



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

January 12, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, January 12, 2016**, in 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 Approval of Agenda for Regular Meeting on January 12, 2016

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

- G.05 Approval of Minutes for Regular Meeting on December 8, 2015

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

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

January 12, 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, January 12, 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 Approval of Agenda for Regular Meeting on January 12, 2016

G.05 Approval of Minutes for Regular Meeting on December 8, 2015

G.06 Report from the Director of Classified Personnel:

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

- General Comments and Updates
- Commissioner Reappointment

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.

- Advisory Rules Committee Update
- Advanced Step Placement Criteria Update

G.07 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.08 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.09 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	10
Health Office Specialist	5
Instructional Assistant – Physical Education	4
Laboratory Technician	6
Paraeducator 1	24
Paraeducator 3	9
Swimming Instructor/Lifeguard	3

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Qiseana Gomes in the classification of Instructional Paraeducator-3 at Range: 26 Step: D

- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Eve Hall in the classification of Instructional Paraeducator-3 at Range: 26 Step: B
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Danielle Stevens in the classification of Paraeducator-1 at Range: 20 Step: C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Lead Vehicle and Equipment Mechanic classification within the Transportation job family.

IV. DISCUSSION ITEMS:

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

- D.01 First Reading of Changes to Merit Rules:
Chapter IV: Application for Employment

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.15 (for SMMUSD School Board Agenda)
 - December 10, 2015Classified Personnel – Merit Report - No. A.10
 - December 17, 2015I.05 Classified Personnel – Non-Merit Report – No. A.16
 - December 10, 2015Classified Personnel – Non-Merit Report – No. A.11
 - December 17, 2015I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

- B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	-Update on Committee's progress regarding Advanced Step Placement -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> (minor modifications) -Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, February 9, 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:

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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

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

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



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

December 8, 2015

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, December 8, 2015**, 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:

- A. Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel, and Lippman were present.**
- C. Pledge of Allegiance: Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: December 8, 2015**

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	✓		✓			

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.

E. Motion to Approve Minutes: October 13, 2015 and November 10, 2015

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	✓		✓			

F. 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 contacting Webster Elementary School to conduct a regular Personnel Commission meeting in Malibu.**
 - **Director Cool notified the Personnel Commission about his meeting with the former personnel director at LACOE, Mr. Rod Freudenberg, who created a software for recruitment and classification tracking. He received a free copy to test it out to determine if it would be beneficial for the department.**
 - **Director Cool informed the Personnel Commission about a score correction to an eligibility list that was submitted/approved at the last regular meeting.**
 - **Director Cool informed the Personnel Commission that Advanced Step Placement items were again being placed in the Consent Calendar since the majority of them are being approved collectively.**
 - **Director Cool also mentioned that the Advanced Step Placement Status Report may be removed or considerably revised on the next agenda in January 2016.**
- Commissioner Reappointment
 - **Commissioner Inatsugu formally declared that she would seek reappointment for another three-year term. It will be presented to the Board of Education for approval on January 21, 2016. Afterwards the paperwork will be submitted to the State Superintendent of Public Instruction, who will make the formal appointment.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about revisions to Chapter III: *Classification*.**
 - **Chapter IV: *Application for Employment*, and the Advanced Step Placement will be presented to the committee at their next meeting in December.**
 - **Commissioner Lippman inquired about members. Director Cool stated that the committee is comprised of representatives from the Personnel Commission, Human Resources, Payroll, Purchasing, and SEIU.**

G. 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.

- **Commissioner Lippman requested to attend the annual conference of California School Personnel Commissioners Association.**
- **Commissioner Inatsugu shared her observations regarding the PTA Council holiday breakfast she attended, as did Director Cool and the new Director of Food and Nutrition Services, Ms. Elizabeth Powell.**

H. 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.

1. SEIU Report

- **None**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about negotiations with CTA using the interest-based bargaining process.**
- **Dr. Kelly informed the Personnel Commission about FRISK training for classified and certificated managers.**
- **Dr. Kelly notified the Personnel Commission that there would be two (2) consecutive Board of Education meetings on December 10 and December 17 to cover all agenda items that were not covered in November, due to an extensive discussion regarding school district unification. The Financial Oversight Committee was charged to examine the financial implications of the unification. Their original report stated that there are no deal breakers to unification. However, when staff further analyzed its budget, it determined that the District falls into a unique classification called minimum state aid. It means that the remaining Santa Monica School District would be severely financially disadvantaged in terms of dollars per student. The Financial Oversight Committee presented a follow-up report to withdraw the previous qualification of no known deal breakers.**
- **Commissioner Inatsugu inquired about access to the Financial Oversight Committee's report. Dr. Kelly stated that the documents related to the unification are on the District's website under November 19, 2015 Board of Education agenda.**
- **Dr. Kelly wished happy winter holidays.**

I. 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

J. Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair: Barbara Inatsugu

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

It was moved and seconded to elect Commissioner Inatsugu as the Personnel Commission Chair. The motion passed.

b. Nomination of Vice-Chair: Peter Lippman

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

It was moved and seconded to elect Commissioner Lippman as the Personnel Commission Vice-Chair. The motion passed.

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.

A.01 Approval of Classified Personnel Eligibility List(s):

Classification

Eligibles

Accounting Technician	10
Administrative Assistant	1
Campus Security Officer	12
Children’s Center Assistant 1, 2, 3	6
Executive Director of Facilities, Maintenance, and Operations	11
Facilities Technician	2

Human Resources Specialist	13
Lead Vehicle and Equipment Mechanic	3

It was moved and seconded to approve the Consent Calendar – II.A.01 Approval of Classified Personnel Eligibility List(s) as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman inquired about Children’s Center Assistant 1, 2, 3 eligibility.**
- **Director Cool explained that all three (3) classifications are combined due to a similar selection process. They all perform the same duties, the only difference is the educational requirements.**
- **Commissioner Inatsugu clarified QAI- Qualification Appraisal Interview.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Timothy Green in the classification of Maintenance Supervisor at Range: M-45 Step: C

A.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Cara LaBarbera in the classification of Instructional Assistant - Bilingual at Range: 20 Step: B

A.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Raveena Martin in the classification of Paraeducator-1 at Range: 20 Step: B

A.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Andrey Mosley in the classification of Paraeducator-1 at Range: 20 Step: B

It was moved and seconded to approve the Director’s recommendations for item III.A.02-05 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

A.06 Merit Rules:

Approval of the Second Reading of Chapter III: *Classification*.

It was moved and seconded to approve the Director’s recommendations for item III.A.06 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool provided a brief background to the first reading in May 2015.**
- **Merit Rule 3.1.5.F. was revised to cite the California Education Code 45105.**
- **Commissioner Lippman suggested to make certain terms uniform.**
- **Director Cool stated that one complete revision will take place, and then a second revision will address any inconsistencies in the language.**
- **Commissioner Pertel suggested creating a definition file while revising it for the first time, so that during the second time one can use “search and replace” to make all the terms uniform.**
- **Commissioner Lippman agreed with Director Cool’s strategy.**
- **Commissioner Inatsugu shared her experience with Merit Rules revisions at Santa Monica College. She also appreciated Director Cool’s approach revising the content first and then focusing on language consistency and formatting.**
- **Commissioner Inatsugu commended Director Cool for user-friendly formatting.**
- **Commissioner Inatsugu thanked the committee members for their hard work and dedication in this process.**

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.

- **None**

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.13 (for SMMUSD School Board Agenda)
 - November 19, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.14
 - November 19, 2015
- 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:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -Update on Committee’s progress regarding Advanced Step Placement	January 2016
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, January 12, 2015, 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.

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:47 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, January 12, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Qiseana Gomes

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Qiseana Gomes	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"> • Qiseana has a Bachelor’s degree in Sociology-Social Services/Psychology 	1 level of education above the required level $=$ <u>1 Step Advance</u> (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Qiseana has over thirteen (13) years of experience working with students with exceptional needs. 	6 (2-year periods) of experience above the required level $=$ <u>2 Step Advance</u> (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Gomes’ education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$15.54/hour, while Step D is \$17.98/hour. The net difference in pay is an approximate increase of \$2.45 per hour, \$318 per month, or \$3,180 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Qiseana Gomes at Range A-26, 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, January 12, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Eve Hall

BACKGROUND INFORMATION:

<p>Classification Title: Paraeducator 3</p>	<p>Employee: Eve Hall</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <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"> • Eve has a Bachelor’s degree in Human Development • Eve has a Master’s degree in Social Work 	<p>2 level of education above the required level $=$<u>1 Step Advance</u> (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Eve meets standards. 	<p>0 (2-year periods) of experience above the required level $=$<u>0Step Advance</u></p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></p>		

DIRECTOR’S COMMENTS:

Ms. Hall’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$15.54/hour, while Step B is \$16.31/hour. The net difference in pay is an approximate increase of \$0.78 per hour, \$100.98 per month, or \$605.91 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Eve Hall at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, January 12, 2016

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Danielle Stevens

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Danielle Stevens	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 six (6) months 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"> • Danielle meets standards. 	0 level of education above the required level $=\underline{0}$ Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Danielle has over four (4) years of experience working with students with exceptional needs 	2 (2-year periods) of experience above the required level $=\underline{2}$ Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Stevens’s experience exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step C is \$14.80/hour. The net difference in pay is an approximate increase of \$1.38 per hour, \$179.11 per month, or \$1,438.88 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Danielle Stevens 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:



PERSONNEL COMMISSION
Regular Meeting: Tuesday, January 12, 2016

AGENDA ITEM NO: III.A.01

SUBJECT: Classification Specification Revision– Lead Vehicle and Equipment Mechanic

BACKGROUND INFORMATION:

The Lead Vehicle and Equipment Mechanic was last revised in September of 2015. Slight changes to the minimum qualifications were requested by the Director of Transportation. The required certificates are unattainable during the probationary period if a current California Driver’s License is not possessed before hire. This led to changes in the licenses and other requirements section of the minimum qualifications.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Met with the Director of Transportation to discuss the current problem and possible resolutions

FINDINGS:

Based on the meeting with the Director of Transportation, the Personnel Commission’s findings are as follows:

- The possession of a California Driver’s License should be required at the time of application, as opposed to during the probationary period.

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Lead Vehicle and Equipment Mechanic classification specification as provided.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Lead Vehicle and Equipment Mechanic
JOB FAMILY	Student Services
JOB SUB-FAMILY	Transportation
SUPERVISOR TITLE	Director of Transportation
SALARY RANGE	A-39

LEAD VEHICLE AND EQUIPMENT MECHANIC

BASIC FUNCTION:

Under general supervision, train and provide work direction to assigned staff; perform journey-level mechanical work in the inspection, repair and maintenance of a variety of District vehicles and equipment including gasoline and diesel-powered equipment and grounds maintenance equipment.

Note: The statements herein 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.

REPRESENTATIVE DUTIES:

Task Statement	Code
Train and provide work direction to assigned staff; schedule, assign, review and participate in the work of shop mechanics involved with routine and difficult work on District vehicles and equipment; as ensure compliance to safety procedures and work orders	LVEM-1
Perform a variety of complex repair and maintenance to gasoline and diesel-powered equipment, including buses, heavy vehicles, trucks, vans, cars and other large and small grounds equipment	LVEM -2
As Ensure compliance with safety standards on buses, vehicles and other equipment; prepare and maintain related safety, repair and maintenance records; submit to appropriate District personnel and outside agency representatives as required	LVEM -3
Inspect and diagnose mechanical malfunctions in gasoline and diesel engines; remove and install engines, clutch assemblies, transmissions, differentials, and other assemblies	LVEM -4
Overhaul, rebuild, and time engines and carburetors	LVEM -5
Determine necessary parts for repair; requisition equipment, tools, parts, and materials according to established procedures; conduct inventory on shop supplies and materials; assure proper stock levels are maintained	LVEM -6
Diagnose, repair, and rebuild engine electrical and ignition systems, such as batteries, distributors, relays, alternators, starters, and related systems	LVEM -7
Adjust and line brakes; maintain, rebuild, and replace air and hydraulic brake system components; change and balance tires	LVEM -8
Operate a variety of specialized electronic diagnosis equipment and machinery	LVEM -9

Task Statement	Code
Operate a school bus to transport students as assigned	LVEM -10
Conduct storm water outlet inspections and testing; take sample water tests; assure storm water drains and passages are clear from obstruction as assigned; maintain related reports	LVEM -11
Conduct road test for vehicles; respond to emergency road calls and make roadside repairs as necessary	LVEM -12
Maintain shop area, equipment and tools in a safe, clean and orderly condition	LVEM -13
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Transportation
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Transportation
Given to:	Vehicle and Equipment Mechanic
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Transportation
Given to:	Vehicle and Equipment Mechanic

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and grounds maintenance equipment.
- Operation theory and principles of gasoline, diesel-powered engines.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Principles of training and providing work direction.
- Laws, rules and regulations related to assigned activities.
- Inventory methods and practices.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Shop math applicable to vehicle maintenance.
- Health and safety regulations.

ABILITY TO:

- Diagnose, repair and maintain a wide variety of large and small gasoline and diesel powered equipment and small engines
- Inspect, diagnose, and repair mechanical, electrical, and computerized malfunctions
- Prioritize and schedule work

- Operate specialized equipment used in repairing or servicing of vehicles
- Read and apply technical and mechanical diagrams, schematics and repair manuals
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative working relationships
- Meet scheduled and time lines
- Prepare and maintain records related to safety, preventive maintenance and work performed
- Understand and carry out oral and written directions
- Observe legal and defensive driving practices
- Communicate effectively both orally and in writing
- Be flexible

MINIMUM QUALIFICATIONS

EXPERIENCE:

Five (5) years journey-level experience in automotive engine maintenance and repair including two (2) years working with diesel and alternatively fueled (e.g. CNG, propane, etc.) engines.

Possession of an ASE Certification may substitute for one (1) year of the required experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and current DMV H-6 printout at the time of application
- Valid California Class A or B driver's license with passenger endorsement and insurability by District's carrier, ~~current H6 DMV print-out~~; unrestricted California School Bus Driver certificate, and valid First Aid Certificate must be obtained within probationary period.

PREFERRED QUALIFICATIONS:

EXPERIENCE:

One (1) year of supervisory experience in a related field is desired.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment; subject to driving a vehicle to conduct work; driving during adverse weather conditions.

PHYSICAL DEMANDS:

Lifting and carrying heavy objects, bending, reaching above the shoulder, overhead and horizontally, crawling, seeing to perform and observe repairs, dexterity of hands and fingers to operate specialized tools and equipment, standing for extended periods of time, and hearing to listen to engines, visual and auditory acuity sufficient to maintain safety standards; hearing and speaking sufficient to exchange information.

HAZARDS:

Work around grease, diesel, and gasoline powered equipment; solvents, chemical cleaners, machinery having moving parts, exhaust fumes and gasoline.

Revised: 10/2000

Revised: 9/2015

Revised: 1/2016

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, January 12, 2016

AGENDA ITEM NO: IV.D.01

SUBJECT: First Reading and Approval of Changes to Merit Rules - Chapter IV

BACKGROUND INFORMATION:

The Director has collaborated with the Advisory Rules Committee (ARC) to review Chapter IV of the Merit Rules in order to identify areas in need of modification.

DISCUSSION:

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

- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Notable content edits were made to the following sections:
 - 4.1 – Rule removed due to redundancy with 5.1.1
 - 4.2 – Retitled
 - 4.3 – Rule removed due to redundancy with 5.1.1
 - 4.4 – Will be incorporated into Chapter 5
 - 4.5 – Clarification that conviction information is required on the application
 - 4.6 – Additional information regarding how convictions are evaluated
 - 4.6 – Timeline added regarding confirmation of receipt of appeals

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							
Joseph Pertel							
Peter Lippman							

CHAPTER IV: APPLICATION FOR EMPLOYMENT

RULE 4.1 ————— AUTHORIZATION TO FILL VACANCY

RULE 4.12 FILLING A VACANCYJOB EXAMINATION ANNOUNCEMENT BULLETIN

RULE 4.3 ————— BULLETING DISTRIBUTION AND POSTING

RULE 4.4 ————— WAIVER OF POSTING REQUIREMENT

Rule 4.25 APPLICATION

Section 4.25.1 Filing of Applications
 4.25.2 General Qualifications of Applicants

RULE 4.36 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

Section 4.36.1 Causes for Disqualification
 4.36.2 Appeal from Disqualification

CHAPTER IV: APPLICATION FOR EMPLOYMENT

~~RULE 4.1 AUTHORIZATION TO FILL VACANCY~~

~~A. The Personnel Commission shall direct and conduct the administration of examinations for the purpose of filling current or anticipated vacancies in the classified service.~~

~~B. No examination announcement may be published and no test part of any examination may be administered for a new classification until the Board has designated the position duties, and the Commission has completed the position classification action required. This action includes approval by the Commission of the class specification and appropriate placement on the salary schedule.~~

~~RULE 4.12 FILLING A VACANCYJOB EXAMINATION ANNOUNCEMENT BULLETIN~~

~~A. Whenever it becomes necessary to fill existing or anticipated vacancies, and an appropriate eligibility list does not exist (as determined by these Rules), the Director of Classified Personnel shall recruit applicants to compete in a competitive examination for the position(s),class(es).~~

~~B. The Director of Classified Personnel Commission shall prepare, or cause to be prepared, job announcement bulletins.~~

~~RULE 4.3 BULLETIN DISTRIBUTION AND POSTING~~

~~A. The Director of Classified Personnel shall determine the distribution of the job examination bulletins and advertise as needed. The Director shall ensure efforts are made to attract protected group members that are underrepresented in the job family for which the examination is held.~~

~~B. Public announcement of the examination(s) shall be made at least once a month in compliance with Rule 4.4.~~

~~C. All bulletins shall be sent to all District work locations.~~

~~Reference: Education Code Section 45278~~

~~RULE 4.4 WAIVER OF POSTING REQUIREMENT~~

~~A. The Director of Classified Personnel may waive the posting time requirement referenced in Rule 4.3B provided that:~~

~~1. Published summary examination bulletins are distributed to all work locations at least once each month.~~

~~2. Requests for transfers and change of location shall be maintained, and eligible candidates shall be certified to the appointing authority, along with names of appropriate applicants from employment lists.~~

~~**Reference: Education Code Section 45278**~~

RULE 4.25 APPLICATION

4.25.1 FILING OF APPLICATIONS

A. All applications for employment shall be ~~submitted~~~~made~~ on the official forms ~~provided~~ ~~furnished~~ by the Personnel Commission, either on-line or on paper as determined by the Commission. Every item shall be answered in full and the application filed on or before the date and time specified on the Job Announcement Bulletin.

B. Applicants ~~shall submit~~~~taking more than one examination must file~~ a separate and complete application for each ~~classification examination unless otherwise directed.~~

C. For ~~reporting affirmative action~~ purposes, questions regarding ethnicity, gender, age, ~~and disability~~~~ing condition, and other protected categories~~ shall be placed on a separate form. Answers to such questions shall be voluntary and kept confidential and shall not be considered by, or made available, to anyone who will assign ratings during the examination process.

~~D. The application form shall require that each applicant indicates whether or not he or she has been convicted of a crime. An applicant may be disqualified based on a conviction as set forth in Rule 4.3.1.~~

~~E~~D. Applications and examination papers are confidential and shall not be returned to the applicant.

~~**Reference: Education Code Sections 452610 and 45272**~~

4.25.2 GENERAL QUALIFICATIONS OF APPLICANTS

A. Applicants must be permanent residents of, or must otherwise prove their right to work in the United States. Applicants must meet the qualifications established for the class. Every applicant must, in all

aspects, be mentally and physically competent to perform the essential functions of the position for which the applicant applied.

- B. Every qualified applicant shall have an opportunity to seek, obtain and hold permanent employment without discrimination because of race, religious creed, color, national origin, ancestry, ~~disability~~condition, medical condition, marital status, gender, sexual orientation, or age.
- C. Residency within the District shall not be a condition for filing applications for employment except in the case of restricted positions, which require specific residency.
- D. No maximum age limit shall be set as a condition for initial or continued employment in the District.
- E. Applicants with disabilities~~Disabled persons~~ shall be given equal employment opportunity and reasonable accommodation for employment shall be made.

References:

- 1. Education Code Sections 45111, ~~45122-45124~~ and 45272**
- 2. Labor Section 2805**
- 3. Government Code Sections 12921 and 12926**

RULE 4.36 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

4.36.1 CAUSES FOR DISQUALIFICATION

- A. An applicant, candidate, or eligible may be barred from an examination, or removed from an eligibility list, for any of the following reasons:
 - 1. Failure to meet the general qualifications of Rule 4.~~25~~.2.;
 - 2. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means;
 - 3. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict to a charge of a sex or narcotics offense, as defined in Education Code 44010 or 44011;
 - 4. A history of drug or alcohol addiction or other substance abuse without acceptable evidence of rehabilitation;
 - 5. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or serious crime, or a record

of one or more convictions which would indicate that the person is a poor employment risk; a conviction record will be evaluated on the following basis: nature, seriousness and circumstances of the offense(s); recency of the conviction(s); age of the person at the time of the conviction(s); number of convictions; relationship of the offense to the position for which the applicant has applied ~~for~~; evidence of rehabilitation and maturing, including the employment record with respect to job responsibility and duration; and truthfulness in admitting to the offenses; ~~person's attitude; and the duties of the class;~~

6. Making a false statement or intentionally omitting a significant statement of a material fact requested on the application form;
7. Practicing any deception or fraud in connection with an examination or to secure employment;
8. Obtaining or attempting to obtain either directly or indirectly, privileged information regarding test questions or examination content;
9. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by the District under these Rules;
10. Previous dismissal from the District or resignation not in good standing in lieu of dismissal;
11. A record of unsatisfactory service within the District as evidenced by a disciplinary action, needs to improve, or unsatisfactory job performance;
12. Dishonorable discharge from the armed forces of the United States;
13. Refusal to furnish testimony, other than self-incrimination, at a hearing or investigation before the Commission or Board;
14. Attempting to or making contact with any member of the Board, Superintendent, the Personnel Commission or anyone involved in the examination process with the intent of inappropriately attempting to favorably influence any recruitment, examination, and/or selection process in any way. Exempted from this restriction would be any formal appeal of the recruitment/examination/selection process to the Commission as a whole by any candidate through the established process;

15. Failure to report for duty after an assignment has been offered and accepted;
- ~~16. Failure to meet the general qualifications as specified in the Education Code, or~~
167. Any other reason determined to be, according to these Rules, cause for disciplinary action of a regular classified employee.

Reference: Education Code Sections 44009, 44010, 45111, 45122.1-45125, 45134 and 45303

4.36.2 APPEAL FROM DISQUALIFICATION

- A. The Director of Classified Personnel shall be responsible for notifying, in writing, applicants, candidates and eligibles who have been disqualified. Those individuals may appeal to the Director for administrative review, subject to the following conditions:
 1. The protest is made within five (5) working days from the postmark date of the notice.
 2. The appeal is made in writing and states the reason(s) upon which the appeal is based.
 3. After receipt of a timely written appeal, the Director of Classified Personnel shall confirm receipt of the appeal within (10) working days. The Director shall then review the written protest and render a decision. The decision shall be transmitted in writing to all concerned.
 4. Failure to appeal the disqualification shall make the action final and conclusive.
 5. Anyone who has an appeal of disqualification pending may be permitted to participate conditionally in the examination process.
- B. If there has been an administrative review by the Director of Classified Personnel, as provided above, applicants, any candidate, and any eligible shall have the further right to appeal to the Personnel Commission subject to the following conditions:
 1. The appeal is made in writing and received by the Director of Classified Personnel within five (5) working days from the postmark date of the notice.

2. The appeal is based upon a charge that the disqualification constitutes a violation of law, misapplication of the Personnel Commission Rules, abuse of discretion, or that the reasons for rejection are inconsistent with the facts. The facts supporting such a charge shall be clearly set forth in the appeal.
3. After receipt of a written appeal, the Personnel Commission shall set a date for a review at which time the evidence shall be considered, and the Commission will render a decision. The decision shall be transmitted in writing to all concerned and shall be final.
4. If a disqualification is not sustained by the ~~Director of Classified Personnel, or the~~ Personnel Commission, the Director of Classified Personnel shall immediately institute action to ensure the rights of the applicant, candidate, or eligible. However, regular appointments made in the interim shall not be disturbed except in cases of promotional examinations where no regular appointments shall be made if a timely appeal has been filed.

Reference: Education Code Section ~~45111, 45122-45124, 45134, 45274~~ and 45303

V. Information Items:

Advanced Step Placement Potential 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	CUMULATIVE DIFFERENCE YEAR 5
2011-2012										
7/12/2011	Elem Library Coor	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/9/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/9/2011	Licensed Vocational Nurse	A	34	A	E	100.00%	\$4.08	\$706.39	\$6,405.71	\$22,393.88
10/11/2011	Electrician	A	37	A	F	100.00%	\$5.47	\$948.36	\$10,356.89	\$29,576.72
10/11/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
12/13/2011	Fiscal Supv-CDS	M	41	A	B	100.00%	\$1.34	\$231.52	\$2,778.24	\$12,001.44
12/13/2011	Accounting Asst II	A	26	A	F	50.00%	\$4.30	\$372.36	\$4,064.40	\$11,620.70
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/10/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-Music	A	20	A	F	37.50%	\$3.71	\$241.15	\$2,235.41	\$6,499.40
3/13/2012	Reprographics Operator	A	23	A	F	100.00%	\$3.98	\$690.53	\$7,535.65	\$21,495.74
3/13/2012	Physical Therapist	A	61	A	D	100.00%	\$3.13	\$541.84	\$5,107.31	\$20,816.94
3/13/2012	IA-SE	A	20	A	F	62.50%	\$3.71	\$401.92	\$3,725.68	\$10,832.34
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
3/13/2012	IA-Classroom	A	18	A	F	25.00%	\$3.53	\$152.99	\$1,419.63	\$4,126.71
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	Health Off Spec	A	25	A	B	43.75%	\$0.76	\$57.73	\$346.36	\$1,905.64
4/17/2012	Admin Asst	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/17/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
5/8/2012	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-Classroom	A	18	A	B	37.50%	\$0.64	\$41.35	\$248.11	\$1,376.91
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	50.00%	\$3.71	\$321.53	\$2,980.55	\$8,665.87
2011-2012 TOTAL									\$101,785.75	\$319,945.34

Advanced Step Placement Potential 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	CUMULATIVE DIFFERENCE YEAR 5
2012-2013										
7/11/2012	Senior Buyer	A	41	A	F	100.00%	\$5.47	\$948.36	\$10,356.89	\$29,576.72
7/11/2012	Fiscal Svcs Supv	M	41	A	D	100.00%	\$4.22	\$731.52	\$8,778.24	\$27,524.64
8/14/2012	Elem Library Coord	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/14/2012	HVAC Mechanic	A	37	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
8/14/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/23/2012	IA-Dev Hlth	A	23	A	F	100.00%	\$3.98	\$690.53	\$6,404.82	\$18,603.65
9/11/2012	IA-Dev Hlth	A	23	A	F	62.50%	\$3.98	\$431.58	\$4,003.02	\$11,627.28
9/11/2012	Accountant	A	41	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
10/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
10/10/2012	Physical Activities Specialist	A	26	A	F	62.50%	\$4.30	\$465.45	\$4,317.91	\$12,570.35
10/10/2012	Stock and Delivery Clerk	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
2/12/2013	Bus Driver	A	28	A	E	87.50%	\$3.52	\$533.82	\$4,638.30	\$16,285.22
2/12/2013	Gardener	A	24	A	F	37.50%	\$4.09	\$265.65	\$2,899.27	\$8,282.51
2/12/2013	Dir Class Pers	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
3/12/2013	IA-Classroom	A	18	A	D	37.50%	\$2.01	\$130.90	\$1,143.64	\$4,699.34
3/12/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
4/9/2013	HR Analyst	M	46	A	C	100.00%	\$3.10	\$537.69	\$6,452.28	\$24,000.16
5/14/2013	Sprinkler Repair Technician	A	33	A	F	100.00%	\$5.10	\$883.21	\$9,635.31	\$27,507.94
5/14/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/14/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
6/4/2013	Custodian	A	22	A	F	100.00%	\$3.88	\$673.28	\$7,350.91	\$20,984.95
2012-2013 TOTAL									\$137,883.17	\$442,176.13

Advanced Step Placement Potential 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	CUMULATIVE DIFFERENCE YEAR 5
2013-2014										
8/13/2013	Athletic Trainer	A	35	A	B	87.50%	\$0.97	\$146.71	\$880.26	\$4,863.98
8/13/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
9/13/2013	Physical Therapist	A	61	A	D	100.00%	\$3.13	\$541.84	\$5,107.31	\$20,816.94
9/13/2013	Administrative Assistant	A	29	A	D	100.00%	\$2.63	\$456.55	\$4,609.52	\$18,717.88
9/13/2013	Bus Driver	A	28	A	F	87.50%	\$4.50	\$683.07	\$6,056.22	\$17,703.15
9/13/2013	Accountant	A	41	A	F	100.00%	\$5.47	\$948.36	\$10,356.89	\$29,576.72
11/12/2013	Physical Activities Specialist	A	26	A	D	67.50%	\$2.44	\$285.95	\$2,398.46	\$9,933.78
11/12/2013	IA-Physical Education	A	20	A	C	50.00%	\$1.38	\$119.40	\$928.90	\$4,426.14
11/12/2013	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$850.76	\$3,156.31
11/12/2013	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$418.23	\$1,787.27
11/12/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2013	Elementary Library Coord.	A	26	A	C	87.50%	\$1.59	\$241.52	\$1,943.96	\$9,247.97
12/10/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
1/14/2014	Campus Sec. Offcr.	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,166.33	\$10,295.87
1/14/2014	IA-Music	A	20	A	C	37.50%	\$1.38	\$89.55	\$696.67	\$3,319.61
2/11/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	D	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
3/11/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
4/8/2014	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$992.55	\$3,682.36
5/13/2014	IA-Music	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
5/13/2014	Paraeducator-1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
2013-2014 TOTAL									\$52,168.79	\$196,915.56
2014-2015										
8/12/2014	HVAC Mechanic	A	37	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
7/8/2014	Sports Facility Attendant	A	22	A	D	75.00%	\$2.22	\$288.22	\$2,912.28	\$11,809.32
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
8/12/2014	HR Analyst	M	46	A	B	100.00%	\$1.51	\$262.04	\$3,144.48	\$13,572.32

Advanced Step Placement Potential 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	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
8/12/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
8/12/2014	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$278.82	\$1,191.51
8/12/2014	Lead Custodian	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,441.26	\$11,483.90
8/12/2014	Sr Office Specialist	A	25	A	D	50.00%	\$2.39	\$207.13	\$1,877.94	\$7,693.31
8/12/2014	Office Specialist	A	22	A	C	100.00%	\$1.44	\$249.65	\$2,267.28	\$10,662.13
9/9/2014	Paraeducator-3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/9/2014	Pareducator-1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
9/9/2014	Pareducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
9/9/2014	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
9/9/2014	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Bus Driver	A	28	A	C	87.50%	\$1.67	\$252.87	\$2,033.83	\$9,692.11
9/9/2014	Pareducator-1	A	20	A	B	62.50%	\$0.68	\$73.37	\$440.24	\$2,411.51
9/9/2014	Carpenter	A	35	A	C	100.00%	\$1.98	\$343.72	\$3,118.63	\$14,664.48
9/9/2014	Plumber	A	37	A	D	100.00%	\$3.13	\$541.84	\$5,478.56	\$22,192.10
9/9/2014	SIS Specialist	A	49	A	E	100.00%	\$4.27	\$739.51	\$7,850.60	\$27,070.43
9/9/2014	Facilities Technician	A	45	A	D	100.00%	\$3.13	\$541.84	\$5,478.56	\$22,192.10
9/9/2014	Audio Visual Tech	A	26	A	D	100.00%	\$2.44	\$423.64	\$4,275.75	\$17,413.65
10/14/2014	IA-Classroom	A	18	A	C	25.00%	\$1.31	\$56.92	\$458.90	\$2,172.16
10/14/2014	IA-Classroom	A	18	B	C	62.50%	\$0.68	\$73.37	\$733.74	\$3,135.56
10/14/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
10/14/2014	Library Asst. I	A	22	A	B	75.00%	\$0.70	\$91.06	\$546.35	\$3,029.77
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Plumber	A	37	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61

Advanced Step Placement Potential 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	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Physical Activities Specialist	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/14/2014	Plant Supervisor	A	41	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
11/12/2014	Physical Activities Specialist	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Athletic Trainer	A	35	A	C	87.50%	\$1.98	\$300.75	\$2,420.71	\$11,503.52
11/12/2014	Student Outreach Spec	A	44	A	C	100.00%	\$2.02	\$350.99	\$2,827.58	\$13,468.04
11/12/2014	Employee Benefits Tech	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
11/12/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/9/2014	IA-Physical Ed.	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Bilingual Comm Liaison	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Gardener	A	24	A	C	70.00%	\$1.52	\$184.02	\$1,669.61	\$7,848.68
12/9/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
1/22/2015	Admin Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
1/22/2015	Admin Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,380.67	\$11,355.86
1/22/2015	Community & Public Relations Officer	M	62	A	D	100.00%	\$7.08	\$1,228.00	\$14,736.00	\$46,176.00
1/22/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
1/22/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/22/2015	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/22/2015	Technical Theater Coord	A	42	E	F	100.00%	\$1.20	\$208.86	\$2,506.29	\$2,506.29
1/22/2015	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
1/22/2015	IA-Classroom	A	18	B	E	62.50%	\$2.12	\$229.40	\$2,294.02	\$7,180.39

Advanced Step Placement Potential 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	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
3/10/2015	Custodian	A	22	A	B	62.50%	\$0.70	\$75.88	\$455.29	\$2,524.81
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
4/14/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/14/2015	Plant Supervisor	A	41	A	C	100.00%	\$2.02	\$350.99	\$3,188.40	\$15,023.61
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
4/14/2015	Paraeducator 2	A	23	A	B	75.00%	\$0.72	\$93.84	\$563.02	\$3,107.38
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	IA-Music	A	20	A	D	31.25%	\$2.12	\$114.70	\$1,000.26	\$4,111.78
6/9/2015	Swimming Instructor/Lifeguard	A	21	A	B	62.50%	\$0.69	\$74.47	\$446.84	\$2,469.46
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	Senior Technology Support Assistant	A	43	D	F	100.00%	\$2.35	\$406.53	\$4,878.33	\$7,384.62
2014-2015 TOTAL									\$184,040.40	\$741,117.59
2015-2016										
7/14/2015	Student Outreach Specialist	A	44	A	D	100.00%	\$3.13	\$541.84	\$4,736.05	\$19,441.78
7/14/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
8/11/2015	Director of Food Services	M	55	A	D	100.00%	\$5.96	\$1,032.76	\$12,393.12	\$38,859.10
8/11/2015	Director of Classified Personnel	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
9/8/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
9/8/2015	IA-Music	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81

Advanced Step Placement Potential 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	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
9/8/2015	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$1,044.79	\$3,876.17
9/8/2015	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$293.49	\$1,254.22
9/8/2015	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	PAS	A	26	A	C	37.50%	\$1.59	\$103.51	\$833.12	\$3,963.42
9/8/2015	Occupational Therapist	A	61	A	C	100.00%	\$2.02	\$350.99	\$2,827.58	\$13,468.04
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Audience Services Coordinator	A	38	A	C	50.00%	\$2.02	\$175.49	\$1,594.20	\$7,511.80
10/13/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
10/13/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
10/13/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Campus Sec. Offcr.	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
10/13/2015	Health Off Spec	A	25	A	C	43.75%	\$1.55	\$117.87	\$947.77	\$4,504.44
10/13/2015	Elem. Library Coord.	A	26	A	D	87.50%	\$2.44	\$370.68	\$3,235.55	\$13,349.09
10/13/2015	Occupational Therapist	A	61	A	C	100.00%	\$2.02	\$350.99	\$2,827.58	\$13,468.04
11/10/2015	CCA-3	A	19	B	D	43.75%	\$1.41	\$106.87	\$1,068.69	\$3,973.41
11/10/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
11/10/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/10/2015	HVAC Mechanic	A	37	A	D	100.00%	\$3.13	\$541.84	\$5,478.56	\$22,192.10
11/10/2015	Technology Support Assistant	A	38	D	F	100.00%	\$2.35	\$406.53	\$4,878.33	\$7,384.62
11/10/2015	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
11/10/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
11/10/2015	Paraeducator 1	A	20	A	D	62.50%	\$2.12	\$229.40	\$2,000.53	\$8,223.57
12/8/2015	Maintenance Supervisor	M	45	A	C	100.00%	\$3.03	\$525.00	\$6,300.00	\$23,412.00
12/8/2015	IA-Bilingual	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/12/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
1/12/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/12/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34

Advanced Step Placement Potential Fiscal Impact Report

2015-2016 TOTAL	\$83,912.41	\$330,941.99
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)	\$267,952.81	\$1,072,059.58
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)	\$320,121.60	\$1,268,975.15
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)	\$458,004.78	\$1,711,151.28
CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)	\$559,790.53	\$2,031,096.62

Open Requisitions (as of 1/8/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-015	BILINGUAL COMMUNITY LIAISON (SPANISH)	STUDENT SERVICES	New	37.5	7/15/15
16-114	BILINGUAL COMMUNITY LIAISON (SPANISH)	MALIBU HIGH SCHOOL	Vac	100	12/21/15
16-085	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	10/23/15
16-086	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75	10/23/15
16-088	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	New	37.5	10/20/15
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/15
16-108	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	12/17/15
16-102	CARPENTER	FACILITIES MAINTENANCE	Vac	100	12/8/15
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-034	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	8/12/15
16-109	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	12/10/15
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/15
16-044	EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS	BUSINESS SERVICES	New	100	8/19/15
16-103	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75	12/8/15
16-104	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	12/8/15
16-112	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75	12/17/15
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/15
16-106	PLANT SUPERVISOR	M & O (Maintenance & Operations)	New	100	12/8/15
16-113	SENIOR ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	Vac	100	12/17/15
16-107	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	100	12/8/15
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (12/1/2015 – 12/31/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	12/9/15
16-084	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	12/2/15
16-027	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	12/4/15
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	12/16/15
16-071	FACILITIES TECHNICIAN	BUSINESS SERVICES	12/2/15
16-098	FACILITIES TECHNICIAN	BUSINESS SERVICES	12/4/15
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	12/1/15
16-078	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	12/8/15
16-092	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	12/15/15
16-093	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	12/8/15
16-094	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	12/15/15
16-099	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	12/17/15
16-100	PARAEDUCATOR-3	SPECIAL EDUCATION	12/18/15
16-101	PARAEDUCATOR-3	SPECIAL EDUCATION	12/18/15
16-116	PARAEDUCATOR-3	SPECIAL EDUCATION	12/21/15
16-095	SENIOR ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	12/10/15

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/10/15

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.15

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>
Cruz, Elfego Webster ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	11/23/15
Daniels, Megan Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	11/20/15
Gomez, Martha Muir ES	Inst Assistant - Classroom 3.5 Hrs/SY/Range: 18 Step: B	11/23/15
Green, Timothy Maintenance	Maintenance Supervisor 8 Hrs/12 Mo/Range: 45 Step: A	11/13/15
Huettner, Patty Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	11/30/15
La Barbera, Cara Edison ES	Inst Assistant - Bilingual 3 Hrs/SY/Range: 18 Step: A	11/23/15
Lopez, Luis Special Ed-Roosevelt ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	11/17/15
Martin, Raveena Special Ed-Santa Monica HS	Paraeducator 1 6.4 Hrs/SY/Range: 20 Step: A	11/4/15
Nixon, Robert CDS-Business Office	Custodian 8 Hrs/11 Mo/Range: 22 Step: A	11/30/15
Powers, Andreyia Special Ed-SMASH	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	11/18/15
Santiago, Marlene CDS-Business Office	Bilingual Community Liaison 4 Hrs/12 Mo/Range: 25 Step: A	11/30/15
Sly, Jai Oni Special Ed-McKinley ES	Paraeducator 1 5 Hrs/SY/Range: 20 Step: A	11/16/15
Sudarso, Sarah Special Education	Speech Language Pathology Assistant 8 Hrs/SY/Range: 36 Step: A	11/23/15
Wallace, Peiyi Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	11/16/15
Watson, Marsha Special Ed-Franklin ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	11/23/15

RE-EMPLOYMENT

Mederos, Eden
Special Ed-Santa Monica HS

Paraeducator 3
6.3 Hrs/SY/Range: 26 Step: C

EFFECTIVE DATE

11/9/15

ELECTION

Guerrero, Daniel
Franklin ES

Physical Activities Specialist
6 hrs/SY/Range: 26 Step: D

EFFECTIVE DATE

11/25/15

Martinez, Maisha
Special Ed-Grant ES

Paraeducator 1
6 Hrs/SY/Range: 20 Step: F

11/23/15

TEMP/ADDITIONAL ASSIGNMENTS

Barnes, Brian
Special Education

Instructional Assistant – Physical Education
[limited term; adaptive PE teacher support]

EFFECTIVE DATE

11/5/15-1/29/16

Day, Wayne
Malibu HS

Lead Custodian
[overtime; ASB events]

7/1/15-6/30/16

Day, Wayne
Malibu HS

Lead Custodian
[overtime; school events]

7/1/15-6/30/16

Glaser, Christine
Lincoln MS

Instructional Assistant – Music
[additional hours; music classes support]

11/6/15-6/9/16

Hughes, Michael
Malibu HS

Campus Security Officer
[overtime; school events]

7/1/15-6/30/16

Hunter, Katherine
Special Ed-Point Dume ES

Occupational Therapist
[additional hours; professional development]

8/17/15

Jones, Mashwanda
Health Services-McKinley ES

Health Office Specialist
[additional hours; health office support]

9/3/15-10/31/15

Klenk, Heather
Lincoln MS

Instructional Assistant – Music
[additional hours; band classes support]

8/20/15-6/9/16

Krstic, Nadine
Special Ed-Santa Monica HS

Paraeducator 1
[additional hours; professional development]

10/21/15-10/28/15

Loza, Adelsa
Special Ed-Lincoln MS

Paraeducator 1
[additional hours; library support]

8/31/15-6/9/16

Lucas, Ralph
McKinley ES

Instructional Assistant - Classroom
[additional hours; classroom support]

10/5/15-6/9/16

Marquez, Lily
McKinley ES

Bilingual Community Liaison
[overtime; LCAP PAC meeting translations]

11/9/15-2/9/16

Martinez, Isabel
Special Ed-Lincoln MS

Paraeducator 3
[additional hours; professional development]

9/22/15-6/9/16

Martino, Jesica
Special Ed-CDS-Lincoln Preschool

Occupational Therapist
[additional hours; professional development]

8/17/15

Mendoza, Ana
Grant ES

Instructional Assistant - Classroom
[additional hours; field trip]

11/24/15

Mirabal, Jessica
Special Ed-Adams MS

Paraeducator 1
[additional hours; after school support]

11/13/15-6/9/16

Ockner, Sari Special Ed-Franklin ES	Occupational Therapist [additional hours; professional development]	8/17/15
Perez, Venus Special Ed-Lincoln MS	Paraeducator 3 [additional hours; professional development]	9/22/15-6/9/16
Rosenbaum, Joyce Special Education	Physical Therapist [additional hours; professional development]	8/17/15
Sloboda, Jaclyn Special Ed-CDS-Lincoln Preschool	Physical Therapist [additional hours; professional development]	8/17/15
Smith, Angelique Special Ed-Roosevelt ES	Occupational Therapist [additional hours; professional development]	8/17/15
Soloway, Beth Webster ES	Senior Office Specialist [additional hours; clerical support]	11/9/15-11/13/15
Suaste, Eduardo Operations	Utility Worker [overtime; District projects]	10/5/15-12/1/15
Tate, Wiley Malibu HS	Custodian [overtime; school events]	7/1/15-6/30/16
Vecchiotti, John Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; professional development]	10/21/15-10/28/15
Wilson, Stanley Malibu HS	Campus Security Officer [overtime; ASB events]	7/1/15-6/30/16
Yashar, Yazita Special Ed-Cabrillo ES	Paraeducator 1 [additional hours; bus supervision]	8/20/15-9/25/15
Zheng, Jin Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; professional development]	10/21/15-10/28/15
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Botello, Frank Operations	Custodian	11/18/15-6/30/16
Devis, Juanita Facility Use	Audience Services Coordinator	11/18/15-6/30/16
Mamon, Steven Operations	Custodian	11/1/15-6/30/16
Orozco, Cecilia Special Education	Paraeducator 1	11/19/15-6/9/16
Prosolovich, Svetlana Special Education	Paraeducator 1	11/4/15-6/9/16
Reilly, Sami District	Office Specialist	7/1/15-6/30/16
Shanley, Scott District	Campus Security Officer	11/16/15-6/30/16
Wade, Essence District	Campus Security Officer	11/23/15-6/30/16

CHANGE IN ASSIGNMENTHiggins, Shaun
Special Ed-Lincoln MSParaeducator 3
8 Hrs/SY
From: 7.4 Hrs/SY/Special Ed-Lincoln MS**EFFECTIVE DATE**

8/20/15

Jimenez, Osvaldo
Special Ed-Lincoln MSParaeducator 1
6.5 Hrs/SY
From: 6 Hrs/SY/Special Ed-Lincoln MS

10/1/15

Martinez, Isabel
Special Ed-Lincoln MSParaeducator 3
6.5 Hrs/SY
From: 6 Hrs/SY/Special Ed-Lincoln MS

9/24/15

Perez, Venus
Special Ed-Lincoln MSParaeducator 3
6.5 Hrs/SY
From: 6 Hrs/SY/Special Ed-Lincoln MS

9/24/15

INVOLUNTARY TRANSFERGoldbach, Eder
Special Ed-Franklin ESParaeducator 1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Lincoln MS**EFFECTIVE DATE**

9/29/15

LEAVE OF ABSENCE (PAID)Gold, Kathleen
Information ServicesTechnology Support Assistant
CFRA/FMLA/Medical**EFFECTIVE DATE**

11/2/15-11/18/15

Gonzalez, Jessica
Child Develop Svcs-McKinley ESChildren's Center Assistant 2
Medical

10/22/15-11/22/15

Hagen, Marcia
Human ResourcesCredential Analyst
CFRA/FMLA/Medical

11/24/15-1/22/16

Miller, Ronald
Special Ed-Grant ESParaeducator 1
Personal

12/16/15-1/13/16

Mitri, Veronica
Special Ed-Roosevelt ESParaeducator 3
Maternity

3/30/16-5/11/16

Simpson, Endeya
Special Ed-SMASHParaeducator 3
Medical

12/3/15-12/13/15

Toma, Julie
Personnel CommissionHuman Resources Technician
CFRA/FMLA

10/12/15-10/15/15

Yi, Renee
Special Ed-Malibu HSParaeducator 3
Maternity

11/30/15-1/17/16

PROFESSIONAL GROWTHMartinez, Maisha
Franklin ES

Physical Activities Specialist

EFFECTIVE DATE

12/1/15

WORKING OUT OF CLASSAdams, Toni
Operations-Santa Monica HSLead Custodian
From: Custodian**EFFECTIVE DATE**

10/12/15-10/15/15

Donovan, Marc Maintenance	Electrician From: Glazier	11/10/15-12/31/15
Gonzalez, Jose Operations	Lead Custodian From: Custodian	10/14/15-12/30/15
Heiderman, Daniel Operations	Plant Supervisor From: Utility Worker	11/13/15-2/28/16
Martin, Eric Operations-Malibu HS	Lead Custodian From: Custodian	10/8/15-10/9/15 11/6/15
Morris, Sean Maintenance	Skilled Maintenance Worker From: Custodian	11/10/15-12/31/15
O'Rourke, Thomas Operations-Santa Monica HS	Lead Custodian From: Custodian	9/7/15
Reyes, Pedro Maintenance	Facilities Technician From: Electrician	11/10/15-12/31/15
Sebastiani, Guido Grounds	Equipment Operator From: Gardener	10/30/15-3/14/16
Upton, Carey Business Services	Executive Director of FMO From: Director of Theater Operations and Facility Permits	11/12/15-12/30/15
Villa, Alejandro Maintenance	Glazier From: Skilled Maintenance Worker	11/10/15-12/31/15

RETIREMENT

		<u>EFFECTIVE DATE</u>
Gordon-Johnson, Robin Grant ES	Senior Office Specialist	12/30/15
Mercado, Maria FNS-Point Dume ES	Cafeteria Worker I	11/30/15
Strnad, Jan Facility Use	Facility Permits Supervisor	2/29/16

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

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

ACTION/CONSENT
 12/17/15

RECOMMENDATION NO. A.10

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>
McGraw, Maria Special Ed-McKinley ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	12/1/15
Morales, Prisma Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	12/1/15
Overton, Christopher Special Ed-Rogers ES	Paraeducator 1 4.5 Hrs/SY/Range: 20 Step: A	12/10/15
Sanchez, Lucas FNS-Adams MS	Cafeteria Worker I 3 hrs/SY/Range: 11 Step: E	11/20/15
Winer, Megan Grant ES	Inst Assistant - Classroom 2 Hrs/SY/Range: 18 Step: B	12/1/15

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Ford, Nedra Human Resources	Human Resources Specialist 8 hrs/12-Month/Range: 36 Step: E	1/4/16
Villalobos, Elizabeth Maintenance	Facilities Technician 8 Hrs/12-Month/Range: 45 Step: A	12/3/15

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Burgess, Alan Special Ed-Lincoln MS	Paraeducator 1 [additional hours; drama club support]	10/28/15-6/9/16
Clifford, Kari Special Ed-Santa Monica HS	Paraeducator 2 [additional hours; student needs]	8/20/15-6/9/16
Dao, Thong Facility Improvement Projects	Technology Support Assistant [overtime; Facility Improvement Projects events]	10/12/15-6/30/16
Jala, Ariel Facility Use	Custodian [additional hours; Facility Use events]	11/1/15-6/30/16
Jala, Ariel Facility Use	Custodian [overtime; Facility Use events]	11/1/15-6/30/16
Mederos, Eden Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; professional development]	11/10/15-6/9/16
Mirabal, Jessica Special Ed-Adams MS	Paraeducator 1 [additional hours; tutoring students]	12/1/15-5/31/16

Perez-Madera, Salomon Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; bus supervision]	8/20/15-6/9/16
Tawfik, Peter Facility Use	Campus Security Officer [additional hours; Facility Use events]	11/1/15-6/30/16
Vethavanam, Natasha Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; extra-curricular activity]	12/15/15
Wade, Essence Facility Use	Campus Security Officer [additional hours; Facility Use events]	12/1/15-6/30/16
Wade, Essence Facility Use	Campus Security Officer [overtime; Facility Use events]	12/1/15-6/30/16
Wingfield, Janet Special Ed-Santa Monica HS	Paraeducator 2 [overtime; bus supervision]	8/20/15-6/9/16
Yashar, Azita Special Ed-Cabrillo ES	Paraeducator 1 [limited term; bus supervision]	11/1/15-2/29/16
Young, Abigail Special Ed-Rogers ES	Paraeducator 3 [additional hours; professional development]	9/21/15-10/30/15

SUBSTITUTES

EFFECTIVE DATE

Cortez, Eric District	Campus Security Officer	12/1/15-6/30/16
Fisher, David Facility Use	Technical Theater Technician	11/1/15-6/30/16
Hubbard, Sean Special Education	Paraeducator 1	12/10/15-6/9/16
Hughes, Michael District	Campus Security Officer	1/1/15-6/30/16
Jones, Bronden Special Education	Paraeducator 1	11/23/15-6/9/16
Lopez, Felicita Food and Nutrition Services	Cafeteria Worker I	12/10/15-6/9/16
Lopez, Francisco Food and Nutrition Services	Cafeteria Worker I	12/10/15-6/9/16
Muhammed, Fatimoh District	Campus Security Officer	12/1/15-6/30/16
Reveles, Favio Food and Nutrition Services	Cafeteria Worker I	12/10/15-6/9/16

VOLUNTARY DEMOTION

EFFECTIVE DATE

Hampton, Kizzie Special Ed-Muir ES	Paraeducator 1 4.5 Hrs/SY From: Physical Activities Specialist 3 Hrs/SY	1/4/16
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INVOLUNTARY TRANSFER

Capitano, Carol
Special Ed-Santa Monica HS

Paraeducator 1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-CDS-Lincoln Preschool

EFFECTIVE DATE

10/27/15

LEAVE OF ABSENCE (PAID)

Crockett, Della
CDS-Lincoln Preschool

Children's Center Assistant 2
Personal

EFFECTIVE DATE

12/7/15-1/15/16

Gonzalez, Jessica
Child Develop Svcs-McKinley ES

Children's Center Assistant 2
Medical

11/23/15-12/9/15

Korduner, Justin
Special Ed-Santa Monica HS

Paraeducator 1
Medical

11/3/15-12/8/15

Miller, Sandra
Franklin ES

Instructional Assistant - Classroom
Personal

12/16/15-1/13/16

Newman, Pasley
Special Ed-Santa Monica HS

Paraeducator 3
Medical

12/8/15-1/5/16

LEAVE OF ABSENCE (UNPAID)

Ganelis, Inna
Santa Monica HS

Accompanist
Personal

EFFECTIVE DATE

12/19/15-2/9/16

Guerrero, Daniel
Santa Monica HS

Instructional Assistant – Physical Education
Personal

11/12/15-11/24/15

Holmes, Michael
Santa Monica HS

Physical Activities Specialist
FMLA/CFRA

12/14/15-1/15/16

PROFESSIONAL GROWTH

Cruz, Carmen
Child Develop Svcs-McKinley ES

Children's Center Assistant 2

EFFECTIVE DATE

1/1/16

Martinez, Isabel
Special Ed-Lincoln MS

Paraeducator 3

1/1/16

Reyes, Pedro
Maintenance

Electrician

1/1/16

WORKING OUT OF CLASS

Burrell, Catherine
Santa Monica HS

Campus Security Officer
From: Swimming Instructor-Lifeguard

EFFECTIVE DATE

11/9/15-12/18/15

Dominguez-Morales, Yanet
Information Services

Senior Technology Support Assistant
From: Technology Support Assistant

11/1/15-4/30/16

Nairouz, Dina
FNS-Webster ES

Cafeteria Worker II
From: Cafeteria Worker I

11/1/15-6/30/16

Parker, Stephen
Maintenance

Carpenter
From: Skilled Maintenance Worker

12/3/15-4/18/16

Webster, Shirley
FNS-Webster ES

Cafeteria Cook Baker
From: Cafeteria Worker I

12/3/15-6/30/16

RESIGNATION

EFFECTIVE DATE

Gibby, Ashley
Special Ed-Malibu HS

Paraeducator 3

12/4/15

Matos, Lorena
Facilities Improvement Projects

Facilities Technician

12/10/15

Pieper, Yalile
Malibu HS

Bilingual Community Liaison

1/15/16

Samuel, Jeri
Franklin ES

Instructional Assistant - Classroom

12/31/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/10/15

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.16

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

Reynolds, Elijah	Adams MS	11/16/15-6/9/16
Sankaran, Jasmine	Santa Monica HS	11/23/15-6/9/16

COACHING ASSISTANT

Shorten, Kyle	Malibu HS	11/10/15
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NOON SUPERVISION AIDE

Azzariti, Annie	McKinley ES	9/21/15-6/9/16
Brodkin, Andrea	Muir ES	11/9/15-6/9/16
Butler, Deja	Rogers ES	11/2/15-6/9/16
Hernandez, Beatrice	Grant ES	11/4/15-6/9/16
Long, Lakesha	McKinley ES	10/1/15-6/9/16
Williams, Sherrevia	McKinley ES	10/1/15-6/9/16

EDUCATIONAL SPECIALIST – LEVEL II

Newell-Baker, Elizabeth	Webster ES	11/1/15-6/10/16
	[Music Instructor]	
	- Funding: Formula & Old Tier III	

STUDENT WORKER - WORKABILITY

Johnson, Rodney	Santa Monica HS	11/9/15-6/30/16
Quintero Ojeda, Kevin	Santa Monica HS	10/11/15-6/30/16

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

12/17/15

FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.11

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

Bianco, John	Santa Monica HS	12/1/15-6/9/16
Bonilla Yoselin	Santa Monica HS	12/1/15-6/9/16

COACHING ASSISTANT

Brandis, Ellesse	Santa Monica HS	12/1/15-6/9/16	
Collison-Jarel, Justin	Santa Monica HS	12/1/15-6/9/16	
Contreras, Alie	Malibu HS		10/1/15-6/30/16
Craig, Jack	Malibu HS		7/1/15-6/30/16
Diaz, Ignacio	Malibu HS		7/1/15-6/30/16
Fearon II, Mark	Santa Monica HS	11/25/15-6/9/16	
Goldberg, Hayden	Malibu HS		7/1/15-6/30/16
Harris, David	Malibu HS		7/1/15-6/30/16
Harris, Richard	Malibu HS		7/1/15-6/30/16
Humphrey, Regence	Malibu HS		7/1/15-6/30/16
Miller, Richard	Malibu HS		11/1/15-6/30/16
Moreno, Ashley	Santa Monica HS	12/1/15-6/9/16	
Przebieda, Jarrod	Santa Monica HS	12/1/15-6/9/16	

NOON SUPERVISION AIDE

Coghlan, Janet	Roosevelt ES		11/24/15-6/9/16
Cruz, Elfego	Webster ES		11/23/15-6/9/16
Maldonado-Boatman, Monique	SMASH		12/1/15-6/9/16
Mayen Lugo, Abdullah	McKinley ES		9/21/15-6/9/16
Morales, Prisma	Roosevelt ES		12/1/15-6/6/16
Winer, Megan	Grant ES		12/7/15-6/9/16

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2015 – 2016**

Date	Time	Location	Notes
2015			
July 14, 2015	4:00 p.m.	Board Room – District Office	
August 11, 2015	4:00 p.m.	Board Room – District Office	
September 8, 2015	4:00 p.m.	Board Room – District Office	
October 13, 2015	4:00 p.m.	Board Room – District Office	
November 10, 2015	4:00 p.m.	Board Room – District Office	
December 8, 2015	4:00 p.m.	Board Room – District Office	
2016			
January 12, 2016	4:00 p.m.	Board Room – District Office	
February 9, 2016	4:00 p.m.	Board Room – District Office	
February 2016	Daily Conference	TBD	CSPCA 2016 Annual Conference
March 8, 2016	4:00 p.m.	Board Room – District Office	
April 12, 2016	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 10, 2016	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
May 10, 2016	4:45 p.m.	Board Room – District Office	2016-17 Budget Adoption
June 14, 2016	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2015-16

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

July through December 2015					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/15* DO		*Wednesday, 7/15
August		8/12* DO			*Wednesday: 8/12 First day of school: 8/20
September	9/2* DO		9/17 DO	9/29*	*Wednesday: 9/2 *9/29: Board visits LMS pathway schools
October	10/1 M	10/8*	10/13* 10/15 DO	10/22*	*10/8: Board visits MHS pathway schools *10/13: Board visits JAMS pathway schools *10/22: Board visits Samohi & Olympic
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO		winter break	
Winter Break: December 21 – January 1					
January through June 2016					
Winter Break: December 21 – January 1					
January	1/7* DO		1/21 DO		*1/7: Special Meeting
February	2/4 M		2/18 DO		
March	3/3 DO		3/17 M	spring break	
Spring Break: March 21 – April 1					
April	4/7* DO	4/14 DO			
May	5/5 M		5/19 DO		
June	6/2 DO			6/22* DO 6/29* DO	Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Update on Committee's progress regarding Advanced Step Placement -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> (minor modifications) -Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

VII. Next Regular Personnel Commission Meeting:

Tuesday, February 9, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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

X. Adjournment: