

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

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

AGENDA

**REGULAR MEETING
January 22, 2015 @ 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 22, 2015**

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

E. Approval of Minutes for Regular Meetings on December 9, 2014

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 22, 2015 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

- ❖ **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 22, 2015

E. Approval of Minutes for Regular Meeting on December 9, 2014

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
- Personnel Commissioner Nomination Update
- Note on Special Acknowledgements
- LACOE BEST Project Update
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act 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.

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	6
Bus Driver	2
Cafeteria Worker/Transporter	1
Campus Security Officer	10
Children's Center Assistant 1	6
Children's Center Assistant 2	3
Children's Center Assistant 3	1
Instructional Assistant – Music (Band)	5
Instructional Assistant – Music (Choir)	4
Instructional Assistant – Music (Strings)	4
Instructional Assistant – Physical Education	2
Paraeducator 1	6
Paraeducator 3	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approve the Advanced Step Placement for new employee Alan Ceccarelli in the classification of Technical Theater Coordinator at Range: 42 Step: F
 - b. Approve the Advanced Step Placement for new employee Conor Fink in the classification of Paraeducator 1 at Range: 20 Step: D

- c. Approve the Advanced Step Placement for new employee Celia Fraire in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- d. Approve the Advanced Step Placement for new employee Elisa Harry in the classification of Administrative Assistant at Range: 29 Step: B
- e. Approve the Advanced Step Placement for new employee Christina Homami in the classification of Health Office Specialist at Range: 25 Step: D
- f. Approve the Advanced Step Placement for new employee Andrea Karabatos in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- g. Approve the Advanced Step Placement for new employee Vitali Kaush in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- h. Approve the Advanced Step Placement for new employee Gail Pinsker in the classification of Community & Public Relations Officer at Range: M62 Step: D
- i. Approve the Advanced Step Placement for new employee Alex Rand in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- j. Approve the Advanced Step Placement for new employee Devari Tolliver in the classification of Paraeducator 3 at Range: 26 Step: D
- k. Approve the Advanced Step Placement for new employee Michael Torrey in the classification of Administrative Assistant at Range: 29 Step: C
- l. Approve the Advanced Step Placement for new employee Jingbo Wang in the classification of Paraeducator 1 at Range: 20 Step: B

III. Action/Discussion Items/or Other Information:

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

1. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Community and Public Relations Officer within the Management job family

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.

- None

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. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)
 - December 11, 2014
 Classified Personnel – Merit Report - No. A.14
 - January 15, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - December 11, 2014
 Classified Personnel – Non-Merit Report – No. A.15
 - January 15, 2015
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Introduction of the New Personnel Commissioner		February 2015
Election of Personnel Commission Officers		February 2015
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> -First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	April 2015
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	August 2015

	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	
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V. Next Regular Personnel Commission Meeting:

Tuesday, February 10, 2015, 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. Special Acknowledgements

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources
- Mr. Michael Sidley, Personnel Commissioner Member

VIII. Adjournment:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be 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 9, 2014 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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 4:05 p.m.

Roll Call: Commissioners Inatsugu, Pertel, and Sidley were present.

B. Pledge of Allegiance: Mr. Peter Lippman led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: December 9, 2014

It was moved and seconded to approve the agenda with the following amendments:

- **Agenda Item I.F. – “Report from the Director of Classified Personnel” was relocated to precede Agenda Item I. C. – “Motion to Approve Agenda.”**
- **Agenda Item V – “Next Regular Personnel Commission Meeting” was rescheduled to January 22, 2015.**

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

D. Motion to Approve Minutes: November 12, 2014

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 reported on recruitments the Personnel Commission staff is currently conducting. Currently, the major focus of the Office will be on classification and compensation analysis including the revised comprehensive salary study.**
 - **Director Tietze informed the Personnel Commission about his participation in the new board members' orientation where he provided a background on the Merit System and Personnel Commission's purpose and role within the District.**
 - **Director Tietze noted corrections to the agenda. After a brief discussion with the Personnel Commissioners, Agenda Item V - Next Regular Personnel Commission Meeting was rescheduled to January 22, 2015 to honor the outgoing Commissioner Sidley.**
- Winter Break Schedule
 - **Director Tietze stated that the Personnel Commission Office will be open during the winter break with the exception of December 26, 2014.**
- Personnel Commissioner Recruitment Update
 - **Director Tietze was pleased to welcome the newly nominated Personnel Commissioner, Mr. Peter Lippman. Mr. Lippman's nomination will be presented to the Board Of Education for approval at its January 15, 2015 meeting.**
- LACOE BEST Project Update
 - **Director Tietze provided a brief update on the Personnel Commission Office's participation in LACOE's Business Enhancement System Transformation (BEST) Project. Over a planned ten-year span, the multi-year BEST Project will replace the People Soft Financial System (PSFS) and Human Resource System (HRS) with an integrated Enterprise Resource Planning (ERP) system with budget development, finance, human resources, and payroll functionality. This project is a great tool for comparison of processes and personnel practices across several pilot agencies.**
 - **At the December meeting, the LACOE representatives, Personnel Commission staff, and Human Resources Department continued describing and mapping several processes essential regarding classified personnel.**
- District Technology Team Update
 - **Director Tietze provided an update on the District Technology Team's progress. Director Tietze noted that the phase two of the overall technology plan will include business application enhancements. Currently, the focus is on phase one, which includes technology implementation and improvement in the classroom.**
- Professional Growth and Training Committee Update
 - **None**
- Affordable Care Act Committee Update
 - **None**

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 Sidley attended the swearing in of Mr. Ben Allen, a former school board member and a newly elected State Senator. Commissioner Sidley expressed his appreciation for Mr. Allen's future initiatives in the State Senate regarding educational matters.**

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, informed the Personnel Commission about the District's activities related to staffing; including Community and Public Relations Officer in the Superintendent's Office and opening principal recruitments for Grant Elementary School and Malibu High School.**
- **Ms. Washington also announced her retirement at the end of January 2015. The District will hire a new director of Human Resources. Dr. Mark Kelly was appointed as the new Assistant Superintendent of Human Resources and Student Services.**
- **Ms. Washington updated the Personnel Commission on the District's initiatives regarding the Affordable Care Act.**

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.

- **None**

II. Consent Calendar: Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

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

<u>Classification</u>	<u># Eligibles</u>
Health Office Specialist	9
Instructional Assistant - Classroom	6
Office Specialist	13
Paraeducator 2	8

B. Approval of Advanced Step Placements:

1. Approve the Advanced Step Placements

- a. Approve the Advanced Step Placement for new employee Nivia Alvarado in the classification of Bilingual Community Liaison at Range: 25 Step: C
- b. Approve the Advanced Step Placement for new employee Kim Howard in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- c. Approve the Advanced Step Placement for new employee Lauren Humphrey in the classification of Instructional Assistant – Physical Education at Range: 20 Step: D
- d. Approve the Advanced Step Placement for new employee Paul Jimenez in the classification of Gardener at Range: 24 Step: C
- e. Approve the Advanced Step Placement for new employee Eunice Kim in the classification of Paraeducator 1 at Range: 20 Step: D
- f. Approve the Advanced Step Placement for new employee John Vecchiotti in the classification of Paraeducator 1 at Range: 20 Step: D
- g. Approve the Advanced Step Placement for new employee Rachel Zmuda in the classification of Paraeducator 1 at Range: 20 Step: D

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.

- None

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.

- None

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

1. Technical Correction for Children's Center Assistant Classifications
2. Advanced Step Placement Status Report
3. Open Personnel Requisitions Status Report
4. Filled Personnel Requisitions Status Report
5. Classified Personnel – Merit Report - No. A.12 (for SMMUSD School Board Agenda)
 - November 20, 2014
6. Classified Personnel – Non-Merit Report – No. A.13
 - November 20, 2014
7. Personnel Commission's Twelve-Month Calendar of Events
 - 2014 – 2015
8. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Introduction of the New Personnel Commissioner		February 2015
Election of Personnel Commission Officers		February 2015
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
	-First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	April 2015
	-First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015
	-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

V. Next Regular Personnel Commission Meeting:

Thursday, January 22, 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.

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:28 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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Alan Ceccarelli

BACKGROUND INFORMATION:

Classification Title: Technical Theater Coordinator	Employee: Alan Ceccarelli	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent AND some coursework, training or certification in theater production or related field. 	<ul style="list-style-type: none"> Alan has a Bachelor's Degree in Fine Arts. 	2 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years of experience in technical theater, theater production or related field. Must have experience in stage lighting, sound and rigging. Experience providing technical guidance to student crews and operations staff desired. 	<ul style="list-style-type: none"> Alan has over sixteen (16) years of experience in technical theater and theater production. 	5 (3-year periods) of experience above the required level = <u>2 Step Advances</u> (Max. allowed)
<u>Total Advanced Steps:</u> Starting Step: E (Accelerated Rate) + 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP F</u>		

DIRECTOR'S COMMENTS:

Mr. Ceccarelli's experience and education exceeds the minimum requirements specified for this classification. Pay rate at salary Range 42 at Step E is \$27.80/hour, while Step F is \$29.20/hour. The net difference in pay is an approximate increase of \$1.40 per hour, \$29.20 per month, or \$2,904.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alan Ceccarelli at Range 42, Step F 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							
Michael Sidley							

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Conor Fink

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Conor Fink	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter units) at an institution of higher learning; or Obtained an Associate's (or higher) degree; or Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Conor has a Bachelor's degree in Cinema and Television 	1 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> (PREFERRED) At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> Conor has over 6 years of experience working with individuals with special needs. 	3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP D</u></u>		

DIRECTOR'S COMMENTS:

Mr. Fink's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step D is \$15.48/hour. The net difference in pay is an approximate increase of \$2.11 per hour, \$274.50 per month, or \$2,745 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Conor Fink at Range 20, Step D on the 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: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Celia Fraire

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Celia Fraire	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Celia has received a high school diploma, a Bachelor's degree, and a Master's degree in Elementary Education. Celia has also passed the District's Instructional Assistant examination. 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Celia has more than five (5) years of combined experience working with school aged children in a classroom or organized setting. 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP E		

DIRECTOR'S COMMENTS:

Ms. Fraire's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step E is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$137.25 per month, or \$1,373.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Celia Fraire at Range 18, Step E on the 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: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Elisa Harry

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Elisa Harry	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent. 	<ul style="list-style-type: none"> Elisa has a Bachelor's Degree in Biology 	2 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> Elisa meets the minimum requirement for this position. 	0 (3-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Steps = STEP B		

DIRECTOR'S COMMENTS:

Ms. Harry's education significantly exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$16.66/hour; Step B is \$17.49/hour. The net difference in pay is an increase of \$0.83 per hour, \$144.00 per month, or \$1728.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Elisa Henry at Range 29, Step B on the 2013-14 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: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Christina Homami

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Christina Homami	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Christina has received a high school diploma as well as an Associate's degree in Liberal Arts. 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year of clerical support experience and some experience or certificate in a medically-related field. 	<ul style="list-style-type: none"> Christina has in excess of 5 years of clerical support experience including experience working in a medically related field. 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Homami's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.11/hour; Step D is \$17.49/hour. The net difference in pay is an increase of \$2.38 per hour, \$180.25 per month, or \$1,803.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Christina Homami at Range 25, Step D on the 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: Thursday, January 22, 2015

AGENDA ITEM NO: IL.B.1.f.

SUBJECT: Advanced Step Placement – Andrea Karabatos

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Andrea Karabatos	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Andrea has received a high school diploma, an Associate's degree, and a Bachelor's degree in Education/Urban Learning. Andrea has also passed the District's Instructional Assistant examination. 	1 levels of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Andrea has six (6) years of combined experience working with school aged children in a classroom or organized setting. 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP E</u>		

DIRECTOR'S COMMENTS:

Ms. Karabatos' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step E is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$137.25 per month, or \$1,373.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Andrea Karabatos at Range 18, Step E on the 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: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Vitali Kaush

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Vitali Kaush	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Vitali has received a high school diploma, an Associate's degree, and a Bachelor's degree in Psychology/Education. Vitali has also passed the District's Instructional Assistant examination. 	1 levels of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Vitali has two and a half (2.5) years of combined experience working with school aged children in a classroom or organized setting. 	1 (2-year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Mr. Kaush's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step D is \$14.75/hour. The net difference in pay is an increase of \$1.37 per hour, \$89.25 per month, or \$893.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Vitali Kaush at Range 18, Step D on the 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: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Gail Pinsker

BACKGROUND INFORMATION:

Classification Title: Community & Public Relations Officer	Employee: Gail Pinsker	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> A Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, English, Broadcasting or a closely related field 	<ul style="list-style-type: none"> Bachelor's Degree in Journalism and Marketing 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Four (4) years of management experience coordinating high level public relations matters and the complex administrative operations of a Superintendent or Chief Executive Officer 	<ul style="list-style-type: none"> Four (4) years as a Public Relations Officer Eight (8) years as a Marketing Consultant Fifteen (15) years as a Marketing & Financial Services Officer 	4 (4-year periods) of experience above the required level = 2 Step Advances (Max. allowed)
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> This recruitment was conducted after receiving less than three (3) ranks on the previous recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants 	Concluded challenge of finding alternative qualified applicants = 1 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) + 1 (Difficulty) = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Gail Pinsker's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M62 at Step A is \$45.00/hour, while Step D is \$52.00/hour. The net difference in pay is an approximate increase of \$7.08 per hour, \$1,228 per month, or \$14,736 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Gail Pinsker at Range M62, Step D on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Regular Meeting: Thursday, January 22, 2015

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

SUBJECT: Advanced Step Placement – Alex Rand

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Alex Rand	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Alex has received a high school diploma, a Bachelor's degree and a Master's degree in Education. 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Alex has five and a half (5.5) years of combined experience working with school aged children in a classroom or organized setting. 	2 (2-year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP E</u>		

DIRECTOR'S COMMENTS:

Mr. Rand's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step E is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$228.75 per month, or \$2,288.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alex Rand at Range 18, Step E on the 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: Thursday, January 22, 2015

AGENDA ITEM NO: IL.B.1.i.

SUBJECT: Advanced Step Placement – Devari Tolliver

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Devari Tolliver	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter units) at an institution of higher learning; or Obtained an Associate's (or higher) degree; or Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Devari has a Master's degree in Psychology 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least three hundred (300) contact hours of 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"> Devari has over 5 years of experience working with youth with exceptional needs and/or behavioral, social-emotional deficits. 	2 (2-year period) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Tolliver's education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step D is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$316.50 per month, or \$3,165.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Devari Tolliver at Range 26, Step D on the 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: Thursday, January 22, 2015

AGENDA ITEM NO: IL.B.1.k.

SUBJECT: Advanced Step Placement – Michael Torrey

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Michael Torrey	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent. 	<ul style="list-style-type: none"> Michael has a Master's Degree in Public Administration. 	3 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> Michael has over eight years clerical and administrative experience. 	1 (3-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = STEP C		

DIRECTOR'S COMMENTS:

Mr. Torrey's education and work experience significantly exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$16.66/hour; Step C is \$18.36/hour. The net difference in pay is an increase of \$1.70 per hour, \$295.00 per month, or \$2950.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Michael Torrey at Range 29, Step C on the 2013-14 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: Thursday, January 22, 2015

AGENDA ITEM NO: ILB.1.1.

SUBJECT: Advanced Step Placement – Jingbo Wang

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Jingbo Wang	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter units) at an institution of higher learning; or Obtained an Associate's (or higher) degree; or Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Jingbo has a Bachelor's degree in Psychology 	1 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> (PREFERRED) At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> Candidate meets requirement 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></u>		

DIRECTOR'S COMMENTS:

Ms. Wang's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step B is \$14.05/hour. The net difference in pay is an approximate increase of \$0.67 per hour, \$87.75 per month, or \$878 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Jingbo Wang at Range 20, Step B on the 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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Thursday, January 22, 2015

AGENDA ITEM NO: III.A.1.a.

SUBJECT: Classification Specification Revisions – Community & Public Relations Officer

BACKGROUND INFORMATION:

The initial recruitment for the Community & Public Relations Officer indicated that requiring public sector experience may have unintentionally limited the pool of viable candidates. A request to update the minimum qualifications for Community & Public Relations Officer was made by the Director of Classified Personnel.

METHODOLOGY:

In carrying out these revisions, staff conducted the following activities:

- Reviewed comparable job descriptions regarding minimum qualifications required.
- Held a meeting with the Superintendent, Sandra Lyon, to discuss the requirements and potential modifications that would attract strong applicants.

ANALYSIS:

- Comparable job descriptions showed minimum qualifications set at an average of around four (4) years of experience, where notably no public school leadership experience was required. The average education requirement was a Bachelor's Degree from an accredited college or university.

DISCUSSION:

Based on the analysis, the Personnel Commission's findings are as follows:

- The experience requirement for Community & Public Relations Officer should be revised from five (5) years of experience in journalism, broadcasting or closely related field and three (3) years of public school leadership experience to four (4) years of management experience coordinating high level public relations matters and the complex administrative operations of a Superintendent or Chief Executive Officer.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Community & Public Relations Officer classification specifications as provided.

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



PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Management
JOB TITLE	Community & Public Relations Officer
SALARY RANGE	M62

COMMUNITY & PUBLIC RELATIONS OFFICER

BASIC FUNCTION:

Under the direction of the Superintendent, the Community and Public Relations Officer plans, organizes, coordinates, and oversees the comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, publications, school/business partnerships and community education; provides professional and technical support, assistance and guidance to district administrators and managers in communications matters; and coordinates marketing, social networking, special events, services, programs and other district or assigned community related activities. The Community and Public Relations Officer will work within the framework of the Educational Code, District philosophy, and District policy as adopted by the Board of Education and do related work as required.

DISTINGUISHING CHARACTERISTICS:

This position utilizes expertise in public speaking, public/media relations, and social media marketing. The position requires clear and effective oral and written communication skills for all types of audiences. The Community & Public Relations Officer meets frequently with senior staff, management, school site staff, and the community in order to provide these groups with accurate and timely information.

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
Develops, implements, and directs an annual, systematic district communication plan to effectively communicate district priorities, projects and goals to the staff, media and the public.	CPRO-1
Conducts any necessary collection and interpretation of data to support the communication plan.	CPRO-2
Develops and coordinates policies and procedures regarding all district public relations matters, which includes district media relations, community relations, intra-district communications, promotional functions, special events, marketing, and selected publications.	CPRO-3
Assists the district in its obligation to provide internal and external audiences with accurate and timely information, which includes media releases (written and oral), publications, records requests and other related communications or requests.	CPRO-4
Develops, implements, and maintains a district-wide strategic media plan and provides commensurate training, support and assistance to administrators and management regarding the district's comprehensive communication program.	CPRO-5
Develops graphic materials to assist in all types of presentations for departments and/or sites.	CPRO-6
Attends meetings of the Board of Education and community/staff advisory committee meetings and other community meetings as required.	CPRO-7

Task Statement	Code
Represents district as the media spokesperson and maintains effective working relations with media on all matters concerning the district.	CPRO-8
Directs and leads communications projects as assigned and develops projects to be completed to carry out the district's comprehensive communication plan.	CPRO-9
Directs and coordinates the timely and accurate development, production and dissemination of district publications, reports and related media.	CPRO-10
Collaborates, supports and advises district administrators and management regarding appropriate public relations methods, procedures and actions, which include assistance in creating outreach materials for district events, responding to requests from the media and related items.	CPRO-11
Assists in the development, recommendation, and administration of a department budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.	CPRO-12
Attends training workshops and professional development as approved.	CPRO-13
Monitors local, state, and national legislation as it relates to educational issues and informs the superintendent regarding the implications to the District.	CPRO-14
Generates and assists other staff with generating media materials and provides news contact information.	CPRO-15
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Superintendent
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Superintendent
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Superintendent with input from Senior Administrators
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public relations and social media marketing.
- Methods and techniques of writing, editing, designing and publishing.
- Media relations, which includes print, broadcast and social media.
- Parent and public involvement in a school district environment.
- Methods of project and process control, budgeting, and cost analysis and prediction.
- Organization and management principles.
- Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook, etc.) and other software and applications used for publishing electronic and print media.

- Effective techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Public speaking and instructional techniques.
- Clear and effective oral and written communication skills for all types of audiences.
- School and district policies, rules and regulations.

ABILITY TO:

- Effectively plan, organize, direct, coordinate and assign activities to meet district goals and objectives.
- Work collaboratively with administrators, committees and employees to accomplish common goals and objectives.
- Complete multiple priorities with short deadlines.
- Conduct and participate in meetings, conferences, professional development and other trainings.
- Assist in budget development for a district-wide program and monitor expenditures to operate within budget constraints.
- Compile data to prepare complex reports.
- Set priorities based on district communications needs and successfully complete tasks in a timely manner.
- Work cooperatively, efficiently and effectively with other departments, school sites and organizations to ensure compliance with district communications.
- Work effectively and efficiently without close supervision.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Work non-traditional and/or extended hours, including evening and weekend meetings.
- Communicate positively and effectively, orally and in writing, with the media, district staff, students and various community partners.

MINIMUM QUALIFICATIONS

EDUCATION:

- Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, English, Broadcasting or a closely related field

EXPERIENCE:

- ~~A combination or equivalence of: Four (4) years of management experience coordinating high level public relations matters and the complex administrative operations of a Superintendent or Chief Executive Officer. Five (5) years of experience in journalism, broadcasting or closely related field that performs a majority of the duties and responsibilities outlined above.~~
- ~~A minimum of three (3) years successful public school leadership experience~~
- ~~Demonstrated experience in working with the media and community partnerships.~~
- ~~Demonstrated project management skills and abilities.~~
- ~~Demonstrated high level of successful customer service with public.~~

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Bilingual (Spanish/English) highly desirable

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting

PHYSICAL DEMANDS:

Employees in this position must be able to hear and speak to exchange information in person or on the telephone and to make presentations; see to read, prepare, and proofread documents; manual dexterity of

hands and fingers to operate a computer keyboard and other office equipment; lifting light objects.
(Consideration of reasonable accommodations will be given)

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
2011-2012 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
2012-2013 TOTAL														\$146,441

Advanced Step Placement Fiscal Impact Report

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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
2014-2015														
8/12/2014	HVAC Mechanic	12	8	37	C	\$3,509	\$20.24	\$3,869	\$22.32	42,100	46,426	\$2.08	\$360.54	\$4,326
7/8/2014	Sports Facility Attendant	12	6	22	D	\$2,435	\$14.05	\$2,818	\$16.26	21,918	25,362	\$2.21	\$286.97	\$3,444
7/8/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.373	\$178.50	\$1,785
7/8/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
8/12/2014	HR Analyst	12	8	M46	B	\$5,251	\$30.29	\$5,513	\$31.81	63,012	66,156	\$1.51	\$262.00	\$3,144
8/12/2014	Accounting Tech (Acc. Hiring Rate)	12	8	29	F	\$2,887	\$16.66	\$3,685	\$21.26	34,644	44,220	\$4.60	\$798.00	\$9,576
8/12/2014	IA-Classroom	9.5	2	18	C	\$2,208	\$12.74	\$2,435	\$14.05	5,244	5,783	\$1.31	\$56.75	\$539
8/12/2014	Lead Custodian	12	8	25	C	\$2,619	\$15.11	\$2,887	\$16.66	31,428	34,644	\$1.55	\$268.00	\$3,216
8/12/2014	Sr Office Specialist	11	4	25	D	\$2,619	\$15.11	\$3,031	\$17.49	13,750	15,913	\$2.38	\$206.00	\$2,163
8/12/2014	Office Specialist	12	8	22	C	\$2,435	\$14.05	\$2,684	\$15.48	29,220	32,208	\$1.44	\$249.00	\$2,988
9/9/2014	Paraeducator-3	10	6	26	B	\$2,684	\$15.48	\$2,818	\$16.26	20,130	21,135	\$0.77	\$100.50	\$1,005
9/9/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
9/9/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
9/9/2014	Pareducator-1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
9/9/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
9/9/2014	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
9/9/2014	IA-Classroom	10	3	18	B	\$2,254	\$13.00	\$2,318	\$13.37	8,453	8,693	\$0.37	\$24.00	\$240
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	Bus Driver	10	7	28	C	\$2,818	\$16.26	\$3,106	\$17.92	24,658	27,178	\$1.66	\$252.00	\$2,520
9/9/2014	Pareducator-1	10	5	20	B	\$2,318	\$13.37	\$2,435	\$14.05	14,488	15,219	\$0.67	\$73.13	\$731
9/9/2014	Carpenter	12	8	35	C	\$3,342	\$19.28	\$3,685	\$21.26	40,104	44,220	\$1.98	\$343.00	\$4,116
9/9/2014	Plumber	12	8	37	D	\$3,509	\$20.24	\$4,062	\$23.43	42,108	48,744	\$3.19	\$553.00	\$6,636
9/9/2014	SIS Specialist	12	8	49	E	\$4,702	\$27.13	\$5,716	\$32.98	56,424	68,592	\$5.85	\$1,014.00	\$12,168

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
2014-2015														
9/9/2014	Facilities Technician	12	8	45	D	\$4,265	\$24.61	\$4,937	\$28.48	51,180	59,244	\$3.88	\$672.00	\$8,064
9/9/2014	Audio Visual Tech	12	8	26	D	\$2,684	\$15.48	\$3,106	\$17.92	32,208	37,272	\$2.43	\$422.00	\$5,064
10/14/2014	IA-Classroom	10	2	18	C	\$2,318	\$13.37	\$2,435	\$14.05	5,795	6,088	\$0.67	\$29.25	\$293
10/14/2014	IA-Classroom	10	5	18	C	\$2,318	\$13.37	\$2,435	\$14.05	14,488	15,219	\$0.67	\$73.13	\$731
10/14/2014	IA-Classroom	10	3.5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	10,141	11,743	\$2.11	\$160.13	\$1,601
10/14/2014	Library Asst. I	10	6	22	B	\$2,435	\$14.05	\$2,556	\$14.75	18,263	19,170	\$0.70	\$90.75	\$908
10/14/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
10/14/2014	Plumber	12	8	37	C	\$3,509	\$20.24	\$3,869	\$22.32	42,108	46,428	\$2.08	\$360.00	\$4,320
10/14/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
10/14/2014	Physical Activities Specialist	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
10/14/2014	Plant Supervisor	12	8	41	C	\$4,640	\$26.77	\$5,116	\$29.51	55,680	61,392	\$2.75	\$476.00	\$5,712
11/12/2014	Physical Activities Specialist	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Athletic Trainer	10	7	35	C	\$3,342	\$19.28	\$3,685	\$21.26	29,243	32,244	\$1.98	\$300.13	\$3,001
11/12/2014	Student Outreach Specialist	10	8	44	C	\$4,163	\$24.02	\$4,591	\$26.49	41,630	45,910	\$2.47	\$428.00	\$4,280
11/12/2014	Employee Benefits Technician	12	8	34	C	\$3,262	\$18.82	\$3,596	\$20.75	39,144	43,152	\$1.93	\$334.00	\$4,008
11/12/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
12/9/2014	IA-Physical Ed.	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Bilingual Communtiy Liaison	10	4	25	C	\$2,619	\$15.11	\$2,887	\$16.66	13,095	14,435	\$1.55	\$134.00	\$1,340
12/9/2014	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
12/9/2014	Gardener	12	5.6	24	C	\$2,556	\$14.75	\$2,818	\$16.26	21,470	23,671	\$1.51	\$183.40	\$2,201

Advanced Step Placement Fiscal Impact Report

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Open Requisitions (as of 1/20/2015)

Req Number	Req Title	Department	Date From HR	Position Type	FTE%
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	9/8/2011	Vac	100
14-129	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	5/14/2014	Vac	43.75
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	5/27/2014	Vac	43.75
15-011	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	7/14/2014	Vac	43.75
15-044	CHILDREN'S CENTER ASSISTANT-3	MCKINLEY PRESCHOOL	8/22/2014	Vac	43.75
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	8/22/2014	Vac	43.75
15-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	10/07/2014	New	37.5
15-133	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	1/13/2015	Vac	37.50
15-086	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	10/07/2014	Vac	31.25
15-111`	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	12/04/2014	New	75
15-112	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	12/04/2014	New	75
15-116	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	12/11/2014	New	62.5
15-125	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	12/18/2014	New	37.5
15-126	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	12/18/2014	New	75
15-130	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	12/22/2014	Vac	50
15-117	PARAEDUCATOR-2	DISTRICT-WIDE	12/10/2014	New	50

15-118	PARAEDUCATOR-3	DISTRICT-WIDE	12/10/2014	Vac	75
Req Number	Req Title	Department	Date From HR	Position Type	FTE%
15-131	PARAEDUCATOR-3	SPECIAL EDUCATION	12/22/2014	Vac	75
15-132	PARAEDUCATOR-3	SPECIAL EDUCATION	12/22/2014	Vac	75
15-115	PLANT SUPERVISOR	M & O (Maintenance & Operations)	12/08/2014	Vac	100
15-101	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	10/31/2014	New	50
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	5/5/2014	New	100

Filled Requisitions (12/1/2014 – 12/31/2014)

Req Number	Req Title	Department	Last Updated Date By User
15-102	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	12/23/2014
15-122	CAFETERIA WORKER / TRANSPORTER	MALIBU HIGH SCHOOL	12/23/2014
15-107	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	12/1/2014
15-119	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	12/23/2014
15-069	COMMUNITY & PUBLIC RELATIONS OFFICER	DISTRICT-WIDE	12/9/2014
15-009	EMPLOYEE BENEFITS TECHNICIAN	HUMAN RESOURCES	12/8/2014
15-109	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	12/19/2014
15-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	12/8/2014
15-075	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	12/15/2014
15-085	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	12/15/2014
15-094	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	12/15/2014
15-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	12/8/2014
15-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	PT DUME ELEMENTARY SCHOOL	12/19/2014
15-105	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE	12/1/2014
15-123LT	OFFICE SPECIALIST	HUMAN RESOURCES	12/17/2014
14-043	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	12/23/2014

Req Number	Req Title	Department	Last Updated Date By User
15-065	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	12/29/2014
15-097	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	12/3/2014
15-098	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	12/18/2014
15-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	12/22/2014
15-124	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	12/22/2014
15-129	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	12/30/2014
15-100	PARAEDUCATOR-3	SPECIAL EDUCATION	12/5/2014
15-127	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	12/22/2014
15-121	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	12/29/2014
15-076	TECHNICAL THEATER COORDINATOR	BUSINESS SERVICES	12/8/2014

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
12/11/14

RECOMMENDATION NO. A.18

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Bennett, Claire Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	11/12/14
Bill, Andrew Santa Monica HS	Inst Assistant - Music 3 Hrs/SY/Range: 20 Step: A	11/10/14
Bravo, Isaura Webster ES	Administrative Assistant 8 Hrs/10+10 Mo/Range: 29 Step: A	11/19/14
Howard, Kim Rogers ES	Inst Assistant - Classroom 3.5 Hrs/SY/Range: 18 Step: B	11/12/14
Mexas, Nancy Child Develop Svcs	Bilingual Community Liaison 4 Hrs/12 Mo/Range: 25 Step: A	11/3/14
Nava, Claudia Santa Monica HS	Student Outreach Specialist 8 Hrs/10 Mo/Range: 44 Step: C	11/17/14
Nolen, Cherelle Franklin ES	Inst Assistant - Classroom 3.75 Hrs/SY/Range: 18 Step: B	11/17/14
Tate, Wiley Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	11/3/14
Torres, Monica Rogers ES	Inst Assistant - Classroom 3.5 Hrs/SY/Range: 18 Step: B	11/12/14

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Garcia, Sara Child Develop Svcs-Wash West	Children's Center Assistant 3 7 Hrs/SY/Range: 19 Step: F From: Children's Center Assistant 2: 3.5 Hrs/SY	11/5/14

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Anderson, Sally Malibu HS	Senior Office Specialist [overtime; ASB events]	10/1/14-6/30/15
Brown, Edward Facility Use	Campus Security Officer [additional hours; Facility Use events]	11/1/14-6/30/15
Brown, Edward Facility Use	Campus Security Officer [overtime; Facility Use events]	11/1/14-6/30/15
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; PSAT proctoring]	10/18/14

De La Rosa, Johanna Santa Monica HS	Bilingual Community Liaison [overtime; facilitating parent meetings]	10/15/14-5/29/15
De La Rosa, Johanna Educational Svcs	Bilingual Community Liaison [overtime; translation]	10/25/14
Fuller, Charesse Facility Use	Custodian [additional hours; Facility Use events]	11/1/14-6/30/15
Fuller, Charesse Facility Use	Custodian [overtime; Facility Use events]	11/1/14-6/30/15
Fuller, Terry Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; PSAT proctoring]	10/18/14
Gaylor, Amanda Human Resources	Office Specialist [additional hours; office support]	10/28/14-10/29/14
Gutierrez, Nancy Adams MS	Bilingual Community Liaison [overtime; overnight field trip]	11/3/14-11/5/14
Hernandez, Rita Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	9/1/14-6/5/15
Hernandez, Yolanda Health Svcs-Webster ES	Health Office Specialist [additional hours; health office support]	10/1/14-6/30/15
Hoorizadeh, Shayesteh Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	9/1/14-6/5/15
Inoki, Hiroko McKinley ES	Inst Assistant - Classroom [additional hours; classroom support]	8/19/14-6/5/15
Isias, Haydee Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	9/1/14-6/5/15
Lopez, Maribel Special Ed- Santa Monica HS	Paraeducator 2 [additional hours; bus supervision]	9/1/14-6/5/15
Lopez, Maribel Special Ed- Santa Monica HS	Paraeducator 2 [overtime; bus supervision]	9/1/14-6/5/15
Lyons, Debra Health Svcs-Roosevelt ES	Health Office Specialist [additional hours; health office support]	10/1/14-6/5/15
Marquez, Lily McKinley ES	Bilingual Community Liaison [additional hours; translations]	10/15/14-10/22/14
Martinez, Kim Special Ed-Roosevelt ES	Paraeducator 1 [additional hours; classroom move]	11/13/14-11/14/14
McCoy, Donna Adams MS	Bilingual Community Liaison [overtime; facilitating parent meetings]	10/15/14-5/29/15
McCoy, Donna Santa Monica HS	Bilingual Community Liaison [overtime; facilitating parent meetings]	10/15/14-5/29/15
Mendoza, Dina Santa Monica HS	Senior Office Specialist [overtime; PSAT proctoring]	10/18/14

Mesrobian, Krikor Rogers ES	Inst Assistant - Classroom [additional hours; classroom supervision]	8/19/14-6/5/15
Miller, Karen Educational Svcs	Office Specialist [overtime; elementary auditions]	11/15/14
Mirabal, Jessica Special Ed-Adams MS	Paraeducator 1 [additional hours; homework assistance]	10/15/14-5/29/15
Morris, Diane McKinley ES	Inst Assistant - Classroom [additional hours; classroom support]	11/3/14-6/5/15
Murrillo, Joel Facility Use	Custodian [additional hours; Facility Use events]	11/1/14-6/30/15
Murrillo, Joel Facility Use	Custodian [overtime; Facility Use events]	11/1/14-6/30/15
Nao, Kim Santa Monica HS	Student Outreach Specialist [overtime; PSAT proctoring]	10/18/14
Nelli, Maria Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; PSAT proctoring]	10/18/14
Paddock, Lori Lincoln MS	Senior Office Specialist [overtime; ASB events]	10/10/14-6/5/15
Payton, Tawny Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Pieper, Yalile Educational Svcs	Bilingual Community Liaison [overtime; translation]	11/1/14
Quon, Rosemary Educational Svcs	Office Specialist [additional hours; elementary auditions]	11/15/14
Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator 1 [additional hours; classroom move]	11/13/14-11/14/14
Rodriguez, Frances Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	9/1/14-6/5/15
Russell, Tanica Special Education	Paraeducator 3 [additional hours; professional development]	11/1/14-6/5/15
Savage, Stephanie Santa Monica HS	Senior Office Specialist [overtime; PSAT proctoring]	10/18/14
Strahn, Yvonne Santa Monica HS	Senior Office Specialist [overtime; PSAT proctoring]	10/18/14
Uliantzeff, Elena Educational Svcs	Bilingual Community Liaison [overtime; translation]	10/25/14

SUBSTITUTES

Brown, Richard
Operations

Custodian

EFFECTIVE DATE

11/5/14-6/30/15

Casiano, Violeta
Child Develop Svcs

Children's Center Assistant 2

9/1/14-6/5/15

Di Dario, Joann Special Education	Paraeducator 1	11/6/14-6/5/15
Doyle, Cathy Child Develop Svcs	Children's Center Assistant 1	10/22/14-6/5/15
Gomez, Monica Child Develop Svcs	Children's Center Assistant 2	9/1/14-6/5/15
Gonzales, Rosalinda District	Office Specialist	11/5/14-6/30/15
Hardge, Heather District	Office Specialist	11/5/14-6/30/15
Hoorizadeh, Shayesteh Child Develop Svcs	Children's Center Assistant 2	9/1/14-6/5/15
Lew, Shawn Operations	Custodian	11/5/14-6/30/15
Luis, Noemi Child Develop Svcs	Children's Center Assistant 2	9/1/14-6/5/15
Molinatto, Jennifer District	Office Specialist	10/23/14-6/30/15
Orozco, Rosa Operations	Custodian	10/1/14-6/30/15
Rocha, Cynthia District	Office Specialist	10/27/14-6/30/15
Solis, Robert Operations	Custodian	11/14/14-6/30/15
Soloway, Beth Health Svcs	Health Office Specialist.	11/13/14-6/5/15
Villasenor, Luis Operations	Custodian	11/5/14-6/30/15

INVOLUNTARY TRANSFER

Putt, Marissa
Special Ed-Lincoln MS

Paraeducator 1
6 Hrs/SY
From: 6 Hrs/SY/Special Ed-Roosevelt ES

EFFECTIVE DATE

8/19/14

CHANGE IN ASSIGNMENT

Belt, Jimmy
Special Ed- Santa Monica HS

Paraeducator 3
6.2 Hrs/SY
From: 6 Hrs/SY

EFFECTIVE DATE

8/18/14

Myles, Donald
Malibu HS

Custodian
8 Hrs/12 Mo
From: 5 Hrs/12 Mo

11/4/14

Simmons, Michael
Transportation

Bus Driver
7.25 Hrs/10 Mo
From: 7 Hrs/10 Mo

11/3/14

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Flores, Ana Olympic HS	Paraeducator 1 Maternity	11/6/14-1/1/15
McGee, Leslee Santa Monica HS	Administrative Assistant Medical	9/22/14-12/15/14
Washington, Chanee Santa Monica HS	Administrative Assistant Medical	11/11/14-12/23/14

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Anderson, Sally Malibu HS	Senior Office Specialist	12/1/14
Brown, Murphy Franklin ES	Custodian	1/1/15
Carrillo, Rigoberto Maintenance	HVAC Mechanic	12/1/14
Flores, Maria Roosevelt ES	Senior Office Specialist	12/1/14
Gold, Kathleen Information Svcs	Technology Support Assistant	11/1/14
Naranjo, Debbie FNS- Santa Monica HS	Cafeteria Worker II	12/1/14

ABOLISHMENT OF POSITION

	<u>EFFECTIVE DATE</u>
Paraeducator 3 3 Hrs/SY; Special Education	8/18/14-6/5/15

RESCIND DISQUALIFICATION FROM PROBATION

	<u>EFFECTIVE DATE</u>
JS8270859 Child Develop Svcs	11/21/13

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Reinbold, Linda Webster ES	Administrative Assistant From: Senior Office Specialist	9/2/14-12/19/14
Thomas, William Roosevelt ES	Paraeducator 3 From: Paraeducator 1	10/28/14-6/5/15

RESIGNATION

		<u>EFFECTIVE DATE</u>
Latimer, Angelique Muir ES	Inst Assistant - Classroom	10/21/14
Hanson, Holly Roosevelt ES	Inst Assistant - Classroom	10/28/14
Stewart, Erik Child Develop Svcs-Franklin ES	Children's Center Assistant 2	11/21/14

RETIREMENT

Coursey, William
Franklin ES

Telephone System/Computer Equip Specialist

EFFECTIVE DATE

12/10/14

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

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
01/15/15

RECOMMENDATION NO. A.14

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>
Bonilla, Leroy Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: B	12/8/14
Fraire, Celia Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	12/8/14
Gonzalez, Brian Information Services	Audio Visual Technician 8 Hrs/12 Mo/Range: 26 Step: C	12/9/14
Humphrey, Lauren Santa Monica HS	Inst Assistant - Physical Education 6 Hrs/SY/Range: 20 Step: D	12/1/14
Johnson, Joel Facility Use	Technical Theater Technician 6 Hrs/12 Mo/Range: 35 Step: F	12/1/14
Karabatos, Andrea Webster ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	12/8/14
Kaush, Vitali Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	12/8/14
Kim, Eunice Special Ed-Muir ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: D	11/25/14
Lomando, Athena Special Ed-Rogers ES	Paraeducator 1 4.5 Hrs/SY/Range: 20 Step: A	12/1/14
Nairouz, Dina FNS-Webster ES	Cafeteria Worker I 2.4 Hrs/SY/Range: 11 Step: E	12/1/14
Tolliver, Devari Special Ed-Franklin ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	12/5/14
Tucker, Jane Special Ed-Grant ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	12/10/14
Virgin, Sheila Special Ed-McKinley ES	Paraeducator 1 4 Hrs/SY/Range: 20 Step: A	11/25/14
 <u>PROMOTION</u>		 <u>EFFECTIVE DATE</u>
Cline, Christopher Maintenance	Maintenance Supervisor 8 Hrs/12 Mo/Range: 45 Step: E From: Facility Technician: 8 Hrs/12 Mo	12/8/14
 <u>TEMP/ADDITIONAL ASSIGNMENTS</u>		 <u>EFFECTIVE DATE</u>
Abdulkareem, Nehal Child Development Services	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15

Adams, Daryl Webster ES	Inst Assistant - Physical Education [additional hours; physical education assistance]	10/1/14-6/30/15
Adams, Daryl Webster ES	Inst Assistant - Physical Education [overtime; physical education assistance]	10/1/14-6/30/15
Alvarado, Nivia Educational Services	Bilingual Community Liaison [additional hours; translations]	12/4/14-6/5/15
Badillo, Abraham Edison ES	Physical Activities Specialist [additional hours; physical education assistance]	11/5/14-11/12/14
Birdsall, Garrett Facility Use	Technical Theater Technician [additional hours; Facility Use events]	12/3/14-6/30/15
Burleigh, David Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Castillo, John Information Services	Network Engineer [overtime; technical support]	9/8/14-1/15/15
Castillo, John Information Services	Network Engineer [overtime; SBAC support]	12/4/14-3/31/15
Crawford, Cynthia Adams MS	Library Assistant I [overtime; Science Magnet seminar data input]	11/2/14-5/29/15
Cruz, Carmen Child Development Services	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Delgadillo, Christina Grant ES	Senior Office Specialist [additional hours; clerical support]	11/5/14-6/5/15
Flenoy, Jazmon Child Develop Svcs-Grant ES	Children's Center Assistant 2 [additional hours; classroom support]	9/25/14-6/5/15
Gaidzik, George Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Gardea-Perez, Guadalupe CDS-Educational Svcs	Bilingual Community Liaison [overtime; SARCS translations]	11/2/14-11/21/14
Gold, Kathy Information Services	Technology Support Assistant [overtime; technical support]	9/8/14-1/15/15
Gold, Kathy Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Gomez, Aida Child Development Services	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Gray Ford, Nedra Malibu HS	Senior Administrative Assistant [overtime; ASB events]	10/1/14-6/30/15
Hall, Caitlin Child Develop Svcs-Franklin ES	Children's Center Assistant 2 [additional hours; classroom support]	11/1/14-6/5/15
Haro, Irma Child Develop Svcs-Pine Street	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15

Hernandez, Johnny Facility Use	Technical Theater Technician [additional hours; Facility Use events]	12/3/14-6/30/15
Hernandez, Wendy Child Develop Svcs-McKinley ES	Children's Center Assistant 2 [additional hours; classroom support]	10/21/14-6/5/15
Hynes, Christal Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Jauregui, Jorge Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Latimer, Angelique Muir ES	Inst Assistant - Classroom [additional hours; classroom support]	11/24/14-12/19/14
Lindholm, Nicholas Facility Use	Technical Theater Technician [additional hours; Facility Use events]	12/3/14-6/30/15
Manzur, Juan Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Manzur, Juan Information Services	Technology Support Assistant [overtime; technical support]	9/8/14-1/15/15
Marmolejo, David Information Services	Network Engineer [overtime; technical support]	9/8/14-1/15/15
Marmolejo, David Information Services	Network Engineer [overtime; SBAC support]	12/4/14-3/31/15
Marquez, Lily McKinley ES	Bilingual Community Liaison [overtime; translations]	12/1/14-6/5/15
Martinez, Santiago Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Morales, Louis Edison ES	Physical Activities Specialist [additional hours; physical education assistance]	11/5/14-11/12/14
Morales, Yanet Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Myles, Donald Malibu HS	Custodian [overtime; ASB events]	11/1/14-6/30/15
Myles, Donald Malibu HS	Custodian [overtime; custodial assignments]	11/1/14-6/30/15
Oyenoki, Aimee McKinley ES	Inst Assistant - Classroom [additional hours; STEM leadership committee support]	12/1/14-6/5/15
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; communication projects]	8/18/14-6/6/15
Patterson, Pete Information Services	Technology Support Assistant [overtime; SBAC support]	12/4/14-3/31/15
Phillips, LeDoree Child Development Services	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Pineda, Blanca Child Development Services	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15

Reinbold, Linda Webster ES	Senior Office Specialist [additional hours; clerical support]	11/19/14-6/10/15
Sember, Judy Rogers ES	Administrative Assistant [additional hours; clerical support]	11/19/14-6/5/15
Wahrenbrock, Sarah Superintendent's Office	Assistant to the Superintendent [overtime; administrative assignments]	7/1/14-6/30/15
Wilson, Stanley Adams MS	Campus Security Officer [overtime; Science Magnet meetings]	11/19/14-12/2/14

SUBSTITUTES

EFFECTIVE DATE

Ausmus, Juley Child Development Services	Children's Center Assistant 1	8/18/14-6/5/15
Ausmus, Juley Child Development Services	Children's Center Assistant 2	9/1/14-6/5/15
Brito, Maria Child Development Services	Children's Center Assistant 2	9/1/14-6/5/15
Cole, Raven Child Development Services	Children's Center Assistant 2	9/1/14-6/5/15
Coleman, Daniel Webster ES	Inst Assistant - Classroom	11/18/14-12/31/14
Danganan, Maye District	Inst Assistant – Physical Education	12/3/14-6/30/15
Doyle, Cathy Child Development Services	Children's Center Assistant 1	8/18/14-6/5/15
Doyle, Cathy Child Development Services	Children's Center Assistant 2	9/1/14-6/5/15
Etchison, Chauncey Operations	Custodian	11/20/14-6/30/15
Flores Marquez, Piedad Operations	Custodian	12/1/14-6/30/15
Gutierrez, Corina Child Development Services	Children's Center Assistant 1	8/18/14-6/5/15
Hernandez, Wendy Child Development Services	Children's Center Assistant 2	9/1/14-6/5/15
Lampley, Keyona Operations	Custodian	12/3/14-6/30/15
Martinez, Silvia Food and Nutrition Services	Cafeteria Worker I	12/1/14-6/5/15
Niazi, Imran District	Inst Assistant – Physical Education	12/5/14-6/30/15
Noh, Josephine Facility Use	Swimming Instructor-Lifeguard	12/3/14-6/30/15

Quon, Aaron Facility Use	Swimming Instructor-Lifeguard	12/3/14-6/30/15
Rocha, Patricia Child Development Services	Children's Center Assistant 1	8/18/14-6/5/15
Rocha, Patricia Child Development Services	Children's Center Assistant 2	9/1/14-6/5/15
Scott, Treanna Rogers ES	Inst Assistant - Classroom	10/13/14-6/5/15
Sember, Judith McKinley ES	Administrative Assistant	11/24/14-12/19/14
Seklawi, Sara Child Development Services	Children's Center Assistant 1	8/18/14-6/5/15
Walley, Dayna Webster ES	Inst Assistant - Classroom	11/18/14-12/31/14
Williams, LaShondra District	Office Specialist	12/1/14-6/30/15
<u>VOLUNTARY DEMOTION</u>		<u>EFFECTIVE DATE</u>
Miller, Karen Special Ed-Lincoln MS	Paraeducator 1 6 Hrs/SY From: Administrative Assistant 8 Hrs/10+10 Mo	12/1/14
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Gauntt, Deborah Transportation	Bus Driver 8 Hrs/10 Mo From: 7.5 Hrs/10 Mo	11/24/14
Smith, Denise Facility Improvement Projects	Office Specialist 8 Hrs/12 Mo From: 4 Hrs/12 Mo	11/20/14
<u>CHANGE IN ASSIGNMENT DUE TO ACCOMMODATION</u>		<u>EFFECTIVE DATE</u>
Arriaga, Jennifer Child Development Services	Office Specialist 8 Hrs/12 Mo From: Children's Center Assistant 2 7 Hrs/SY	8/18/14
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Aldana, Monica Health Svcs-Grant ES	Health Office Specialist Medical	12/15/14-1/12/15
Flores, Ana Special Ed-Olympic HS	Paraeducator 1 Maternity	11/6/14-1/12/15
Ivanova, Anya Lincoln MS	Accompanist Medical	12/2/14-5/13/15
Mederos, Eden Special Education	Paraeducator 3 Medical	11/1/14-12/31/14
Naranjo, Debbie Food and Nutrition Svcs-SAMOH	Cafeteria Worker II Medical	11/25/14-12/14/14

Ortiz-Gonzalez, Patricia Health Svcs-Edison ES	Health Office Specialist Medical	10/16/14-11/10/14
Persinger, Lisa Special Education	Administrative Assistant Medical	12/17/14-2/10/15
Riley, Martelle Transportation	Bus Driver Medical	12/12/14-12/28/14
Rubio, Ana Child Develop Svcs-Lincoln MS	Children's Center Assistant 2 Maternity	12/17/14-2/25/15
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Klenk, Heather Lincoln MS	Inst Assistant - Classroom Personal	11/15/14-1/15/15
Pacheco, Patricia FNS - Lincoln MS	Cafeteria Worker I Child Care	11/21/14-6/5/15
Perchlak, Stanley Maintenance	Skilled Maintenance Worker Intermittent FMLA	12/3/14-6/30/15
Rubio, Ana Lincoln MS	Children's Center Assistant 2 Child Care	2/26/15-5/18/15
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Burrell, Catherine Santa Monica HS	Swimming Instructor-Lifeguard	1/1/15
Cruz, Carmen Child Develop Svcs-McKinley ES	Children's Center Assistant 2	1/1/15
Herrada, Joe Lincoln MS	Custodian	1/1/15
Johnson, Kerrie Special Ed-Franklin ES	Paraeducator 3	1/1/15
Kamkar, Vida Human Resources	HR Tech	1/1/15
Larios, Carmen Human Resources	HR Specialist	1/1/15
Martinez, Isabel Special Ed-Lincoln MS	Paraeducator 3	1/1/15
Odom, Lamont McKinley ES	Custodian	1/1/15
Reyes, Pedro Maintenance	Electrician	1/1/15
<u>ABOLISHMENT OF POSITION</u>		<u>EFFECTIVE DATE</u>
	Paraeducator 1 6 Hrs/SY; Special Ed-Santa Monica HS	10/17/14
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Bonilla, Leroy FNS-Malibu HS	Cafeteria Cook/Baker From: Cafeteria Worker I	8/19/14-12/5/14

LAYOFF/REDUCTION OF HOURSWF2948940
Lincoln MSParaeducator 1
7 Hrs/SY
From: 6 Hrs/SY**EFFECTIVE DATE**

3/16/15

RESIGNATIONAllen, Benjamin
Board of Education

Board Member

EFFECTIVE DATE

12/1/14

Bohigas Amigo, Tais
Pt. Dume ES

Inst Assistant - Classroom

12/3/14

Carrera, Alyssa
Special Ed-Franklin ES

Paraeducator 3

12/19/14

Ruff, Denzel
Facility Use

Sports Facility Attendant

12/10/14

RETIREMENTMazar-Atabaki, Soraya
Roosevelt ES

Inst Assistant - Classroom

EFFECTIVE DATE

12/19/14

NEW ELECTION TO THE BOARD OF EDUCATIONFoster, Craig
Board of Education

Board Member

EFFECTIVE DATE

12/1/14-12/1/18

Tahvildaran-Jesswein, Richard
Board of Education

Board Member

12/1/14-12/1/18

RE-ELECTION TO THE BOARD OF EDUCATIONde la Torre, Oscar
Board of Education

Board Member

EFFECTIVE DATE

12/1/14-12/1/18

Lieberman, Laurie
Board of Education

Board Member

12/1/14-12/1/18

EXTENSION OF COMMISSIONER'S TERMSidley, Michael
Personnel Commission

Personnel Commissioner

EFFECTIVE DATE

12/1/14-1/31/15

SUSPENSION WITHOUT PAYAQ9717881
Special Ed-Santa Monica HS

Paraeducator 2

EFFECTIVE DATE

1/5/15

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION ACTION/CONSENT
12/11/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

AVID TUTOR

Booque, Osiris	Lincoln MS	11/9/14-6/5/15
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COACHING ASSISTANT

Cavallo, Laura	Santa Monica HS	10/28/14-6/30/15
Harris, David	Malibu HS	11/5/14-6/30/15
Steine, Alex	Santa Monica HS	10/13/14-6/30/15

NOON SUPERVISION AIDE

Blanchard, Julia	Grant ES	10/31/14-6/5/15
Bonilla, Reina	Edison ES	11/6/14-6/5/15
Rodriguez, Ofelia	Edison ES	11/6/14-6/5/15

TECHNICAL SPECIALIST – LEVEL II

Hsu, Grace	Ed Svcs/Grant ES [Elementary Strings Auditions] - Funding: Gifts – Stairways to the Star Fund	11/15/14
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EDUCATIONAL SPECIALIST – LEVEL II

Baker-Newell, Elizabeth	Webster ES [Music Instructor] - Funding: Formula & Old Tier III	11/6/14-6/30/15
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STUDENT WORKER – WORKABILITY

Dresner, Gabriel	Special Education	11/5/14-6/5/17
Carmendy, Frances	Special Education	11/5/14-6/30/17
Farnam-Fard, Stella	Special Education	11/5/14-6/30/17
Littlejohn, Charles	Special Education	11/7/14-6/30/16
Valdez, Jorge	Special Education	11/5/14-6/30/17

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/15/15

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.15

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

Abdel-Ghany, Emili	Adams MS	12/5/14-6/5/15
Contreras, Sierra	Santa Monica HS	11/19/14-6/5/15
Garcia Taormina, Alina	Santa Monica HS	11/19/14-6/5/15
Salas, Evelyn	Santa Monica HS	11/19/14-6/5/15

COACHING ASSISTANT

Bower, Jack	Malibu HS	7/1/14-6/30/15
Contreras, Alie	Malibu HS	11/1/14-6/30/15
Parr, Breanne	Malibu HS	11/21/14-6/30/15
Wright, Julian	Malibu HS	7/1/14-6/30/15

NOON SUPERVISION AIDE

Bennett, Claire	Roosevelt ES	12/8/14-6/5/15
Fraire, Celia	Roosevelt ES	12/8/14-6/5/15
Mendez, Janeal	Grant ES	12/9/14-6/5/15
Morales, Daniel	Edison ES	11/7/14-6/3/15
Simpson, Endeya	McKinley ES	12/1/14-6/5/15

TECHNICAL SPECIALIST – LEVEL I

Medina, Erika	Special Education [Psychologist Intern] - Funding: Special Education	10/13/14-6/30/15
Rodriguez, Luis	Special Education [Psychologist Intern] - Funding: Special Education	10/29/14-6/30/15

TECHNICAL SPECIALIST – LEVEL II

Fisher, David	Facility Use [Technical Services] - Funding: Permits	12/4/14-6/30/15
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TECHNICAL SPECIALIST – LEVEL III

Kumar, Harish

Ed Svcs/Santa Monica HS

12/5/14-6/5/15

[Bass Instructor]

- Funding: SM Arts Parents Association

STUDENT WORKER – WORKABILITY

Mack Polanco, Diana

Special Education

12/3/14-6/10/18

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2014 – 2015**

Date	Time	Location	Notes
2014			
July 8, 2014	4:00 p.m.	Board Room – District Office	
August 12, 2014	4:00 p.m.	Board Room – District Office	
September 9, 2014	4:00 p.m.	Board Room – District Office	
October 14, 2014	4:00 p.m.	Board Room – District Office	
November 12, 2014	4:00 p.m.	Board Room – District Office	
December 9, 2014	4:00 p.m.	Board Room – District Office	
2015			
January 22, 2015	4:15 p.m.	Board Room – District Office	
February 10, 2015	4:00 p.m.	Board Room – District Office	
February 2015	Daily Conference	TBD	CSPCA 2015 Annual Conference
March 10, 2015	4:00 p.m.	Board Room – District Office	
April 14, 2015	4:00 p.m.	Board Room – District Office	2015–16 Budget Discussion and Development,
May 12, 2015	4:00 p.m.	Board Room – District Office	2015-16 Budget Adoption
June 9, 2015	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2014-2015

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

July through December 2014					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/16* DO		*Wednesday, 7/16
August		8/13* DO		8/28 DO	*Wednesday: 8/13 First day of school: 8/19
September	9/4* DO		9/18 DO	9/25* DO	*9/4: MS Back to School Night *9/25: Admissions Day Holiday
October	10/2 M <u>DO</u>		10/16 DO	10/30* DO	*10/30: 5 th Thursday
November	11/6 M		11/20 DO		Thanksgiving: 11/27-28
December		12/11 DO		winter break	
Winter Break: December 22 – January 2					
January through June 2015					
Winter Break: December 22 – January 2					
January	winter break	1/15 DO	1/20* DO		*1/20: Special Meeting (Tues.)
February	2/5 M		2/19 DO		
March	3/5 DO		3/19 M		
Spring Break: March 30 – April 10					
April	spring break	spring break		4/23 DO	
May	5/7 M		5/21 DO		
June		6/11 DO		6/24* DO	Last day of school: 6/5 *Wednesday: 6/24

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
Introduction of the New Personnel Commissioner		February 2015
Election of Personnel Commission Officers		February 2015
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> -First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	April 2015
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	August 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, February 10, 2015 at 4:00 pm - *District Office Board Room*

VI. Closed Session:

No Closed Session

VII. Special Acknowledgements:

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources
- Mr. Michael Sidley, Personnel Commissioner Member

VIII. Adjournment:

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