

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

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

AGENDA

REGULAR MEETING

May 13, 2014 @ 4:00 p.m.
District Office Board Room

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on May 13, 2014**

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

- E. Approval of Minutes for Regular Meetings on:
March 11, 2014**

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

April 8, 2014

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

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

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

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

AGENDA

**REGULAR MEETING
May 13, 2014 @ 4:00 p.m.
District Office Board Room**

Electronically Recorded

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

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

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on May 13, 2014

E. Approval of Minutes for Regular Meetings

1. March 11, 2014
2. April 8, 2014

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

- Classified Employees Appreciation Week
- General Comments
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G. Personnel Commissioner Comments/Reports: This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

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

1. SEIU Report
2. Board of Education Report

I. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

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

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

<u>Classification</u>	<u># Eligibles</u>
Accompanist	4
Cafeteria Worker I (Malibu)	4
Certified Occupational Therapy Assistant (COTA)	1
Gardener	8
Paraeducator 1	4
Sports Facility Attendant	11

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approval of Advanced Step Placement for new employee Stacy Faust in the classification of Paraeducator 1 at Range: 20 Step: B
 - b. Approval of Advanced Step Placement for new employee Hilary Murray in the classification of Instructional Assistant – Music at Range: 20 Step: B
2. Rescind Advanced Step Placement:
 - a. Rescind of Advanced Step Placement for new employee Dorothy Baker in the classification of Instructional Assistant – Classroom at Range: 18 Step: D; as approved at the regular Personnel Commission meeting on April 8, 2014

III. Action/Discussion Items/or Other Information:

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

1. Public Hearing: Fiscal Year 2014–2015 Proposed Personnel Commission Budget
2. Adoption: Fiscal Year 2014–2015 Proposed Personnel Commission Budget
Director's Recommendation: *Adopt*
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2014-2015

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

1. No Discussion Item(s)

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

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.16 (for SMMUSD School Board Agenda)
 - May 1, 2014
4. Classified Personnel – Non-Merit Report – No. A.17
 - May 1, 2014
5. Personnel Commission's Twelve-Month Calendar of Events
 - 2013 – 2014
6. Board of Education Meeting Schedule
 - 2013 – 2014

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Annual Performance Evaluation of Director of Classified Personnel		June 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, June 10, 2014, at 4:00 p.m. - *District Office Board Room*

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

VI. Closed Session:

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

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

VII. Adjournment:

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

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 11 @ 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 4:13 p.m.

Roll Call: Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent.

- B. Pledge of Allegiance:** Ms. Terry Deloria, Assistant Superintendent of Educational Services, led all in attendance in the Pledge of Allegiance.

- C. Motion to Approve Agenda:** March 11, 2014

It was moved and seconded to approve the agenda with the following amendments:
Agenda Items III.A.2. and III.A.3. were pulled by staff.

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

- D. Motion to Approve Minutes:** February 11, 2014

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

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

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

- General Comments
 - **Director Tietze informed the Personnel Commission about recruitment efforts in anticipation of new vacancies.**
 - **Director Tietze expressed his gratitude to Mr. Bryon Miller, Personnel Analyst, for test development as well as for his contribution to the salary study.**
- Summer Assignments
 - **Director Tietze noted that the Personnel Commission office has begun to process classified summer assignments. With the assistance of Ms. Cindy Johnston, Human Resources Technician, Director Tietze developed a comprehensive guide for summer assignment distribution, application, and also expectations for employees who are placed in these assignments. Management is encouraged to provide the Personnel Commission Office with their requests in a timely manner, so that all assignments will be filled, and the employees who wish to work in summer will have the opportunity to do so.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The business applications committee has distributed a survey for managers and office staff to collect data regarding individual needs for hardware, software, and technology training for each department and school site.**
 - **The District Technology Team attended a recent CASBO workshop about business and technology solutions in school districts.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress.**
 - **Director Tietze thanked Ms. Cartee-McNeely for her initiative on the committee.**
 - **New ideas and goals were introduced to differentiate mandatory in-service training from professional growth opportunities. A detailed matrix of all departments and types of training was developed to be incorporated into the District calendar.**
 - **Director Tietze noted that certain certificated trainings have been of interest for classified staff working in the classrooms. These workshops can serve as a great resource for professional growth.**
- Affordable Care Act Committee Update
 - **Director Tietze informed the Personnel Commission on initiatives of this committee.**
 - **Director Tietze provided a brief report on a brainstorming session with departments and managers who may be impacted by the Affordable Care Act.**

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 commented on the District Local Control Accountability Plan committee's first meeting, which was convened by the Assistant Superintendent of Educational Services, Ms. Terry Deloria. Commissioner Inatsugu praised the**

District's efforts to educate the community about implementation of the new funding formula.

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

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, updated the Personnel Commission on negotiations with the District. The next session will take place on March 13, 2014. Workplace meetings with classified employees will be scheduled to provide updates and receive additional input to be used in future negotiations.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's regular meetings with Superintendent Lyon to discuss classified employees' concerns and also reflect on the District's matters and achievements.**
- **Ms. Cartee-McNeely reported on SEIU's political activities including the child care employees' visit to Sacramento. State Superintendent Torlakson spoke about the important role in-home child care providers play in the educational success of children.**
- **Ms. Cartee-McNeely invited the Personnel Commissioners to participate in "Walk-a-Day" event to shadow various classified employees.**
- **Ms. Cartee-McNeely reported on Labor Management Team's activities.**
- **Commissioner Sidley inquired about SEIU's position on Malibu separating from SMMUSD. Ms. Cartee-McNeely stated that SEIU participated in the discussions of the task force, and it is rather concerned about classified employees' status if the separation were to take place.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about a study explaining the implications of Malibu's separation from the District.**
- **Ms. Washington updated the Personnel Commission about the District's initiatives related to the Common Core State standards.**
- **Ms. Washington reported on the Affordable Act committee's activities including the development of tracking systems for various groups of part-time employees.**
- **Ms. Washington informed the Personnel Commission about negotiations with SEIU.**
- **Ms. Washington reported on District's certificated staffing for next school year.**
- **Ms. Washington informed the Personnel Commission about the new approach of school funding related to the Vision for Student Success campaign. It will impact Instructional Assistants that were previously funded by PTA.**

I. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

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

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

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	4
Children's Center Assistant	15
Children's Center Assistant – Preschool	5
Instructional Assistant – Special Education	1
Instructional Assistant – Specialized	4
Paraeducator 1	6

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Georgiann Malfer in the classification of Instructional Assistant – Special Education at Range: 26 Step: D

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

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

Director Tietze stated that the cumulative fiscal impact calculation will be provided as part of the Advanced Step Placement report at the next regular Personnel Commission meeting on April 8, 2014.

III. Action Items/ Discussion/or Other Information:

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

- 2013-2014 Classified Salary Study
 - PowerPoint presentation and slide notes will be provided at the meeting and will be made available in future minutes

It was moved and seconded to receive the 2013-2014 Classified Salary Study results and recommendations.

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

It was moved by Commissioner Sidley and seconded by Chair Inatsugu to approve the formal distribution of the study and updated major recommendations to the Board of Education as presented at the Personnel Commission meeting. (See report and discussion below for itemized recommendations)

It was moved and seconded to amend the main motion by authorizing the Director of Classified Personnel to draft a “preamble” to the study which will do the following: Identify what the goals of the Personnel Commission are and why the information contained in the salary study is significant to accomplishing these goals and include a caveat that the Personnel Commission has identified difficulties in recruitment and retention and the possible relationship of salary and benefits to those difficulties.

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

It was moved and seconded to approve the main motion as amended.

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

REPORT AND DISCUSSION

- Director Tietze presented a comprehensive report regarding salary study results and recommendations for the classified service.
- Director Tietze explained the purpose of the study, which included providing the base salary component of the required classification/compensation study outlined in SEIU Contract, Article 19.4.1., generating objective and accurate data-driven feedback for further discussion, and providing salary adjustment recommendations and various options to the Board of Education based on Merit Rules 12.1.3. and 12.1.4.
- Director Tietze described the goals of the salary study:
 - Strict focus on comparable positions only
 - Broad analysis to increase data accuracy and consistency
 - Conservative filtering of comparison data in order to increase accuracy and face validity (to hold up to scrutiny from stakeholder groups)
 - Candid discussion of the results and recommendations
- Director Tietze defined relevant differences between classification and compensation analysis for classified and certificated workforce.
- Director Tietze provided rationale and criteria for selection of particular agencies in respect to location, community demographics, total revenue per student, average daily attendance, the size and diversity of the student population, and employee benefits.
- Director Tietze described the analysis process and methodology used in the study.
- Director Tietze presented chronological timelines of the study:
 - Discussion of anticipated process – November 2013 through Mid-January 2014
 - Working List of Comparable Agencies – January 30, 2014

- Preliminary Study Results – February 19, 2014
- Updated Study Results – February 28, 2014
- Final Report – March 7, 2014
- Recommendations – March 11, 2014
- Director Tietze explained that the salary analysis was based on benchmark positions presenting final data according to classification job families such as business, clerical/secretarial, food services, human resources/personnel, technology services, instructional support, student services, maintenance, operations, transportation, and classified management.
- Director Tietze expressed the benefits of maintaining salaries in line with the market, such as an increased productivity and stability of the workforce capable of meeting modern demands as well as framework for managers to broaden their demands and employees to understand the need for higher efficiency.
- Director Tietze provided the scope of the Personnel Commission's authority regarding recommendations.
- Director Tietze also provided alternative recommendations including staggering of salary increases over time, lowering minimum qualifications and decreasing the volume or level of job responsibilities. These recommendations are related to falling behind the market, which could have several negative impacts.
- Director Tietze concluded that by aligning job duties, qualifications and pay, the District will be better positioned to evolve its expectations from staff. He noted that the Personnel Commission already provides on-going classification work; hence, the focus of the current study was on salary analysis.
- Mr. Elhamy Tanios, Assistant Director of Fiscal Services, expressed his concerns with salary alignments within his department.
- Ms. Washington acknowledged the effort regarding the salary study. She noted that the District has questions about the impact of benefit compensation and professional growth in agencies used in the salary study, the compatibility of agencies in relation to the District, and further implications of the study.
- Director Tietze noted that even though certain agencies were located further away, they were actually more comparable with SMMUSD in terms of base salary.

MAJOR RECOMMENDATIONS TO THE BOARD OF EDUCATION INCLUDE:

- Request the negotiating process to consider the results of the pending "total compensation" analysis along with base salary analysis recommendations from the Personnel Commission (if Santa Monica – Malibu Unified School District is significantly different than the market in other "total compensation" areas such as benefits; adjustments to the base salary recommendations should be considered)
- Request that the negotiating process determine a formula that computes a final salary recommendation for Board of Education approval, based on both analysis of salary and other "total compensation" factors
- Request the negotiating process to refer to the All Agencies Group regarding base salary adjustment recommendations using one, or a combination of, the following methods:
 - a. Closest Benchmark Position = 0-16% salary increase
 - b. Family Benchmark Average = 4-10% salary increase
 - c. Classified Workforce Average = 7% salary increase

- **Commissioner Inatsugu and Sidley commended Director Tietze and his staff for excellent job conducting the salary study.**

2. **Reclassification Study: pulled by staff**

Recommendation: *Approve*

It is recommended that the Personnel Commission approve the Reclassification for Ms. Patrina Miller from Data Entry Specialist to Special Education Data Technician pending approval of the establishment of the Special Education Data Technician classification by the Personnel Commission and Board of Education.

3. **New Classifications: pulled by staff**

Recommendation: *Approve*

It is recommended that the Personnel Commission approve the new classification of the classification Special Education Data Technician within the Special Education 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. No Discussion Item(s)

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

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
 - February 6, 2014
 Classified Personnel – Merit Report – No. A.17
 - February 20, 2013
4. Classified Personnel – Non-Merit Report – No. A.21
 - February 6, 2014
 Classified Personnel – Non-Merit Report – No. A.18
 - February 20, 2014
5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014
6. Board of Education Meeting Schedule
 - 2013 – 2014

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Adoption of Budget –		May 2014

Fiscal Year 2014-2015		
Adoption of Personnel Commission Calendar 2014-2015		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, April 8, 2014, at 4:00 p.m. - *District Office Board Room*

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

VI. Closed Session:

- No Closed Session

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

It was moved and seconded to approve to adjourn the meeting.

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

TIME ADJOURNED: 6:22 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of Classified Personnel

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

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

MINUTES

REGULAR MEETING

April 8 @ 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 4:09 p.m.

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

B. Pledge of Allegiance: Ms. Carmen Larios, Human Resources Specialist, led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: April 8, 2014

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

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

D. Motion to Approve Minutes: March 11, 2014

The minutes were postponed till May 13, 2014.

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

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

- General Comments
 - **Director Tietze invited the Personnel Commission to the Classified Employees Appreciation Reception to celebrate the Classified School Employee Week on May 13, 2014. He thanked SEIU for their contribution.**
 - **Director Tietze informed the Personnel Commission about the current recruitments and classification work occurring before the spring break.**
- Summer Assignments
 - **Director Tietze updated the Personnel Commission on classified summer assignments. He thanked Ms. Cindy Johnston, Human Resources Technician, for coordinating these assignments. Managers are encouraged to divide long assignments into shorter ones in order to provide opportunities for more employees to work during that time. Director Tietze has further clarified guidelines and expectations for employees who accept summer assignments.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The business applications committee has compiled a wish list survey for managers and office staff to identify individual needs for hardware, software, and technology training for District offices and school sites. Most requested training is for Illuminate, Microsoft Office, Adobe, and Google applications. In the hardware area, there were requests for dual monitors, tablets, and color printers. Staff also expressed interest in upgrading software for attendance, payroll, and position control and requisitions.**
 - **The individual District Technology Team committees delivered respective presentations at the last meeting.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress. The committee attempts to clarify the basic training needs and professional growth opportunities for District employees.**
 - **Director Tietze noted that the master training calendar is being developed.**
 - **Director Tietze expressed his gratitude to Mr. Gary Bradbury, Risk Manager, for providing information about mandatory safety training which will also be built into the master calendar.**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee.**
 - **Director Tietze provided a brief report regarding new requirements for tracking of working hours as they relate to benefits.**

Director Tietze referred the Personnel Commission to adjustments for Agenda Item III.A.2. adding specific salary range recommendations in order to approve the new classification specifications. For Agenda Items: III.A.2.a. – Cafeteria Cashier, the salary range is nine (9), III.A.2.b. – Cafeteria Worker/Transporter, the salary range is thirteen (13), III.A.2.c. - Special Education Data Technician, the salary range is

twenty-seven (27), and III.A.2.d. – Student Information Systems Specialist, the salary range is forty-nine (49).

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 commented on the March 20, 2014 Board of Education Merit Report – Retirement of Mr. Curtis Sugars.** She noted Mr. Sugars' valuable contribution to the District and wished him all the best in this new chapter of his life.

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

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, acknowledged and thanked Director Tietze for co-facilitating the Professional Growth and Training Committee.** He has taken on the task of developing the matrix which tracks all District training. Once completed and entered into a calendar format, it will be a valuable tool for the District.
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's role in the layoff process relating to Instructional Assistant – Classroom assignments for the 2014-2015 school year as detailed in Vision for Student Success.**
- **Ms. Cartee-McNeely updated the Personnel Commission on negotiation process.** The next two sessions will take place on April 22 and April 29, 2014. General membership meetings with the negotiation team will be scheduled at various school sites upon return from spring break.
- **Ms. Cartee-McNeely reported on SEIU's meeting with Mr. Richard Bloom to discuss budgets, decreasing services, and low salaries, and the impact on classified staff.**
- **Ms. Cartee-McNeely stated to the Personnel Commission that SEIU is pleased to be a supporter of the annual Classified Employees Appreciation Reception.**
- **Ms. Cartee-McNeely addressed the Malibu Unification issue.** She presented Commissioner Sidley's comments to the Steward Council. Meetings with the unit members regarding unification processes and employees' rights will be scheduled in Malibu. Commissioner Sidley expressed his appreciation for the Union's involvement with this issue.

2. Board of Education Report

- **None**

I. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

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

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

<u>Classification</u>	<u># Eligibles</u>
Facilities Technician	4
Instructional Assistant – Classroom	6
Instructional Assistant – Physical Education	8
Office Specialist	15
Senior Office Specialist	7

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Dorothy Baker in the classification of Instructional Assistant – Classroom at Range: 18 Step: D

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

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

III. Action Items/ Discussion/or Other Information:

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

1. Reclassification Study:

Recommendation: *Approve*

It is recommended that the Personnel Commission approve the Reclassification for Ms. Patrina Miller from Data Entry Specialist to Special Education Data Technician pending approval of the establishment of the Special Education Data Technician classification by the Personnel Commission and Board of Education.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief history of this reclassification. A new classification was established to capture the more complex duties being performed.**

- The Personnel Commission approved the Director's recommendation to establish the classification of Special Education Data Technician to meet the current and future needs of the Special Education Department and to reclassify Ms. Miller into the position, pending approval of the salary and assignment by the Board of Education. Based on a salary study of comparable Districts, the recommended salary for Special Education Data Technician should be at or above salary range 27. Further, Ms. Miller should receive retroactive pay for working out of class starting September 2, 2013.

2. New Classifications:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the new classification of Cafeteria Cashier within the Food and Nutrition Services job family.

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

- b. It is recommended that the Personnel Commission approve the new classification of Cafeteria Worker/Transporter within the Food and Nutrition Services job family.

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

- c. It is recommended that the Personnel Commission approve the new classification of Special Education Data Technician within the Special Education job family.

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

- d. It is recommended that the Personnel Commission approve the new classification of Student Information Systems Specialist within the Student Services job family.

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

REPORT AND DISCUSSION

- **Director Tietze provided rationale for establishing these classifications, clarified coding system and specific duties, and implemented minor revisions.**
- **The Personnel Commission approved the Director's recommendation, with amendments, to establish new classifications in order to meet the current and future needs of the District.**

3. Classification Revisions:

Recommendation: *Approve*

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

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for revising the minimum qualifications and changing the job titles in order to be in compliance with the new requirements for Head Start assistants.**
- **The Personnel Commission approved the Director's revisions to the Children's Center Assistant and Children's Center Assistant - Preschool classification specifications as provided- including title change and the minimum educational requirements.**

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. Proposed Budget - Personnel Commission Fiscal Year 2014/15 – First Reading

- **Director Tietze expressed his gratitude to the Business and Fiscal Services for their collaboration in the budgeting process, including the anticipated salary increases that may stem from the negotiations, so that staff's salary and benefits are appropriately funded.**
- **Director Tietze drew attention to the very modest operating budget. He proposed revising this area so that the Personnel Commission can function properly in the following fiscal year. In terms of recruitment efforts, there is a need for advertising for difficult to fill positions.**
- **Commissioner Sidley provided a rationale for requesting additional funds for the operating expenses relative to Districtwide increase of salaries and benefits.**

- **Commissioner Pertel also expressed his concern about the sizeable decrease in this area and supported Commissioner Sidley's proposal to increase the budget to support department operations.**
- **Director Tietze pointed out the significant savings from conducting the classification and salary study in-house.**
- **The Personnel Commission requested Director Tietze to revise the Personnel Commission 2014-2015 budget accordingly with the anticipated operating needs, so that the Personnel Commission department can run effectively and fulfill its obligations to the District.**
- **Commissioner Inatsugu requested including the approval process by the Board of Education and the Los Angeles County Office of Education at the next agenda.**

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

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.17 (for SMMUSD School Board Agenda)
 - March 6, 2014
 Classified Personnel – Merit Report – No. A.17
 - March 20, 2014
 Classified Personnel – Merit Report – No. A.13
 - April 3, 2014
4. Classified Personnel – Non-Merit Report – No. A.18
 - March 6, 2014
 Classified Personnel – Non-Merit Report – No. A.18
 - March 20, 2014
 Classified Personnel – Non-Merit Report – No. A.14
 - April 3, 2014
5. Personnel Commission's Twelve-Month Calendar of Events
 - 2013 - 2014
6. Board of Education Meeting Schedule
 - 2013 – 2014

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classified Employees Appreciation Reception		May 2014
Adoption of Budget – Fiscal Year 2014-2015		May 2014
Adoption of Personnel Commission Calendar 2014-2015		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

V. Next Regular Personnel Commission Meeting:

Classified Employees Appreciation Reception

Tuesday, May 13, 2014, at 3:00 p.m. - *District Office Board Room*

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

VI. Closed Session:

The Commission adjourned to closed session at **5:18 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Title: Director of Classified Personnel

The Commission reconvened into open session at **6:00 p.m.** and reported on the following action taken in closed session: **No action taken**

- 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 approve to adjourn the meeting.

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

TIME ADJOURNED: 6:01 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of Classified Personnel

The meeting is adjourned in memory of James Bromberg, Lincoln Middle School teacher, who recently passed away.

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

II. Consent Calendar

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 13, 2014

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

SUBJECT: Advanced Step Placement – Stacey Faust

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Ms. Faust's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$12.86/hour; Step B is \$13.51/hour. The net difference in pay is an approximate increase of \$.65 per hour, \$84.00 per month, or \$840.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 13, 2014

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

SUBJECT: Advanced Step Placement – Hilary Murray

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Music	Employee: Hilary Murray	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent, and • Completed 48 units at an institution of higher learning (with some college coursework related to music); or • Obtained an Associate's (or higher) degree, with some college coursework related to music; and • Must pass the District's Instructional Assistant examination. 	<ul style="list-style-type: none"> • Hilary has received a high school diploma as well as a Bachelor's degree in Music Education. Hilary also passed the District's Instructional Assistant examination. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • Some experience working with children in an organized setting and some experience working in an organized music setting. 	<ul style="list-style-type: none"> • Hilary has experience working with children in an organized setting including experience working in an organized music setting, but not enough experience to qualify for a step advance in this area. 	0 (2 year period) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Steps = STEP B		

DIRECTOR'S COMMENTS:

Ms. Murray's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.86/hour; Step B is \$13.51/hour. The net difference in pay is an increase of \$0.65 per hour, \$42.00 per month, or \$299.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: May 13, 2014

AGENDA ITEM NO: II.B.2.a.

SUBJECT: Rescind the Advanced Step Placement for Dorothy Baker, Item II.B.1. approved at the Personnel Commission meeting on April 8, 2014.

BACKGROUND INFORMATION:

The Personnel Commission approved the advanced step placement for Dorothy Baker at its meeting on April 8, 2014. After the meeting it was discovered that Ms. Baker was filling a limited term assignment rather than a permanent one. As Advanced Step Placement may only apply to permanent assignments, Ms. Baker is ineligible to receive the advanced step. Therefore, the Personnel Commission is responsible for reversing the approval, with the understanding that Ms. Baker may later be considered for advanced step approval if a permanent assignment is being offered.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission rescind the Advanced Step Placement for Dorothy Baker, Item II.B.1. on the April 8, 2014 Personnel Commission meeting agenda.

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 13, 2014

AGENDA ITEM NO: III.A.1. and III.A.2.

SUBJECT: Public Hearing and Adoption: Fiscal Year 2014–2015. Proposed Personnel Commission Budget:

Attachments:

- *Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)*
- *Annual Financial and Budget Report, Fiscal Year 2014 – 2015*
- *Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2014-15 Personnel Commission Budget*
- *Personnel Commission Proposed Budget, 2014 -2015*

BACKGROUND INFORMATION:

The Personnel Commission (PC) is required by Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget by May 30th of each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. The PC should consider the input of interested parties who wish to address the PC on its budget. This budget includes the Personnel Commissioners' review and input from a previous regular meeting held on April 8, 2014, together with the Director's recommendations. The proposed budget reflects a return to sufficient operational funding, technological stabilization, and an ongoing good faith attempt to be in fiscal solidarity with the District.

Throughout the 2013-2014 fiscal year, the PC has pursued cost savings to an extent rarely seen in recent operational memory. Per the request of District administrators, the suggestion of the PC Director, and the approval of its Commissioners, the PC adopted a minimalistic operational strategy in order to reduce its budget by 2% from the previous year. The PC staff has attempted to operate with little to no external training opportunities, limited office supplies, and virtually no technological enhancements beyond those initiated in the previous fiscal year. Refreshments and paper resources for critical interview raters has been limited to the extent that staff has occasionally voluntarily supplemented the refreshments to make up for the lost funding. Whereas the PC spent \$17,713 on total supplies and operating expenses in 2012-2013, it will likely spend around \$4,300 in 2013-2014; a 75.7% reduction.

Additionally, the SEIU-mandated compensation study was delivered in the 2013-2014 year, per the SEIU contract agreement with SMMUSD (Article 19.4.1). In 2007, this report was outsourced to Ewing Consulting Services, which submitted the lowest bid at \$31,000. The District authorized payment of up to \$51,300. The PC staff performed the same study in-house through analysis by the Director and Analyst. Even with a

conservative estimate of costs remaining the same, the PC can assume a savings for the District of at least \$31,000, which is significantly more than the 2% reduction requested by the District.

For the 2014-2015 Budget, the District will have a healthier budget, which will allow the PC to reestablish appropriate funding amounts. Through meetings with the Chief Financial Officer and Director of Fiscal Services with the Director of Classified Personnel, the District has agreed to provide funding to cover anticipated salary and benefit increases around the 4% level along with critically needed increases in amounts for supplies and operating expenses. Based on input from Commissioners at the previous PC meeting on April 8, 2014, the Director has requested and received approval for additional increases in advertising and supplies amounting to a \$4,000 increased from the budget proposed at the April 8 meeting.

In conclusion, the proposed budget is anticipated to provide what is needed to continue the pursuit of a model personnel department based on both innovation and fairness.

The Budget Approval Process

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the *“Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2014-2015 Personnel Commission Budget.”* If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the preceding fiscal year of 2012-2013, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR’S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed fiscal year 2014-2015 budget and subsequently approve and adopt its proposed budget for fiscal year 2014-2015, in accordance with Education Code Section §45253.

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



Annual Budget of Personnel Commission

**Fiscal Year 2014 - 2015
(Education Code Section 45253)**

Santa Monica - Malibu Unified School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

SMMUSD Board Room, 1651 16th Street, Santa Monica, CA 90404
(Place)

on May 13, 2014 at 4:30 o'clock P M.

You are invited to attend and present your views.

Signed _____
Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

The

Date of meeting _____, 20____

Signed _____
Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by _____
Los Angeles County Office of Education

By _____, Deputy

Date _____, 20____

Annual Financial and Budget Report

Fiscal Year 2014 - 2015

Expenditure by Object	Column I 2012 - 2013 Actual (dollars only)	Column II 2013 - 2014 Actual or Estimated (dollars only)	Column III 2014 - 2015 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$ 1,650.00	\$ 1,800.00	\$ 1,800.00
Director	118,798.00	105,914.00	117,938.00
Secretaries, Clerks	260,620.00	267,712.00	282,641.00
Other			500.00
3000 Employee Benefits	150,659.00	148,772.00	169,392.00
Subtotal	531,727.00	524,198.00	572,271.00
4000 Supplies and Equipment Replacement	17,713.00	4,300.00	7,000.00
5000 Operating Expenses	16,400.00	11,720.00	15,500.00
6000 Equipment	0.00	0.00	0.00
Subtotal	34,113.00	16,020.00	22,500.00
Appropriation for Contingencies ³			
Total Expenditures	\$ 565,840.00	\$ 540,218.00	\$ 594,771.00

¹ Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

³ Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.



March 20, 2014

TO: Personnel Commission
Director of Classified Personnel
Selected Los Angeles County School and Community College Districts

FROM: David Norton, Business Advisory Services Manager
Financial Management Services
Division of Business Advisory Services

SUBJECT: Annual Budget of Personnel Commission

This bulletin is directed to those districts that have adopted the merit systems under the provisions of Article 6 of the Education Code (EC), beginning with EC Section 45240.

Pursuant to EC Sections 45253 and 88073, each Personnel Commission must prepare an annual budget for their office. The Personnel Commission must also hold a public hearing for that budget no later than May 30 of each year, or on a date agreed upon by the Governing Board and the Personnel Commission. The date must coincide with the adoption process for the school district's budget. The Personnel Commission must consider the views of the district's Governing Board prior to the adoption of the Personnel Commission budget.

Attached are the following documents which will assist districts in preparing and submitting the proposed 2014-15 Personnel Commission Budget:

- "Procedures and Instructions, 2014-15" related to the adoption of the Personnel Commission Budget (Attachment No. 1);
- "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2014-15 Personnel Commission Budget" (Attachment No. 2);
- Form No. 504-035, "Annual Budget of Personnel Commission" is available on the Los Angeles County Office of Education (LACOE) website:

<http://www.lacoe.edu/BusinessTechnology/DocumentsForms.aspx>

Type Form No. 504-035 to locate the fillable form that includes formulas to assist you in preparing the form by calculating totals.

Please note that the “Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2014-15 Personnel Commission Budget,” document assists us in our review and analysis of the proposed Personnel Commission Budget, must be signed by the district superintendent, and returned with the proposed Personnel Commission Budget to LACOE’s Division of Business Advisory Services.

After the public hearing, **please forward the original and two copies of the proposed budget along with the “Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2014-15 Personnel Commission Budget” to:**

Los Angeles County Office of Education
Division of Business Advisory Services
Attention: Mr. David Norton

This bulletin and its attachments are posted on the LACOE website at the following address:

www.lacoe.edu/bulletins

Use the “Search” function to locate a specific bulletin by number or keyword.

If you have any questions regarding this bulletin, please contact me at (562) 922-6287, or the Business Services Consultant assigned to your district.

Approved:
Marlene Dunn, Director
Division of Business Advisory Services

DN:gm
Attachments

Informational Bulletin No. 3767
BAS-64-2013-14

LOS ANGELES COUNTY OFFICE OF EDUCATION

Division of Business Advisory Services

ANNUAL BUDGET OF PERSONNEL COMMISSION

PROCEDURES AND INSTRUCTIONS, 2014-15

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts for the purposes of Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel 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 administrative representatives to attend and present their views. The Personnel Commission shall fully consider the views of the Governing Board prior to adoption of its proposed budget.
4. The Personnel Commission shall then forward its budget to the County Superintendent for action, **along with the "Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2014-15 Personnel Commission Budget."**
5. If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the district. A Governing Board request that the County Superintendent reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one copy of the adopted budget will be returned to the Personnel Commission and one copy to the district, and shall be included by the Governing Board in the regular budget of the district.
8. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding year (2013-14), and the items of expenditure shall be determined by the Personnel Commission.
9. If with the concurrence of the Personnel Commission the budget is amended, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

Attachment No. 1 to:

Informational Bulletin No. 3767

BAS-64-2013-14

LOS ANGELES COUNTY OFFICE OF EDUCATION

Division of Business Advisory Services

**NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT THE
PROPOSED FISCAL YEAR 2014-15 PERSONNEL COMMISSION BUDGET**

_____ The Governing Board concurs with the proposed fiscal year 2014-15 Personnel Commission Budget.

_____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request that the Los Angeles County Superintendent of Schools reject the budget.**

_____ The Governing Board neither concurs with nor intends to request that the County Superintendent rejects the Personnel Commission's budget.

Date

District Name

Signature
District Superintendent/President

NOTE: This "Notice of District Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.

Attachment No. 2 to:
Informational Bulletin No. 3767
BAS-64-2013-14

2014-2015 PERSONNEL COMMISSION PROPOSED BUDGET

Object Code	Expenditure by Object	2012-2013 Actual (dollars only)	2013-2014 Proposed (dollars only)	2013-2014 Expected (dollars only)	2014-2015 Proposed (dollars only)	Change from Proposed 13-14 \$+/-
2000	Classified Salaries¹	381,068	269,300	375,426	402,879	133,579
2319	Commission Members ²	1,650	1,800	1,800	1,800	0
2300	Director	118,798	0	105,914	117,938	117,938
2317- 2410	Personnel Analyst/ Technicians/Admin.	260,620	267,500	267,712	282,641	15,141
---	Other ³	0	0	0	500	500
3000	Employee Benefits	150,659	164,606	148,772	169,392	4,786
3212	PERS, Classified Employees	40,838	42,880	42,750	47,992	5,112
3312	OASDI, Classified Employees	22,230	23,429	24,812	27,500	4,071
3332	Medicare	5,506	5,479	5,803	6,000	521
3412	Health/Wlfare	58,491	71,681	54,009	60,000	-11,681
3512	SUI	3,965	189	201	4,700	4,511
3612	Workers Comp	9,145	10,203	10,512	12,000	1,797
3712	OPEB	4,756	4,724	4,685	5,000	276
3812	PERS Reduction	5,728	6,021	6,000	6,200	179
4000	Supplies and Equipment	17,713	2,000	4,300	7,000	5,000
4310	General Supplies and Material	4,973	2,000	4,300	5,000	3,000
4400	Non-Capital Equipment	12,740	0	0	2,000	2,000
5000	Operating Expenses	16,400	14,100	11,720	15,500	1,400
5210	Mileage Reimbursement	225	200	150	200	0
5220	Conference/Travel Expense	274	500	0	1,000	500
5300	Dues and Memberships	816	1,800	820	900	-900
5640	Repair by Vendor	0	0	0	0	0
5650	Maintenance Agreement	2,038	1,000	250	300	-700
5710	Direct Cost TRF-Intrafund	626	800	800	1,000	200
5802	Independent Contractors/Cons	0	0	0	0	0
5810	Advertising	0	300	0	2,000	1,700
5820	Legal Costs	0	0	0	0	0
5890	Other Operating Expenses	12,421	9,000	9,500	10,000	1,000
5910	Postage and Postage Meters	0	500	200	100	-400
6000	Equipment	0	0	0	0	0
2000-3000 Subtotal		531,727	433,906	524,198	572,271	138,365
4000-6000 Subtotal		34,113	16,100	16,020	22,500	6,400
	Appropriation for Contingencies ⁴		6,541	0	0	-6,541
		565,840	456,547	540,218	594,771	138,224

2014-2015 PERSONNEL COMMISSION PROPOSED BUDGET

¹Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

²Salaries for Commission members should not be included without prior and specific authorization by the Governing Board.
(E.C. Section 45250)

³ Additional clerical support for Classified Personnel office.

⁴Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, May 13, 2014**

AGENDA ITEM NO: III.A.3.

SUBJECT: Personnel Commission's Twelve-Month Calendar of Events for 2014-2015

BACKGROUND INFORMATION

Personnel Commissioner attendance at Personnel Commission meetings is critical. In order to maximize the likelihood that Commissioners will be available to attend future meetings, it is necessary to receive feedback on specific dates. A tentative calendar of scheduled meeting dates for the 2014-2015 fiscal year is provided.

DIRECTOR'S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Commissioners discuss and approve the proposed calendar dates with adjustment as needed.

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

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

Date	Time	Location	Notes
2014			
July 8, 2014	4:00 p.m.	Board Room – District Office	
August 12, 2014	4:00 p.m.	Board Room – District Office	
September 9, 2014	4:00 p.m.	Board Room – District Office	
October 14, 2014	4:00 p.m.	Board Room – District Office	
November 11, 2014	4:00 p.m.	Board Room – District Office	
December 9, 2014	4:00 p.m.	Board Room – District Office	
2015			
January 13, 2015	4:00 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	

III. Discussion Items

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

[illegible]

Advanced Step Placement Fiscal Impact Report

CUMULATIVE 2-YEAR TOTAL (FROM 7/1/12)	\$214,157
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/11)	\$327,886

Personnel Requisition Detailed Report – 5/13/14 PC Meeting

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH – (At time of Agenda distribution)															
PC Meeting Date	3/12/13	4/9/13	5/14/13	6/4/13	7/2/13	8/13/13	9/10/13	10/8/13	11/12/13	12/10/13	1/14/14	2/11/14	3/11/14	4/8/14	5/13/14
Top 3 Ranks Available: <i>Able to select from eligibility list</i>	5	10	6	10	8	8	14	6	1	5	15	14	13	8	10
Top 3 Ranks Not Available: <i>Recruitment necessary</i>	8	8	5	6	9	7	14	18	9	6	5	4	8	15	18
TOTAL	13	18	11	16	17	15	28	24	10	11	20	18	21	23	28

OPEN REQUISITIONS – (At time of Agenda distribution)																	
Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
12-103	Certified Occupational Therapist Assistant	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous	-	34	33	-	-	-	1	-	-	Pending Final Selection Interview by Hiring Manager
14-043	Paraeducator-1	Pt. Dume	Nicholas Griego	NO	09/12/13	9/19/13	8/30/13	9/16/13	17	44	11	21	6	6	8/2/13	-	Recruitment in IN PROGRESS to generate more candidates
14-069	Children's Center Assistant	Child Development	NEW	YES	12/10/13	12/18/13	12/18/13	12/27/13	10	59	1	13	18	15	2/19/13	-	Pending Final Selection Interview by Hiring Manager
14-071	Paraeducator-1	Special Education	NEW	NO	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-076	Paraeducator-1	Webster	NEW	NO	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-077	Paraeducator-1	Webster	NEW	NO	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-083	Children's Center Assistant	Child Development Services	Armida Ramirez	YES	1/21/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-092	Children's Center Assistant-Preschool	Franklin	Carol McKeown	YES	2/11/14	2/25/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-093	Paraeducator-1	Malibu HS	William Thomas	NO	2/19/14	2/25/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-102	Paraeducator-1	Roosevelt	Nevan Mekari	NO	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-103	Paraeducator-1	SAMOHI	Constance Cornell	NO	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-105	IA-Specialized	Special Education	NEW	YES	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-108	Paraeducator-1	Special Education	Jacquita Benjamin	NO	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-109	Senior Office Specialist	Malibu HS	Sally Anderson	YES	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-110	Custodian	Franklin	Julio Lombero	YES	4/7/14	4/13/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-111	Health Office Specialist	Pt. Dume	Maria Fisher Bono	YES	4/7/14	4/13/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-112	Instructional Assistant – Music	SAMOHI	Natalie Spotts	YES	4/7/14	4/13/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-113	Physical Activities Specialist	Franklin	Scott Shanley	YES	4/7/14	4/13/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-114	HVAC Mechanic	M & O	Nicholas Maxson	NO	4/24/14	4/30/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-116LT	Instructional Assistant – Bilingual	SAMOHI	NEW	NO	4/25/14	-	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-118	Instructional Assistant – Specialized	Special Education	NEW	NO	5/1/14	5/7/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-119	Audio Visual Technician	Information Services	NEW	NO	5/5/14	5/12/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-120	Human Resources Analyst	Personnel Commission	Bryon Miller	NO	5/5/14	5/12/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-121	Senior Office Specialist	SAMOHI	Kathy Fairchild	YES	5/5/14	5/12/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-122	Student Information Systems Specialist	Student Services	NEW	NO	5/5/14	5/12/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-123	Technology Support Assistant	Information Services	NEW	NO	5/5/14	5/12/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates
14-124	Technology Support Assistant	Information Services	NEW	NO	5/5/14	5/12/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-125	Technology Support Assistant	Information Services	NEW	NO	5/5/14	5/12/14	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-050	Children's Center Assistant	Child Developmnt	Lynn Sturgis	YES	8/16/13	10/13/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-064	Children's Center Assistant	Child Development	Katya Hess	YES	11/19/13	11/26/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-078	Instructional Assistant – Specialized	Special Education	Wendy Castillo	YES	1/6/14	1/13/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-087	Paraeducator-1	Pt. Dume	NEW	NO	1/22/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-088	Administrative Assistant	McKinley	Marissa Canales	YES	2/5/14	2/12/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-091	IA-Classroom	Roosevelt	NEW	YES	2/11/14	2/17/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-095	Paraeducator-1	Grant	NEW	NO	2/28/14	3/9/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-096	Paraeducator-1	McKinley	NEW	NO	2/28/14	3/9/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-097	Cafeteria Worker I	Food Services	Steven Williams	YES	3/3/14	3/12/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-098	Senior Office Specialist	Malibu HS	Cynthia Jensen	YES	3/6/14	3/12/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-099	Paraeducator-1	Lincoln	Linda Luber	YES	3/6/14	3/16/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-100	Paraeducator-1	Malibu HS	Crispin Chevalier	NO	3/6/14	3/16/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-101	Paraeducator-1	Grant	NEW	NO	3/10/14	3/16/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-104	IA-Specialized	Special Education	NEW	YES	3/26/14	4/1/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-106	IA-Classroom	Grant	Eun Young Lee	YES	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-107	Paraeducator-1	Special Education	Karen Miller	YES	3/31/14	4/8/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-115	Sports Facility Attendant	Business Services	Quentin Price	YES	4/24/14	4/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-117	Paraeducator-1	Grant	NEW	YES	5/1/14	5/7/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
05/01/14

RECOMMENDATION NO. A.16

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Aranda, Antonio McKinley ES	Inst Asst - Classroom 2.5 Hrs/SY/Range: 18 Step: A	3/24/14
Benjamin, Jacquita Special Ed-Franklin ES	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: D	4/21/14
Kaplan, Jessica Special Ed-Malibu HS	Inst Asst – Special Ed 6 Hrs/SY/Range: 20 Step: D	3/25/14
Udengwu, Kenechi Fiscal Svcs	Accounting Technician 8 Hrs/12 Mo/Range: 29 Step: D	3/25/14

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Alexander, Lewis Special Ed-Lincoln CDC	Inst Asst – Special Ed [limited term; classroom assistance]	3/5/14-6/10/14
Baker, Dorothy Roosevelt ES	Inst Asst - Classroom [limited term; classroom assistance]	3/27/14-6/10/14
Bilotti, Scott Malibu HS	Inst Asst – Special Ed [additional hours; professional development]	1/15/14-6/30/14
Briseno, Elias Special Ed-Roosevelt ES	Inst Asst – Specialized [overtime; overnight field trip]	3/19/14-3/20/14
Cage, Joann Franklin ES	Custodian [overtime; Facility Use events]	3/1/14-6/30/14
Cary, Wendy Malibu HS	Inst Asst – Special Ed [additional hours; professional development]	1/15/14-6/30/14
Cline, Christopher Facility Improvement Projects	Facilities Technician [limited term; facility improvement projects]	4/14/14-6/30/14
Cruz, Cindy Educational Svcs	Inst Asst – Bilingual [additional hours; parent workshop]	4/24/14-6/30/14
Dodd, Jason Facility Improvement Projects	Facilities Technician [limited term; facility improvement projects]	4/14/14-6/30/14
Gottesman, Judith Muir ES/SMASH	Accompanist [additional hours; music assistance]	3/19/14-6/30/14
Griego, Nicholas Special Ed-Cabrillo ES	Inst Asst – Specialized [additional hours; escort for a student]	2/19/14-4/1/14

Harris, Kenneth Operations	Utility Worker [overtime; supply transportation]	2/26/14
Harris, Tracey Operations	Utility Worker [overtime; supply transportation]	2/26/14
Higgins, Shaun Special Ed-Grant ES	Inst Asst – Specialized [overtime; overnight field trip]	2/24/14-2/26/14
Hurtado, Renee Malibu HS	Inst Asst – Developmental Health [additional hours; professional development]	1/15/14-6/30/14
Kramer, Quinton Malibu HS	Inst Asst – Special Ed [additional hours; professional development]	1/15/14-6/30/14
LoGreco, Vince Special Ed-Cabrillo ES	Inst Asst – Specialized [additional hours; escort for a student]	3/4/14-3/13/14
Marquez, Lily McKinley ES	Bilingual Community Liaison [overtime; IEP translation]	2/18/14; 2/27/14; 3/11/14
Miller, Brenda Special Education	Office Specialist [additional hours; clerical assistance]	3/10/14
Morris, Sean Facility Use	Custodian [limited term; Facility Use events]	2/28/14-6/30/14
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; enrollment]	3/1/14-6/30/14
Palkovic, Diane Olympic HS	Inst Asst – Special Ed [additional hours; math tutoring]	3/17/14-6/30/14
Peterson, Ingrid Malibu HS	Inst Asst – Special Ed [additional hours; professional development]	1/15/14-6/30/14
Putt, Marissa Roosevelt ES	Inst Asst – Special Ed [additional hours; overnight field trip]	3/19/14-3/21/14
Putt, Marissa Roosevelt ES	Inst Asst – Special Ed [overtime; overnight field trip]	3/19/14-3/21/14
Quintanilla, Albert Webster ES	Inst Asst – Special Ed [overtime; field trips]	2/26/14-6/10/14
Sargent, Darren Santa Monica HS	Campus Security Officer [additional hours; construction site security]	4/1/14-6/30/14
Sember, Judy Santa Monica HS	Office Specialist [limited term; clerical support]	3/24/14-6/30/14
Shoemaker, Deirdre Malibu HS	Inst Asst – Special Ed [additional hours; professional development]	1/15/14-6/30/14
Soto, Sara Facility Use	Gardener [additional hours; Facility Use events]	3/1/14-6/30/14
Soto, Sara Facility Use	Gardener [overtime; Facility Use events]	3/1/14-6/30/14
Walker, Alanna Facility Use	Campus Security Officer [additional hours; Facility Use events]	3/19/14-6/30/14

Walker, Christine Malibu HS	Inst Asst – Special Ed [additional hours; professional development]	1/15/14-6/30/14
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SUBSTITUTES

EFFECTIVE DATE

Brand, Sarah Child Develop Svcs	Children's Center Asst	3/19/14-6/10/14
Cole, Raven Child Develop Svcs	Children's Center Asst	3/19/14-6/10/14
Di Dario, JoAnn Special Education	Inst Asst – Special Ed	3/31/14-6/30/14
Jokogbola, Rasheed Child Develop Svcs	Children's Center Asst	3/19/14-6/10/14
Portillo, Cristina Child Develop Svcs	Children's Center Asst	3/19/14-6/10/14
Quintanilla, Albert Child Develop Svcs	Sports Facility Attendant	3/1/14-6/30/14
Salaues, Cindy Child Develop Svcs	Children's Center Asst	3/19/14-6/10/14
Sember, Judy District	Office Specialist	3/20/14-6/30/14
Torres, Veronica Child Develop Svcs	Children's Center Asst	3/19/14-6/10/14

CHANGE IN ASSIGNMENT

Anderson, Sally Malibu HS	Senior Office Specialist 8 Hrs/10 Mo From: 4 Hrs/10 Mo	3/24/14
Rose, Pamela Cabrillo ES	Senior Office Specialist 6 Hrs/10 Mo From: 5 Hrs/10 Mo	6/30/14

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Fowler, Damone Food and Nutrition Svcs	Cafeteria Cook Baker Medical	3/10/14-4/7/14
Leister, Erin Special Education	Occupational Therapist Medical	1/8/14-6/10/14
Maxson, Nicholas Maintenance	HVAC Mechanic Catastrophic	3/3/14-4/8/14
Mederos, Eden Special Ed-Santa Monica HS	Inst Asst – Specialized Medical	3/6/14-3/30/14
Ridley, Tischa Food and Nutrition Svcs	Cafeteria Worker II Medical	3/11/14-3/31/14

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Conrad, Wei-Jin Webster ES	Inst Asst - Classroom Personal	3/20/14-6/10/14
Garnreiter, Sean Adams MS	Inst Asst – Music Personal	3/31/14-6/10/14
Maxson, Nicholas Maintenance	HVAC Mechanic Personal	4/9/14-4/15/14
Medina, Rocio Rogers ES	Inst Asst - Classroom Personal	8/19/14-12/19/14
Taylor, Candice Malibu HS	Custodian Personal	4/9/14-6/19/14

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Cuevas, Jose Operations	Custodian	5/1/14
Delgado, Eduardo Pt. Dume ES	Inst Asst – Special Ed	5/1/14
Mena, Mariam Muir ES	Inst Asst – Special Ed	4/1/14
Parra, Yvette Franklin ES	Inst Asst – Special Ed	5/1/14

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Bakhyt, Peter Food and Nutrition Svcs	Cafeteria Worker II From: Cafeteria Worker I	2/28/14-6/30/14
Thomas, Craig Special Education	Inst Asst – Specialized From: Inst Asst – Special Ed	2/26/14-6/10/14

TRANSFER IN LIEU OF LAYOFF

		<u>EFFECTIVE DATE</u>
Miller, Ronald Grant ES	Inst Asst – Special Ed 6 Hrs/SY From: 8 Hrs/SY/Roosevelt ES	3/27/14
Thomas, William Roosevelt ES	Inst Asst – Special Ed 8 Hrs/SY From: 6 Hrs/SY/Malibu HS	3/27/14

LAYOFF/REDUCTION OF HOURS - DUE TO LACK OF FUNDS

		<u>EFFECTIVE DATE</u>
FB7688920 Cabrillo ES	Senior Office Specialist 4 Hrs/10 Mo From: 5 Hrs/10 Mo	7/1/14
PK0447100 Webster ES	Senior Office Specialist 4 Hrs/10 Mo From: 6 Hrs/10 Mo	7/1/14

RT3171592
Muir ES

Senior Office Specialist
4 Hrs/10 Mo
From: 6 Hrs/10 Mo

7/1/14

LAYOFF - DUE TO LACK OF WORK

Special Ed-Santa Monica HS

Inst Asst – Special Ed
6 Hrs/SY

EFFECTIVE DATE

7/1/14

LAYOFF/REDUCTION OF HOURS - DUE TO LACK OF WORK

FP0067566

Special Ed-Santa Monica HS

Inst Asst – Special Ed
5.5 Hrs/SY
From: 6 Hrs/SY

EFFECTIVE DATE

7/1/14

LAYOFF/REDUCTION OF HOURS – 2014-15 VSS ALLOCATION

Pt Dume Elementary

Inst Asst – Classroom
3 hrs/SY
From: 4 hrs/SY

6/30/14

Pt Dume Elementary

Inst Asst – Classroom
3 hrs/SY
From: 5 hrs/SY

6/30/14

Webster Elementary

Inst Asst – Classroom
3 hrs/SY
From: 5 hrs/SY

6/30/14

Webster Elementary

Inst Asst – Classroom
3 hrs/SY
From: 4 hrs/SY

6/30/14

Webster Elementary

Inst Asst – Classroom
3 hrs/SY
From: 6 hrs/SY

6/30/14

Webster Elementary

Inst Asst – Classroom
3 hrs/SY
From: 6 hrs/SY

6/30/14

Webster Elementary

Inst Asst – Classroom
3 hrs/SY
From: 3.6 hrs/SY

6/30/14

LAYOFF – 2014-15 VSS ALLOCATION

Pt Dume Elementary

Inst Asst – Classroom
5 hrs/SY

6/30/14

Pt Dume Elementary

Inst Asst – Classroom
5 hrs/SY

6/30/14

Webster Elementary

Inst Asst – Classroom
2 hrs/SY

6/30/14

RESIGNATION

Mekari, Neven
Roosevelt ES

Inst Asst – Special Ed

EFFECTIVE DATE

3/21/14

RETIREMENTLombera, Julio
Franklin ES

Custodian

EFFECTIVE DATE

6/14/14

RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

TZ0028987

Custodian

Malibu HS

EFFECTIVE DATE

4/9/14

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

BS7777629

Cafeteria Worker I

Food and Nutrition Svcs

EFFECTIVE DATE

4/30/14

HZ2718622

Children's Center Asst

Child Develop Svcs

4/30/14

RC2350318

HVAC Mechanic

Maintenance

4/15/14

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
05/01/14
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.17

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

Armendariz, Richard	Santa Monica HS	4/4/14-6/30/14
De Oliveira, Mark	Malibu HS	3/1/14-6/30/14
Keiser, Benjamin	Santa Monica HS	3/3/14-6/30/14

NOON SUPERVISION AIDE

Graciano, Luis	Edison ES	3/12/14-6/10/14
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TECHNICAL SPECIALIST – LEVEL III

Gebrian, Molly	Ed Svcs/Santa Monica HS	3/15/14-6/30/14
	[Viola Coach]	
	- Funding: Santa Monica Arts Parents Association	

STUDENT WORKER – WORKABILITY

Escobar, Thorn	Special Education	3/17/14-6/30/16
Walker, Tyler	Special Education	3/18/14-6/30/15

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

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

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

SMMUSD Board of Education Meeting Schedule 2013-2014

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

July through December 2013					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/18* DO	7/24* DO 7/30* DO	*7/18: Special Meeting *Wednesday, 7/24 *7/30: Special Meeting
August		8/14* DO		8/28* DO	*Wednesday, 8/14 First day of school: 8/22
September	9/5 DO		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/19* LMS 11/21 DO		*11/19: Workshop Thanksgiving: 11/28-29
December		12/12 DO		winter break	
Winter Break: December 23 – January 3					
January through June 2014					
Winter Break: December 23 – January 3					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M 3/26* DO		*3/26: Workshop
Spring Break: April 7-18					
April	4/3 DO	spring break	spring break		
May	5/1 M	5/7* M	5/15 DO 5/17* DO		*5/7: Special Meeting *5/17: Special Meeting
June	6/5 DO		6/19* DO	6/25* DO	Last day of school: 6/10 *6/19: Special Meeting *Wednesday: 6/25

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Annual Performance Evaluation of Director of Classified Personnel		June 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, June 10, 2014, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

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

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

VII. Adjournment:

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