

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

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

**AGENDA**

**REGULAR MEETING  
April 14, 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 April 14, 2015**

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

**E. Approval of Minutes for Regular Meetings on March 10, 2015**

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

- 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**  
**April 14, 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. Peter Lippman

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on April 14, 2015**

**E. Approval of Minutes for Regular Meeting on March 10, 2015**

**F. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments
- Personnel Commissioner Confirmation Process
- 2015 Salary Study Update
- District Technology Team Update
- CASBO Annual Conference Review

**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.

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.

**H. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

1. SEIU Report
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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

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

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

- a. Nomination of Chair
- b. Nomination of Vice-Chair

**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):**

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Administrative Assistant	3
Children's Center Assistant 1	2
Children's Center Assistant 3	1
Community & Public Relations Officer	4
Instructional Assistant – Bilingual	2
Instructional Assistant – Classroom	8
Instructional Assistant – Music	2
Maintenance Supervisor	3
Occupational Therapist	3
Paraeducator-1	12
Paraeducator-3	13
Plant Supervisor	7
Student Outreach Specialist	15

**B. Approval of Advanced Step Placements:**

1. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Kaila Bourne in the classification of Paraeducator-3 at Range: 26 Step: C
- b. Approve the Advanced Step Placement for new employee Annette Bryan in the classification of Paraeducator-3 at Range: 26 Step: C
- c. Approve the Advanced Step Placement for new employee Joseph Castellanos in the classification of Plant Supervisor at Range: 41 Step: C
- d. Approve the Advanced Step Placement for new employee Kari Clifford in the classification of Paraeducator-2 at Range: 23 Step: B
- e. Approve the Advanced Step Placement for new employee Nadine Krstic in the classification of Paraeducator-1 at Range: 20 Step: D
- f. Approve the Advanced Step Placement for new employee Michelle Soria in the classification of Paraeducator-1 at Range: 20 Step: B
- g. Approve the Advanced Step Placement for new employee Melvin Ward in the classification of Paraeducator-1 at Range: 20 Step: D
- h. Approve the Advanced Step Placement for new employee Elaine Wey in the classification of Administrative Assistant at Range: 29 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 Human Resources Analyst within the Personnel Services job family.
- b. Approve the revisions to the Paraeducator-1 classification within the Instructional Support job family.
- c. Approve the revisions to the Paraeducator-2 classification within the Instructional Support job family.
- d. Approve the revisions to the Paraeducator-3 classification within the Instructional Support 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.

1. Merit System Training Series

- Budget
- Merit Rules

2. Proposed Budget - Personnel Commission Fiscal Year 2015/16 – First Reading

3. First Reading of Changes to Merit Rule:

- *Chapter II: The Personnel Commission*

**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.22 (for SMMUSD School Board Agenda)

- March 19, 2015

Classified Personnel – Merit Report - No. A.18

- April 16, 2015

5. Classified Personnel – Non-Merit Report – No. A.23

- March 19, 2015

Classified Personnel – Non-Merit Report – No. A.19

- April 16, 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:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	May 2015
	-First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	June 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>	July 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>	August 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	
Classified Employees Appreciation Reception		May 2015
Adoption of Budget – Fiscal Year 2016-2016		May 2015

Adoption of Personnel Commission Calendar 2015-2016		May 2015
Annual Performance Evaluation of Personnel Commission Staff		May 2015
Salary Study Presentation		June 2015

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

Tuesday, May 12, 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. 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**

**March 10, 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:** The Regular Meeting of the Personnel Commission was called to order at 4:07 p.m.

**Roll Call:** Commissioners Inatsugu and Pertel were present.

**B. Pledge of Allegiance:** Dr. Mark Kelly led all in attendance in the Pledge of Allegiance.

**C. Motion to Approve Agenda:** March 10, 2015

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

- **Agenda Item I.J. – “Personnel Commission Organization-Election of Personnel Commission Officers” was postponed till the next regular Personnel Commission meeting on April 14, 2015.**
- **Agenda Item III.B.1. – “Merit System Training Series” was relocated to precede Agenda Item III. A. – “Action Item(s).”**

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

**D. Motion to Approve Minutes:** January 22, 2015

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

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

**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 welcomed Mr. Peter Lippman, the newly selected Personnel Commissioner. Mr. Lippman's official appointment has been pending upon approval from the State Superintendent's Office. Director Tietze is looking forward to working with Mr. Lippman in near future. He is pleased that Mr. Lippman represents the Malibu community.**
  - **Director Tietze also welcomed Dr. Mark Kelly, the new Assistant Superintendent of Human Resources. He expressed his appreciation of working together providing excellent personnel services to the District.**
  - **Director Tietze expressed his gratitude to the Personnel Commission staff for their dedication during the period when the department was short-staffed.**
  - **Director Tietze informed the Personnel Commission about his involvement on the interview panel for a new Director of Human Resources.**
  - **Director Tietze updated the Personnel Commission on the current recruitments and substitute placement in the Special Education Department. He acknowledged Ms. Brooke Lamping, the Human Resources Analyst, for her valuable contribution and dedication to resolving specific challenges.**
- 2015 Salary Study Update
  - **Director Tietze provided an update on the 2015 Salary Study. Data collection and the total compensation data collection are expected to be completed by the end of March or beginning of April 2015. Discussions with the District Administration and the Union representatives will begin in April 2015. Formal presentation will be provided to the Personnel Commission in near future.**
  - **Director Tietze stated that the salary study will include analysis of approximately eighty (80) classifications based on data collection from thirty (30) agencies.**
  - **The main focus of the current salary study is market competition.**
- LACOE BEST Project Update
  - **Director Tietze informed the Personnel Commission about the department's continuous participation in this project creating flow charts of main processes performed by the Personnel Commission. The LACOE Best Project representatives commented on the complexity of certain functions in the department. The final report will assist the Personnel Commission in improving its efficiency further.**
- District Technology Team Update
  - **Director Tietze met with the Director of Education Technology, Ms. Bertha Roman, discussing business applications. The current focus still lies on providing technology for the classroom. The next initiative will include hardware upgrades that will enable improving some of the business practices in the District.**
- Professional Growth and Training Committee Update
  - **Even though the Professional Growth and Training Committee has not met for some time, the need for employee training is critical. Based on discussions with various administrators, the master training calendar will be developed to capture different professional development opportunities, whether they are mandatory or optional.**



- Affordable Care Act Committee Update
  - **Director Tietze updated the Personnel Commission on initiatives of this committee related to work hours tracking systems.**

**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 Inatsugu welcomed Mr. Lippman and Dr. Kelly.**

**H. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, also welcomed Mr. Lippman and Dr. Kelly to the Personnel Commission stating that SEIU is looking forward to good working relationships.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU leadership elections.**
- **Ms. Cartee-McNeely updated the Personnel Commission about SEIU's political activities including legislative initiatives for classified employees such as AB399 – Summer Relief for Summer Workers Act and SB548 – The Rising Child Care Quality and Accessibility Act.**
- **Ms. Cartee-McNeely noted that SEIU is actively preparing for 2015-2016 negotiations.**
- **Ms. Cartee-McNeely, Chief Steward, informed the Personnel Commission about benefits from the collaborative effort of the District's Maintenance and Operations, Transportation, Special Education Departments, and SEIU.**
- **Ms. Cartee-McNeely expressed her gratitude to Director Tietze for his presentation to the Steward Council on the current salary study.**
- **Ms. Cartee-McNeely stated that March is a National Women's History Month acknowledging great contributions of women across centuries.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, thanked everyone for a warm welcome. He expressed his appreciation of working together with Director Tietze, the Personnel Commission staff, and SEIU.**
- **Dr. Kelly updated the Personnel Commission about the District's activities such as certificated staffing for the Director of Human Resources, and Principals for Grant Elementary School and Malibu High School.**
- **Dr. Kelly brought attention to student art displayed at the dais celebrating a National Middle Level Education Month.**

**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.

- **Mr. Peter Lippman thanked everyone for their kind words and warm welcome. He is looking forward to contributing to the Personnel Commission representing the Malibu community.**

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

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

- a. Nomination of Chair
- b. Nomination of Vice-Chair

**Postponed till the next regular Personnel Commission meeting on April 14, 2015.**

- 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):**

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Children's Center Assistant 1	7
Children's Center Assistant 3	3
Custodian	31
Gardener	5
Instructional Assistant – Classroom	2
Instructional Assistant – Classroom	5
Paraeducator-1	12
Paraeducator-3	13
Physical Activities Specialist	6
Swimming Instructor/Lifeguard	3

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

Paraeducator-1	4
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**B. Approval of Advanced Step Placements:**

**1. Approve the Advanced Step Placements**

- a. Approve the Advanced Step Placement for new employee Justin Korduner in the classification of Instructional Paraeducator-1 at Range: 20 Step: D
- b. Approve the Advanced Step Placement for new employee Gary Lindsey in the classification of Custodian at Range: 22 Step: B

- c. Approve the Advanced Step Placement for new employee Abbey Seiden in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- d. Approve the Advanced Step Placement for new employee Miceala Shocklee in the classification of Paraeducator 1 at Range: 20 Step: D
- e. Approve the Advanced Step Placement for new employee Breanna Williams in the classification of Instructional 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	✓			✓			

### **III. Action Items/ Discussion/or Other Information:**

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

1. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the HVAC Mechanic within the Maintenance job family.
- b. Approve the revisions to the Instructional Assistant – Bilingual classification within the Instructional Support job family.
- c. Approve the revisions to the Paraeducator-1 classification within the Instructional Support job family.
- d. Approve the revisions to the Paraeducator-2 classification within the Instructional Support job family.
- e. Approve the revisions to the Paraeducator-3 classification within the Instructional Support job family.
- f. Approve the revisions to the Sports Facility Attendant within the Operations job family.
- g. Approve the revisions to the Technology Support Assistant within the Technology job family.
- h. Approve the revisions to the Senior Technology Support Assistant within the Technology job family.

**It was moved and seconded to approve the Director's recommendations for items III.A.1.a.-g. as submitted.**

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

### **REPORT AND DISCUSSION**

- **Director Tietze provided a brief rationale for revisions of each classification. HVAC Mechanic classification specification was reformatted in order to be more linear in terms of duties.**
- **In Instructional Assistant – Bilingual, the education and minimum requirements were re-aligned under the No Child Left Behind Act requirements.**
- **Modifications to the Paraeducator 2 and 3 classification specifications related to CPR requirements.**
- **In Sports Facility Attendant, the experience and minimum requirements were clarified for the sports, not custodial experience.**
- **In regards to the Technology Support Assistant and Senior Technology Assistant, specific duties were added to be in alignment with the current technology upgrade in the District.**
- **Ms. Brooke Lamping, Human Resource Analyst, added that further revisions to the Instructional Assistant – Bilingual were made in the area of language requirements for Spanish.**

#### **2. Reclassification Study:**

Recommendation: *Approve*

- Approve the reclassification for Ms. Cynthia Crawford from Library Assistant I to Library Assistant II.

**It was moved and seconded to approve the Director's recommendations as submitted.**

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

### **REPORT AND DISCUSSION**

- **Director Tietze provided a brief background of the study and its methodology. He presented rationale for Ms. Crawford to be reclassified from the Library Assistant I into the Library Assistant II position.**

#### **3. Salary Study:**

Recommendation: *Approve*

- Approve recommendation to the Board of Education for salary increase to the Technology Support Assistant from Range 32 to Range 38.
- Approve recommendation to the Board of Education for salary increase to the Senior Technology Support Assistant from Range 37 to Range 43.

**It was moved and seconded to approve the Director's recommendations as submitted.**

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

### **REPORT AND DISCUSSION**

- Director Tietze provided a brief background of the salary study and its methodology. He is concerned about the Commission's ability to recruit qualified candidates for these essential positions due to low salary rates. Salary analysis demonstrated that they are -15% to -18%, or approximately 6 to 7 Salary Ranges below market median.
- Director Tietze proposed a recommendation for the Board of Education to increase salary ranges from Range 32 to Range 38 for the Technology Support Assistant and from Range 37 to Range 43 for the Senior Technology Support Assistant.
- Commissioner Pertel commented on the difficulty of recruitment since the major local competitors' salary ranges are still far above the District's ones even after the recommended increase.
- Ms. Keryl Cartee-McNeely expressed SEIU's support in this initiative.
- Mr. Peter Lippman requested that the salary information for City of Malibu be included in this study.
- Director Tietze stated that initially there was not sufficient information available regarding salary schedule for these classifications. He will conduct a further research.
- Director Tietze stated that pending upon approval of this item; a new recruitment will be immediately initiated.

**B. Discussion Item(s):** These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

1. Merit System Training Series – Jurisdiction of the Personnel Commission regarding Salary Recommendations

### **REPORT AND DISCUSSION**

- Director Tietze introduced this new series of specific Merit System topics related to corresponding agenda items presented to the Personnel Commission.
- Director Tietze provided a brief explanation of what is jurisdiction of the Personnel Commission when making salary adjustments. The Personnel Commission recommends salary adjustments; however, only the Board of Education may approve these recommendations. Any formal rejection of a Personnel Commission salary recommendation shall be preceded by an opportunity for the Commission to make a written statement of the effect the rejection will have upon the alignment of the positions within a job family.
- Director Tietze referenced California Education Code 45268.
- Ms. Beth Papp, Human Resources Technician inquired about Personnel Commission's jurisdiction regarding Accelerated Hiring Rate.
- Director Tietze explained the process of awarding the Accelerated Hiring Rate. Regarding the Personnel Commission's jurisdiction, the process is the same as

**with salary adjustments- the Personnel Commission makes a recommendation, and the Board of Education makes a final decision.**

**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.12 (for SMMUSD School Board Agenda)
  - February 5, 2015
 Classified Personnel – Merit Report - No. A.16
  - February 19, 2015
 Classified Personnel – Merit Report - No. A.17
  - March 5, 2015
5. Classified Personnel – Non-Merit Report – No. A.13
  - February 5, 2015
 Classified Personnel – Non-Merit Report – No. A.17
  - February 19, 2015
 Classified Personnel – Non-Merit Report – No. A.18
  - March 5, 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**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget – Fiscal Year 2015-2016	First Reading	April 2015
Merit Rule Revisions	-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>	May 2015
	-First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	June 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>	July 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>	August 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

Classified Employees Appreciation Reception		May 2015
Adoption of Budget – Fiscal Year 2016-2016		May 2015
Adoption of Personnel Commission Calendar 2015-2016		May 2015
Annual Performance Evaluation of Personnel Commission Staff		May 2015

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

Tuesday, April 14, 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. 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	✓			✓			

**TIME ADJOURNED: 5:12 p.m.**

Submitted by:

\_\_\_\_\_  
 Brandon Tietze  
 Secretary to the Personnel Commission  
 Director of Classified Personnel

The meeting was adjourned in memory of John Mockler, long-time member of the EdSource board of directors, former Secretary of Education in California, and former Executive Director of the California State Board of Education, who recently passed away. He was also known as the Father of Prop. 98.

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

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

**AGENDA ITEM NO: I.J.**

SUBJECT: Personnel Commission Election of Officers

**BACKGROUND INFORMATION:**

Personnel Commission Rule § 2.1.5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

**DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from December 1, 2014 through November 30, 2015.

a. Nomination of Chair

Nomination: \_\_\_\_\_

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

b. Nomination of Vice-Chair

Nomination: \_\_\_\_\_

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



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## II. Consent Calendar

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

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

SUBJECT: Advanced Step Placement – Kaila Bourne

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Kaila Bourne	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Kaila meets the required education by having a high school diploma from Fairfax High School and passing the District's Instructional Assistant written examination</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>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 the last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>Kaila has 4.7 years of experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits within the last five (5) years</li> </ul>	<b>2</b> (2-year periods) more than the required amount of Experience = <b>2 Step Advance</b>
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = <b><u>STEP C</u></b></b>		

**DIRECTOR'S COMMENTS:**

Ms. Bourne's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour; Step C is \$17.07/hour. The net difference in pay is an increase of \$1.59 per hour, \$206.25 per month, or \$2063.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Kaila Bourne at Range 26, Step C 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							
Peter Lippman							
Joseph Pertel							

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

SUBJECT: Advanced Step Placement – Annette Bryan

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Annette Bryan	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Annette meets the required education by having a high school diploma and at least 48 units at an institution of higher learning at Los Angeles Trade Technical College</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>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 the last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>Annette has 4.6 years of experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits within the last five (5) years</li> </ul>	<b>2</b> (2-year periods) more than the required amount of Experience = <b>2 Step Advance</b>
<b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Bryan's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour; Step C is \$17.07/hour. The net difference in pay is an increase of \$1.59 per hour, \$206.25 per month, or \$2063.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Annette Bryan at Range 26, Step C 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							
Peter Lippman							
Joseph Pertel							

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

SUBJECT: Advanced Step Placement – Joseph Castellanos

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Plant (Operations) Supervisor	<b>Employee:</b> Joseph Castellanos	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Graduation from high school or the equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Joseph has received his GED from Garfield Adult School</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Three (3) years of custodial or building maintenance experience, including at least one (1) year in a supervisory or lead position</li> </ul>	<ul style="list-style-type: none"> <li>Joseph has worked as a Custodian or Plant Manager for the past nine (9) years.</li> </ul>	<b>2</b> (3-year periods) more than the required amount of Experience = <b>2 Step Advance</b>
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = <u>STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Castellanos' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$26.77/hour; Step C is \$29.51/hour. The net difference in pay is an increase of \$2.75 per hour, \$476.00 per month, or \$5712.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Joseph Castellanos at Range 41, Step C 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							
Peter Lippman							
Joseph Pertel							

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

SUBJECT: Advanced Step Placement – Kari Clifford

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator - 2	<b>Employee:</b> Kari Clifford	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Candidate meets requirements</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>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 the last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>Candidate meets requirements</li> </ul>	<b>0</b> (2-year periods) more than the required amount of Experience = <b>0 Step Advance</b>
<b><u>License:</u></b> <ul style="list-style-type: none"> <li>Valid First Aid and CPR Certificate issued by an authorized agency</li> </ul>	<ul style="list-style-type: none"> <li>Kari obtained her Emergency Medical Technician (EMT)</li> </ul>	<b>1</b> more than the required amount of Licenses required = <b>1 Step Advance</b>
<b><u>Total Advanced Steps: 0 (Education) + 0 (Experience) + 1 (License) = 1 Advanced Step = STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Clifford's professional training exceeds the minimum requirements specified for this classification. In the healthcare/nursing professional world, the attainment of an EMT Certificate is recognized as a level of training comparable to a level of training accomplished in the traditional college-unit based path. Pay rate at Step A is \$14.39/hour; Step B is \$15.11/hour. The net difference in pay is an increase of \$0.72 per hour, \$93.75 per month, or \$937.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Kari Clifford at Range 23, 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							
Peter Lippman							
Joseph Pertel							

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

SUBJECT: Advanced Step Placement – Nadine Kristic

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Nadine Kristic	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Nadine has obtained a Master's degree in Dance from UCLA.</li> </ul>	<b>2</b> levels of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Nadine worked as a Dance instructor at P.S Arts for seven (7) years and volunteered at Charnock Road Elementary for two (2) years working with special needs students.</li> </ul>	<b>3</b> (2-year periods) more than the required amount of Experience = <b>2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = <u>STEP D</u></u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Kristic's professional training and experience exceed the minimum requirements specified for this classification. 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 \$2745.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Nadine Kristic 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							
Peter Lippman							
Joseph Pertel							

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

SUBJECT: Advanced Step Placement – Michelle Soria

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Michelle Soria	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Michelle has graduated from high school and has completed at least 48 units at an institution of higher learning at Santa Monica Community College</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Michelle worked as an Associate Youth Program Director for the Santa Monica Family YMCA for 3.5 years</li> </ul>	<b>1</b> (2-year periods) more than the required amount of Experience = <b>1 Step Advance</b>
<b><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = <u>STEP B</u></u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Soria's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour; Step B is \$14.05/hour. The net difference in pay is an increase of \$0.67 per hour, \$87.75 per month, or \$878.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Michelle Soria 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							
Peter Lippman							
Joseph Pertel							

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

SUBJECT: Advanced Step Placement – Melvin Ward

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Melvin Ward	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Melvin has graduated from high school and has completed a Bachelor's Degree at the University of La Verne</li> </ul>	<b>1</b> levels of education above the required level = <b>1 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Melvin has worked as a Behavioral Rehabilitation Specialist for Tessie Cleveland Community Services for the past five (5) years</li> </ul>	<b>2</b> (2-year periods) more than the required amount of Experience = <b>2 Step Advance</b>
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = <u>STEP D</u></u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Ward's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour; Step D is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$274.50 per month, or \$2745.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Melvin Ward 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							
Peter Lippman							
Joseph Pertel							



**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

**AGENDA ITEM NO: IL.B.1.h.**

SUBJECT: Advanced Step Placement – Elaine Wey

**BACKGROUND INFORMATION:**

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

**DIRECTOR'S COMMENTS:**

Ms. Wey's education 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 \$.83 per hour, \$144.00 per month, or \$1440.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Elaine Wey 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							
Peter Lippman							
Joseph Pertel							

#### **RULE 12.2.4.B: SALARY ON EMPLOYMENT**

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

### 16.3 Step Advancement

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

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

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

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

### 16.4 Advanced Step Placement:

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

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

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

### 16.5 Salary on Promotion

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

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

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

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

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### **III. Action Items**

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

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

**SUBJECT:** Classification Specification Revision – Human Resources Analyst

**BACKGROUND INFORMATION:**

The classification title of Human Resources Analyst has been requested to be changed to Personnel Analyst by the Director of Classified Personnel for consistency within the Personnel Commission job family. No other changes are requested as the classification title change is not sufficient to change the job requirements or salary for this position.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revision to the Human Resources Analyst classification title to Personnel Analyst.

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

PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Personnel Services
<b>JOB TITLE</b>	<del>Human Resources</del> Personnel Analyst
<b>SALARY RANGE</b>	M46

## **HUMAN RESOURCESPERSONNEL ANALYST**

### **BASIC FUNCTION:**

Under the direction of the Director of Classified Personnel, performs professional level, technical personnel work related to examination development; position classification; compensation; selection; analysis of personnel policies, rules and legal issues; and special projects.

**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
Plans and prepares examination content and procedures; devises and develops methods of testing required knowledge, skills and abilities and prepares test standard; obtains, constructs, analyzes and edits examination materials and confers with subject matter experts in the development and evaluation of examinations; recommends weights of test parts and analyzes their effect.	<del>PHRA</del> -1
Plans, supervises and participates in the administration and rating of performance and work sample tests, interviews and other selection methods, including obtaining and briefing raters regarding test standards and procedures.	<del>HRPA</del> -2
Scores examination results; establishes pass points; performs item analysis; establishes eligibility list and prepares related correspondence and reports.	<del>PHRA</del> -3
Provides information regarding Merit System rules and regulations, classification and compensation plan and studies labor agreements and personnel related sections of the Education Code and Board of Education policies and procedures.	<del>HRPA</del> -4
Develops recruitment sources and campaigns; composes and prepares job bulletins and other announcements and causes their distribution; composes and places recruitment advertisements in appropriate media.	<del>PHRA</del> -5
Conducts job analyses to determine knowledge, skills and abilities to be measured in content valid selection examinations.	<del>HRPA</del> -6
Participates in examination review procedures and analyzes and recommends responses to examination protests.	<del>PHRA</del> -7
Conducts and participates in position classification studies and recommends salary allocations; develops and revises class descriptions and prepares recommendations for the establishment of new classifications and the reclassification of positions and classes.	<del>HRPA</del> -8

Task Statement	Code
Conducts or participates in surveys of wages, salaries, fringe benefits, differentials, class titles and minimum qualifications required; evaluates comparability of duties, level of responsibilities and conditions of work performed for public and private employers; recommends wages or salaries for classes and group of classes.	<del>P</del> HRA-9
Plans and conducts statistical and special studies and makes recommendations based on results of such studies in the areas of compensation, position, classification and personnel policies and procedures.	<del>H</del> RPA-10
Performs other duties as assigned.	GEN-1

## SUPERVISION MATRIX:

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

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- Effective customer service techniques.
- Principles and practices of public personnel administration.
- State and Federal Laws, regulations and guidelines related to employment discrimination.
- Merit principles of public personnel administration based upon selection and retention of the best-qualified individual.
- Personnel Commission Rules and Board of Education policies.
- Appropriate, current methods of examination design, development and validation.
- Test strategies and statistics used in test and item analysis and validation.
- Recruitment, selection and employment principles and practices.
- Methods utilized in the development and administration of position classification and compensation plans.
- Methodology and techniques of job analysis and research.
- Report preparation and presentation methods and techniques.
- Effective oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Computer hardware and software.

### ABILITY TO:

- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines.
- Effectively analyze and resolve problems in examination development, employee selection, classification and compensation
- Work independently with minimal direction.
- Maintain confidentiality and security of sensitive information.

- Accurately compile, tabulate and calculate data.
- Perform mathematical calculations with speed and accuracy.
- Effectively prepare surveys, questionnaires and other data gathering instruments.
- Express technical concepts clearly, concisely and persuasively both orally and in writing.
- Learn computer software.
- Stay abreast of developments in examination development, classification and compensation.
- Establish and maintain cooperative working relationship with administrators, coworkers, other employees, job applicants and the public.

## MINIMUM QUALIFICATIONS

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Any combination of:

### *EDUCATION:*

Graduation from an accredited college or university with a bachelor's degree in Industrial/Organizational Psychology, Public Administration, or Personnel Administration.

### *EXPERIENCE:*

Three (3) years of technical personnel experience, including at least one (1) year in examination development, preferably in a public agency, merit or civil service system.

### *LICENSES AND OTHER REQUIREMENTS:*

A valid California Class C driver's license and the availability of private transportation or the ability to provide transportation between jobs sites is required.

## WORKING CONDITIONS:

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### *ENVIRONMENT:*

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

### *PHYSICAL DEMANDS:*

Hearing and speaking to exchange information (in person or by telephone) and make presentations; sitting for extended periods of time; seeing to read a variety of documents and view a computer monitor; dexterity of hands and fingers to operate a computer keyboard; occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information; occasionally lifts and carries reports and records that typically weigh up to ten (10) pounds.

## DUTIES APPROVED

### BOARD OF EDUCATION:

No date.

## CLASSIFICATION APPROVED

### PERSONNEL COMMISSION:

Approved June 25, 1981  
 Revised June 08, 1983  
 Revised April 04, 1994  
 Revised August 16, 2005  
 Revised June 12, 2012



**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

**AGENDA ITEM NO: III.A.1.b.**

**SUBJECT:** Classification Specification Revisions – Paraeducator-1

**BACKGROUND INFORMATION:**

A request to update the qualifications for Paraeducator-1 was made by the Director of Classified Personnel. The current requirements of the position were failing candidates that had a great deal of potential to successfully perform job duties.

**METHODOLOGY:**

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

- Reviewed the No Child Left Behind Act for specific requirements of Paraprofessionals with an Education Programs Consultant from the California Department of Education
- Discussed performance of current Paraeducator-1 employees or substitutes with special education teachers and coordinators
- Compared minimum qualifications with other relatable classifications

**ANALYSIS:**

- The No Child Left Behind Act requirements for Paraprofessionals are required for only the “provider of primary instruction”.
- The comparison of minimum qualifications with other relatable classifications shows an average of no education requirements and six (6) months of experience working with individuals with special needs.

**DISCUSSION:**

Based on the review and collaboration with Special Education teachers and coordinators, the Personnel Commission’s findings are as follows:

- The minimum qualifications should be revised to allow experience as compensation for the written examination as follows:

Must have a high school diploma or its recognized equivalent and ONE of the following:

- Completed 48 units at an institution of higher learning; OR
- Obtained an Associate’s (or higher) degree; OR
- Have at least six (6) months experience working with individuals with special needs; OR
- Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Paraeducator-1 classification specifications as provided.

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

PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Instructional Support
<b>JOB TITLE</b>	Paraeducator-1
<b>SALARY RANGE</b>	A20

## **PARAEDUCATOR-1**

### **FORMERLY "INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION"**

#### **BASIC FUNCTION**

Under the general supervision of an administrator, the Paraeducator-1 provides instructional assistance to students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP), including health and/or behavioral plans. The Paraeducator-1 provides ongoing basic or emergency health-related assistance to students as needed.

#### **ASSIGNMENT TYPES**

ASSIGNMENT	DETAILS
Para-1	Assigned to assist and monitor multiple special education students in a classroom environment.
Para-1 1:1M	Male Only. Assigned to primarily monitor and assist one male special education student at a time, with expectation to assist others when needed.
Para-1 1:1F	Female Only. Assigned to primarily monitor and assist one female special education student at a time, with expectation to assist others when needed.
Para-1 Floater	Assigned to different sites daily as needed. Includes mileage reimbursement for site to site travel when assigned to more than one location per day.
Bilingual Stipend	Includes 5% pay differential for translating, speaking, reading, or writing in a second language for work purposes
Swimming Stipend	Includes 5% pay differential for assisting special education student/s in swimming pool. The differential only applies to the amount of hours (rounded up to nearest 30-minute increment) spent performing swimming related duties in the water

#### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

- The Paraeducator-1 is the entry-level position of the Special Education job family
- All duties performed by a Paraeducator-1 may also be performed by a Paraeducator-2 and Paraeducator-3.
- The Paraeducator-1 will primarily provide non-intrusive medical health assistance, whereas a Paraeducator-2 may primarily provide intrusive medical assistance
- The Paraeducator-1 may provide emergency specialized medical support and intervention, whereas a Paraeducator-2 may provide daily ongoing specialized medical support
- The Paraeducator-1 may occasionally provide basic behavioral support, prompting, or guidance, whereas a Paraeducator-3 may provide regular ongoing behavioral monitoring, data collection, assessment, and intervention.

**PLEASE REVIEW THE TABLE BELOW TO BETTER DISTINGUISH RESPONSIBILITIES AMONG THE DIFFERENT SPECIAL EDUCATION ASSISTANT POSITIONS**

Area of Assistance	<b>Student Needs Covered by Position (Shown in Gray Range)</b>		
		<b>Paraeducator-1</b>	
	<b>Paraeducator-2 (Health Specialist)</b>		
	<b>Paraeducator-3 (Behavior Specialist)</b>		
	<b>← More Health</b>	<b>Health AND/OR Behavior</b>	<b>More Behavior →</b>
<b>Health/ Personal Care</b>	<ul style="list-style-type: none"> <li>• Ongoing specialized health care needs requiring specially trained employee</li> <li>• Considered “medically fragile” by school nurse or authorized District personnel</li> <li>• Requires direct 1:1 medically-related assistance for daily health care.</li> <li>• Requires Individualized School Health Care Plan</li> <li>• Including, but not limited to the following specialized assistance:               <ul style="list-style-type: none"> <li>○ Ostomy care</li> <li>○ G tube (Gastrostomy)</li> <li>○ Tracheostomy care</li> <li>○ Catheterization care</li> <li>○ Central venous care</li> <li>○ Suctioning saliva</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mild or occasional health concerns.</li> <li>• Generic specialized care</li> <li>• Health care intervention on emergency basis</li> <li>• Requires reminders and additional prompts or routine hands-on assistance for washing hands, using bathroom, wiping mouth, shoes, buttons, zippers, etc.</li> <li>• Frequent physical prompts and assistance for personal care.</li> <li>• Positioning or bracing multiple times daily.</li> <li>• Physical limitations requiring assistance (stander, walker, gait trainer, wheelchair)</li> <li>• Requires assistance with transportation to and from toilet</li> <li>• Requires toilet schedule, training, direct help, diapering, etc.</li> <li>• Routine assistance with feeding activities such as</li> <li>• Requires assistance with diapering; cleaning body after toileting,</li> <li>• Including, but not limited to the following specialized assistance:               <ul style="list-style-type: none"> <li>○ Nebulizer – inhaler</li> <li>○ Emergency anaphylaxis injection</li> <li>○ Emergency anti-seizure medication</li> <li>○ Emergency diabetic care (including injections)</li> <li>○ Cleaning medical equipment</li> <li>○ Special food prep or feeding</li> </ul> </li> </ul>	
<b>Behavior</b>		<ul style="list-style-type: none"> <li>• Occasionally requires additional encouragement and prompts.</li> <li>• Occasional difficulty with peers or adults.</li> <li>• Can access curriculum adequately with a classroom behavior management plan.</li> <li>• Has problems following directions and behaving appropriately at least weekly.</li> <li>• Refuses to move or transition multiple times per week</li> </ul>	<ul style="list-style-type: none"> <li>• Has ongoing problems following directions and behaving appropriately</li> <li>• Serious behavior problems almost daily, including potential for injury to self and others</li> <li>• Runs or attempts to run away frequently</li> <li>• Aggressive on daily basis</li> <li>• Has a well-developed Behavior Intervention Plan, which must be implemented to allow the student to safely attend school</li> <li>• Defiant and/or prone to physical aggression and/or negative behaviors to extent that cannot access education a significant percentage of the time.</li> <li>• Requires a Positive Behavior Support Plan (PBSP) and behavior goals and objectives on the IEP.</li> <li>• Staff has been trained in responses to assaultive behaviors.</li> </ul>
<b>Instruction</b>		<ul style="list-style-type: none"> <li>• Cannot always participate in whole class instruction.</li> <li>• Requires reminders to stay on task, follow directions and to remain engaged in learning.</li> <li>• Requires smaller groups and frequent verbal prompts, cues or reinforcement.</li> <li>• Difficulty participating in a large group.</li> <li>• Requires physical or verbal prompting to stay on task.</li> <li>• Complies primarily only with 1:1 directions and monitoring.</li> <li>• Cognitive abilities and skills likely require modifications not typical for class as a whole.</li> <li>• Requires constant verbal and physical prompting to stay on task and follow directions.</li> <li>• Requires specific 1:1 instructional strategies to</li> </ul>	

Area of Assistance	<b>Student Needs Covered by Position (Shown in Gray Range)</b>		
		<b>Paraeducator-1</b>	
	<b>Paraeducator-2 (Health Specialist)</b>		
		<b>Paraeducator-3 (Behavior Specialist)</b>	
	<b>← More Health</b>	<b>Health AND/OR Behavior</b>	<b>More Behavior →</b>
		benefit from the IEP.	
Inclusion/ Mainstreaming		<ul style="list-style-type: none"> <li>• Participates with modifications and accommodations.</li> <li>• Requires additional support to finish work and be responsible.</li> <li>• May need social cueing to interact with peers appropriately.</li> <li>• Participates with visual supervision and verbal prompts.</li> <li>• Requires visual shadowing or peer company to get to class.</li> <li>• Needs modifications and accommodations to benefit from class</li> <li>• Requires adult to facilitate social interaction with peers and remain in close proximity at all times.</li> <li>• Always requires modifications and accommodations for class work.</li> <li>• Always requires 1:1 staff in close proximity for direct instruction, safety, mobility, or behavior monitoring.</li> </ul>	

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees in this position, 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
Work with students with special needs in all educational settings individually and/or in groups to <u>provide instructional support</u> (academic and functional) in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, and physical development and fitness, according to state standards, classroom objectives, and the Individualized Education Program (IEP).	PI-1
<u>Lift/transfer students</u> in and out of holding or locomotive devices, which can include on and off the bus, on and off the toilet, in and out of a wheelchair, in and out of a stander, push locomotive devices, and/or assist students with necessary physical aid appliances when trained by appropriate staff.	PI-2
Accompany or assist students to and from, and/or on the school bus and/or other forms of <u>transportation</u> (such as public transit and taxis) including moving to and from activities on the school site and in off-campus and community settings.	PI-3
Provide <u>ongoing basic or emergency medical assistance</u> to students as needed using appropriate equipment; including, but not limited to, first aid, CPR, and emergency injections or suppositories.	PI-4
Assist students with <u>basic personal hygiene</u> ; hand washing, eating, toileting (including diapering) and other basic personal care needs.	PI-5
Assist in <u>monitoring the safety</u> of students in various educational settings, including assisting in basic emergency procedures.	PI-6
<u>Assist teacher</u> in the implementation of students' Individualized Education Plans (IEPs), emergency health care plans, and classroom/individual behavioral plans.	PI-7
Assist in the physical material preparation, instructional delivery accommodation, instructional modification, and implementation of <u>lesson plans/instructional materials</u> as directed by the teacher.	PI-8
Assist students in using <u>computer applications</u> and related <u>assistive technology</u> .	PI-9
Assist in <u>monitoring of students'</u> behavior, skills, and abilities, using basic note taking and data entry.	PI-10
<u>Communicate student progress</u> to teachers and designated service providers through logs and other data collection methods.	PI-11
Complete reports and records, such as accident and incident reports as needed.	PI-12
Perform <u>routine sanitation</u> duties to ensure a clean environment by cleaning dishes, tables, toys, therapy equipment, and other commonly used materials.	PI-13
Assist with <u>cleaning personal equipment</u> , such as glasses, hearing aids, orthopedic devices, etc.	PI-14
<u>Attend trainings</u> , workshops, and staff development meetings as required.	PI-15
Perform related duties as assigned.	GEN-1

## SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Site Administrator
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities.</i>
Received from:	Site Administrator

Collaborators:	Director of Special Education, Special Education Coordinator, Classroom Teacher, School Nurse, Behavioral Intervention Specialist
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations.</i>
Received from:	Site Administrator with input from Director of Special Education, Special Education Coordinator, Classroom Instructor, School Nurse, and Behavioral Intervention Specialist
Given to:	None

## KNOWLEDGE, SKILLS, AND ABILITIES

### KNOWLEDGE:

- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Basic instructional techniques and methods
- Basic principles and practices of child development and child guidance
- Basic child development as it relates to students with significant disabilities
- State standards specific to grade level(s) assigned
- Pertinent Federal, State and local laws, codes and regulations
- Basic mathematics
- Basic computer application practices (e.g., data entry)
- Basic assistive technology
- Health-related Standard Precautions
- Basic health and safety regulations (including First Aid and CPR procedures)
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance
- Personal hygiene practices
- General needs, behavior, physical limitations, special needs and emotional problems of students who may require personal or health care
- Basic behavior management techniques
- Methods and techniques of lifting and moving children with physical limitations
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings

### SKILLS & ABILITIES:

- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Recognize when to ask for assistance
- Follow District practices for reporting absences
- Refrain from using personal electronic devices for purposes unrelated to assigned duties
- Assist the teacher in responding to student health emergencies
- Demonstrate specialized emergency health care procedures after training

- Model appropriate behavior and conduct for students and staff
- Independently lift children weighing up to 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles
- Lift children weighing over 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles, using appropriate assistance from other personnel
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages
- Establish positive rapport with and gain confidence of students with special needs
- Recognize the need to provide for the personal privacy and dignity of handicapped children
- Demonstrate an understanding, patient and receptive attitude toward children with special needs
- Assist students by providing proper examples, emotional support, and general guidance
- Assist in the instruction of state standards, classroom management and behavior support plans
- Reinforce instruction to individual or small groups of students as directed by the teacher
- Assist in the supervision of children in the classroom and outdoors
- Assist in the discipline of assigned students according to staff direction and approved policy
- Assist in the preparation of instructional materials and maintain records as directed by teacher.
- Use basic computer applications and assistive technology
- Assist in bathroom routines and feeding
- Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel
- Maintain appropriate boundaries with students, parents, and staff
- Recognize and report safety hazards
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies
- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Learn and adapt to new procedures and conditions
- Perform routine clerical duties and maintain records
- Work independently with minimal direction
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities
- Travel to multiple sites within the same work day

## MINIMUM QUALIFICATIONS

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### *EDUCATION ~~AND EXPERIENCE~~:*

Must have a high school diploma or its recognized equivalent and **ONE of the following:**

- Completed 48 units at an institution of higher learning; OR
- Obtained an Associate's (or higher) degree; OR
- Have at least six (6) months experience working with individuals with special needs; OR
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

### ~~PREFERRED QUALIFICATIONS~~

#### ~~EXPERIENCE:~~

~~At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.~~

### *LICENSES AND OTHER REQUIREMENTS:*

Must have CPR and First Aid certification within 1 year of start date and must maintain active certification while working in this classification. Training will be provided by District staff on designated dates only.

## WORKING CONDITIONS:

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### *ENVIRONMENT:*

May require sitting, stooping, crouching, standing, bending, climbing, squatting, kneeling, crawling, pulling, pushing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May lift or move a student weighing up to fifty (50) pounds alone.

### *PHYSICAL ABILITIES:*

Other physical demands include running, reacting, and moving quickly; safely cleaning up body fluids and the ability to apply Crisis Prevention Institute (CPI) restraint techniques.

### *HAZARDS:*

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances, such as bleach.

DUTIES APPROVED  
BOARD OF EDUCATION:  
Approved 1977

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:  
June, 1977  
Revised August, 1981  
Revised June 13, 1994  
Revised February 21, 2006  
Revised September 19, 2006  
Revised September 2, 2008  
Revised December 10, 2013  
Revised November 12, 2014  
Revised March 10, 2015



**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

**AGENDA ITEM NO: III.A.1.c.**

**SUBJECT:** Classification Specification Revisions – Paraeducator-2

**BACKGROUND INFORMATION:**

A request to update the qualifications for Paraeducator-2 was made by the Director of Classified Personnel. The current requirements of the position were failing candidates that had a great deal of potential to successfully perform job duties.

**METHODOLOGY:**

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

- Reviewed the No Child Left Behind Act for specific requirements of Paraprofessionals with an Education Programs Consultant from the California Department of Education
- Compared minimum qualifications with other relatable classifications

**ANALYSIS:**

- The No Child Left Behind Act requirements for Paraprofessionals are required for only the “provider of primary instruction”.
- The comparison of minimum qualifications with other relatable classifications shows an average of no education requirements and one (1) year of experience working with individuals with special needs.

**DISCUSSION:**

Based on the review of requirements and comparable classifications, the Personnel Commission’s findings are as follows:

- The minimum qualifications should be revised to allow experience as compensation for the written examination as follows:
  - Must have a high school diploma or its recognized equivalent and ONE of the following:
    - Completed 48 units at an institution of higher learning; OR
    - Obtained an Associate’s (or higher) degree; OR
    - Have at least one (1) year experience working with individuals with special needs; OR
    - Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.
- The minimum qualifications for experience should be revised to align more closely with the market average as follows:
  - Must have at least six (6) months paid or voluntary experience working with individuals with special needs.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Paraeducator-1 classification specifications as provided.

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



PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Instructional Support
<b>JOB TITLE</b>	Paraeducator-2
<b>SALARY RANGE</b>	A23

## **PARAEDUCATOR-2**

### **FORMERLY "INSTRUCTIONAL ASSISTANT-DEVELOPMENTAL HEALTH"**

#### **BASIC FUNCTION**

Under the general supervision of an administrator, the Paraeducator-2 will provide assistance with the implementation of instructional and developmental programs for students who are considered medically fragile. Students may require medically related specialized health care procedures on a regular basis, which may include G-tube feeding, catheterization, general ostomy care, and tracheostomy care.

#### **ASSIGNMENT TYPES**

ASSIGNMENT	DETAILS
Para-2	Assigned to assist and monitor multiple special education students in a classroom environment.
Para-2 1:1M	Male Only. Assigned to primarily monitor and assist one male special education student at a time, with expectation to assist others when needed.
Para-2 1:1F	Female Only. Assigned to primarily monitor and assist one female special education student at a time, with expectation to assist others when needed.
Para-2 Floater	Assigned to different sites daily as needed. Includes mileage reimbursement for site to site travel when assigned to more than one location per day.
Bilingual Stipend	Includes 5% pay differential for translating, speaking, reading, or writing in a second language for work purposes
Swimming Stipend	Includes 5% pay differential for assisting special education student/s in swimming pool. The differential only applies to the amount of hours (rounded up to nearest 30-minute increment) spent performing swimming related duties in the water

#### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

- The Paraeducator-1 is the entry-level position of the Special Education job family
- All duties performed by a Paraeducator-1 may also be performed by a Paraeducator-2 and Paraeducator-3.
- The Paraeducator-1 will primarily provide non-intrusive medical health assistance, whereas a Paraeducator-2 may primarily provide intrusive medical assistance
- The Paraeducator-1 may provide emergency specialized medical support and intervention, whereas a Paraeducator-2 may provide daily ongoing specialized medical support
- The Paraeducator-1 may occasionally provide basic behavioral support, prompting, or guidance, whereas a Paraeducator-3 may provide regular ongoing behavioral monitoring, data collection, assessment, and intervention.

**PLEASE REVIEW THE TABLE BELOW TO BETTER DISTINGUISH RESPONSIBILITIES AMONG THE DIFFERENT SPECIAL EDUCATION ASSISTANT POSITIONS**

Area of	<i>Student Needs Covered by Position (Shown in Gray Range)</i>
Paraeducator-2	

Assistance		Paraeducator-1	
		Paraeducator-2 (Health Specialist)	
		Paraeducator-3 (Behavior Specialist)	
	← More Health	Health AND/OR Behavior	More Behavior →
Health/ Personal Care	<ul style="list-style-type: none"> <li>• Ongoing specialized health care needs requiring specially trained employee</li> <li>• Considered “medically fragile” by school nurse or authorized District personnel</li> <li>• Requires direct 1:1 medically-related assistance for daily health care.</li> <li>• Requires Individualized School Health Care Plan</li> <li>• Including, but not limited to the following specialized assistance:               <ul style="list-style-type: none"> <li>○ Ostomy care</li> <li>○ G tube (Gastrostomy)</li> <li>○ Tracheostomy care</li> <li>○ Catheterization care</li> <li>○ Central venous care</li> <li>○ Suctioning saliva</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mild or occasional health concerns.</li> <li>• Generic specialized care</li> <li>• Health care intervention on emergency basis</li> <li>• Requires reminders and additional prompts or routine hands-on assistance for washing hands, using bathroom, wiping mouth, shoes, buttons, zippers, etc.</li> <li>• Frequent physical prompts and assistance for personal care.</li> <li>• Positioning or bracing multiple times daily.</li> <li>• Physical limitations requiring assistance (stander, walker, gait trainer, wheelchair)</li> <li>• Requires assistance with transportation to and from toilet</li> <li>• Requires toilet schedule, training, direct help, diapering, etc.</li> <li>• Routine assistance with feeding activities such as</li> <li>• Requires assistance with diapering; cleaning body after toileting,</li> <li>• Including, but not limited to the following specialized assistance:               <ul style="list-style-type: none"> <li>○ Nebulizer – inhaler</li> <li>○ Emergency anaphylaxis injection</li> <li>○ Emergency anti-seizure medication</li> <li>○ Emergency diabetic care (including injections)</li> <li>○ Cleaning medical equipment</li> <li>○ Special food prep or feeding</li> </ul> </li> </ul>	
Behavior		<ul style="list-style-type: none"> <li>• Occasionally requires additional encouragement and prompts.</li> <li>• Occasional difficulty with peers or adults.</li> <li>• Can access curriculum adequately with a classroom behavior management plan.</li> <li>• Has problems following directions and behaving appropriately at least weekly.</li> <li>• Refuses to move or transition multiple times per week</li> </ul>	<ul style="list-style-type: none"> <li>• Has ongoing problems following directions and behaving appropriately</li> <li>• Serious behavior problems almost daily, including potential for injury to self and others</li> <li>• Runs or attempts to run away frequently</li> <li>• Aggressive on daily basis</li> <li>• Has a well-developed Behavior Intervention Plan, which must be implemented to allow the student to safely attend school</li> <li>• Defiant and/or prone to physical aggression and/or negative behaviors to extent that cannot access education a significant percentage of the time.</li> <li>• Requires a Positive Behavior Support Plan (PBSP) and behavior goals and objectives on the IEP.</li> <li>• Staff has been trained in responses to assaultive behaviors.</li> </ul>
Instruction		<ul style="list-style-type: none"> <li>• Cannot always participate in whole class instruction.</li> <li>• Requires reminders to stay on task, follow directions and to remain engaged in learning.</li> <li>• Requires smaller groups and frequent verbal prompts, cues or reinforcement.</li> <li>• Difficulty participating in a large group.</li> <li>• Requires physical or verbal prompting to stay on task.</li> <li>• Complies primarily only with 1:1 directions and monitoring.</li> <li>• Cognitive abilities and skills likely require modifications not typical for class as a whole.</li> <li>• Requires constant verbal and physical prompting to stay on task and follow directions.</li> <li>• Requires specific 1:1 instructional strategies to benefit from the IEP.</li> </ul>	

Area of Assistance	<b>Student Needs Covered by Position (Shown in Gray Range)</b>		
		<b>Paraeducator-1</b>	
		<b>Paraeducator-2 (Health Specialist)</b>	
		<b>Paraeducator-3 (Behavior Specialist)</b>	
	<b>← More Health</b>	<b>Health AND/OR Behavior</b>	<b>More Behavior →</b>
Inclusion/ Mainstreaming		<ul style="list-style-type: none"> <li>• Participates with modifications and accommodations.</li> <li>• Requires additional support to finish work and be responsible.</li> <li>• May need social cueing to interact with peers appropriately.</li> <li>• Participates with visual supervision and verbal prompts.</li> <li>• Requires visual shadowing or peer company to get to class.</li> <li>• Needs modifications and accommodations to benefit from class</li> <li>• Requires adult to facilitate social interaction with peers and remain in close proximity at all times.</li> <li>• Always requires modifications and accommodations for class work.</li> <li>• Always requires 1:1 staff in close proximity for direct instruction, safety, mobility, or behavior monitoring.</li> </ul>	

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees in this position, 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

<b>Task Statement</b>	<b>Code</b>
Assists with <u>specialized physical health care services</u> , such as lifting and positioning students in/out of wheelchairs, braces, and other orthopedic equipment, and operating medical equipment as appropriate (e.g., gastrostomy tube, tracheotomy tube, colostomy) after receiving necessary training.	PII-1
<u>Assists teachers</u> with activities for students with special needs in all educational settings individually and/or groups to provide instructional support in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, physical development and fitness.	PII-2
Assists students to and from <u>transportation</u> (on the bus as needed) within the school schedule by wheeling beds and chairs; positioning and repositioning students and operating medical equipment as appropriate (e.g., gastrostomy tube, tracheotomy tube, colostomy) after receiving necessary training; assists during the transporting and instruction of students in off-campus or community based settings.	PII-3
Assists the teacher in maintaining health/ safety of severely and multiple handicapped students by being aware of the <u>environment and the potential hazards</u> of each child's actions; assist the teacher according to established guidelines and procedures.	PII-4
<u>Serves/prepares meals</u> and feeds students with severe eating problems; monitors self-feeding students as directed by a teacher/health plan; when appropriate, use gastrostomy and suctioning equipment and takes appropriate action when students have difficulty while eating.	PII-5
Helps provide assistance for the students with <u>personal hygiene/grooming</u> ; monitor individual bathroom routines; change diapers and/or clothing as needed.	PII-6
Assists designated instructional service providers (i.e. Physical Therapist) with <u>physical development activities</u> when applicable.	PII-7

Task Statement	Code
Administers <u>medication, first aid and/or CPR</u> in accordance with established health plan.	PII-8
Performs <u>routine sanitation duties</u> to ensure a clean/sterile environment (e.g., clean dishes, tables, toys, therapy equipment).	PII-9
Assists students in using <u>computer applications</u> and related <u>assistive technology</u> .	PII-10
<u>Attends trainings</u> , workshops, and staff development meetings as required.	PII-11
<u>Assists teachers</u> with implementation of student's Individualized Education Program (IEP).	PII-12
<u>Completes reports</u> and records, such as accident and incident reports; daily documentation on healthcare log.	PII-13
Works with students with special needs in all educational settings individually and/or in groups to <u>provide instructional support</u> (academic and functional) in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, and physical development and fitness, [may assist with functional skills (e.g., bathroom routines) and community-based/vocational instruction] according to state standards, classroom objectives, and the Individualized Education Program (IEP).	PI-1
<u>Lift/transfer students</u> in and out of holding or locomotive devices, which can include on and off the bus, on and off the toilet, in and out of a wheelchair, in and out of a stander, push locomotive devices, and/or assist students with necessary physical aid appliances when trained by appropriate staff.	PI-2
Accompany or assists students to and from, and/or on the school bus and/or other forms of <u>transportation</u> (such as public transit and taxis) including moving to and from activities on and with transitions within the school site and in off-campus and community settings schedule.	PI-3
Provide <u>ongoing basic or emergency medical assistance</u> to students as needed using appropriate equipment; including, but not limited to, first aid, CPR, and emergency injections or suppositories.	PI-4
Assist students with <u>basic personal hygiene</u> ; with hand washing, eating, toileting (including diapering) and other basic personal care needs hygiene, self-reliance, and academic/behavioral approach.	PI-5
Assist in <u>monitoring the safety</u> of students in various educational settings, including assisting in basic emergency procedures.	PI-6
<u>Assists teacher</u> in the implementation of students' Individualized Education Plans (IEPs) and classroom/individual behavioral management plans.	PI-7
Assists in the physical material preparation, instructional delivery accommodation, instructional modification, and implementation of <u>lesson plans/instructional materials</u> as directed by the teacher.	PI-8
Assists students in using <u>computer applications</u> and related <u>assistive technology</u> .	PI-9
Assist in <u>monitoring of students'</u> behavior, skills, and abilities, using basic note taking and data entry.	PI-10
<u>Communicates student progress</u> to teachers and designated service providers through logs and other data collection methods.	PI-11
Completes reports and records, such as accident and incident reports as needed.	PI-12
Perform <u>routine sanitation</u> duties to ensure a clean environment by cleaning dishes, tables, toys, therapy equipment, and other commonly used materials.	PI-13

<b>Task Statement</b>	<b>Code</b>
Assist with <u>cleaning personal equipment</u> , such as glasses, hearing aids, orthopedic devices, etc.	PI-14
<u>Attends trainings</u> , workshops, and staff development meetings as required.	PI-15
Performs other duties as assigned.	GEN-1

### **SUPERVISION MATRIX:**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Site Administrator
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities.</i>
Received from:	Site Administrator
Collaborators:	Director of Special Education, Special Education Coordinator, Classroom Instructor, School Nurse, Behavioral Intervention Specialist
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations.</i>
Received from:	Site Administrator with input from Director of Special Education, Special Education Coordinator, Classroom Instructor, School Nurse, and Behavioral Intervention Specialist
Given to:	None

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **KNOWLEDGE OF:**

##### Paraeducator-1 & Paraeducator-2 Knowledge

- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Basic instructional techniques and methods
- Basic principles and practices of child development and child guidance
- Basic child development as it relates to students with significant disabilities
- State standards specific to grade level(s) assigned
- Pertinent Federal, State and local laws, codes and regulations
- Basic mathematics
- Basic computer application practices (e.g., data entry)
- Basic assistive technology
- Health-related Standard Precautions
- Basic health and safety regulations (including First Aid and CPR procedures)
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance
- Personal hygiene practices
- General needs, behavior, physical limitations, special needs and emotional problems of students who may require personal or health care
- Basic behavior management techniques

- Methods and techniques of lifting and moving children with physical limitations
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings

#### Paraeducator-2 Knowledge

- Special needs of students with severe and multiple health/medical problems
- Basic strategies and techniques of assisting in the instruction of students, including those who are medically fragile
- General needs, behavior, physical limitations, special needs and emotional problems of students who may require ongoing personalized medical or health care

#### *ABILITY TO:*

#### Paraeducator-1 & Paraeducator-2 Abilities

- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Recognize when to ask for assistance
- Follow District practices for reporting absences
- Refrain from using personal electronic devices for purposes unrelated to assigned duties
- Assist the teacher in responding to student health emergencies
- Demonstrate specialized emergency health care procedures after training
- Model appropriate behavior and conduct for students and staff
- Independently lift children weighing up to 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles
- Lift children weighing over 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles, using appropriate assistance from other personnel
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages
- Establish positive rapport with and gain confidence of students with special needs
- Recognize the need to provide for the personal privacy and dignity of handicapped children
- Demonstrate an understanding, patient and receptive attitude toward children with special needs
- Assist students by providing proper examples, emotional support, and general guidance
- Assist in the instruction of state standards, classroom management and behavior support plans
- Reinforce instruction to individual or small groups of students as directed by the teacher
- Assist in the supervision of children in the classroom and outdoors
- Assist in the discipline of assigned students according to staff direction and approved policy
- Assist in the preparation of instructional materials and maintain records as directed by teacher.
- Use basic computer applications and assistive technology
- Assist in bathroom routines and feeding
- Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel
- Maintain appropriate boundaries with students, parents, and staff



- Recognize and report safety hazards
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies
- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Learn and adapt to new procedures and conditions
- Perform routine clerical duties and maintain records
- Work independently with minimal direction
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities
- Travel to multiple sites within the same work day

#### Paraeducator-2 Abilities

- Demonstrate specialized nursing health care procedures after training
- Use assistive lift devices; such as sling or sit-to-stand lifts

### **MINIMUM QUALIFICATIONS**

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#### *EDUCATION AND EXPERIENCE:*

Must have a high school diploma or its recognized equivalent and ONE of the following:

- Completed 48 units at an institution of higher learning; OR
- Obtained an Associate's (or higher) degree; OR
- Have at least one (1) year experience working with individuals with special needs; OR
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

#### *EXPERIENCE:*

At least six (6) months ~~three hundred (300) contact hours~~ paid or voluntary experience working with individuals with special needs.

#### *LICENSES AND OTHER REQUIREMENTS:*

Must have CPR and First Aid certification and must maintain active certification while working in this classification.

### **PREFERRED QUALIFICATIONS**

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#### *EXPERIENCE:*

- At least one (1) year of experience working with students with health/orthopedic impairments
- Experience in medically related field

#### *LICENSES AND OTHER REQUIREMENTS:*

License/certificate in medically related field (Certified Nurses Assistant, Medical Assistant, Licensed Vocational Nurse, etc.)

## **WORKING CONDITIONS:**

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### *ENVIRONMENT:*

May require sitting, stooping, crouching, standing, bending, climbing, squatting, kneeling, crawling, pulling, pushing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May lift or move a student weighing up to fifty (50) pounds alone.

### *PHYSICAL ABILITIES:*

Other physical demands include running, reacting, and moving quickly; safely cleaning up body fluids and the ability to apply Crisis Prevention Institute (CPI) restraint techniques.

### *HAZARDS:*

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances, such as bleach.

DUTIES APPROVED  
BOARD OF EDUCATION:

Approved 1977

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:

June, 1977

Revised August, 1981

Revised June 13, 1994

Revised February 21, 2006

Revised September 19, 2006

Revised September 2, 2008

Revised December 10, 2013

Revised March 10, 2015

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

**AGENDA ITEM NO: III.A.1.d.**

**SUBJECT:** Classification Specification Revisions – Paraeducator-3

**BACKGROUND INFORMATION:**

A request to update the qualifications for Paraeducator-3 was made by the Director of Classified Personnel. The current requirements of the position were failing candidates that had a great deal of potential to successfully perform job duties.

**METHODOLOGY:**

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

- Reviewed the No Child Left Behind Act for specific requirements of Paraprofessionals with an Education Programs Consultant from the California Department of Education
- Compared minimum qualifications with other relatable classifications

**ANALYSIS:**

- The No Child Left Behind Act requirements for Paraprofessionals are required for only the “provider of primary instruction”.
- The comparison of minimum qualifications with other relatable classifications shows an average of no education requirements and one (1) year of experience working with individuals with special needs.

**DISCUSSION:**

Based on the review of requirements and comparable classifications, the Personnel Commission’s findings are as follows:

- The minimum qualifications should be revised to allow experience as compensation for the written examination as follows:

Must have a high school diploma or its recognized equivalent and ONE of the following:

- Completed 48 units at an institution of higher learning; OR
  - Obtained an Associate’s (or higher) degree; OR
  - Have at least one (1) year experience working with individuals with special needs; OR
  - Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.
- The minimum qualifications for experience should be revised to align more closely with the market average as follows:

At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within the last five (5) years.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Paraeducator-1 classification specifications as provided.

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

PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Instructional Support
<b>JOB TITLE</b>	Paraeducator-3
<b>SALARY RANGE</b>	A26

## **PARAEDUCATOR-3**

### **FORMERLY "INSTRUCTIONAL ASSISTANT-SPECIALIZED"**

#### **BASIC FUNCTION**

Under the general supervision of the Behavior Intervention Specialist, the Paraeducator-3 will provide intensive behavior intervention services and instructional support for students with exceptional needs as specified on the student's Individualized Educational Program (IEP), behavior plan, or health plan. Services and support will be provided at the school.

#### **ASSIGNMENT TYPES**

ASSIGNMENT	DETAILS
Para-3	Assigned to assist and monitor multiple special education students at once in a classroom environment.
Para-3 1:1M	Male Only. Assigned to primarily monitor and assist one male special education student at a time, with expectation to assist others when needed.
Para-3 1:1F	Female Only. Assigned to primarily monitor and assist one female special education student at a time, with expectation to assist others when needed.
Para-3 Floater	Assigned to different sites daily as needed. Includes mileage reimbursement for site to site travel when assigned to more than one location per day.
Bilingual Stipend	Includes 5% pay differential for translating, speaking, reading, or writing in a second language for work purposes
Swimming Stipend	Includes 5% pay differential for assisting special education student/s in swimming pool. The differential only applies to the amount of hours (rounded up to nearest 30-minute increment) spent performing swimming related duties in the water

#### **DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES**

- The Paraeducator-1 is the entry-level position of the Special Education job family
- All duties performed by a Paraeducator-1 may also be performed by a Paraeducator-2 and Paraeducator-3.
- The Paraeducator-1 will primarily provide non-intrusive medical health assistance, whereas a Paraeducator-2 may primarily provide intrusive medical assistance
- The Paraeducator-1 may provide emergency specialized medical support and intervention, whereas a Paraeducator-2 may provide daily ongoing specialized medical support
- The Paraeducator-1 may occasionally provide basic behavioral support, prompting, or guidance, whereas a Paraeducator-3 may provide regular ongoing behavioral monitoring, data collection, assessment, and intervention.

**PLEASE REVIEW THE TABLE BELOW TO BETTER DISTINGUISH RESPONSIBILITIES AMONG THE DIFFERENT SPECIAL EDUCATION ASSISTANT POSITIONS**

Area of Assistance	<b>Student Needs Covered by Position (Shown in Gray Range)</b>		
		<b>Paraeducator-1</b>	
		<b>Paraeducator-2 (Health Specialist)</b>	
		<b>Paraeducator-3 (Behavior Specialist)</b>	
	<b>← More Health</b>	<b>Health AND/OR Behavior</b>	<b>More Behavior →</b>
<b>Health/ Personal Care</b>	<ul style="list-style-type: none"> <li>• Ongoing specialized health care needs requiring specially trained employee</li> <li>• Considered “medically fragile” by school nurse or authorized District personnel</li> <li>• Requires direct 1:1 medically-related assistance for daily health care.</li> <li>• Requires Individualized School Health Care Plan</li> <li>• Including, but not limited to the following specialized assistance:               <ul style="list-style-type: none"> <li>○ Ostomy care</li> <li>○ G tube (Gastrostomy)</li> <li>○ Tracheostomy care</li> <li>○ Catheterization care</li> <li>○ Central venous care</li> <li>○ Suctioning saliva</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Mild or occasional health concerns.</li> <li>• Generic specialized care</li> <li>• Health care intervention on emergency basis</li> <li>• Requires reminders and additional prompts or routine hands-on assistance for washing hands, using bathroom, wiping mouth, shoes, buttons, zippers, etc.</li> <li>• Frequent physical prompts and assistance for personal care.</li> <li>• Positioning or bracing multiple times daily.</li> <li>• Physical limitations requiring assistance (stander, walker, gait trainer, wheelchair)</li> <li>• Requires assistance with transportation to and from toilet</li> <li>• Requires toilet schedule, training, direct help, diapering, etc.</li> <li>• Routine assistance with feeding activities such as</li> <li>• Requires assistance with diapering; cleaning body after toileting.</li> <li>• Including, but not limited to the following specialized assistance:               <ul style="list-style-type: none"> <li>○ Nebulizer – inhaler</li> <li>○ Emergency anaphylaxis injection</li> <li>○ Emergency anti-seizure medication</li> <li>○ Emergency diabetic care (including injections)</li> <li>○ Cleaning medical equipment</li> <li>○ Special food prep or feeding</li> </ul> </li> </ul>	
<b>Behavior</b>		<ul style="list-style-type: none"> <li>• Occasionally requires additional encouragement and prompts.</li> <li>• Occasional difficulty with peers or adults.</li> <li>• Can access curriculum adequately with a classroom behavior management plan.</li> <li>• Has problems following directions and behaving appropriately at least weekly.</li> <li>• Refuses to move or transition multiple times per week</li> </ul>	<ul style="list-style-type: none"> <li>• Has ongoing problems following directions and behaving appropriately</li> <li>• Serious behavior problems almost daily, including potential for injury to self and others</li> <li>• Runs or attempts to run away frequently</li> <li>• Aggressive on daily basis</li> <li>• Has a well-developed Behavior Intervention Plan, which must be implemented to allow the student to safely attend school</li> <li>• Defiant and/or prone to physical aggression and/or negative behaviors to extent that cannot access education a significant percentage of the time.</li> <li>• Requires a Positive Behavior Support Plan (PBSP) and behavior goals and objectives on the IEP.</li> <li>• Staff has been trained in responses to assaultive behaviors.</li> </ul>
<b>Instruction</b>		<ul style="list-style-type: none"> <li>• Cannot always participate in whole class instruction.</li> <li>• Requires reminders to stay on task, follow directions and to remain engaged in learning.</li> <li>• Requires smaller groups and frequent verbal prompts, cues or reinforcement.</li> <li>• Difficulty participating in a large group.</li> <li>• Requires physical or verbal prompting to stay on task.</li> <li>• Complies primarily only with 1:1 directions and monitoring.</li> <li>• Cognitive abilities and skills likely require modifications not typical for class as a whole.</li> <li>• Requires constant verbal and physical prompting to</li> </ul>	

Area of Assistance	<b>Student Needs Covered by Position (Shown in Gray Range)</b>		
		<b>Paraeducator-1</b>	
		<b>Paraeducator-2 (Health Specialist)</b>	
		<b>Paraeducator-3 (Behavior Specialist)</b>	
	<b>← More Health</b>	<b>Health AND/OR Behavior</b>	<b>More Behavior →</b>
		stay on task and follow directions. • Requires specific 1:1 instructional strategies to benefit from the IEP.	
Inclusion/ Mainstreaming		• Participates with modifications and accommodations. • Requires additional support to finish work and be responsible. • May need social cueing to interact with peers appropriately. • Participates with visual supervision and verbal prompts. • Requires visual shadowing or peer company to get to class. • Needs modifications and accommodations to benefit from class • Requires adult to facilitate social interaction with peers and remain in close proximity at all times. • Always requires modifications and accommodations for class work. • Always requires 1:1 staff in close proximity for direct instruction, safety, mobility, or behavior monitoring.	

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees in this position, 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

<b>Task Statement</b>	<b>Code</b>
Provides <u>intensive behavior intervention</u> services to designated students with exceptional needs in a variety of settings, including but not limited to, the classroom, home and community under the supervision and direction of the Behavior Intervention Specialist.	PIII-1
Assists in <u>managing behavior</u> of children through use of a variety of reinforcement techniques.	PIII-2
Assists in <u>monitoring the safety of students</u> in various educational settings.	PIII-3
<u>Follows implementation plan</u> for intensive behavioral intervention services.	PIII-4
Provides guidance to children with severe handicaps to <u>reinforce more acceptable social behaviors</u> .	PIII-5
Provides assistance for the students with <u>personal hygiene, self-reliance, and behavior modification</u> .	PIII-6
Provides information to assist <u>instructional personnel</u> in developing or modification of behavior intervention including, but not limited to, individual and/or site-based behavior support plans involving behavior modification, reinforcement procedures, and Nonviolent Crises Intervention® (NCPI) strategies.	PIII-7
<u>Provides input to instructional personnel for</u> the purpose of behavior intervention, including but not limited to, strategies and learning materials for behavior modification plans.	PIII-8
<u>Records student progress</u> including, but not limited to, data collection in a manner designated by the Behavior Intervention Specialist (BIS).	PIII-9
Provides assistance for the preparation of charts, records, graphs, or other <u>displays of student performance data</u> .	PIII-10
Provides <u>assistance for the instruction of students</u> on an individual or groups basis to reinforce academics and/or behavioral skills.	PIII-11
Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).	PIII-12
Provides assistance to the students in proper usage of <u>computer applications and related assistive technology</u> .	PIII-13

Task Statement	Code
Provides assistance for the <u>scheduling of activities</u> .	PIII-14
<u>Attends trainings</u> , workshops, and staff development meetings as required.	PIII-15
Work with students with special needs in all educational settings individually and/or in groups to <u>provide instructional support</u> (academic and functional) in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, and physical development and fitness, according to state standards, classroom objectives, and the Individualized Education Program (IEP).	PI-1
<u>Lift/transfer students</u> in and out of holding or locomotive devices, which can include on and off the bus, on and off the toilet, in and out of a wheelchair, in and out of a stander, push locomotive devices, and/or assist students with necessary physical aid appliances when trained by appropriate staff.	PI-2
Accompany or assist students to and from, and/or on the school bus and/or other forms of <u>transportation</u> (such as public transit and taxis) including moving to and from activities on the school site and in off-campus and community settings.	PI-3
Provide <u>ongoing basic or emergency medical assistance</u> to students as needed using appropriate equipment; including, but not limited to, first aid, CPR, and emergency injections or suppositories.	PI-4
Assist students with <u>basic personal hygiene</u> ; hand washing, eating, toileting (including diapering) and other basic personal care needs.	PI-5
Assist in <u>monitoring the safety</u> of students in various educational settings, including assisting in basic emergency procedures.	PI-6
<u>Assist teacher</u> in the implementation of students' Individualized Education Plans (IEPs), emergency health care plans, and classroom/individual behavioral plans.	PI-7
Assist in the physical material preparation, instructional delivery accommodation, instructional modification, and implementation of <u>lesson plans/instructional materials</u> as directed by the teacher.	PI-8
Assist students in using <u>computer applications</u> and related <u>assistive technology</u> .	PI-9
Assist in <u>monitoring of students'</u> behavior, skills, and abilities, using basic note taking and data entry.	PI-10
<u>Communicate student progress</u> to teachers and designated service providers through logs and other data collection methods.	PI-11
Complete reports and records, such as accident and incident reports as needed.	PI-12
Perform <u>routine sanitation</u> duties to ensure a clean environment by cleaning dishes, tables, toys, therapy equipment, and other commonly used materials.	PI-13
Assist with <u>cleaning personal equipment</u> , such as glasses, hearing aids, orthopedic devices, etc.	PI-14
<u>Attend trainings</u> , workshops, and staff development meetings as required.	PI-15
Perform related duties as assigned.	PI-16

#### SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Site Administrator
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities.</i>
Received from:	Site Administrator
Collaborators:	Director of Special Education, Special Education Coordinator, Classroom Instructor, School Nurse, Behavioral Intervention Specialist

Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations.</i>
Received from:	Site Administrator with input from Director of Special Education, Special Education Coordinator, Classroom Instructor, School Nurse, and Behavioral Intervention Specialist
Given to:	None

## KNOWLEDGE, SKILLS, AND ABILITIES

### KNOWLEDGE OF:

#### Paraeducator-1 & Paraeducator-3 Knowledge

- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Basic instructional techniques and methods
- Basic principles and practices of child development and child guidance
- Basic child development as it relates to students with significant disabilities
- State standards specific to grade level(s) assigned
- Pertinent Federal, State and local laws, codes and regulations
- Basic mathematics
- Basic computer application practices (e.g., data entry)
- Basic assistive technology
- Health-related Standard Precautions
- Basic health and safety regulations (including First Aid and CPR procedures)
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance
- Personal hygiene practices
- General needs, behavior, physical limitations, special needs and emotional problems of students who may require personal or health care
- Basic behavior management techniques
- Methods and techniques of lifting and moving children with physical limitations
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings

#### Paraeducator-3 Knowledge

- Child development principles and practices related to students with exceptional needs, especially with autism spectrum disorder and/or with behavioral, social-emotional deficits.
- Intensive Behavioral modification techniques and procedures.

### ABILITY TO:

#### Paraeducator-1 & Paraeducator-3 Abilities

- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions



- Recognize when to ask for assistance
- Follow District practices for reporting absences
- Refrain from using personal electronic devices for purposes unrelated to assigned duties
- Assist the teacher in responding to student health emergencies
- Demonstrate specialized emergency health care procedures after training
- Model appropriate behavior and conduct for students and staff
- Independently lift children weighing up to 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles
- Lift children weighing over 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles, using appropriate assistance from other personnel
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages
- Establish positive rapport with and gain confidence of students with special needs
- Recognize the need to provide for the personal privacy and dignity of handicapped children
- Demonstrate an understanding, patient and receptive attitude toward children with special needs
- Assist students by providing proper examples, emotional support, and general guidance
- Assist in the instruction of state standards, classroom management and behavior support plans
- Reinforce instruction to individual or small groups of students as directed by the teacher
- Assist in the supervision of children in the classroom and outdoors
- Assist in the discipline of assigned students according to staff direction and approved policy
- Assist in the preparation of instructional materials and maintain records as directed by teacher.
- Use basic computer applications and assistive technology
- Assist in bathroom routines and feeding
- Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel
- Maintain appropriate boundaries with students, parents, and staff
- Recognize and report safety hazards
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies
- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Learn and adapt to new procedures and conditions
- Perform routine clerical duties and maintain records
- Work independently with minimal direction
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities
- Travel to multiple sites within the same work day

### Paraeducator-3 Abilities

- Provide intensive behavioral intervention to designated students at school and/or the home
- Assist in the instruction of state standards-based curriculum and behavior management for students with exceptional needs, especially those identified with autism spectrum disorder and/or social-emotional difficulties
- Effectively follow an intervention plan within clearly defined guidelines
- Record/summarize data and advise Behavior Intervention Specialist of progress

## **MINIMUM QUALIFICATIONS**

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### **EDUCATION AND EXPERIENCE:**

Must have a high school diploma or its recognized equivalent and ONE of the following:

- Completed 48 units at an institution of higher learning; OR
- Obtained an Associate's (or higher) degree; OR
- Have at least one (1) year experience working with individuals with special needs; OR
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness

### **EXPERIENCE:**

At least six (6) months experience~~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

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

Must have CPR and First Aid certification and must maintain active certification while working in this classification.

## **PREFERRED QUALIFICATIONS**

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### **EXPERIENCE:**

At least one (1) year experience working with students/adolescents with autism spectrum disorder

### **WORKING CONDITIONS:**

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#### **ENVIRONMENT:**

May require sitting, stooping, crouching, standing, bending, climbing, squatting, kneeling, crawling, pulling, pushing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May lift or move a student weighing up to fifty (50) pounds alone.

#### **PHYSICAL ABILITIES:**

Other physical demands include running, reacting, and moving quickly; safely cleaning up body fluids and the ability to apply Crisis Prevention Institute (CPI) restraint techniques.

#### **HAZARDS:**

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances, such as bleach.

DUTIES APPROVED  
BOARD OF EDUCATION:  
Approved 1977

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:  
June, 1977  
Revised August, 1981  
Revised June 13, 1994  
Revised February 21, 2006  
Revised September 19, 2006  
Revised September 2, 2008  
Revised December 10, 2013  
Revised March 10, 2015

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### **III. Discussion Items**

# PERSONNEL COMMISSION

## *Merit System Workshop*

TOPIC	PC Budget Authority and Process
THE BASICS	<ul style="list-style-type: none"> <li>The PC shall prepare a proposed budget for approval by the County Superintendent</li> <li>The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal</li> <li>If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount</li> </ul>
REFERENCES	1) Education Code - 45253 2) Merit Rules - 2.4.1

### Procedure for PC Budget Approval at SMMUSD

- The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
- The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
- The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
- The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
  - The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
  - Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
- Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
- After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
- The County Superintendent approves or rejects the proposed budget.
  - If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
  - If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

*SEE LEGAL BREAKDOWN ON FOLLOWING PAGE*

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p><b>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</b></p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p>	<ul style="list-style-type: none"> <li>• The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent.</li> <li>• The PC budget may include funding for staff development</li> <li>• The PC shall conduct a public hearing regarding its budget by May 30<sup>th</sup> each year.</li> <li>• The PC shall invite Board members and District administrators to express feedback on the budget.</li> <li>• The PC shall approve and submit its proposed budget to the county superintendent.</li> <li>• If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission.</li> <li>• After the public hearing, he/she shall either reject or amend the proposed budget.</li> <li>• If there is no agreement, the budget of the previous year will serve as the proposed budget.</li> </ul>

# PERSONNEL COMMISSION

## *Merit System Workshop*

TOPIC	Responsibility of the PC with Creating Rules
THE BASICS	<ul style="list-style-type: none"> <li>The PC shall approve rules to ensure fairness with regard to selection and retention of classified employees</li> <li>The PC Rules shall not conflict with negotiated language related to items within the scope of negotiation</li> <li>Reasonable notice shall be provided before taking action on PC Rules</li> <li>The Advisory Rules Committee plays a key role in review of Rule changes</li> </ul>
REFERENCES	1) Education Code - 45260-45261 2) Government Code - 3543.2 3) Merit Rules - Chapter 1

### *Procedure for Approving Rules at SMMUSD*

- All proposed changes are presented to the **Merit Rules Advisory Committee** before presenting to the Commission. [Merit Rule 1.2.1.A]
  - The Merit Rules Advisory Committee consists of a representative from each classified employee unit, including Facility Services, Office Support Services, Fiscal Services, and Student Services. [Merit Rule 1.2.1.B - pending revisions]
- All proposed changes are presented to the Commission for a **"First Reading"** with a recommendation by the Director of Classified Personnel. [Merit Rule 1.2.2.A]
  - All proposed changes are distributed to all departments where classified employees are assigned. [Merit Rule 1.2.2.B]
  - Notification of proposed changes is provided to the Administration and affected bargain unit. [Merit Rule 1.2.2.B]
- All proposed changes are presented to the Commission for **Approval** at least two weeks after the "First Reading" has taken place; typically at the next scheduled PC meeting. [Merit Rule 1.2.2.C]
  - Rule approvals that require the Board to expend funds shall be submitted to the Board for agreement. [Merit Rule 1.2.2.D]

### *The Advisory Rules Committee Process*

- Rules are emailed to ARC members ahead of ARC meeting for 1<sup>st</sup> Review Opportunity
- ARC Meeting** - Rules are discussed and revised during 2<sup>nd</sup> Review Opportunity
- Revised rules are emailed with track changes to relevant ARC members for 3<sup>rd</sup> Review Opportunity
- PC Meeting** - Rules placed on PC Meeting agenda for **First Reading** and discussion of proposed changes
- Revised rules emailed to ARC members ahead of ARC meeting for 4<sup>th</sup> Review Opportunity
- ARC Meeting** - Rules are discussed and revised during 5<sup>th</sup> Review Opportunity
- Revised rules are emailed with track changes to all classified ARC members for 6<sup>th</sup> Review Opportunity
- PC Meeting** - Rules placed on PC Meeting agenda for discussion and **Approval** of proposed changes
- Email announcement to ARC members of update to Rules on SMMUSD website
- ARC members inform relevant parties about relevant changes to rules

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p><b>Education Code 45260 - Rules; standards; authority of commission.</b></p> <p>(a) The commission shall prescribe, amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.</p> <p>(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.</p>	<ul style="list-style-type: none"> <li>• The PC shall create rules necessary to carry out selection and retention of employees based on fairness.</li> <li>• PC Rules shall not apply to subject matter that is typically negotiated as defined in GC 3543.2 (see below).</li> <li>• Rules may not be adopted until those who may be affected have been given reasonable notice of the proposal.</li> </ul>
<p><b>Education Code 45261 - Subject of Rules</b></p> <p>(a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding <b>applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters</b> necessary to carry out the provisions and purposes of this article.</p> <p>(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.</p>	<ul style="list-style-type: none"> <li>• The Rules shall prescribe the procedure to be followed by the Board as they pertain to most actions related to classified employees (in bold).</li> <li>• Rules related to negotiable matters, as determined by GC 3543.2, shall follow the negotiated agreement.</li> </ul>
<p><b>Government Code 3543.2 - Scope of Representation</b></p> <p>(a)(1) The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment. "Terms and conditions of employment" mean health and welfare benefits as defined by Section 53200, leave, transfer and reassignment policies, safety conditions of employment, class size, procedures to be used for the evaluation of employees, organizational security</p>	<ul style="list-style-type: none"> <li>• Negotiations are limited to wages, hours of employment, health and welfare benefits, leave policies, transfer policies, reassignment policies, safety, class size,</li> </ul>



LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p>pursuant to Section 3546, procedures for processing grievances pursuant to Sections 3548.5, 3548.6, 3548.7, and 3548.8, the layoff of probationary certificated school district employees, pursuant to Section 44959.5 of the Education Code, and alternative compensation or benefits for employees adversely affected by pension limitations pursuant to former Section 22316 of the Education Code, as that section read on December 31, 1999, to the extent deemed reasonable and without violating the intent and purposes of Section 415 of the Internal Revenue Code.</p> <p>(2) A public school employer shall give reasonable written notice to the exclusive representative of the public school employer's intent to make any change to matters within the scope of representation of the employees represented by the exclusive representative for purposes of providing the exclusive representative a reasonable amount of time to negotiate with the public school employer regarding the proposed changes.</p> <p>(3) The exclusive representative of <b>certificated</b> personnel has the right to consult on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks to the extent those matters are within the discretion of the public school employer under the law.</p> <p>(4) All matters not specifically enumerated are reserved to the public school employer and may not be a subject of meeting and negotiating, except that this section does not limit the right of the public school employer to consult with any employees or employee organization on any matter outside the scope of representation.</p> <p>(b)-(e) Notwithstanding Section 44944 of the Education Code, the public school employer and the exclusive representative shall, upon request of either party, meet and negotiate regarding causes and procedures for disciplinary action, other than dismissal, including a suspension of pay for up to 15 days, affecting <b>certificated</b> employees. If the public school employer and the exclusive representative do not reach mutual agreement, Section 44944 of the Education Code shall apply.</p> <p>(c) Notwithstanding Section 44955 of the Education Code, the public school employer and the exclusive representative shall, upon request of either party, meet and negotiate regarding procedures and criteria for the layoff of <b>certificated</b> employees for lack of funds. If the public school employer and the exclusive representative do not reach mutual agreement, Section 44955 of the Education Code shall apply.</p> <p>(d) Notwithstanding Section 45028 of the Education Code,</p>	<p>evaluation, grievance procedure, layoff of probationary certificated staff, effects of pension limitation.</p> <ul style="list-style-type: none"> <li>• The District shall give reasonable written notice to the bargain unit of the intent to change any matters within the scope of negotiation.</li> <li>• CERTIFICATED ONLY</li> <li>• Matters not under the scope of negotiation may be acted on without a meeting or negotiation.</li> <li>• CERTIFICATED ONLY</li> <li>• CERTIFICATED ONLY</li> </ul>

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p>the public school employer and the exclusive representative shall, upon request of either party, meet and negotiate regarding the payment of additional compensation based upon criteria other than years of training and years of experience. If the public school employer and the exclusive representative do not reach mutual agreement, Section 45028 of the Education Code shall apply.</p> <p>(e) Pursuant to Section 45028 of the Education Code, the public school employer and the exclusive representative shall, upon the request of either party, meet and negotiate a salary schedule based on criteria other than a uniform allowance for years of training and years of experience. If the public school employer and the exclusive representative do not reach mutual agreement, the provisions of Section 45028 of the Education Code requiring a salary schedule based upon a uniform allowance for years of training and years of experience shall apply. A salary schedule established pursuant to this subdivision shall not result in the reduction of the <b>salary of a teacher</b>.</p>	<ul style="list-style-type: none"> <li>• Additional compensation like Professional Growth and Longevity may be negotiated.</li> </ul>
<p><b>Merit Rule 1.1.3.D - Interpretation and Application of Rules</b></p> <p>(D) If the subject matter and procedure in a Rule is within the scope of representation, as defined in GC 3543.2, the Rule shall be applicable as follows:</p> <p>(1) If a Rule provides for a benefit and a collective bargaining contract does not provide for that benefit, the benefit shall not be available to employees in the unit unless the benefit is required by law or</p> <p>(2) If a Rule prescribes a procedure and a contract does not, the Rule shall apply to employees in the unit.</p>	<ul style="list-style-type: none"> <li>• If a Rule provides a benefit not covered in the contract, the benefit is only available if required by law.</li> <li>• If a Rule prescribes a procedure not covered in the contract, the Rule shall apply.</li> </ul>

## 2015-2016 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2013-2014 Actual (dollars only)	2014-2015		2015-2016 Proposed (dollars only)	Change from 14-15 Proposed \$+/-
			Proposed (dollars only)	Expected (dollars only)		
<b>2000</b>	<b>Classified Salaries<sup>1</sup></b>	<b>387,675</b>	<b>402,379</b>	<b>406,600</b>	<b>407,060</b>	<b>4,681</b>
2300	Director	112,408	117,938	120,000	121,260	3,322
2317	Supervisors	65,102	71,263	65,000	70,000	-1,263
2319	Commission Members	1,700	1,800	1,600	1,800	0
2410	Technicians/Admin.	208,465	211,378	220,000	214,000	2,622
<b>3000</b>	<b>Employee Benefits</b>	<b>152,646</b>	<b>169,392</b>	<b>151,415</b>	<b>166,036</b>	<b>-3,356</b>
3212	PERS, Classified Employees	43,522	47,992	45,000	55,000	7,008
3312	OASDI, Classified Employees	24,098	27,500	26,000	27,500	0
3332	Medicare	5,635	6,000	5,900	6,000	0
3412	Health/Welfare	63,504	60,000	58,000	59,286	-714
3512	SUI	194	4,700	215	250	-4,450
3612	Workers Comp	10,854	12,000	11,500	13,000	1,000
3712	OPEB	4,839	5,000	4,800	5,000	0
3812	PERS Reduction	N/A	6,200	N/A	0	-6,200
<b>4000</b>	<b>Supplies and Equipment</b>	<b>4,492</b>	<b>7,000</b>	<b>7,000</b>	<b>10,000</b>	<b>3,000</b>
4310	General Supplies and Materials	4,492	5,000	5,000	5,000	0
4400	Non-Capitalized Equipment		2,000	2,000	5,000	3,000
<b>5000</b>	<b>Operating Expenses</b>	<b>10,434</b>	<b>15,500</b>	<b>15,525</b>	<b>17,600</b>	<b>2,100</b>
5210	Mileage Reimbursement	165	200	200	200	0
5220	Conference/Travel Expense	194	1,000	1,000	2,000	1,000
5300	Dues and Memberships	816	900	800	200	-700
5640	Repair by Vendor	0	0	0	200	200
5650	Maintenance Agreement	209	300	400	350	50
5710	Direct Cost TRF-Intrafund	0	1,000	1,250	1,500	500
5810	Advertising	0	2,000	1,800	2,000	0
5890	Other Operating Expenses	9,050	10,000	10,000	11,000	1,000
5910	Postage and Postage Meters	0	100	75	150	50
<b>6000</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2000-3000 Subtotal</b>		<b>540,321</b>	<b>571,771</b>	<b>558,015</b>	<b>573,096</b>	<b>1,325</b>
<b>4000-6000 Subtotal</b>		<b>14,926</b>	<b>22,500</b>	<b>22,525</b>	<b>27,600</b>	<b>5,100</b>
<b>TOTAL</b>		<b>555,247</b>	<b>594,271</b>	<b>580,540</b>	<b>600,696</b>	<b>6,425</b>

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, April 14, 2015**

**AGENDA ITEM NO: IIL.B.3.**

SUBJECT: First Reading of Changes to Merit Rules - Chapter II

**BACKGROUND INFORMATION:**

The Director has collaborated with the Advisory Rules Committee (ARC) to review Chapter II of the Merit Rules in order to identify areas in need of modification. At a separate ARC meeting all proposed revisions were brought back for a second review of the edits before submission to the Commission for a First Reading.

**DISCUSSION:**

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

- Education and Government Code references were reformatted
- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Content additions were made to the following areas:
  - Language from Ed Code 45313 was added to expand Rule 2.4.3 regarding counsel for the Commission

**RECOMMENDATION:**

It is recommended that the Personnel Commission discuss the proposed modifications and provide feedback for the Director to share with the Advisory Rules Committee before bringing back to the PC meeting for final approval.

## **CHAPTER II**

### **THE PERSONNEL COMMISSION**

Rule 2.1 **COMMISSION ORGANIZATION AND PROCEDURE – BY LAWS**

2.1.1 ORGANIZATION (~~EDUCATION CODE 45243, 45247~~)

- A. The Personnel Commission of the Santa Monica-Malibu Unified School District shall consist of three (3) members.

Reference: Education Code Sections 45243, 45247

2.1.2 APPOINTMENT (~~EDUCATION CODE 45240, 45248, 45249~~)

- A. Members of the Commission are appointed alternately by the State Superintendent of Public Instruction and by the Executive Officer of the State Personnel Board, each of whom may consider the recommendation of the Board and other interested parties.
- B. The District shall select nominees for the Commission according to the joint guidelines of the State Personnel Board and State Superintendent of Public Instruction for selection and nomination of school district personnel commissioners.
1. The recruitment process shall be open.
  2. A prescreening panel shall be appointed and shall consist of a representative from each of the following: Board~~;~~<sub>1</sub> Commission~~;~~<sub>1</sub> each recognized employee organization~~;~~<sub>1</sub> and the community.
  3. The prescreening panel shall review the qualifications of all candidates and shall recommend a nominee to the Board for approval and transmittal to Sacramento the State Superintendent of Public Instruction for appointments.

Reference: Education Code Sections 45240, 45248, 45249

2.1.3 QUALIFICATIONS FOR MEMBERSHIP (~~EDUCATION CODE 45244~~)

- A. A member of the Commission shall be a registered voter, a resident within the District and shall be a known adherent to the principles of the merit system. No member of the Board shall be a member of the Commission nor shall any commission member, during his/her term of service, be an employee of the District.

Reference: Education Code Section 45244

2.1.4 TERMS OF OFFICE ~~(EDUCATION CODE 45247)~~

- A. The term of each Commissioner is for three (3) years and expires at noon, December 1. The term of one Commissioner expires each year. On or about September 1 of each year the Director of Classified Personnel shall notify the Board and concerned employee groups of the name and home address of the Commissioner whose term will expire and whether he/she will accept reappointment. The notification shall also list the appointing authority and indicate that the Board must follow the provisions of the joint guidelines.

Reference: Education Code Sections 45247

2.1.5 ELECTION OF OFFICERS

- A. At the first meeting following December 1 of each year, the Commission shall elect one (1) member as Chairperson and one (1) member as Vice Chairperson to serve a term of one year or until a successor is duly elected. The Chairperson shall be the presiding officer of all regular and special meetings. In the event of the absence of the Chairperson, the Vice Chairperson shall preside.

2.1.6 REMOVAL OF A COMMISSIONER ~~(GOVERNMENT CODE 3060)~~

- A. An accusation in writing may be presented to the Grand Jury of Los Angeles County if a ~~commissioner~~ Commissioner is incompetent, fails to attend meetings, ~~or~~ becomes incapacitated and is unable to fulfill the duties of the office, or is determined to no longer meet the qualifications defined in Merit Rule 2.1.3.

Reference: Government Code 3060

Rule 2.2 MEETINGS

2.2.1 REGULAR MEETINGS ~~(GOVERNMENT CODE 54953)~~

- A. The Commission shall ~~regularly meet~~ hold a regular meeting once each month. The Commission shall announce in advance the date and location of each meeting and post the monthly schedule of meetings on the Commission's official bulletin boards.

Reference: Government Code 54953

2.2.2 SPECIAL MEETINGS (~~GOVERNMENT CODE 54956-54956.5~~)

- A. The Secretary of the Commission may call a special meeting of the Commission whenever he/she considers it necessary. He/~~s~~She shall call such a meeting if requested to do so by the Chairperson of the Commission.
- B. The members of the Commission shall be notified of each special meeting by written notice delivered to them personally, or by mail, at least twenty four (24) hours in advance of the meeting. The time and place shall be specified. Only those items of business listed in the special agenda will be considered at the meeting.
- C. Newspapers, radio stations, and other agencies specified in Government Code 54956 shall be notified twenty-four (24) hours in advance of special meetings if they have requested such notification prior to the meeting.

Reference: Government Code 54956-54956.5

2.2.3 ADJOURNMENT

- A. The Commission may adjourn any regular meeting to a specified time and place ~~specified in the order of adjournment~~.

2.2.4 PUBLIC MEETINGS (~~GOVERNMENT CODE 54953~~)

- A. All regular and special meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meetings of the Commission except as provided in Rule 2.2.5. This Rule shall not be construed as permitting employees to be absent from duty to attend Commission meetings without proper authorization, unless such employee has business before the ~~commission~~Commission.
- B. Individual employees, employee organizations, and other interested parties may submit their written views on any matter before the Commission and will be granted five (5) minutes to present their views at the appropriate time in the meeting.

Reference: Government Code 54953

## 2.2.5 CLOSED SESSIONS (~~GOVERNMENT CODE 54957-54957.1~~)

- A. Upon request of the majority of the Commission members present, or the Secretary, the Chairperson shall declare the Commission in closed session. He/~~s~~She may then clear the room of any non-members whom the Commission does not wish to have present. The items to be deliberated shall be limited to personnel matters: i.e., appointment, employment and eligibility lists, evaluation of performance, charges or complaints of misconduct, and hearings on disciplinary action. Action taken while in closed session, and the roll call vote thereon, shall be reported at the conclusion of the closed session upon reconvening to open session, or at the next public meeting.
- B. The Commission may also meet in closed session to ~~hear advice of consult with~~ its legal counsel ~~during consultations and discussions regarding salaries or salary schedules as provided in Government Code 54957.6 and when considering matters properly within collective bargaining negotiations.~~

Reference: Government Code 54957-54957.1

## 2.2.6 RULES OF ORDER

- A. The Commission shall be governed by the Rules of Order approved by the Commission.

## 2.2.7 ORDER OF BUSINESS AND AGENDA (~~GOVERNMENT CODE 54957.5~~)

- A. The order of business at each meeting of the Commission shall be established in the agenda for the meeting.
- B. The Secretary to the Commission shall prepare an agenda for ~~each all~~ regular and special meetings. The agenda shall be delivered to each Commission member at least twenty-four (24) hours prior to the meeting. ~~The Secretary shall prepare an agenda for all special meetings which he/she calls or is requested to call.~~
- C. The Secretary may submit ~~addenda~~ additional items to the agenda ~~in writing~~ prior to a regular meeting. The Commission may act on the ~~addenda~~ additional agenda items.
- D. The agenda and any ~~addenda~~ additional items shall be posted at least twenty four (24) hours prior to the meeting.



- E. A copy of the official agenda shall be provided to the designated representative of any recognized classified employee organization(s). The designee shall be identified in writing to the Commission.

Reference: Government Code 54957.5

#### 2.2.8 ITEMS FROM THE FLOOR

- A. Any person appearing before the Commission may request consideration of an item presented by him/her. The Commission will allow the individual five (5) minutes to make a presentation. Additional time may be allowed by unanimous-majority consent of the Commission.
- B. Action shall not be taken on items not posted in accordance with Rule 2.2.7.

#### 2.2.9 QUORUM

- A. Two (2) members of the Commission shall constitute a quorum and may transact business.

#### 2.2.10 RECORDING OF MOTIONS

- A. Motions or resolutions shall be recorded as having carried-passed or failed. Dissenting votes shall be recorded if the action is not unanimous.

#### 2.2.11 MINUTES (~~GOVERNMENT CODE 54957.5~~)

- A. The Secretary to the Commission shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and votes of the Commissioners. When requested, a Commissioner's dissent or approval and his/her reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof shall be open to public inspection. A copy of the official minutes shall be provided to the designated representative of any recognized classified employee organization(s). ~~The~~ designee shall be identified in writing to the Commission.

Reference: Government Code 54957.5

2.2.12 PAYMENT FOR MEETING ATTENDANCE ~~(EDUCATION CODE 45250)~~

- A. Each Commissioner shall receive the sum of \$~~1550~~.00 for each meeting attended, including regular, adjourned or special meetings but not to exceed a total of \$~~75250~~.00 per month.

Reference: Education Code Section 45250

Rule 2.3 COMMISSION EMPLOYEES

2.3.1 STATUS OF COMMISSION EMPLOYEES ~~(EDUCATION CODE 45264)~~

- A. ~~The Commission shall appoint t~~The Director of Classified Personnel and other persons required to carry out the responsibilities of the Commission ~~shall be appointed by the responsible to the Commission~~. However, they shall be considered ~~part of the~~ classified employees of the District ~~service, and the Rules, procedures, benefits and burdens pertinent to the classified service of the District shall apply accorded all the rights, benefits, and burdens of any other classified employee serving in the regular service of the District, including representation by the recognized classified employee organization(s) representative, if any.~~
- B. The Director of Classified Personnel shall be responsible for conducting classification, salary, and rules studies; for planning and administering examinations; for selecting classified employees, monitoring the assignment, and transfer of employees by the Board; for conducting such other investigations of protests and non-contractual grievances as directed by the Commission, and for investigating such other matters as he/she deems necessary. He/she may be designated as a hearing officer in accordance with Education Code 45312.
- C. In cases where two or more rules appear to be in conflict, or when no Rule provides a clear-cut answer to a problem, the matter shall be decided by the Director of Classified Personnel, subject to appeal to the Commission.

Reference: Education Code Section 45264

Rule 2.4 MISCELLANEOUS PROVISIONS

2.4.1 BUDGET ~~(EDUCATION CONDE 45253)~~

- A. The Director of Classified Personnel shall prepare and submit a proposed operating budget to the Commission for the next fiscal year. The budget shall be submitted not later than the appropriate Commission meeting in April.
- B. The Commission shall designate a meeting in May at which a public hearing on its proposed budget will be held. At the time the Commission schedules the public hearing a copy of the proposed budget shall be forwarded to the Board notifying the Board of the time, date and place of the public hearing. Board and administration representatives shall be invited to attend the public hearing and present their views on the proposed budget.
- C. Prior to adoption of its budget, the Commission will hear and fully consider all comments and suggestions that may be offered by ~~district~~District administration, the Board, or other concerned persons or organizations. Efforts shall be made to resolve any differences that may exist between the Commission and the Board.
- D. Upon approval by the Commission, the budget shall be submitted to the County Superintendent of Schools for approval.
- E. Upon approval by the County Superintendent of Schools, the Commission budget shall be incorporated into the budget of the District.

Reference: Education Code Section 45253

#### 2.4.2 ANNUAL REPORT ~~(EDUCATION CODE 45266)~~

- A. The Director of Classified Personnel shall prepare an annual report of Commission activities. Upon approval by the Commission, the annual report shall be submitted to the Board.
- B. The report shall be prepared for Commission approval as soon after each fiscal year as possible and no later than the last meeting in September. The report shall cover all significant ~~commission~~Commission activities for the preceding fiscal year.

Reference: Education Code Section 45266

#### 2.4.3 COUNSEL FOR THE COMMISSION ~~(EDUCATION CODE 45313)~~

- A. The legal counsel of the Board shall aid and represent the Commission in all legal matters. If the legal counsel does not respond to a written request by the Commision for aid or representation within 15 working days of receipt of the written request, the counsel is deemed to have refused to aid or represent the Commission in that matter.
- B. The legal counsel shall refuse to represent the Commission in circumstances in which the counsel knows, or has reason to know, that at the time the request is made a conflict exists between the interests of the Commission and the interests of the Board or the District.
- B.C. If the legal counsel of the Board refuses to represent the Commission or if the Commission determines that a conflict of interests exists with the legal counsel, the Commission may employ its own attorney to be paid from the general funds of the District.

Reference: Education Code Section 45313

#### 2.4.4 OFFICE ACCOMODATION (~~EDUCATION CODE 45252~~)

- A. The Board shall provide the Commission with suitable office accommodations.

Reference: Education Code Section 45252

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### **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

[illegible]



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
<b>2014-2015</b>														
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
<b>2014-2015</b>														
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

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														
12/9/2014	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
1/22/2015	Admin Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
1/22/2015	Admin Assistant	10	8	29	C	\$2,887	\$16.66	\$3,182	\$18.36	28,870	31,820	\$1.70	\$295.00	\$2,950
	Community & Public Relations Officer	12	8	M62	D	\$7,795	\$44.97	\$9,023	\$52.05	93,540	108,276	\$7.08	\$1,228.00	\$14,736
1/22/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
1/22/2015	Paraeducator 1	10	6	20	B	\$2,318	\$13.37	\$2,435	\$14.05	17,385	18,263	\$0.67	\$87.75	\$878
1/22/2015	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
1/22/2015	Techincal Theater Coordinator	12	8	42	F	\$4,819	\$27.80	\$5,061	\$29.20	57,828	60,732	\$1.40	\$242.00	\$2,904
1/22/2015	Health Off Spec	10	3.5	25	D	\$2,619	\$15.11	\$3,031	\$17.49	11,458	13,261	\$2.38	\$180.25	\$1,803
1/22/2015	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
1/22/2015	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
1/22/2015	IA-Classroom	10	3	18	D	\$2,318	\$13.37	\$2,556	\$14.75	8,693	9,585	\$1.37	\$89.25	\$893
1/22/2015	IA-Classroom	10	5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	14,488	16,775	\$2.11	\$228.75	\$2,288
3/10/2015	Custodian	12	5	22	B	\$2,435	\$14.05	\$2,556	\$14.75	18,263	19,170	\$0.70	\$75.63	\$907
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	IA-Classroom	10	3	18	D	\$2,318	\$13.37	\$2,556	\$14.75	8,693	9,585	\$1.37	\$89.25	\$893
4/14/2015	Administrative Assistant	10	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	28,870	30,310	\$0.83	\$144.00	\$1,440
4/14/2015	Plant Supervisor	12	8	41	C	\$4,640	\$26.77	\$5,116	\$29.51	55,680	61,392	\$2.75	\$476.00	\$5,712
4/14/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
4/14/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
4/14/2015	Paraeducator 1	10	6	20	B	\$2,318	\$13.37	\$2,435	\$14.05	17,385	18,263	\$0.67	\$87.75	\$878
4/14/2015	Paraeducator 2	10	6	23	B	\$2,494	\$14.39	\$2,619	\$15.11	18,705	19,643	\$0.72	\$93.75	\$937
4/14/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
4/14/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
2014-2015 TOTAL														\$213,068

Advanced Step Placement Fiscal Impact Report

	CUMULATIVE 2-YEAR TOTAL (FROM 7/1/13)	\$280,783
	CUMULATIVE 3-YEAR TOTAL (FROM 7/1/12)	\$427,224
	CUMULATIVE 4-YEAR TOTAL (FROM 7/1/11)	\$540,953

## Open Requisitions (as of 4/10/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	Vac	100	9/8/11
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/13/15
15-120	CHILDREN'S CENTER ASSISTANT-2	CABRILLO ELEMENTARY SCHOOL	Vac	43.75	12/12/14
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-044	CHILDREN'S CENTER ASSISTANT-3	MCKINLEY PRESCHOOL	Vac	43.75	8/22/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
15-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	1/30/15
15-156	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	3/17/15
15-086	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	10/7/14
15-159	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	3/27/15
15-160	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75	3/27/15
15-161	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	3/27/15
15-158	SWIMMING INSTRUCTOR/LIFEGUARD	BUSINESS SERVICES	Vac	50	3/17/15
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	5/5/14

## Filled Requisitions (3/1/2015 – 3/31/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
15-135	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	3/4/15
15-136	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	2/10/15 (Not included in February Report)
15-111	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	3/9/15
15-138	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	3/9/15
15-143	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	3/18/15
15-147	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	3/11/15
15-148	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	3/18/15
15-150	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	3/27/15
15-157	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	3/18/15
15-154	PARAEDUCATOR-2	SPECIAL EDUCATION	3/18/15
15-140	PARAEDUCATOR-3	DISTRICT-WIDE	3/2/15
15-152	PARAEDUCATOR-3	SPECIAL EDUCATION	3/20/15
15-153	PARAEDUCATOR-3	SPECIAL EDUCATION	3/9/15

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
03/19/15

RECOMMENDATION NO. A.22

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

**NEW HIRES**

Morales, Diana  
Rogers ES

Senior Office Specialist  
4 Hrs/10 Mo/Range: 25 Step: A

**EFFECTIVE DATE**  
2/17/15

**TEMP/ADDITIONAL ASSIGNMENTS**

Bilotti, Scott  
Special Ed-Malibu HS

Paraeducator 1  
[additional hours; professional development]

2/6/15

Castillo, John  
Information Services

Network Engineer  
[overtime; WAN/LAN upgrades]

2/13/15-6/30/15

Herrera, Zenon  
Maintenance

Electrician  
[overtime; District projects]

2/2/15-5/1/15

Jauregui, Jorge  
Roosevelt ES

Technology Support Assistant  
[overtime; technical support]

2/1/15-3/31/15

Marmolejo, David  
Information Services

Network Engineer  
[overtime; WAN/LAN upgrades]

2/13/15-6/30/15

Moore, Terence  
Special Ed-Malibu HS

Paraeducator 1  
[additional hours; professional development]

2/6/15

Morris, Sean  
Maintenance

Skilled Maintenance Worker  
[overtime; general maintenance]

2/2/15-5/1/15

Nguyen, Kim  
Business Services

Senior Administrative Assistant  
[overtime; Measure R assistance]

3/2/15-8/15/15

Ortiz, Alondra  
Business Services

Office Specialist  
[additional hours; Measure R assistance]

3/2/15-8/15/15

Peterson, Ingrid  
Special Ed-Malibu HS

Paraeducator 1  
[additional hours; professional development]

2/6/15

Reyes, Pedro  
Maintenance

Facilities Technician  
[overtime; District projects]

2/2/15-5/1/15

Taylor, Christian  
Child Development Services

Children's Center Assistant 2  
[additional hours; classroom support]

9/1/14-6/5/15

Vargas, Patricia  
Olympic HS

Administrative Assistant  
[overtime; tobacco prevention program assistance]

1/6/15-6/30/15

Villa, Alejandro  
Maintenance

Electrician  
[overtime; District projects]

2/2/15-5/1/15

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Ayala, Erick McKinley ES	Instructional Assistant - Classroom	2/17/15-2/20/15
Callahan, Lauren McKinley ES	Instructional Assistant - Classroom	2/17/15-2/20/15
Carraby Tyler, Antoine Operations	Custodian	1/30/15-6/30/15
Carrillo-Castillo, Ruben Operations	Custodian	2/11/15-6/30/15
Clifford, Kari Special Education	Paraeducator 1	2/17/15-6/5/15
Coleman, Daniel Webster ES	Instructional Assistant - Classroom	2/2/15-6/5/15
Gomez, Qiseana Special Education	Paraeducator 2	1/8/15-6/5/15
Hamm, Alan District	Inst Assistant – Physical Education	3/1/15-6/30/15
Rodriguez, Pina Food and Nutrition Services	Cafeteria Worker I	2/23/15-6/5/15
Segura, Alisha Food and Nutrition Services	Cafeteria Worker I	3/1/15-6/5/15
Shanley, Scott District	Inst Assistant – Physical Education	7/1/14-6/30/15
Shaw, Johnathan District	Inst Assistant – Physical Education	2/9/15-6/30/15
Tarver, Olajuwon Operations	Custodian	2/3/15-6/30/15

**INVOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Salaues, Cindy Child Develop Svcs-Wash West	Children's Center Assistant 3 3.5 Hrs/SY From: 3.5 Hrs/SY/Child Develop Svcs-Pine Street	1/5/15

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Chulack, Sarah Special Ed-Malibu HS	Paraeducator 3 Medical	2/6/15-2/23/15
Korduner, Justin Santa Monica HS	Paraeducator 1 Medical	3/2/15-3/13/15
Martin, Eric Malibu HS	Custodian Medical	2/11/15-3/4/15
Mc Coy, Donna Educational Services	Community Liaison Medical	2/17/15-3/6/15
Naranjo, Debbie Food and Nutrition Svcs-SAMOH	Cafeteria Worker II Medical	1/23/15-2/16/15



Sanchez, Yolanda Muir ES	Administrative Assistant Medical	3/3/15-3/24/15
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Valadez, Johanna Rogers ES	Instructional Assistant - Classroom Maternity	1/28/15-6/5/15
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Younan, Julie Personnel Commission	Human Resources Technician Medical	2/16/15-3/10/15
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**LEAVE OF ABSENCE (UNPAID)**

Klenk, Heather Lincoln MS	Instructional Assistant - Music Personal
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**EFFECTIVE DATE**

3/16/15-4/1/15

**WORKING OUT OF CLASS**

Ballat, Nawal FNS-Rogers ES	Cafeteria Worker II From: Cafeteria Worker I
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**EFFECTIVE DATE**

2/1/15-6/5/15

Martin, Eric Operations	Lead Custodian From: Custodian	11/21/14
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Mercado, Carmen FNS-Pt. Dume ES	Cafeteria Worker II From: Cafeteria Worker I	2/1/15-6/5/15
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Pilgrim, James Special Ed- Rogers ES	Paraeducator 1 From: Instructional Assistant - Classroom	12/9/14-1/23/15
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Thomas, William Special Ed-Roosevelt ES	Paraeducator 3 From: Paraeducator 1	10/28/14-1/4/15
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**RESIGNATION**

Hernandez Orantes, Yesenia Santa Monica HS	Office Specialist
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**EFFECTIVE DATE**

3/6/15

McCarthy, Kimiko Special Ed-Santa Monica HS	Paraeducator 2	3/3/15
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Orozco, Rosa Facility Use	Custodian	3/1/15
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**RESCIND RESIGNATION**

Shaw, Jonathan Child Develop Svcs-Roosevelt ES	Children's Center Assistant 2
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**EFFECTIVE DATE**

2/14/15

**RESCIND SUSPENSION WITHOUT PAY**

AQ9717881 Special Ed-Santa Monica HS	Paraeducator 2
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**EFFECTIVE DATE**

3/9/15-3/27/15  
4/10/15-4/30/15

**NEW ELECTION TO THE BOARD OF EDUCATION**

Mechur, Ralph Board of Education	Board Member
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**EFFECTIVE DATE**

1/15/15-12/1/16

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  
04/16/15

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.

**NEW HIRES**

**EFFECTIVE DATE**

Seiden, Abbey Webster ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: D	3/5/15
Wang, Jingbo Special Ed-Malibu HS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: B	3/16/15
Wey, Elaine McKinley ES	Administrative Assistant 8 Hrs/10+10 Mo/Range: 29 Step: A	3/9/15

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Anderson, Janice Health Svcs-Franklin ES	Health Office Specialist [additional hours; health office support]	2/1/15-6/5/15
Avitia, Hector Special Ed-Grant ES	Custodian [overtime; custodial classroom assignment]	2/16/15
Avitia, Hector Grant ES	Custodian [overtime; custodial assignments]	2/16/15-6/5/15
Brewer, Ariana Special Ed-Rogers ES	Paraeducator 1 [limited term; bus supervision]	2/10/15-6/5/15
Etchison, Chauncey Facility Use	Custodian [additional hours; Facility Use events]	2/1/15-6/30/15
Etchison, Chauncey Facility Use	Custodian [overtime; Facility Use events]	2/1/15-6/30/15
Haro, Frank Facility Use	Custodian [additional hours; Facility Use events]	2/1/15-6/30/15
Haro, Frank Facility Use	Custodian [overtime; Facility Use events]	2/1/15-6/30/15
Heiderman, Daniel Facility Use	Utility Worker [overtime; Facility Use events]	1/1/15-6/30/15
Homami, Christina Health Svcs-Franklin ES	Health Office Specialist [additional hours; health office support]	2/1/15-6/5/15
Marquez, Lily Human Resources	Bilingual Community Liaison [overtime; new volunteer form translation]	2/23/15-2/27/15
Nolen, Cherelle Franklin ES	Inst Assistant - Classroom [limited term; classroom support]	3/12/15-5/20/15

Roller, Yolanda Special Ed-McKinley ES	Paraeducator 2 [overtime; bus supervision]	8/19/14-6/5/15
Sanchez, Cecilia Special Ed-Adams MS	Paraeducator 3 [additional hours; after-school seminar assistance]	3/3/15-3/5/15
Tapia, Giovanni Facility Use	Campus Security Officer [additional hours; Facility Use events]	1/1/15-6/30/15
Tapia, Giovanni Facility Use	Campus Security Officer [overtime; Facility Use events]	1/1/15-6/30/15
Williams, Breanna Special Ed-Malibu HS	Paraeducator 1 [additional hours; professional development]	2/6/15

**CHANGE IN ASSIGNMENT**

Bakhyt, Peter FNS-Malibu HS	Cafeteria Worker I -Transporter 5.5 Hrs/10 Mo From: 2.2 Hrs/10 Mo	<b><u>EFFECTIVE DATE</u></b> 3/2/15
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Navarro, Nancy Muir ES	Senior Office Specialist 5 Hrs/10 Mo From: 4 Hrs/10 Mo	2/25/15
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**ABOLISHMENT OF POSITION**

Cafeteria Worker I 3.3 Hrs/SY; FNS-Malibu HS	<b><u>EFFECTIVE DATE</u></b> 3/2/15
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Paraeducator 3 6 Hrs/SY; Special Ed-Santa Monica HS	12/19/14
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**LEAVE OF ABSENCE (PAID)**

Gonzalez, Xavier Operations	Custodian Medical	<b><u>EFFECTIVE DATE</u></b> 3/11/15-3/25/15
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Mc Coy, Donna Educational Services	Community Liaison Medical	3/7/15-3/13/15
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Mederos, Eden Special Education	Paraeducator 3 Medical	2/1/15-3/31/15
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**LEAVE OF ABSENCE (UNPAID)**

Mc Coy, Donna Educational Services	Community Liaison Intermittent FMLA	<b><u>EFFECTIVE DATE</u></b> 2/26/15-6/30/15
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**WORKING OUT OF CLASS**

Jackson, Donte FNS-Santa Monica HS	Stock and Delivery Clerk From: Cafeteria Worker I	<b><u>EFFECTIVE DATE</u></b> 3/1/15-6/5/15
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Laird, Monica FNS-Lincoln MS	Site Food Services Coordinator From: Cafeteria Worker I	10/1/14-6/5/15
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**LAYOFF/REDUCTION OF HOURS**

GK6062398 Santa Monica HS	Senior Office Specialist 8 Hrs/11 Mo	<b><u>EFFECTIVE DATE</u></b> 6/17/15
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RT7933922  
Santa Monica HS

Cafeteria Worker I  
1.4 Hrs/SY

6/17/15

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**  
(39-MONTH MEDICAL REEMPLOYMENT LIST)

**EFFECTIVE DATE**

GC4722313  
Special Education

Paraeducator 3

3/24/15/15

**RESIGNATION**

**EFFECTIVE DATE**

Bakhyt, Peter  
FNS-Malibu HS

Cafeteria Worker I

3/1/15

McClendon, Latecia  
Special Ed-Lincoln MS

Paraeducator 3

2/26/15

Zmuda, Rachel  
Rogers ES

Paraeducator 1

3/11/15

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

TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / MARK O. KELLY / BRANDON TIETZE  
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT  
03/19/15

RECOMMENDATION NO. A.23

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

**AVID TUTOR**

Gutierrez, Manuel	Adams MS	1/26/15-6/5/15
Pakalniskis, Alexander	Adams MS	1/26/15-6/5/15
Rhodes, Dreama	Lincoln MS	1/26/15-6/5/15
Wilson, Terry	Adams MS	2/1/15-6/5/15

**COACHING ASSISTANT**

Anguiano, Alex	Santa Monica HS	2/4/15-6/30/15
Burton, Jake	Santa Monica HS	1/30/15-6/30/15
Collet, Alexandra	Santa Monica HS	2/25/15-6/30/15
Curry, Krishna	Santa Monica HS	2/16/15-6/30/15
Diaz Rodriguez, Ignacio	Malibu HS	2/9/15-6/30/15
Eskridge, Brian	Santa Monica HS	2/9/15-6/30/15
Hillman, Heidi	Malibu HS	2/17/15-6/30/15
McConnell, Cinthia	Malibu HS	2/4/15-6/30/15
Meza, Andres	Santa Monica HS	1/20/15-6/30/15
Nakao, Kaile	Santa Monica HS	1/26/15-6/30/15
Richards, James	Santa Monica HS	2/16/15-6/30/15
Robinson, Brandon	Malibu HS	2/4/15-6/30/15
Young, Bruce	Malibu HS	7/1/14-6/30/15

**NOON SUPERVISION AIDE**

De Los Santos, Gabriela	Muir ES	2/23/15-6/5/15
Gonzalez, Cinthia	Grant ES	2/17/15-6/5/15
Grant, Carol	Rogers ES	2/23/15-6/5/15
Hernandez, Chris	Rogers ES	3/1/15-6/5/15
Nunez, Carla	Muir ES	2/23/15-6/5/15
Scott, Treanna	Rogers ES	2/23/15-6/5/15

**TECHNICAL SPECIALIST – LEVEL II**

Avelange, Charles-Henri	Special Education [French Translator] - Funding: Special Education	1/28/15-3/1/15
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**TECHNICAL SPECIALIST – LEVEL III**

Goldstein, Stephanie	SMASH [Mindfulness Consultant] - Funding: Vision for Student Success	2/20/15-3/27/15
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Senchuk, Peter

Lincoln MS  
[Symphonic Brass Instructor]  
- Funding: Gifts – Band and Orchestra Fund

2/2/15-6/5/15

**STUDENT WORKER – WORKABILITY**

Earhart, Logan

Special Education

2/3/15-6/30/17

Perez, Elenie

Special Education

2/5/15-6/30/16

Smith, Emily

Special Education

2/5/15-6/30/16

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

04/16/15

FROM: SANDRA LYON / MARK O. KELLY / 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.

**COACHING ASSISTANT**

Ward, Nila

Santa Monica HS

2/12/15-6/30/15

**TECHNICAL SPECIALIST – LEVEL I**

Joy, Michael

Special Education

1/5/15-6/5/15

[Psychologist Intern]

- Funding: Special Education

Medi-Cal Billing Option

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2014</b>			
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	
<b>2015</b>			
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 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> 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* <del>DO</del>		9/18 DO	9/25* <del>DO</del>	*9/4: MS Back to School Night *9/25: Admissions Day Holiday
October	10/2 M <u>DO</u>		10/16 DO	10/30* <del>DO</del>	*10/30: 5 <sup>th</sup> 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 16<sup>th</sup> 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
Merit Rule Revisions	-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
Classified Employees Appreciation Reception		May 2015
Adoption of Budget – Fiscal Year 2016-2016		May 2015
Adoption of Personnel Commission Calendar 2015-2016		May 2015
Annual Performance Evaluation of Personnel Commission Staff		May 2015
Salary Study Presentation		June 2015

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

Tuesday, May 12, 2015 at 4:00 pm - *District Office Board Room*

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## **VI. Closed Session:**

No Closed Session

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**VII. Adjournment:**

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