office        |  |
| <b>2017</b>                            |                  |                                     |  |
| January 10, 2017                       | 4:00 p.m.        | Board Room – District Office        |  |
| January 26, 2017 –<br>January 29, 2017 | Daily Conference | San Francisco                       | CSPCA 2017 Annual<br>Conference                                |
| February 14, 2017                      | 4:00 p.m.        | Board Room – District Office        |  |
| March 14, 2017                         | 4:00 p.m.        | Board Room – District Office        |  |
| April 11, 2017                         | 4:00 p.m.        | Board Room – District Office        | 2016–17 Budget Discussion<br>and Development,                  |
| May 9, 2017                            | 4:00 p.m.        | Library – Webster Elementary School | 2016-17 Budget Adoption  |
| May 17, 2017                           | 3:00 p.m.        | Board Room – District Office        | Santa Monica Classified<br>Employees Appreciation<br>Reception |
| June 13, 2017                          | 4:00 p.m.        | Board Room – District Office        |  |

## SMMUSD Board of Education Meeting Schedule 2016-17

**Closed Session begins at 4:30pm**  
**Public Meetings begin at 5:30pm**

| Meeting Date  | Meeting Location | Meeting Format |            |                     | Additional Notes                 |
|---------------|------------------|----------------|------------|---------------------|----------------------------------|
|               |                  | "A" Format     | "B" Format | Hybrid of "A" & "B" |                                  |
| 7/20/16 (W)   | DO               |                |            | X                   |                                  |
| 8/10/16 (W)   | DO               |                |            | X                   |                                  |
| 8/24/16 (W)   | DO               |                |            |                     | Special Meeting: Retreat         |
| 9/1/16 (Th)   | DO               | X              |            |                     |                                  |
| 9/22/16 (Th)  | DO               |                | X          |                     |                                  |
| 10/6/16 (Th)  | M                | X              |            |                     |                                  |
| 10/20/16 (Th) | DO               |                | X          |                     |                                  |
| 11/3/16 (Th)  | M                | X              |            |                     |                                  |
| 11/17/16 (Th) | DO               |                | X          |                     |                                  |
| 12/13/16 (T)  | DO               |                |            |                     | Special Meeting: Retreat         |
| 12/15/16 (Th) | DO               |                |            | X                   |                                  |
| 1/19/17 (Th)  | DO               |                |            | X                   |                                  |
| 1/24/17 (T)   | DO               |                |            |                     | Special Meeting: Budget Wrkshp   |
| 2/2/17 (Th)   | M                | X              |            |                     |                                  |
| 2/16/17 (Th)  | DO               |                | X          |                     |                                  |
| 3/2/17 (Th)   | DO               | X              |            |                     |                                  |
| 3/16/17 (Th)  | M                |                | X          |                     |                                  |
| 3/23/17 (Th)  | DO               |                |            |                     | Special Meeting: Budget Wrkshp   |
| 3/30/17 (Th)  | DO               |                |            |                     | Special Meeting: Retreat         |
| 4/20/17 (Th)  | DO               |                |            | X                   |                                  |
| 5/4/17 (Th)   | M                | X              |            |                     |                                  |
| 5/18/17 (Th)  | DO               |                | X          |                     |                                  |
| 6/1/17 (Th)   | DO               | X              |            |                     |                                  |
| 6/13/17 (T)   | DO               |                |            |                     | Special Meeting: Retreat         |
| 6/22/17 (Th)  | DO               |                |            |                     | Special Meeting: Public Hearings |
| 6/29/17 (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"                                   |
|---|----------------------------|---|
| 1. Closed Session                                       | 1. Closed Session          | 1. Closed Session                                       |
| 2. Commendations/Recognitions                           | 2. Consent Calendar        | 2. Commendations/Recognitions                           |
| 3. Study Session  | 3. Study Session           | 3. Study Session  |
| 4. Communications                                       | 4. Discussion Items        | 4. Communications                                       |
| 5. Executive Staff Reports                              | 5. Major Items (as needed) | 5. Executive Staff Reports                              |
| 6. Consent Calendar                                     | 6. General Public Comments | 6. Consent Calendar                                     |
| 7. General Public Comments<br><i>(max. 30 minutes)</i>  |                            | 7. General Public Comments<br><i>(max. 30 minutes)</i>  |
| 8. Discussion Items (as needed)                         |                            | 8. Discussion Items                                     |
| 9. Major Items  |                            | 9. Major Items  |
| 10. Continuation of General Public Comments (if needed) |                            | 10. Continuation of General Public Comments (if needed) |

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.  
 Board of Education Meeting AGENDA: June 29, 2016



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: NOT UNION AFFILIATED

CLASS CODE: 541173

SALARY RANGE: C-36

## **HUMAN RESOURCES SPECIALIST (CONFIDENTIAL)**

### **BASIC FUNCTION:**

Under general supervision of assigned supervisor, performs specialized and technical work related to data management, to include position control forms and labels, lists, and letters; prepares customized personnel reports; responds to personnel and payroll related inquiries; and performs other related work as necessary.

Government Code § 3540.1(c) "Confidential employee" means an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

### **MINIMUM QUALIFICATIONS**

#### ***EDUCATION:***

Educational attainment equivalent to a High School Diploma, supplemented by 30 semester units or the equivalent of college-level coursework in Human Resources, Business, Public Administration, or a related field.

#### ***EXPERIENCE:***

Four (4) or more years of increasingly responsible experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports.

#### **EDUCATION/EXPERIENCE EQUIVALENCY:**

Two (2) more years of required experience may substitute for 30 semester units or the equivalent of college-level coursework required.

A Bachelor's Degree in a related field may substitute for two (2) years of the required experience.

#### ***LICENSES AND OTHER REQUIREMENTS:***

None

### **REPRESENTATIVE DUTIES:**

1. Verifies, inputs, and maintains current Position Control and FTE files by inputting additions, deletions, and changes of position and employee status into human resource system; monitors and maintains position vacancy list for all classified and certificated positions
2. Verifies, processes, enters, and maintains employee information such as personal data, employment and position data, compensation, performance reviews or evaluations, and separation data into the human resource system; provides information to payroll, personnel commission, and other appropriate individuals and groups
3. Processes paperwork required for employment, retirement, termination, resignations, leave of absence, change of assignment, and other related information; inputs information into the human resources system; updates longevity lists and assures the proper completion and accuracy of personnel data entered.
4. Processes new employees, ensuring that all personnel comply with criminal record, medical screening, I-9 employee eligibility, and payroll processing requirements.
5. Provides information and assistance to District personnel, job applicants, employment candidates, and general public regarding a wide range of personnel matters; interprets contract language and examines employee files to answer inquiries and provides information to authorized persons.
6. Maintains salary schedule data and codes for certificated, classified, confidential, and management positions. Ensures the accuracy of all salary data distributed and incorporated into the human resource system.
7. Evaluates transcripts and/or verifies previous training and experiences to determine proper placement on salary schedules for all employee groups.

8. Researches and answers questions regarding personnel matters, policies and procedures; provides preliminary summary of findings and recommendations for action by management as necessary.
9. Analyzes, verifies, and monitors human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols.
10. Compiles, reviews, and analyzes employment data by using the human resource system; performs data queries and produces reports, tables, graphs, and narrative presentations in order to synthesize and summarize personnel related data for projects, special audits, or collective bargaining.
11. Processes, prepares, and distributes personnel assignment notices authorizing employment, salary increases, status changes, leave of absences, personnel evaluation forms, reasonable assurance letters, First Aid and CPR renewals, and other notifications to employees; track and follow up to complete processes and procedures to comply with district and legal mandates.
12. Prepares staffing spreadsheets and comparative reports to track staffing levels, assignments and vacancies; prepares and updates reports concerning new hires, transfers, separations, seniority, retirement, and reinstatement actions.
13. Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for all employees.
14. Acts as a liaison between the Human Resources Department and employees; prepares correspondence to explain department and District procedures.
15. Coordinates, compiles and completes information for classification, salary, benefits and employment surveys and reports; responds to employment verification requests from outside agencies.
16. Performs related duties as assigned.

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

#### **SUPERVISION:**

---

Direct supervision is received from Director of Human Resources. No supervision is exercised.

#### **KNOWLEDGE AND ABILITIES**

---

##### **KNOWLEDGE OF:**

- Standard business writing and report preparation techniques
- Relevant provisions of Education Code and other applicable laws
- Basic research, analysis and statistical methods
- Database management principles
- Personnel and office administration practices
- Fair employment principles and practices
- Merit System practices and/or instructional certification practices
- Classification and compensation plans, terminology, and practices
- Effective customer service techniques.

##### **ABILITY TO:**

- Operate personal computer using word processing, spreadsheet, and report writing applications and an applicant tracking system and human resource information system
- Generate complex, custom reports from human resources system
- Maintain confidentiality and security of sensitive information
- Maintain work records and compile operating, budget, program, or activity reports
- Schedule, organize, and complete work in accordance with deadlines
- Communicate effectively with employees, school site staff, District staff, parents, teachers, outside agencies, and public and private representatives
- Multi-task and meet deadlines with constant interruptions
- Build rapport and maintain positive working relationships

**WORKING CONDITIONS:**

---

***ENVIRONMENT:***

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

***PHYSICAL DEMANDS:***

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Ability to sit for long periods of time and use a computer terminal; ability to safely lift and carry up to ten (10) pounds.

***DUTIES APPROVED***

***BOARD OF EDUCATION:***

**CLASSIFICATION APPROVED**

**PERSONNEL COMMISSION:**

June 2001

Re-titled May 16, 2006

Revised February 14, 2017

Reformatted March 16, 2017

---

---

## VII. Personnel Commission Business:

### A. Future Items:

| <b>Subject</b>                              | <b>Action Steps</b>  | <b>Tentative Date</b> |
|---|--|-----------------------|
| Preliminary Budget – Fiscal Year 2017-2018  | - First Reading  | April 2017            |
| Adoption of Budget – Fiscal Year 2017-2018  | - Second Reading   | May 2017              |
| Merit Rules Revisions                       | - First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i> | May 2017              |
| Classified Employees Appreciation Reception |  | May 2017              |

---

---

**VIII. Next Regular Personnel Commission Meeting:**

Tuesday, April 11, 2017, at 4:00 pm – *District Office Board Room*

---

---

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



---

**X. Closed Session:**

---

**XI. Adjournment:**