



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

November 15, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, November 15, 2016**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on November 15, 2016

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

- 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						

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

November 15, 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 will be held on **Tuesday, November 15, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on November 15, 2016

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

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
- New Personnel Commissioner Recruitment 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	20
Children's Center Assistant-1,2,3,	3
Electrician	3
Health Office Specialist	2
Instructional Assistant - Bilingual	9
Instructional Assistant - Classroom	16
Instructional Assistant - Physical Education	2
Lead Custodian	7
Paraeducator-1	24
Paraeducator-3	13
Swimming Instructor/Lifeguard	2
Technical Theater Technician	1
Theater Operations Supervisor	3

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stephanie Caruso Afshar in the classification of Occupational Therapist at Range: 61 Step: D
- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stephanie Alonso in the classification of Paraeducator-1 at Range: 20 Step: D
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Shawndra Miles in the classification of Paraeducator-1 at Range: Step: C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action Items

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 XII: Salaries, Overtime Pay, and Benefits

V. 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. 20 (for SMMUSD School Board Agenda)
 - October 20, 2016
- Classified Personnel – Merit Report - No. A. 22
 - November 3, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A. 21
 - October 20, 2016
- Classified Personnel – Non-Merit Report – No. A. 23
 - November 3, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2016 – 2017
- I.07 Board of Education Meeting Schedule
 - 2016 – 2017

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	December 2016
	-First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, December 13, 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 closed session.

IX. CLOSED SESSION:

- No Closed Session

X. 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 Jorge Bracamonte, Santa Monica High School day custodian, who recently passed away.

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 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 16th Street, Santa Monica, CA.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:03 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

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standards, in some areas exceeds standards, and he has 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):

Classification

Eligibles

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
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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

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.

- 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:

Subject	Action Steps	Tentative Date
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**

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

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II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, November 15, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Stephanie Caruso Afshar

BACKGROUND INFORMATION:

Classification Title: Occupational Therapist	Employee: Stephanie Caruso Afshar	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <ul style="list-style-type: none"> Persons with experience, knowledge and abilities as stated are considered to have the necessary education. <p><u>License and other requirements:</u></p> <ul style="list-style-type: none"> Valid registration with the National Board Certification of Occupational Therapy. Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapist. 	<ul style="list-style-type: none"> Stephanie has a Bachelor's degree in Occupational Therapy. 	<p>1 level of education above the required level = <u>1 Step Advance</u></p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> One-year work experience is desired providing occupational therapy services for children ages three to twenty-two 	<ul style="list-style-type: none"> Stephanie has over six (6) years of Occupational Therapy experience. 	<p>2 (2-year periods) of experience above the required level = <u>2 Step Advance</u> (Max Allowed)</p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP D</u></p>		

DIRECTOR'S COMMENTS:

Ms. Afshar's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-61 at Step A is \$38.66/hour, while Step D is \$44.76/hour. The net difference in pay is an approximate increase of \$6.10 per hour, \$1,058.00 per month, or \$9,240.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Stephanie Afshar at Range A-61, 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							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, November 15, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Stephanie Alonso

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Stephanie Alonso	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness 	<ul style="list-style-type: none"> • Stephanie has a Bachelor’s degree in Elementary Education. 	<p>1 level of education above the required level = 1 Step Advance</p>
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Stephanie has over five (5) years of experience working with individuals with exceptional needs. 	<p>2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)</p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP D</u></p>		

DIRECTOR’S COMMENTS:

Ms. Alonso’ experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step D is \$16.47/hour. The net difference in pay is an approximate increase of \$2.24 per hour, \$291.75 per month, or \$2,545.50 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Stephanie Alonso at Range A-20, 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							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, November 15, 2016

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Shawndra Miles

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Shawndra Miles	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness 	<ul style="list-style-type: none"> • Meets standards 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Shawndra has over six (6) years of experience working with individuals with exceptional needs. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Miles’ experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step C is \$15.69/hour. The net difference in pay is an approximate increase of \$1.46 per hour, \$189.75 per month, or \$1525.50 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Shawndra Miles’ at Range A-20, 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							
Joseph Pertel							
Peter Lippman							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items:

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, November 15, 2016

AGENDA ITEM NO: D.01

SUBJECT: First Reading of Changes to Merit Rules – Chapter XII

BACKGROUND INFORMATION:

Chapter XII of the Merit Rules was previously reviewed by the Advisory Rules Committee (ARC); however, revisions were never brought to the Personnel Commission for a first reading. Because it was over a year since the revisions were first made, the ARC felt it was necessary to review each section again in detail. Further revisions were identified.

DISCUSSION:

Based on collaboration with the ARC, the following areas were revised:

- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Language from Ed Code was inserted when appropriate
- When authority does not lie with the Merit Rules, references were made to either the Collective Bargaining Agreement or the Board of Education
- The formatting of Ed Code references was revised

The Personnel Commission office, not the ARC, will address the overall format of the Merit Rules. Between chapters, the spacing, font, and size of text is not consistent. Thus far, revising the Merit Rules has been priority, rather than standardizing the format. However, a standard format should be determined soon, and the process to reformat all chapters will take place over the next several months.

CHAPTER XII: SALARIES, OVERTIME PAY, AND BENEFITS

TABLE OF CONTENTS UPDATED AFTER COMMISSION APPROVAL

<u>RULE 12.1</u>	<u>DETERMINATION OF SALARY SCHEDULES</u>
Section	12.1.1 Fixing <u>Establishing</u> Annual Salary Schedules
	12.1.2 Factors in Salary Determination
	12.1.3 Salary Studies
	12.1.4 Salary Recommendations
<u>RULE 12.2</u>	<u>GENERAL SALARY PROVISIONS</u>
Section	12.2.1 Interpretation of the Salary Schedule
	12.2.2 Payroll Procedure
	12.2.3 Correction of Error in Salary
	12.2.4 Salary on Employment
	12.2.5 Salary Increments
	12.2.6 Withholding Salary Increments
	12.2.7 Salary on Promotion
	12.2.8 Salary on Demotion
	12.2.9 Salary on Reclassification
	12.2.10 Salary on Reallocation
	12.2.11 Salary on Transfer
	12.2.12 Salary on Reemployment, Reinstatement, and Return from Leave of Absence
	12.2.13 <u>Shift</u> Differential Pay
	12.2.14 Longevity Pay
	12.2.15 Effective Date of Salary Changes
	12.2.16 Application of Salary Provisions to Unit Members
<u>RULE 12.3</u>	<u>OVERTIME PROVISIONS</u>
Section	12.3.1 Overtime Defined
	12.3.2 Overtime Compensation
	12.3.3 Assignment of Overtime
	12.3.4 Compensatory Time
	12.3.5 Call Back
	12.3.6 Exemption from Overtime
	12.3.7 Application of Overtime Provisions to Unit Members
<u>RULE 12.4</u>	<u>EMPLOYEE BENEFITS</u>
Section	12.4.1 Health and Welfare Benefits
	12.4.2 Mileage Reimbursement
	12.4.3 Application of Employee Benefit Provisions to Unit Members

CHAPTER XII: SALARIES, OVERTIME PAY AND BENEFITS

RULE 12.1 DETERMINATION OF SALARY SCHEDULES

The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

12.1.1

FIXING ESTABLISHING ANNUAL SALARY SCHEDULES (EDUCATION CODE 45160, 45162, 45163, 45241)

- A. The Board of Education shall ~~fix~~ establish the annual salaries for all classified employees and other employees not requiring certification qualifications, employed by the District, unless otherwise prescribed by law.
- B. The Board of Education may increase the salary schedule for classified employees at any time during the fiscal year and shall adopt increases and/or decreases resulting from the classification or reclassification of positions as approved by the Personnel Commission.
- C. The provisions of this section shall not be construed to permit the Board of Education to demote or dismiss an employee due to the reclassification of a position or class of positions unless otherwise authorized by law or these Rules.
- D. If the Board of Education is unable to comply with the provisions of paragraph A above ~~because it is engaged in a study, which was initiated prior due to the commencement of the school year, to increase the salaries and wages of the persons employed by the District in positions not requiring certification qualifications, the Board of Education may, by appropriate action taken collective negotiations or because a salary study is being conducted, the Board may, prior to the final adoption of the budget, do either of the following:~~
 1. Adopt an interim salary schedule which shall be the same schedule as for the preceding year, except that increases may be granted at that time based upon increased cost-of-living indexes, and provide that the salaries and wages fixed as a result of the study shall be payable for the entire school year to include the period thereof in which the study was conducted and final Board of Education action taken.
 2. Provide that the salaries and wages fixed as a result of the study shall be effective only for that portion of the school year, as determined by the Board of Education at the time it takes action after the study has been completed. "Portion of the school year," as used here shall not be for any period of time less than the period of time remaining in the school year from the date the Board of Education adopts the salary schedule based on the study commenced prior to that school year.
- E. The ~~h~~Board of Education shall employ, pay and otherwise control the services of classified employees only in accordance with the provisions of Title 2, Division 3, Part 25, Chapter 5, Article 6 (Merit System of the State of California Education Code and these Rules).

12.1.2

FACTORS IN SALARY DETERMINATION

- A. The Director of Classified ~~p~~Personnel shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations may take into account the following factors:
1. Wages and salaries paid for similar work in private industry in the recruitment area;
 2. Wages and salaries paid by other governmental agencies in the recruitment area;
 3. The principle of like pay for like work within the classified services;
 4. Appropriate differentials between related classes to reflect differences in duties and responsibilities as established in the classification plan, and
 5. Such other information as the Personnel Commission may require.

12.1.3

SALARY STUDIES

- A. The Director of Classified Personnel shall conduct or, with the approval of the Commission, cause to be conducted, a salary study:
1. When a new class is created, or
 2. When directed by the Personnel Commission.
- B. The administration, an employee, or employee representative, may request a salary study of a class by directing a written communication to the Personnel Commission and setting forth the reasons for the study.
- C. A salary study may consist of a review of internal relationships with other related classes and may include a salary survey of private industry and public sector pay rates.

12.1.4

SALARY RECOMMENDATIONS (~~EDUCATION CODE 45268~~)

- A. After making its findings, the Personnel Commission shall present salary recommendations to the Board of Education for approval. The Board of Education may approve, amend or reject the recommendations ~~but shall not alter the percentage relationships among classes in the occupational family as established by the classification plan.~~ No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the ~~a~~effect the amendment will have on the principle of like pay for like work. No changes shall operate to disturb the relationship in which compensation schedules bear to one another, as the relationship has been established in the classification made by the Personnel Commission.
- B. Salary recommendations may be based on evidence that the class in question is substantially overpaid or underpaid as determined by a survey of relative community rates or the internal alignment of ~~positions with other~~ classes.

- C. Adjustments may also be made when a classification study indicates that changes of duties and responsibilities require such a change.

References: Education Codes 45160, 45162, 45163, 45241, and 45268

Rule 12.2 GENERAL SALARY PROVISIONS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

12.2.1 INTERPRETATION OF THE SALARY SCHEDULE

- A. The schedule of pay for each class represents the standard rate of pay for full-time employment, unless in the pay schedule it is specifically indicated that the rate is for part-time service.
- B. The rates of pay_s as set forth in the salary schedules_s do not include reimbursements for actual and necessary expenses_s for travel, subsistence, car mileage and similar purposes authorized and incurred as part of the employment.

12.2.2 PAYROLL PROCEDURE ~~(EDUCATION CODE 42646)~~

- A. The County Superintendent of Schools, with the approval of ~~and~~ the County Auditor_s shall prepare separate payroll warrants for classified employees. These warrants shall:
1. Provide a statement of the amount earned; and
 2. Include an itemization of the amounts withheld; and
 3. Show the closing date of the pay period and the date of issue, and
 4. Be issued on or before the tenth (10th) calendar day following the end of the pay period.
- B. The payroll procedures may provide for salary payment, including salary advances, more frequently than once a month.

Reference: Education Code 42646

12.2.3 CORRECTION OF ERROR IN SALARY ~~(EDUCATION CODE 45167)~~

- A. Whenever it is determined that an error has been made in the calculation, reporting or in the payment of any classified employee's salary, the District shall, within five (5) working days:
1. Provide the employee with a statement of correction; and

2. Issue a supplemental payment to cover the underpayment when the employee has been underpaid, or make equitable arrangements for repayment when the employee has been overpaid.
 - ~~3. Make equitable arrangements for repayment when the employee has been overpaid.~~
- B. The correction of errors made in the calculation, reporting or in the payment of any classified employee's salary shall be for not more than three (3) years from the date the error is discovered.

Reference: Education Code 45167

12.2.4 SALARY ON EMPLOYMENT

- A. New employees shall be appointed at the hiring rate for the class as approved by the Personnel Commission. The hiring rate shall be the first step of the schedule except as provided for any minimum and/or living wage provision adopted by the Board of Education. Additionally, for classes where recruitment efforts have indicated difficulty in recruiting at that step, ~~A~~ an accelerated hiring rate may be set with the approval of the Board of Education and the Personnel Commission at any step of the schedule for the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.
- B. 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 Personnel 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. (Personnel Commission Merit Chapter XII; Rule 12.2.4 Approved by the Personnel Commission: January 12, 2010)~~

12.2.5 SALARY INCREMENTS

- A. After satisfactory completion of six (6) months in a regular position, classified employees, including ~~supervisory and~~ confidential, shall advance to the next step on the appropriate salary range. After completion of one (1) year in a regular position, classified management ~~and supervisory~~ employees shall advance to the next step on the appropriate salary range upon completion of each year of continuous and satisfactory service until the maximum salary is reached.
- B. Salary advancement shall be effective on the first (1st) day of the month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be the first (1st) of that month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be the first (1st) of the following month.

- C. Employees placed above the first step of a salary range will advance at one (1) year intervals until the maximum is reached.

12.2.6 WITHHOLDING SALARY INCREMENTS

- A. A salary increment shall be withheld when an employee has received a Needs to Improve or Unsatisfactory ~~p~~Performance ~~e~~Evaluation. Upon clearance of the Needs to Improve or Unsatisfactory Performance ~~e~~Evaluation by a subsequent ~~j~~Job ~~p~~Performance Progress Report or evaluation by the employee's immediate supervisor, the increment shall be approved effective the first ~~(1st)~~ of the month following the filing of a satisfactory evaluation. This shall then become the new salary increment date.
- B. Withholding a salary increment for a permanent employee shall be subject to appeal to the Personnel Commission only as a part of any appeal resulting from a disciplinary action.

12.2.7 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, the employee shall receive at least a one ~~(1st)~~ step salary increase, but not less than the first step of the new salary range.
- B. If the increase is less than one (1) salary step, the employee shall be placed on the next higher salary step but not higher than the highest salary step ~~e~~in that range.
- C. The promoted employee shall serve a probationary period in the new class.
- D. Promoted employees placed on step A will advance one ~~(1)~~ step on the salary schedule upon satisfactory completion of the probationary period in the new class, or promoted employees placed above step A will advance one (1) step on the salary schedule upon satisfactory completion of one (1) year of service in the new class.

12.2.8 SALARY ON DEMOTION

- A. An employee who accepts a voluntary demotion shall be placed on the step of the range of the lower class which is closest to the rate earned in the higher class, provided that the employee shall not receive a salary increase thereby. The increment date established in the higher class shall be retained.
- B. An employee who accepts a voluntary demotion in lieu of layoff shall be "Y" rated ~~r~~ (Rule 3.3.3B) ~~r~~.
- C. If an employee is involuntarily demoted during probation, as provided in these Rules, salary placement shall be at the step of the lower salary range to which the employee would have progressed if the employee had served continuously in the lower class. When the demotion is a disciplinary action, the notice shall specify the step of the salary schedule at which the employee shall be placed.

12.2.9

SALARY ON RECLASSIFICATION (~~EDUCATION CODE 45268~~)

- A. When the position held by a regular employee is reclassified, the salary placement and increment date shall be determined as follows:
1. If the position is allocated to a class with a higher salary range and the employee is granted status without examination, the employee shall retain the same salary step on the higher range and the same increment date as held in the lower class.
 2. If the position is allocated to a class with a higher salary range and the employee obtains status in the higher class upon passing an examination (~~Rule 3.3.3.A~~), the change of classification shall be treated as a promotion (Rule 12.2.7).
 3. If the position is allocated to a class with a lower salary range and the employee retains the position, the employee's salary shall be "Y" rated (Rule 3.3.3B).
- B. Reclassified employees shall serve a probationary period in their new classification.

12.2.10

SALARY ON REALLOCATION (~~EDUCATION CODE 45268~~)

- A. When a class is reallocated to a higher salary range, employees in the class shall be placed on the new salary range on the same salary step they held prior to reallocation. The employee's salary increment date shall not change.

Reference: Education Code 45268

12.2.11

SALARY ON TRANSFER

- A. When an employee is transferred from one (1) position to another in the same class, or a related class on the same salary range, the employee's step placement and salary increment date shall not change.

12.2.12

SALARY ON REEMPLOYMENT, REINSTATEMENT, AND RETURN FROM LEAVE OF ABSENCE

- A. Upon reemployment, reinstatement or return from leave of absence, an employee shall be placed on the same step of the salary range that was previously held ~~prior to separation~~.
- B. Credit for step advancement shall accrue during military leave and all paid leaves.
- ~~C. Upon return from leave of absence, layoff or resignation, the employee shall be placed on the salary step last achieved prior to leave, layoff or resignation.~~
- ~~D. An employee restored after leave of absence, layoff or resignation, shall be granted prior service credit for step advancement.~~

Reference: Education Code 45309

12.2.13 **SHIFT DIFFERENTIAL PAY (EDUCATION CODE 45182)**

- A. An employee assigned to a regular position requiring four (4) or more hours of service after 5:00 p.m. and before 12:00 midnight shall be paid a differential of two (2) ranges on the salary schedule.
- B. An employee assigned to a regular position requiring four (4) or more hours of service after 12:00 midnight and before 6:00 a.m. shall be paid a differential of four (4) ranges on the salary schedule.
- C. Employees assigned to evening and night positions on a regular basis who are required to work a temporary day assignment, ~~according to these Rules~~, shall continue to be granted the differential.
- D. Positions for which differential compensation is granted shall be filled as vacancies according to these Rules.
- E. Positions which require the incumbent to regularly work evening or night hours for three (3) or more days per week shall be granted differential pay.
- F. The Board of Education may provide differential pay to those classified employees who perform duties of a distasteful, dangerous or unique nature when reasonably justified. Such differential shall be based upon findings and recommendations of the Personnel Commission.

References: Education Codes 45180, 45181 and 45182

12.2.14 **LONGEVITY PAY**

- A. Regular classified employees shall receive a longevity increment in addition to their regular salary in recognition of ~~satisfactory and~~ continuous service, adjusted for any break(s), to the Deistrict. For all non-management classifications, longevity increments are granted in accordance with the collective bargaining agreement. For management and confidential classifications, longevity increments are granted and approved by the Board of Education. Each longevity increment shall be two (2) salary ranges on the appropriate salary schedule. Longevity increments shall be granted as follows:
 - ~~1. Management, Supervisory and Confidential employees, after~~
 - a. ~~Eight years~~
 - b. ~~Eleven years*~~
 - c. ~~Fifteen years~~
 - d. ~~Twenty years~~
 - e. ~~Twenty-five years~~
 - f. ~~Thirty years~~

~~*The eleven-year increment is granted only on completion of five (5) semester units of job-related course work.~~

~~B. Longevity is computed on total regular time with the District, adjusted for any breaks(s) in service for all classes in which regularly employed.~~

12.2.15 EFFECTIVE DATE OF SALARY CHANGES

- A. Salary increments shall be effective on the first (1st) day of the calendar month as provided below:
1. When the date of change falls on or before the fifteenth (15th) of the month, the salary change shall be effective on the first (1st) of that month.
 2. When the date of change falls after the fifteenth (15th) of the month, the salary change shall be effective on the first (1st) of the following month.

~~12.2.16 APPLICATION OF SALARY PROVISIONS TO UNIT MEMBERS~~

~~A. The salary provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

RULE 12.3 OVERTIME PROVISIONS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

12.3.1 OVERTIME DEFINED ~~(EDUCATION CODE 45128)~~

- A. Overtime shall be defined as authorized work time in excess of eight (8) hours in one (1) day or forty (40) hours in one (1) week ~~or eight (8) hours in one (1) day.~~
- B. Employees assigned to a ten (10) hour day, four (4) day, forty (40) hour week shall receive overtime pay for hours worked in excess of ten (10) hours per day or forty (40) hours per week.
- C. For purposes of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee. ~~overtime compensation, work time shall include:~~
- ~~1. All actual hours worked plus;~~
 - ~~2. All hours of paid leave or compensatory time off.~~

12.3.2 OVERTIME COMPENSATION ~~(EDUCATION CODE 45128, 45131)~~

- A. An employee who works authorized overtime shall be paid at the rate of one and one-half (1-1/2) times their his/her regular hourly rate of pay or ~~if~~ shall receive

compensatory time at the rate of one and one-half (1-1/2) times for the number of overtime hours worked.

1. For overtime purposes the employee's regular rate of pay includes all shift and special assignment differentials, longevity, professional growth, bilingual or other earned differential(s).
 2. The employee's overtime regular rate of pay is the appropriate rate for the class in which the duties are performed.
- B. Overtime at the rate of one and one-half (1-1/2) times his/her regular rate shall be paid to part-time employees as follows:
1. An employee having an average workday of four (4) hours or more shall receive overtime compensation for any authorized work performed on the sixth (6th) or seventh (7th) consecutive day of work.
 2. An employee having an average workday of less than four (4) hours shall receive overtime compensation for any authorized work performed on the seventh (7th) consecutive day of work.
- C. When a classified employee is required to work on any District paid holiday the employee shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's regular rate of pay.

~~D. The minimum authorized overtime period is one-half (1-1/2) hour.~~

12.3.3 ASSIGNMENT OF OVERTIME

- A. Overtime work shall be ~~equitably assigned based on seniority and on a rotating basis~~ among all qualified employees who are in the same class, the same organizational unit, ~~to and~~ the same work location. ~~In assigning overtime the appointing authority may consider:~~
- ~~1. Special skills and/or training required for an employee to perform the specific work, and~~
 - ~~2. The availability of regular part-time employees to perform the required work.~~

12.3.4 COMPENSATORY TIME (EDUCATION CODE 45129)

- A. Compensatory time off may be granted in lieu of cash payment for overtime hours worked at the election of the employee and with the approval of the supervisor. The following provisions apply:
1. A record of compensatory time worked and taken shall be maintained in the department.
 2. Compensatory time may be taken in lieu of any other authorized leave.
 3. Compensatory time shall be approved by the supervisor before it is taken.

4. ~~When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within twelve (12) calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing District. An employee should use compensatory time within the calendar month in which it is earned.~~
5. Compensatory time is earned at the ~~regular or~~ overtime rate. When the hours worked are in excess of ~~eight (8) per day or~~ forty (40) per week ~~or eight (8) per day~~, the rate shall be at one and one-half (1-1/2) times.

12.3.5

CALL BACK

- A. Whenever an employee is called back to duty by his/her supervisor or designee after the conclusion of the normal work shift, the employee shall receive a minimum of two (2) hours pay at the appropriate salary rate.
- B. When an employee is called back to duty by his/her supervisor or designee on a day which is not a regularly scheduled work day he/she shall receive a minimum of two (2) hours pay at the appropriate salary rate.
- C. Employees called back for more than two (2) hours shall be paid for the actual hours worked at the appropriate salary rate.

12.~~32~~.6 EXEMPTION FROM OVERTIME (EDUCATION CODE 45130)

- A. Positions or classes of positions designated supervisory, administrative, or executive by the Personnel Commission, when applicable, or the Board of Education, may be exempted from the overtime provisions of these Rules.
- B. To be exempted from overtime, positions or classes of positions must clearly and reasonably be management positions. The duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a result of this exemption.
- C. ~~The classes of established positions listed below are clearly and reasonably management positions. The duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a result of this exemption.~~

~~Accounting Supervisor
Assistant Director of Food Services
Assistant Superintendent – Fiscal and Business Services
Business Services Administrator
Director of Administrative Services
Director of Classified Personnel
Director of Food Services
Director of Maintenance and Operations
Director of Public Information/Publications
Director of Purchasing and Stores
Director of Transportation
Fiscal Services Administrator~~

~~Payroll Supervisor~~

~~C.~~ Notwithstanding the provisions of paragraph A of this Rule, if an exempt employee is required to work on any District paid holiday, he/she shall be paid, in addition to the regular pay received for the holiday, at the rate of one and one-half (1-1/2) times the employee's rate of pay.

~~References: Education Codes 45127, 45128, 45129, 45130 and 45131~~

~~12.3.7 APPLICATION OF OVERTIME PROVISIONS TO UNIT MEMBERS~~

~~A. The overtime provision for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

RULE 12.4 EMPLOYEE BENEFITS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

12.4.1 HEALTH AND WELFARE BENEFITS

- A. The District shall provide a health and welfare benefit plan for all regular employees assigned twenty (20) or more hours per week.
- B. Benefits shall be the amount approved annually by the Board oOf Education.
- C. Group medical and dental insurance shall be provided from carriers agreed on by the District and the recognized employee organizations.
- ~~D. Each regular employee, after his/her selection of a medical and dental plan may designate the remainder of the authorized amount, if any, to purchase additional approved coverage or tax sheltered annuity as authorized by the Board.~~
- D. Regular employees assigned thirty-five (35) or more hours per week and nine (9) or more months per year, shall be considered full time employees.
- E. Regular employees assigned less than thirty-five (35) but twenty (20) or more hours per week, shall receive a pro rata prorata share of the benefits authorized for full time employees. This proration shall be based on the ratio that hours worked per week bear to forty (40) hours.
- F. Employees assigned less than twenty (20) hours per week shall not be eligible for benefits provided by this Rule.
- G. Notwithstanding other provisions of this Rule, classified employees hired prior to September 199, 1977, who were receiving full benefits provided by the District, shall continue to receive these benefits provided:

1. They have been continuously employed by the District since September 19, 1977, and
2. That this benefit has not been forfeited as a result of voluntary reduction in hours, except for a voluntary reduction in lieu of lay-off.

12.4.2 MILEAGE REIMBURSEMENT (EDUCATION CODE 44032)

- A. Any classified employee who is required by his/her supervisor to use his/her personal vehicle for District business shall be reimbursed for mileage at the rate determined by the Internal Revenue Service approved by the Board.

Reference: Education Code 44032

~~12.4.3 APPLICATION OF EMPLOYEE BENEFIT PROVISIONS TO UNIT MEMBERS~~

- ~~A. The benefit provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

V. Information Items:

Advanced Step Placement Annual Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2016-17									
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.60	\$337.46	\$2,944.06
9/13/2016	IA - Classroom	A	18	A	B	43.75%	\$0.68	\$51.37	\$308.25
9/13/2016	Sr. Admin Assistant	A	36	A	B	100.00%	\$1.04	\$180.09	\$1,080.56
9/13/2016	Personnel Analyst	M	46	A	B	100.00%	\$1.60	\$278.00	\$3,336.00
9/13/2016	Occupational Therapist	A	61	A	C	100.00%	\$3.97	\$687.76	\$6,243.10
9/13/2016	Athletic Trainer	A	35	A	C	87.50%	\$2.11	\$320.25	\$2,906.96
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Paraeducator 2	A	25	A	B	75.00%	\$0.80	\$104.25	\$625.50
10/11/2016	Custodian	A	24	A	C	100.00%	\$1.61	\$279.43	\$2,394.07
10/11/2016	IA - Classroom	A	18	B	C	62.50%	\$0.72	\$77.51	\$775.15
11/15/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.46	\$189.75	\$1,525.50
11/15/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.24	\$291.75	\$2,545.50
11/15/2016	Occupational Therapist	A	61	A	D	100.00%	\$6.10	\$1,058.00	\$9,240.00
2016-17 TOTAL									\$37,494.20

Open Requisitions (as of 11/04/2016)

Req Number	Req Title	Department	Position Type	FTE	Date From HR
17-045	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	8/26/2016
17-085	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	Vac	100	9/30/2016
17-095	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	New	100	10/27/2016
17-050	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/29/2016
17-051	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/29/2016
17-096	CHILDREN'S CENTER ASSISTANT-2	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	10/27/2016
17-097	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	Vac	43.75	10/27/2016
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	87.5	8/22/2016
17-039	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	87.5	8/22/2016
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/2016
17-057	CUSTODIAN	M & O (Maintenance & Operations)	Vac	30	9/8/2016
17-098	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	10/27/2016
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/2015
17-086	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	43.75	10/11/2016
16-182	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5	5/24/2016
17-018	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	43.75	7/28/2016
17-076	INSTRUCTIONAL ASSISTANT-	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	9/20/2016

	BILINGUAL (SPANISH)				
16-191	INSTRUCTIONAL ASSISTANT- CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	6/10/2016
16-198	INSTRUCTIONAL ASSISTANT- CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	6/21/2016
17-003	INSTRUCTIONAL ASSISTANT- CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	7/8/2016
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
17-041	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	8/22/2016
17-053	INSTRUCTIONAL ASSISTANT- CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	25	8/29/2016
17-058	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	9/8/2016
17-069	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	9/14/2016
17-071	INSTRUCTIONAL ASSISTANT- CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75	9/16/2016
17-072	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	9/16/2016
17-073	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	9/16/2016
17-080	INSTRUCTIONAL ASSISTANT- CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	9/29/2016
17-081	INSTRUCTIONAL ASSISTANT- CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	9/29/2016
17-087	INSTRUCTIONAL ASSISTANT- CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	10/11/2016
17-088	INSTRUCTIONAL ASSISTANT- CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5	10/11/2016
17-089	INSTRUCTIONAL ASSISTANT- CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	10/11/2016

17-099	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	10/27/2016
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	6/7/2016
17-082	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	9/29/2016
17-074	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50	9/16/2016
16-163	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	4/26/2016
17-055	LEAD CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	8/29/2016
17-100	LIBRARY ASSISTANT II	LINCOLN MIDDLE SCHOOL	Vac	75	10/27/2016
17-059	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	50	9/8/2016
17-077	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	9/22/2016
17-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	50	10/11/2016
17-092	PARAEDUCATOR-1	PINE STREET	Vac	56.25	10/11/2016
17-101	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	Vac	75	10/27/2016
17-102	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75	10/27/2016
17-103	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	80	10/27/2016
17-104	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/27/2016
17-105	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/27/2016
17-106	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/27/2016
17-107	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	10/27/2016
17-108	PARAEDUCATOR-3	SPECIAL EDUCATION	New	56.25	10/27/2016
17-015	SENIOR OFFICE SPECIALIST	BUSINESS SERVICES	Vac	100	8/8/2016
17-019	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	50	8/10/2016
17-094	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	100	10/11/2016

Filled Requisitions (10/1/2016 – 10/31/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
17-075	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	10/14/2016
17-052	ELECTRICIAN	M & O (Maintenance & Operations)	10/14/2016
16-184	ELEMENTARY LIBRARY COORDINATOR	FRANKLIN ELEMENTARY SCHOOL	10/10/2016
17-084	ELEMENTARY LIBRARY COORDINATOR	ROOSEVELT ELEMENTARY SCHOOL	10/10/2016
17-028	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	10/14/2016
17-046	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	10/20/2016
17-047	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	10/20/2016
17-060	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	10/20/2016
17-061	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	10/21/2016
17-062	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	10/14/2016
17-063	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	10/20/2016
17-064	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	10/14/2016
17-065	PARAEDUCATOR-2	SPECIAL EDUCATION	10/14/2016
17-021	PARAEDUCATOR-3	SPECIAL EDUCATION	10/19/2016
17-078	PARAEDUCATOR-3	SPECIAL EDUCATION	10/14/2016
17-093	PARAEDUCATOR-3	SPECIAL EDUCATION	10/14/2016
17-068	SKILLED MAINTENANCE WORKER	M & O (Maintenance & Operations)	10/14/2016
17-044	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	11/3/2016

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.20

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>
Caliboso, Gina McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	9/26/16
Lazo, Noreen Special Ed-Olympic HS	Paraeducator-3 5 Hrs/SY/Range: 26 Step: A	9/2/16
Morgan, Sadrica Special Ed-Roosevelt ES	Paraeducator-3 6 Hrs/SY/Range: 20 Step: A	9/2/16
Overton, Marc Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 38 Step: A	9/14/16
Paiz, Christina Health Services-Rogers ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	9/12/16
Smith, Matthew Facility Improvement Projects	Facilities Technician 8 Hrs/12 Mo/Range: 45 Step: A	9/14/16
Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: F	8/19/16
Tehrani, Mahnaz CDS-McKinley ES	Children's Center Assistant-2 3.5 Hrs/SY/Range: 18 Step: B	9/26/16
Zurich-Lunsford, Kathleen Rogers ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A	9/19/16

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Adams, Melissa Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Ajnassian, Carrie Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Benjamin, Jacquita Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Biber, Jessica Educational Services	Occupational Therapist Not to exceed: 4.75 Hrs	8/17/16
Casillas, Alfredo Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Friedenberg, Mindy Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16

Fuller, Terry Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Garcia, Mayra Special Ed-Adams MS	Paraeducator-1 5.5 Hrs/Day	8/8/16-8/11/16
Griffis, Crystal Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Hansberry, Felicia Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Higgins, Shaun Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Hurtado, Renee Educational Services	Paraeducator-2 Not to exceed: 4.75 Hrs	8/17/16
Jackson, Sheralynn Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Jenson, Diana Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Kim, Eunice Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
LoGreco, Vincent Special Ed-Adams MS	Paraeducator-3 5.5 Hrs/Day	8/1/16-8/5/16
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 3 Hrs/Day	8/8/16
McGrath, Kathy Adams MS	Senior Office Specialist 8 Hrs/Day	8/15/16
Mock, Chris Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Monjarez, Gabriela Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Overton, Christopher Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Payton, Tawny Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Reid, Shuntoria Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Ridley, Latresse Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Spitzer, Sarah Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16
Tanamas, Ayda Educational Services	Paraeducator-2 Not to exceed: 4.75 Hrs	8/17/16
Ucan, Abraham Educational Services	Paraeducator-3 Not to exceed: 4.75 Hrs	8/17/16

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

Bravo, Richard Operations-Roosevelt ES	Custodian [overtime; set up support]	9/12/16-6/9/17
Burton, Jerome Operations-Roosevelt ES	Custodian [overtime; set up support]	9/12/16-6/9/17
Coleman, Daniel Webster ES	Instructional Assistant - Classroom [additional hours; classroom support]	8/19/16-6/9/17
Herrada, Joe Operations-Lincoln MS	Custodian [overtime; evening school events]	7/1/16-6/9/17
Hurtado, Rene Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	8/22/16-6/9/17
Jelks, Curtis Lincoln MS	Campus Security Officer [overtime; evening school events]	8/22/16-6/9/17
Kachurka, Sabrina FNS-Santa Monica HS	Cafeteria Worker II [additional hours; cafeteria support]	8/19/16-6/9/17
Lopez, Sandy Rogers ES	Senior Office Specialist [overtime; clerical support]	8/19/16-6/9/17
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; evening school events]	8/22/16-6/9/17
Smith, Luz-Stella Special Education	Translator [additional hours; HR documents translation]	9/1/16-5/31/17
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; clerical support]	7/1/16-6/30/17
Wilson, Terry Lincoln MS	Campus Security Officer [overtime; evening school events]	8/22/16-6/9/17

SUBSTITUTES**EFFECTIVE DATE**

Britton-Saunders, Kathryn District	Office Specialist	9/2/16-6/30/17
Caputo, Briena District	Office Specialist	9/8/16-6/30/17
Coleman, Daniel Webster ES	Physical Activities Specialist	8/22/16-6/9/17
De La Torre, Justine Special Education	Paraeducator-1	7/1/16-6/9/17
Dunnigan, Latoya Special Education	Paraeducator-1	8/22/16-6/9/17
Evans Jr., Michael Special Education	Paraeducator-1	8/22/16-6/9/17
Guthrie, Stephanie District	Office Specialist	9/19/16-6/30/17

Gutierrez, Nallely McKinley ES	Instructional Assistant – Classroom	8/19/16-6/9/17
Hallum, Cheryl Food and Nutrition Services	Cafeteria Worker I	7/1/16-6/30/17
Hansberry, Felicia Special Education	Office Specialist	8/15/16-8/16/16
Jones, Jasmine Educational Services	Instructional Assistant – Physical Education	9/13/16-6/9/17
Long, Lakesha McKinley ES	Instructional Assistant – Classroom	8/19/16-6/9/17
Lyles, Michelle Special Education	Paraeducator-1	8/22/16-6/9/17
Mendoza, Melissa Special Education	Paraeducator-1	8/19/16-6/9/17
Mendoza, Melissa Special Education	Paraeducator-3	8/19/16-6/9/17
Meyers, Nicole Special Education	Paraeducator-1	8/22/16-6/9/17
Morgan, Peters Facility Use	Swimming Instructor/Lifeguard	9/2/16-6/30/17
Muller, Larissa McKinley ES	Instructional Assistant – Classroom	8/19/16-6/9/17
Ollikainen Joslin, Alia Child Development Services	Children's Center Assistant-1	9/20/16-6/9/17
Overton, Debbie Food and Nutrition Services	Cafeteria Worker I	8/19/16-6/9/17
Oyenoki, Elizabeth District	Office Specialist	7/1/16-6/30/17
Smith, Makita Special Education	Paraeducator-1	8/22/16-6/9/17
Tse, Pui Franklin ES	Elementary Library Coordinator	9/8/16-6/9/17
Williams, Mary Food and Nutrition Services	Cafeteria Worker I	8/19/16-6/9/17
Zmuda, Rachel Special Ed-Edison ES	Paraeducator-1	7/15/16
Zurich-Lunsford, Kathleen District	Office Specialist	9/19/16-6/30/17

INVOLUNTARY TRANSFER**EFFECTIVE DATE**

Biren, Sara CDS-Franklin ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Grant ES	9/6/16
Brown, Elizabeth Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/30/16
Buendia, Carolina Special Ed-McKinley ES	Paraeducator-3 6.2 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	8/19/16
Burgess, Alan Special Ed-Santa Monica HS	Paraeducator-1 6.3 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/19/16
Butler, Kenny Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Malibu HS	8/19/16
Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 6.3 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS	8/19/16
Martinez, Maisha Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/16
McCoy, Donna Franklin ES/Adams MS	Community Liaison 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Rogers ES	8/15/16
Miller, Ronald Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/16
Perez-Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Santa Monica HS	8/19/16
Santillan Morales, Samantha Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Malibu HS	8/19/16
Stafford, Latanya CDS-Lincoln MS Preschool	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Grant ES	8/19/16
Tucker, Jane Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS	8/19/16

PROFESSIONAL GROWTH**EFFECTIVE DATE**

Hall, Caryl Special Education	Accountant	10/1/16
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LEAVE OF ABSENCE (PAID)**EFFECTIVE DATE**

Green, Shanna CDS-Adams MS Preschool	Children's Center Assistant-2 Medical	8/30/16-11/15/16
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Santiago, Marlene CDS-Business Office	Bilingual Community Liaison Maternity	10/10/16-11/11/16
Woodworth, Dorie Webster ES	Instructional Assistant - Classroom Medical	8/19/16-6/9/17
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Montoya, Gerald Special Ed-Roosevelt ES	Paraeducator-3 From: Paraeducator-1	8/19/14-6/5/15
<u>SUSPENSION WITHOUT PAY</u>		<u>EFFECTIVE DATE</u>
JP8583599 FNS-Lincoln MS	Cafeteria Worker I	11/14/16-11/18/16
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Cline, Wendy FNS-Pt. Dume ES	Cafeteria Worker I	9/19/16
Martin, Raveen Special Ed-Santa Monica HS	Paraeducator-1	10/25/16
Paiz, Christina Health Services-Rogers ES	Health Office Specialist	9/23/16
<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Sadeghpour, Annie Roosevelt ES	Elementary Library Coordinator	10/31/16

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

TO: BOARD OF EDUCATION ACTION/CONSENT
11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.22

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>
Antheil, Angel Franklin ES	Instructional Assistant - Classroom 3.6 Hrs/SY/Range: 18 Step: B	10/17/16
Ditusa, Cynthia Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/11/16
Finch, Julia Franklin ES	Instructional Assistant - Classroom 3.7 Hrs/SY/Range: 18 Step: B	10/11/16
Freire, Juana Special Ed-SMASH	Paraeducator-1 5 Hrs/SY/Range: 20 Step: A	10/17/16
Ighani, Roshanak Grant ES	Senior Office Specialist 4 Hrs/10 Mo /Range: 25 Step: A	10/13/16
Madry, Tyrone Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	10/17/16
Mulligan, Tiffany Cabrillo ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/20/16
Tse, Pui Yin Franklin ES	Elementary Library Coordinator 8 Hrs/10 Mo /Range: 26 Step: A	10/13/16
 <u>SUMMER ASSIGNMENTS</u>		 <u>EFFECTIVE DATE</u>
Rubio, Ana Child Development Services	Children's Center Assistant-2 Not to exceed: 384Hrs	6/10/16-8/17/16
Walker, Christine Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
Wang, Jingbo Educational Services	Paraeducator-1 Not to exceed: 4.75 Hrs	8/17/16
 <u>TEMP/ADDITIONAL ASSIGNMENTS</u>		 <u>EFFECTIVE DATE</u>
Carrillo, Ruben Facility Use	Custodian [overtime; Facility Use events]	7/1/16-6/30/17
Castillo, John Information Services	Network Engineer [overtime; technology support]	9/1/16-6/30/17
Crawford, Cynthia Adams MS	Library Assistant II [overtime; Science Magnet seminar data input]	9/1/16-6/9/17

Dao, Thong District	Technology Support Assistant [overtime; technology support]	8/20/16-1/1/17
Dodd, Jason Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/16-6/30/17
Gonzales, Brian District	Audio Visual Technician [overtime; technology support]	7/1/16-6/30/17
Harris, Kenneth Operations-Roosevelt ES	Custodian [overtime; set up support]	9/12/16-6/9/17
James, Carolin Rogers ES	Administrative Assistant [overtime; clerical support]	8/15/16-8/26/16
Khimani, Ashraf Facility Improvement Projects	Accountant [overtime; FIP projects]	7/1/16-6/30/17
Manzur, Juan District	Technology Support Assistant [overtime; technology support]	8/20/16-1/1/17
Martinez, Santiago District	Technology Support Assistant [overtime; technology support]	8/20/16-1/1/17
Morales, Yanet Information Services	Senior Technology Support Assistant [overtime; technology support]	7/1/16-6/30/17
Morales, Yanet Malibu HS	Senior Technology Support Assistant [overtime; ASB football games support]	7/1/16-6/30/17
Morales, Yanet District	Senior Technology Support Assistant [overtime; technology support]	8/20/16-8/25/16
Padilla, Ramiro Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/16-10/1/16
Petterson, Pete District	Technology Support Assistant [overtime; technology support]	8/20/16-8/25/16
Rodriguez, Maria Adams MS	Bilingual Community Liaison [additional hours; Valued Youth coordinator]	8/13/16-6/14/17
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Ighani, Roshanak Grant ES	Senior Office Specialist	9/12/16-6/9/17
Noh, Josephine Facility Use	Swimming Instructor/Lifeguard	9/6/16-6/30/17
Soloway, Beth Malibu HS	Senior Office Specialist	6/20/16-6/24/16
Viesca, Joseph Food and Nutrition Services	Cafeteria Worker I - Transporter	9/1/16-6/9/17
Viesca, Joseph Food and Nutrition Services	Stock and Delivery Clerk	9/1/16-6/9/17

INVOLUNTARY TRANSFER

Pulido, Adriana
Educational Services

Education Data Specialist
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Student Services

EFFECTIVE DATE

7/1/16

PROFESSIONAL GROWTH

Everage, Askia
Special Ed-Santa Monica HS

Paraeducator-1

EFFECTIVE DATE

11/1/16

Gold, Kathleen
Information Services

Technology Support Assistant

11/1/16

Hedges, Eric
Maintenance

Facilities Technician

11/1/16

Ingle, Jennifer
Special Education

Administrative Assistant

11/1/16

Watts, Anne
Special Ed-Adams MS

Paraeducator-1

11/1/16

RESIGNATION

Butler, Kenny
Special Ed-Adams MS

Paraeducator-3

EFFECTIVE DATE

10/6/16

Dixon, Gregory
Webster ES

Instructional Assistant - Classroom

10/5/16

Lomando, Athena
McKinley ES

Paraeducator-3

6/9/16

Winer, Megan
Grant ES

Instructional Assistant - Classroom

11/4/16

Wu, Hao-Chen
Rogers ES

Instructional Assistant - Classroom

11/4/16

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/20/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.21

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.

AVID TUTOR

Garcia, Bianca	Lincoln MS	9/8/16-6/9/17
Ortiz, Erica	Lincoln MS	8/26/16-6/9/17

NOON SUPERVISION AIDE

Aguilar, Laura	Muir ES	9/29/16-6/9/17
De Los Santos, Gabriela	Muir ES	8/22/16-6/9/17
Maldonado-Boatman, Monique	SMASH	9/3/16-6/9/17
Morales, Louis	Edison ES	8/19/16-6/9/17
Phipps, Willie	McKinley ES	9/1/16-6/9/17
Rodriguez, Ofelia	Edison ES	8/19/16-6/9/17
Rodriguez, Sergio	Edison ES	8/19/16-6/9/17
Schlierman III, John	Muir ES	9/23/16-6/9/17
Semas, Angelica	McKinley ES	8/29/16-6/9/17
Valadez, Luz	Edison ES	8/19/16-6/9/17
Villafana, Hisamy	McKinley ES	8/19/16-6/30/17

COACHING ASSISTANT

Ali-Clarke, Sharar	Santa Monica HS	8/30/16-6/9/17
De La Torre, Jose	Santa Monica HS	8/22/16-6/9/17
Fearon, James	Santa Monica HS	9/1/16-6/9/17
Lorick, Kevin	Santa Monica HS	8/26/16-6/9/17
Przebieda, Jarrod	Santa Monica HS	8/22/16-6/9/17
Wallace, Keitra	Santa Monica HS	8/30/16-6/9/17
Willis, Darren	Santa Monica HS	8/29/16-6/9/17

EDUCATIONAL SPECIALIST – LEVEL II

Newell Baker, Elizabeth	Muir ES	9/9/16-6/9/17
	[K-2 Music Program Coordinator]	
	- Funding: SMMEF - Stretch Grant	

TECHNICAL SPECIALIST – LEVEL II

Bill, Andrew	Santa Monica HS	7/1/16-6/30/17
	[Percussion Instructor]	
	- Funding: Santa Monica Arts Parents Association	
Gittleman, Marni	Santa Monica Alternative Schoolhouse	9/12/16-5/22/17
	[Integrated Arts Coordinator]	
	- Funding: SMMEF - Stretch Grant	

Glaser, Christie	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Gonzalez, Juan	Santa Monica HS – SITE & SMAPA [Color Guard Instructor] - Funding: Santa Monica Arts Parents Association – 17% Unrestricted Source – 83%	7/1/16-6/30/17
Gonzalez, Juan	Santa Monica HS – SMAPA [Color Guard Instructor] - Funding: Santa Monica Arts Parents Association	7/1/16-6/30/17
Gottesmán, Judith	Ed Services/Muir ES [Voice Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Pace, Kristy	Santa Monica Alternative Schoolhouse [Performance Arts Instructor] - Funding: SMMEF - Stretch Grant	9/12/16-5/22/17
Rattan, Alana	Grant ES [STEM Program Support] - Funding: SMMEF - Stretch Grant	8/19/16-6/9/17
Turner, Meghan	Ed Svcs/Edison/McKinley/Muir ES [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17

TECHNICAL SPECIALIST – LEVEL III

Dress, Stephen	Santa Monica HS [Bass Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Elliot, Michelle	Lincoln MS [Cello Instructor] - Funding: Gifts - Band & Orchestra Fund	8/22/16-6/9/17
Flanagan Lysy, Margaret	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Kibler, John	Santa Monica Alternative Schoolhouse [Middle School String Instructor] - Funding: Reimbursed by PTA – 42.1% SMMEF - Stretch Grant – 57.9%	8/30/16-5/25/17
Lamell, Guido	Santa Monica HS [Violin Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17

Mullen, Russell	Santa Monica Alternative Schoolhouse [Middle School Jazz Band Instructor] - Funding: Reimbursed by PTA	9/2/16-6/2/17
Parise, Chris	Lincoln MS [Percussion Instructor] - Funding: Gifts - Band & Orchestra Fund	8/22/16-6/9/17
Reaves, Teag	Santa Monica HS [French Horn Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Strand-Polyak, Lindsey	Santa Monica HS [Viola Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17
Tyler, Charles	Santa Monica HS [Viola Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17

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

TO: BOARD OF EDUCATION ACTION/CONSENT
11/03/16

FROM: CHRISTOPHER KING / SYLVIA G. ROUSSEAU / MARK O. KELLY /
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.23

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

Ausmus, Juley	Cabrillo ES	9/22/16-6/10/17
Hansberry, Felicia	Cabrillo ES	9/22/16-6/10/17
Hernandez, Christopher	Rogers ES	8/22/16-6/9/17
Morales, Ismael	Cabrillo ES	9/22/16-6/10/17
Mulligan, Tiffany	Cabrillo ES	9/22/16-6/10/17

COACHING ASSISTANT

Hodges, Austin	Santa Monica HS	8/22/16-6/9/17
Jozkowicz, Artur	Santa Monica HS	8/22/16-6/9/17
Proctor, Sean	Santa Monica HS	8/22/16-6/9/17
Vasquez, Angel	Santa Monica HS	8/22/16-6/9/17
Zweig, Marie	Malibu HS	7/1/16-6/30/17

EDUCATIONAL SPECIALIST – LEVEL II

Farokhzadeh, Mersedeh	Franklin ES [Student Counselor] - Funding: Formula & Old Tier III	8/22/16-6/9/17
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TECHNICAL SPECIALIST – LEVEL II

Brown, Kim	Cabrillo ES [Science Specialist] - Funding: SMMEF	9/1/16-6/10/17
Call, Emily	Adams MS [Music Instructor] - Funding: Gifts – Instrumental Music	9/1/16-5/31/17
Call, Emily	Educational Svcs/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Goldstein, Stefanie	SMASH [Mindfulness Instructor] - Funding: SMMEF	9/12/16-11/14/16
Gottesman, Judith	Muir ES/SMASH [Accompanist/Dream Voice Instructor] - Funding: Measure "R"	9/8/16-6/2/17

Kieme, Roxanne	Adams MS [Music Instructor] - Funding: Gifts – Instrumental Music	9/1/16-5/31/17
Kieme, Roxanne	Educational Svcs/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Leon, Maria	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Voice Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Naziemiec, Karolina	Ed Svcs/Edison/McKinley/Rogers ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Parise, Chris	Adams MS [Music Instructor] - Funding: Gifts – Instrumental Music	9/1/16-5/31/17
Rubin, Jody	Educational Svcs/McKinley/Muir ES [Strings Instructor] - Funding: Gifts – Dream Strings	9/6/16-2/3/17
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/1/16-5/31/17
Senchuk, Peter	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/1/16-5/31/17
Turner, Megan	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/1/16-5/31/17

TECHNICAL SPECIALIST – LEVEL III

Call, Emily	Educational Svcs/Adams MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Dress, Stephen	Educational Svcs/Lincoln MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Kieme, Roxanne	Educational Svcs/Adams MS/Lincoln MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Parise, Chris	Educational Svcs/Adams MS/Lincoln MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17

Senchuk, Emily	Educational Svcs/Adams MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Senchuk, Peter	Educational Svcs/Adams MS/Lincoln MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Turner, Meghan	Educational Svcs/Adams MS [Band Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Turner, Meghan	Educational Svcs/Adams MS [Brass/Woodwind Instructor] - Funding: SMMEF – Dream Winds	9/6/16-3/31/17
Windt, Neil	Santa Monica HS [Choir Instructor] - Funding: Santa Monica Arts Parents Association	8/22/16-6/9/17

STUDENT WORKER - WORKABILITY

Farley-Ford, Julissa	Santa Monica HS	9/16/16-6/30/18
Patterson, Ma'Kayla	Santa Monica HS	9/16/16-6/30/18

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

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

Date	Time	Location	Notes
2016			
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	
2017			
January 10, 2017	4:00 p.m.	Board Room – District Office	
February 14, 2017	4:00 p.m.	Board Room – District Office	
February 2017	Daily Conference	TBD	CSPCA 2017 Annual Conference
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 and Development,
May 9, 2017	4:00 p.m.	Library – Webster Elementary School	2016-17 Budget Adoption/Malibu Classified Employees Appreciation Reception
May 17, 2017	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation 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 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
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 <i>(max. 30 minutes)</i>		7. General Public Comments <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

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	December 2016
	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. Next Regular Personnel Commission Meeting:

Tuesday, December 13, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

X. Adjournment: