

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
January 14, 2014 @ 4:00 p.m.
District Office Board Room

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on January 14, 2014**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

- E. Approval of Minutes for Regular Meeting on December 10, 2013**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

- F. Report from the Director of Classified Personnel**
- G. Personnel Commissioner Comments/Reports**
- H. Communications**
- I. Public Comments**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
January 14, 2014 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

***Guiding Principles:** Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.*

- ❖ **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.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on January 14, 2014

E. Approval of Minutes for Regular Meeting on December 10, 2013

F. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

- General Comments
- Commissioner Reappointment Confirmation from State Superintendent of Public Instruction, Mr. Tom Torlakson
- 2013-2014 Compensation Study Update
- District Technology Team Update
- Professional Growth & Training Committee Update

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.

- Affordable Care Act Committee Update

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.

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 5 minutes or less.

1. SEIU Report
2. Board of Education Report

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 three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	5
Instructional Assistant – Special Education	2
Instructional Assistant – Special Education (Malibu)	3
Instructional Assistant – Specialized	1
Stock and Delivery Clerk	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approval of Advanced Step Placement for new employee Crystal Honore in the classification of Campus Security Officer at Range: 25 Step: C
 - b. Approval of Advanced Step Placement for new employee Natalie Spotts in the classification of Instructional Assistant - Music at Range: 18 Step: C

III. Action/Discussion Items/or Other Information:

A. Action Item(s): These items are presented for ACTION at this time.

1. No Action Item(s)

B. Discussion Item(s): 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.

1. No Discussion Item(s)

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.15 (for SMMUSD School Board Agenda)
 - December 12, 2013
4. Classified Personnel – Non-Merit Report – No. A.16
 - December 12, 2013
5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014
6. Board of Education Meeting Schedule
 - 2013 – 2014

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant–Classroom	February 2014
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> Chapter XIV: <i>Disciplinary Action and Appeal</i>	February 2014
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	March 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, February 11, 2014, at 4:00 p.m. - *District Office Board Room*

- ❖ **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.

VI. 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:

VII. Adjournment:

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

TIME ADJOURNED: _____

Submitted by:

Brandon Tietze
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.

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
December 10, 2013 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

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.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:07 p.m.
- B. Roll Call:** Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent due to a personal commitment.
- C. Pledge of Allegiance:** Mr. Bryon Miller, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** December 10, 2013

It was moved and seconded to approve the agenda as presented.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Joseph Pertel							✓
Michael Sidley	✓			✓			

- E. Motion to Approve Minutes:** November 12, 2013

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Joseph Pertel							✓
Michael Sidley	✓			✓			

F. Report from the Director of Classified Personnel: This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

- General Comments
 - **Director Tietze informed the Personnel Commission about the demanding recruiting and testing schedule before winter holidays. He commended staff members for their dedication and focus during this busy time.**
 - **Director Tietze commented on the environmental studies at Malibu High School. He expressed his respect for the Superintendent's leadership in this complex matter.**
- 2013-2014 Classification and Compensation Study Update
 - **Director Tietze reported on the progress of the classification and compensation study he is conducting with Mr. Bryon Miller, the Personnel Analyst. They enhanced criteria for and expanded the number of comparable agencies. The District and SEIU have been provided opportunities for feedback on the agency selection.**
- District Technology Team Update
 - **Director Tietze provided a brief report on his involvement with the District Technology Team, indicating the District's need to expand its use of technology. He chairs the business applications committee which is responsible for technological upgrades within business practices across the District. Director Tietze noted future plans for a paperless requisition system.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on his participation on the Professional Growth and Training committee. The committee works to identify the mandated in-service training across different job families and to differentiate the Professional Growth opportunities that go beyond required training.**
- Affordable Care Act Committee Update
 - **Director Tietze notified the Personnel Commission about the efforts of the Affordable Care Act committee. The Personnel Commission has the responsibility of providing substitutes to meet the needs of the District and must consider ACA guidelines. He has been meeting with administrators whose departments will be impacted by this initiative to provide strategies for meeting the work needs while being fiscally responsible.**
- Personnel Testing Council - Southern California Training Conference Report
 - **Director Tietze informed the Personnel Commission about his experience attending the Personnel Testing Council – Southern California Training Conference, highlighting a new approach of candidate selection used to assess attitude and demeanor as a function of job success.**

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.

- **Commissioners Inatsugu and Sidley commended the Personnel Commission staff for their dedication and hard work wishing them happy holidays.**
- **Commissioner Inatsugu shared her observations from the PTA Holiday Breakfast.**

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 5 minutes or less.

1. SEIU Report

- **None**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also shared her appreciation of speakers' contributions made at the PTA Holiday Breakfast.**
- **Ms. Washington commended the Personnel Commission for its leadership and assistance with classification specification revisions within the Special Education department.**
- **Ms. Washington commended the Personnel Commission for their recruitment efforts for Human Resources Technician position in the Human Resources department.**
- **Ms. Washington reported on the Superintendent's implementation of Vision for Student Success and her involvement in the environmental studies conducted at Malibu High School.**
- **Ms. Washington informed the Personnel Commission about the District's Wellness Day that will take place on December 18, 2013. The Human Resources department will invite various health experts to speak to District staff about healthy lifestyles and strategies to relieve stress.**
- **Ms. Washington updated the Personnel Commission about the District's initiatives and data collection related to the Affordable Care Act.**
- **Commissioner Sidley inquired about the impact of the Affordable Care Act on future collective bargaining. Ms. Washington replied that the Affordable Care Act will be a supplement of the benefits provided by the District.**

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 three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) 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.

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**

It was moved and seconded to approve Commissioner Inatsugu as the Personnel Commission Chair.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Joseph Pertel							✓
Michael Sidley	✓			✓			

b. Nomination of Vice-Chair: **Michael Sidley**

It was moved and seconded to approve Commissioner Sidley as the Personnel Commission Vice-Chair.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓			✓			
Joseph Pertel							✓
Michael Sidley		✓		✓			

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. Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	7
Custodian	15
Instructional Assistant – Classroom	3
Instructional Assistant – Music	4

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

Children's Center Assistant	41
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B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Angelica Gonzalez in the classification of Administrative Assistant at Range: 29 Step: B

- b. Approval of Advanced Step Placement for new employee Nicole Homerin in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- c. Approval of Advanced Step Placement for new employee Cecilia Sanchez, in the classification of Instructional Assistant - Specialized at Range: 26 Step: C
- d. Approval of Advanced Step Placement for new employee Renee Yi, in the classification of Instructional Assistant - Specialized at Range: 26 Step: C

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Joseph Pertel							✓
Michael Sidley	✓			✓			

III. Action Items/ Discussion/or Other Information:

A. Action Item(s): These items are presented for ACTION at this time.

1. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant classification within the Student Support job family
- b. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant - Preschool classification within the Student Support job family

It was moved and seconded to approve the Classification Revisions for Children's Center Assistant and Children's Center Assistant - Preschool as submitted.

Discussion: Director Tietze provided a brief background to the proposed revisions in education requirements for the Children's Center Assistant classifications.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Joseph Pertel							✓
Michael Sidley	✓			✓			

- c. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Special Education classification within the Special Education job family

- d. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Developmental Health classification within the Special Education job family
- e. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Specialized classification within the Special Education job family

It was moved and seconded to approve the Classification Revisions for Instructional Assistant – Special Education, Instructional Assistant – Developmental Health, and Instructional Assistant - Specialized as submitted.

Discussion: Director Tietze commented on the complexity of the revisions for job descriptions within the Special Education department, gaining input from various subject matter experts across the Special Education department and several school sites.

Commissioner Inatsugu inquired about the skills and abilities category – specifically, about “refraining from usage of personal electronic devices.” Director Tietze stated that this requirement will be clarified further in order to avoid incorrect interpretation, explaining that employees are expected to use the personal electronic devices only when it is work related.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Joseph Pertel							✓
Michael Sidley	✓			✓			

B. Discussion Item(s): 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.

1. No Discussion Item(s)

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.17 (for SMMUSD School Board Agenda)
 - November 21, 2013
4. Classified Personnel – Non-Merit Report – No. A.18
 - November 21, 2013
5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014
6. Board of Education Meeting Schedule
 - 2013 – 2014

Commissioner Sidley informed the Personnel Commission about his absence at the January 14, 2014 regular Personnel Commissioner meeting.

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant–Classroom	January 2014
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	January 2014
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	February 2014
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	March 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, January 14, 2014, at 4:00 p.m. - *District Office Board Room*

- ❖ **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.

VI. Closed Session:

- No Closed Session

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Joseph Pertel						✓
Michael Sidley	✓		✓			

TIME ADJOURNED: 4:49 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of Classified Personnel

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

II. Consent Calendar

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: January 14, 2014

AGENDA ITEM NO: II.B.1.a.

SUBJECT: Advanced Step Placement – Crystal Honore

BACKGROUND INFORMATION:

Classification Title: Campus Security Officer	Employee: Crystal Honore	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent in physical education is desirable. 	<ul style="list-style-type: none"> Crystal received her high school diploma from Leuzinger High School. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) years experience working with youth in an organized setting. 	<ul style="list-style-type: none"> Crystal has over six (6) years of experience working with youth in an organized setting. 	2 (2 year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 + 2 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Honore's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$14.53/hour; Step C is \$16.02/hour. The net difference in pay is an increase of \$1.49 per hour, \$258.00 per month, or \$2,580.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Crystal Honore at Range 25, Step C on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: January 14, 2014

AGENDA ITEM NO: II.B.1.b.

SUBJECT: Advanced Step Placement – Natalie Spotts

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Music	Employee: Natalie Spotts	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 • Completed 48 units at an institution of higher learning (with some college coursework related to music); or • Obtained an Associate's (or higher) degree, with some college coursework related to music; and • Must pass the District's Instructional Assistant examination. 	<ul style="list-style-type: none"> • Natalie has received a high school diploma as well as a Bachelor's degree in Music Performance from the University of Wisconsin at Madison. Natalie also passed the District's Instructional Assistant examination. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • Some experience working with children in an organized setting and some experience working in an organized music setting. 	<ul style="list-style-type: none"> • Natalie has 2 years and 5 months working with children in an organized setting including experience working in an organized music setting. 	1 (2 year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Spotts's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.86/hour; Step C is \$14.18/hour. The net difference in pay is an increase of \$1.32 per hour, \$85.88 per month, or \$816.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Natalie Spotts at Range 20, Step C on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

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

III. Discussion Items

III. Information Items

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2011-2012														
7/12/2011	Elem Library Coor	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	\$18.10	\$3,813	\$22.00	31,370	38,130	\$3.90	\$676.00	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	\$19.47	\$4,306	\$24.84	40,488	51,672	\$5.38	\$932.00	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	\$25.74	\$4,685	\$27.03	53,544	56,220	\$1.29	\$223.00	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	\$14.89	\$3,294	\$19.00	15,486	19,764	\$4.11	\$356.50	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	\$12.86	\$2,845	\$16.41	8,359	10,669	\$3.55	\$231.00	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	28,776	36,720	\$3.82	\$662.00	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.46	66,649	77,154	\$5.51	\$955.00	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	\$12.86	\$2,845	\$16.41	13,931	17,781	\$3.55	\$385.00	\$3,850
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	\$12.50	\$2,710	\$15.63	5,418	6,775	\$3.13	\$135.75	\$1,358
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	Health Off Spec	10	3.5	25	B	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	\$12.50	\$2,229	\$12.86	8,126	8,359	\$0.36	\$23.25	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	\$12.86	\$2,845	\$16.41	11,145	14,225	\$3.55	\$308.00	\$3,080
TOTAL														\$113,729

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2012-2013														
7/11/2012	Senior Buyer	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,964	\$5.92	\$1,027.00	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	\$25.74	\$5,165	\$29.80	53,544	61,980	\$4.06	\$703.00	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	\$19.47	\$3,720	\$21.46	40,488	44,640	\$2.00	\$346.00	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	23,980	30,600	\$3.82	\$662.00	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	\$13.83	\$3,060	\$17.65	14,988	19,125	\$3.82	\$413.75	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	\$21.46	\$4,101	\$23.66	44,640	49,212	\$2.20	\$381.00	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
10/10/2012	Specialist	10	5	26	F	\$2,581	\$14.89	\$3,294	\$19.00	16,131	20,588	\$4.11	\$445.63	\$4,456
10/10/2012	Clerk	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
2/12/2013	Bus Driver	9.5	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	22,527	27,381	\$3.37	\$511.00	\$4,855
2/12/2013	Gardener	12	3	24	F	\$2,458	\$14.18	\$3,137	\$18.10	11,061	14,117	\$3.92	\$254.63	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	\$45.43	\$8,682	\$50.09	94,488	104,184	\$4.66	\$808.00	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	\$12.50	\$2,458	\$14.18	8,126	9,218	\$1.68	\$109.13	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	\$29.12	\$5,565	\$32.11	60,576	66,780	\$2.98	\$517.00	\$6,204
5/14/2013	Sprinkler Repair Technician	12	8	33	F	\$3,060	\$17.65	\$3,906	\$22.53	36,720	46,872	\$4.88	\$846.00	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/14/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$3,060	\$17.65	33,312	36,720	\$1.64	\$284.00	\$3,408
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$3.73	\$646.00	\$7,752
TOTAL														\$146,441

Advanced Step Placement Fiscal Impact Report

[illegible]

Personnel Requisition Detailed Report – 1/14/14 PC Meeting

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH – (At time of Agenda distribution)															
PC Meeting Date	11/13/12	12/11/12	1/8/13	2/12/13	3/12/13	4/9/13	5/14/13	6/4/13	7/2/13	8/13/13	9/10/13	10/8/13	11/12/13	12/10/13	1/14/14
Top 3 Ranks Available: <i>Able to select from eligibility list</i>	8	6	3	6	5	10	6	10	8	8	14	6	1	5	15
Top 3 Ranks Not Available: <i>Recruitment necessary</i>	8	12	10	9	8	8	5	6	9	7	14	18	9	6	5
TOTAL	16	18	13	15	13	18	11	16	17	15	28	24	10	11	20

OPEN REQUISITIONS – (At time of Agenda distribution)																	
Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
12-103	Certified Occupational Therapist Assistant	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous	-	34	33	-	-	-	-	-	-	Advertising expenses approved by Special Education for new strategy
13-119	Cafeteria Worker I	Food Services	Amanda Stowell	YES	6/5/13	6/13/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-043	Instructional Assistant – Special Education	Pt. Dume	Nicholas Griego	YES	09/12/13	9/19/13	8/30/13	9/16/13	17	44	11	21	6	6	8/2/13	-	Recruitment in IN PROGRESS to generate more candidates
14-048	Instructional Assistant - Special Education	SAMOH	Sabrina Smith	YES	9/30/13	10/07/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-050	Children's Center Assistant	Child Developmnt	Lynn Sturgis	YES	8/16/13	10/13/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-054	Instructional Assistant-Classroom	McKinley	Tashia Buccioni	NO	10/11/13	10/20/13	10/14/13	10/25/13	12	73	16	16	11	7	12/13/13	31	Pending Final Selection Interview by Hiring Manager

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-055	Instructional Assistant - Special Education	McKinley	Jessica Purser	YES	10/11/13	10/20/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-058	Administrative Assistant	Student Services	Dana Hartley	NO	11/7/13	11/13/13	11/20/13	11/29/13	9	156	64	24	20	5	12/23/13	46	Pending Final Selection Interview by Hiring Manager
14-062	Instructional Assistant - Special Education	Grant	Dana Hartley	YES	11/07/13	11/13/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-063	Instructional Assistant - Classroom	Franklin	Shirin Khoadadadi	NO	11/12/13	11/21/13	10/14/13	10/25/13	12	73	16	16	11	7	12/13/13	31	Pending Final Selection Interview by Hiring Manager
14-064	Children's Center Assistant	Child Development	Katya Hess	YES	11/19/13	11/26/13	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates due to change in qualifications
14-066	Human Resources Technician	Human Resources	Judy Popovich	NO	11/20/13	11/26/13	11/19/13	12/2/13	14	75	32	20	10	5	12/17/13-	27	Pending Final Selection Interview by Hiring Manager
14-067 14-073	Instructional Assistant - Bilingual	Lincoln	Alma Foote	NO	11/21/13 12/19/13	11/28/13 12/25/13	12/10/13	12/30/13	20	26	10	1	-	-	-	-	IN PROGRESS
14-069	Children's Center Assistant	Child Development	NEW	YES	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-071	Instructional Assistant – Special Education	Special Education	NEW	YES	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-072	Instructional Assistant – Music	Lincoln	Laura Kim	YES	12/16/13	12/22/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager. May need to reopen for specialized music experience

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-076	Instructional Assistant – Special Education	Webster	NEW	YES	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-077	Instructional Assistant – Special Education	Webster	NEW	YES	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-078	Instructional Assistant – Specialized	Special Education	Wendy Castillo	YES	1/6/14	1/13/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-079	Custodian	M & O	Tyrone Lockett	YES	1/9/14	1/15/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-080	Gardener	M & O	Tyrone Lockett	YES	1/9/14	1/15/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-016	Campus Security Officer	JAMS	Chancy Jones	NO	8/13/13	8/19/13	9/18/13	10/4/13	17	69	48	-	16	15	10/11/13	60	Filled from Eligibility List
14-021	Health Office Specialist	Student Services	Rosa Santos	NO	8/23/13	9/1/13	8/28/13	9/4/13	20	41	32	-	10	6	11/1/13	-	Filled from Eligibility List
14-026	Instructional Assistant – Classroom	Pt. Dume	Megan Curran	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	10/4/13	39	Filled by re-employment list

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-035	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	8/31/13	9/16/13	10	44	11	21	-	-	11/29/13	-	Filled from Eligibility List
14-036	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	8/31/13	9/16/13	10	44	11	21	-	-	11/29/13	-	Filled from Eligibility List
14-038	Instructional Assistant - Specialized	Special Education	NEW	YES	9/9/13	9/18/13	8/30/13	9/16/13	17	44	11	21	-	-	11/29/13	-	Filled from Merged Eligibility List
14-042	Occupational Therapist	Special Education	Jennifer Morgan	NO	9/09/13	9/18/13	8/28/13	10/09/13	42	7	1	-	-	-	11/01/13	52	Filled from Eligibility List
14-045	Instructional Assistant – Classroom	Will Rogers	NEW	NO	9/17/13	9/24/13	8/30/13	9/16/13	18	67	13	39	10	5	10/04/13	18	Filled from Eligibility List
14-047	Instructional Assistant – Music	SAMOH	Julia Barnett	YES	9/30/13	10/07/13	10/15/13	10/25/13	11	37	7	2	-	-	11/12/13	43	Filled from Eligibility List
14-057	Instructional Assistant - Specialized	Special Education	NEW	NO	10/04/13	10/21/13	10/15/13	10/25/13	11	44	11	21	-	-	-	-	Filled from Merged Eligibility List
14-061	Instructional Assistant – Special Education	Special Education	NEW	YES	11/5/13	11/13/13	-	-	-	-	-	-	-	-	-	-	Filled as displacement option after position elimination
14-065	Custodian	McKinley	Philip Ramirez	NO	11/20/13	11/26/13	10/2/13	10/10/13	8	62	8	16	-	15	11/15/13	45	Filled from Eligibility List
14-068	Instructional Assistant – Developmental Health	Special Education	Ana Hall	YES	11/21/13	11/28/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-074	Gardener	M & O	Oscar Campos	YES	12/19/13	12/25/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-075	Technical Theater Technician	Business Services	Lucas Capra	YES	12/19/13	12/25/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
12/12/13

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.

NEW HIRES

		<u>EFFECTIVE DATE</u>
Homerin, Nicole Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: A	11/12/13
Morris, Diane McKinley ES	Inst Asst - Classroom 2.5 Hrs/SY/Range: 18 Step: A	11/4/13
Winger, Nidra Cabrillo ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	11/6/13

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Kim, Jeong Special Education	Occupational Therapist	8/19/13
Riedmiller, Jill Special Education	Occupational Therapist	8/19/13

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Bolan, Anette Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13
Bracamonte, Jorge Facility Permits	Custodian [overtime; Facility Permits events]	7/1/13-6/30/14
Burkett, Deena Facility Permits	Senior Office Specialist [additional hours; clerical assistance]	10/1/13-10/13/13
Ceja, Karla Business Svcs	Senior Office Specialist [additional hours; clerical assistance]	11/4/13-12/31/13
Higgins, Shaun Special Ed-Grant ES	Inst Asst – Specialized [additional hours; bus ride supervision]	8/22/13-6/10/14
James, Carolin Rogers ES	Administrative Assistant [overtime; clerical assistance]	8/7/13-10/1/13
McGee, Leslee Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13
McNeely, Debrah Santa Monica HS	Custodian [overtime; school events]	7/1/13-6/30/14
Mendoza, Dina Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/15/13-10/19/13

Morris, Terry Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13
Nao, Kimberly Santa Monica HS	Student Outreach Specialist [overtime; PSAT proctor]	10/15/13-10/19/13
Nelli, Maria Santa Monica HS	Inst Asst – Special Ed [additional hours; PSAT proctor]	10/15/13-10/19/13
Olmos, Maria Rogers ES	Senior Office Specialist [overtime; clerical assistance]	8/7/13-10/1/13
O'Rourke, Tom Santa Monica HS	Custodian [overtime; school events]	7/1/13-6/30/14
Ortiz, Alondra Santa Monica HS	Office Specialist [additional hours; PSAT proctor]	10/15/13-10/19/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; Program Improvement data]	9/4/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; Gate, culmination assistance]	10/14/13-6/10/14
Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Reed, Luanne Santa Monica HS	Licensed Vocational Nurse [overtime; PSAT proctor]	10/15/13-10/19/13
Ruff, Denzel Facility Permits	Sports Facility Attendant [additional hours; Facility Permits events]	10/1/13-6/30/14
Ruff, Denzel Facility Permits	Sports Facility Attendant [overtime; Facility Permits events]	10/1/13-6/30/14
Savage, Stephanie Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/15/13-10/19/13
Sheppard, Billy Facility Permits	Sports Facility Attendant [additional hours; Facility Permits events]	10/1/13-6/30/14
Sheppard, Billy Facility Permits	Sports Facility Attendant [overtime; Facility Permits events]	10/1/13-6/30/14
Strahn, Yvonne Santa Monica HS	Senior Office Specialist [overtime; PSAT proctor]	10/15/13-10/19/13
Tirado, Leticia Food and Nutr Svcs-Edison ES	Cafeteria Worker II [additional hours; cafeteria supervision]	10/1/13-6/30/14
Walker, Louis Santa Monica HS	Custodian [overtime; school events]	7/1/13-6/30/14
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime; PSAT proctor]	10/15/13-10/19/13

SUBSTITUTES

Aldana, Edgar District	Inst Asst – Physical Education
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EFFECTIVE DATE

11/1/13-6/30/14

Carroll, Remy Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Ernst, Amanda Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Garcia, Norma Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Moore, Markeda Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Morrison, Faer Special Education	Inst Asst – Developmental Health	10/28/13-6/30/14
Rock, Ariel Special Education	Inst Asst – Special Ed	10/28/13-6/30/14
Suhr, Charlotte Special Education	Inst Asst – Special Ed	11/1/13-6/30/14
Taylor, Sara Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Tumari, Rowshanak Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Ward, Michaelae Pt. Dume ES	Inst Asst – Classroom	8/22/13-6/30/14
Williams, Kenneth Child Develop Svcs	Children's Center Asst	11/1/13-6/30/14
Wilson, Terry District	Campus Security Officer	11/4/13-6/30/14

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Capitano, Angela Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 5 Hrs/SY/Adams MS	11/12/13
Miller, Ronald Roosevelt ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Adams MS	11/12/13
Ortega-Maya, Lisa Adams MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	11/11/13

VOLUNTARY TRANSFER IN LIEU OF LAYOFF

Hartley, Dana Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Grant ES	11/18/13
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Gonzalez, Jessica Child Develop Svcs-Grant ES	Children's Center Asst Maternity	10/4/13-12/5/13
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Kamibayashi, Diana Superintendent's Office	Senior Office Specialist Medical	12/10/13-1/12/14
Karels, Kloie Cabrillo ES	Inst Asst – Special Ed Maternity	12/2/13-2/3/14
Kinsey, Nancy Santa Monica HS	Inst Asst – Special Ed Medical	11/5/13-6/3/14
Maxson, Nicholas Maintenance	HVAC Mechanic Medical	11/21/13-2/21/14
Part, Brian Facility Permits	Sports Facility Coordinator CFRA	11/26/13-11/30/13 12/26/13-1/4/14
Shih, Jennifer Child Develop Svcs-McKinley ES	Children's Center Asst Medical	10/25/13-1/31/14
Smith, Dunell Santa Monica HS	Campus Security Officer Medical	11/7/13-11/27/13
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	10/29/13-12/9/13

LEAVE OF ABSENCE (UNPAID)

Circenis, Anita Computer Svcs	Technology Support Asst FMLA Leave	<u>EFFECTIVE DATE</u> 11/1/13-6/30/14
Girgis, Salwa Food and Nutrition Svcs	Cafeteria Worker I Personal	12/2/13-12/20/13
Hall, Ana McKinley ES	Inst Asst – Developmental Health FMLA Leave	10/28/13-1/20/14
Olfert, Rebecca McKinley ES	Inst Asst – Classroom Child Care Leave	11/14/13-6/10/14

PROFESSIONAL GROWTH

Murray, April Lincoln MS	Swimming Inst - Lifeguard	<u>EFFECTIVE DATE</u> 1/1/14
Naranjo, Debbie Food and Nutrition Svcs	Cafeteria Worker II	12/1/13

WORKING OUT OF CLASS

Badillo, Abraham Edison ES	Physical Activities Specialist Fr: Inst Asst – Physical Education	<u>EFFECTIVE DATE</u> 11/1/13-6/10/14
Bonilla, Leroy Food and Nutrition Svcs	Cafeteria Cook Baker Fr: Cafeteria Worker I	9/1/13-6/30/14
Lamont, Odom Operations	Utility Worker Fr: Custodian	11/1/13-11/27/13
McAlpin, Michael Operations	Utility Worker Fr: Custodian	11/1/13-11/27/13

DISQUALIFICATION FROM PROBATION

DV8994279

Custodian
5 Hrs/12 Month; Operations**EFFECTIVE DATE**

12/13/13

ABOLISHMENT OF POSITIONInst Asst – Special Ed
4.5 Hrs/SY; McKinley ES**EFFECTIVE DATE**

10/24/13

Inst Asst – Specialized
6 Hrs/SY; Special Education – Lincoln MS

11/1/13

Inst Asst – Specialized
4.5 Hrs/SY; Special Education – Rogers ES

9/30/13

RESIGNATIONCastillo, Wendy
Special Ed - Franklin ES

Inst Asst – Specialized

EFFECTIVE DATE

11/29/13

Foote, Alma
Lincoln MS

Inst Asst – Bilingual

12/20/13

Guthrie, Stephanie
Cabrillo ES

Inst Asst – Classroom

8/21/13

Hall, Ana
McKinley ES

Inst Asst – Developmental Health

11/13/13

Khodadadi, Shirin
Franklin ES

Inst Asst – Classroom

12/20/13

Popovich, Judith
Human Resources

Human Resources Technician

11/18/13

Schlierman, Jason
Special Ed – Santa Monica HS

Inst Asst – Specialized

11/4/13

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

TO: BOARD OF EDUCATION ACTION/CONSENT
12/12/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

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

Romero, Jasmine	Lincoln MS	10/22/13-6/10/14
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COACHING ASSISTANT

Courseault, Aaron	Santa Monica HS	10/24/13-6/30/14
Curry, Krishna	Santa Monica HS	10/15/13-6/30/14
Goldberg, Hayden	Malibu HS	7/1/13-6/30/14
Mallo, Brian	Santa Monica HS	11/4/13-6/30/14
Pitpit, Wendell	Santa Monica HS	10/17/13-6/30/14
Tenorio, Roberto	Malibu HS	7/1/13-6/30/14

NOON SUPERVISION AIDE

Calvert, Cheryl	Pt. Dume ES	8/22/13-6/10/14
Carriere, Leigh	Pt. Dume ES	8/22/13-6/10/14
Davidson-Porter, Diane	Pt. Dume ES	8/22/13-6/10/14
Edwards, Zachoery	Roosevelt ES	10/24/13-6/10/14
Flores, Albert	Pt. Dume ES	10/21/13-6/10/14
Rodriguez, Frances	Roosevelt ES	11/6/13-6/10/14
Soloway, Beth	Pt. Dume ES	8/22/13-6/10/14

TECHNICAL SPECIALIST – LEVEL I

Guthrie, Stephanie	Cabrillo ES [Computer Lab Instructor] - Funding: Reimbursement by PTA	8/21/13-5/24/14
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TECHNICAL SPECIALIST – LEVEL II

Dress, Stephen	Ed Svcs/Lincoln MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/10/13-6/30/14
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EDUCATIONAL SPECIALIST – LEVEL I

Ahmad, Sonia	Santa Monica HS [ROP Vikes Café Support] - Funding: ROP - Support	9/30/13-11/30/13
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STUDENT WORKER – WORKABILITY

Johnson, Shanees
McKenzie, Andrew

Special Education
Special Education

10/31/13-6/30/14
11/4/13-6/30/14

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2013 – 2014**

Date	Time	Location	Notes
2013			
July 2, 2013	1:00 p.m.	Board Room – District Office	Special Meeting
August 13, 2013	4:00 p.m.	Board Room – District Office	
September 10, 2013	4:00 p.m.	Board Room – District Office	
October 8, 2013	4:00 p.m.	Board Room – District Office	
November 12, 2013	4:00 p.m.	Board Room – District Office	
December 10, 2013	4:00 p.m.	Board Room – District Office	
2014			
January 14, 2014	4:00 p.m.	Board Room – District Office	
February 11, 2014	4:00 p.m.	Board Room – District Office	
February 2014	Daily Conference	TBD	CSPCA 2014 Annual Conference
March 11, 2014	4:00 p.m.	Board Room – District Office	
April 8, 2014	4:00 p.m.	Board Room – District Office	2014–15 Budget Discussion and Development,
May 13, 2014	4:00 p.m.	Board Room – District Office	2014-15 Budget Adoption
June 10, 2014	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2013-2014

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

July through December 2013					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO	7/24* DO 7/30* DO	*7/18: Special Meeting *Wednesday, 7/24 *7/30: Special Meeting
August		8/14* DO		8/28* DO	*Wednesday, 8/14 First day of school: 8/22
September	9/5 DO		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/19* LMS 11/21 DO		*11/19: workshop Thanksgiving: 11/28-29
December		12/12 DO		winter break	
Winter Break: December 23 – January 3					
January through June 2014					
Winter Break: December 23 – January 3					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M		
Spring Break: April 7-18					
April	4/3 DO	spring break	spring break		
May	5/1 M		5/15 DO		
June	6/5 DO			6/25* DO	Last day of school: 6/10 *Wednesday: 6/25

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant–Classroom	February 2014
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> Chapter XIV: <i>Disciplinary Action and Appeal</i>	February 2014
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	March 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, February 11, 2014, at 4:00 pm - *District Office Board Room*

VI. 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:

VII. Adjournment:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							