
Closed Session:

Government Code §54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

- Title: Director of Classified Personnel

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

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

AGENDA

REGULAR MEETING
July 14, 2015 @ 4:00 p.m.
District Office Board Room

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on July 14, 2015**

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

- E. Approval of Minutes for Regular Meetings on June 9, 2015**

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded

July 14, 2015

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, July 14, 2015**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA. The Personnel Commission will call the meeting to order at 2:00 p.m. in the Board Conference Room at the District Offices, at which time the Personnel Commission will move to Closed Session regarding the item listed below. The public meeting will reconvene at 4:00 p.m. in the Board Room.

The public meeting will begin at 4:00 p.m.

- ❖ **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.

CLOSED SESSION

I. 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.

II. CLOSED SESSION

- Government Code §54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

- Title: Director of Classified Personnel

OPEN SESSION

I. General Functions:

A. Call to Order:

B. Roll Call:

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.

C. Pledge of Allegiance:

D. Report Out of Closed Session

E. Approval of Agenda for Regular Meeting on July 14, 2015

F. Approval of Minutes for Regular Meeting on June 9, 2015

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

- General Comments

H. 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.

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

1. SEIU Report
2. Personnel Commission Report

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

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

<u>Classification</u>	<u># Eligibles</u>
Health Office Specialist	3
HVAC Mechanic	3
Instructional Assistant - Classroom	18
Instructional Assistant – Music (Band)	3
Instructional Assistant – Music (Strings)	1
Library Assistant II	8
Paraeducator-1	10
Paraeducator-3	10

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

Gardener	8
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B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approve the Advanced Step Placement for new employee Yesenia Hernandez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
 - b. Approve the Advanced Step Placement for new employee Tracee Logan in the classification of Student Outreach Specialist at Range: 44 Step: D

III. Action/Discussion Items/or Other Information:

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

1. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Construction Supervisor classification within the Facility Services job family.
- b. Approve the revisions to the Payroll Specialist classification within the Fiscal Services job family.

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

- None

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

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)
 - May 21, 2015
Classified Personnel – Merit Report - No. A.28
 - June 11, 2015
Classified Personnel – Merit Report - No. A.21
 - June 24, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - May 21, 2015
Classified Personnel – Non-Merit Report – No. A.29
 - June 11, 2015
Classified Personnel – Non-Merit Report – No. A.22
 - June 24, 2015

6. Personnel Commission’s Twelve-Month Calendar of Events

- 2015 – 2016
7. Board of Education Meeting Schedule
- 2015 – 2016

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	August 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	September 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	October 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, August 11, 2015, at 4:00 p.m. - *District Office Board Room*

VI. Adjournment:

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

Submitted by:

 Brooke Lamping
 Secretary to the Personnel Commission
 Interim 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
June 9, 2015 @ 4:20 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 Commission's 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. All speakers are limited to five (5) minutes.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman and Mr. Joseph Pertel

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:20 p.m.

Roll Call: Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a family commitment.

B. Pledge of Allegiance: Director Tietze led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: June 9, 2015

It was moved and seconded to approve the agenda as submitted. The motion passed.

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

D. Motion to Approve Minutes: May 12, 2015

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

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

E. 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 updated the Personnel Commission on the current recruitments including the Director of Food and Nutrition Services, the salary study, closing of the fiscal year 2014-2015, summer assignments, and other initiatives the department is involved in.**
 - **Director Tietze expressed his gratitude to the Personnel Commission staff for meeting the District's needs. He thanked Ms. Cindy Johnston, Human Resources Technician, for her dedication and expertise coordinating summer assignments.**
- Personnel Director Recruitment Update
 - **Director Tietze provided a brief report on the recruitment for the Director of Classified Personnel.**
 - **Director Tietze assured the Personnel Commission that a sound recruitment strategy was developed, and he will be involved in the process as well as orienting the new director.**
 - **Director Tietze recommended Ms. Brooke Lamping, Personnel Analyst, to work out of class in the Director position in the interim.**
- Advisory Rules Committee Update
 - **Director Tietze expressed his gratitude to all committee members for their diligent effort and great collaboration revising the Merit Rules.**
 - **Director Tietze hopes for a smooth transition for the new director to become involved with the committee.**
- Professional Growth and Training Committee Update
 - **Director Tietze provided an update on the Professional Growth and Training Committee's efforts. Mr. Bradbury, Risk Manager, compiled different mandatory and optional professional development opportunities across various positions into a comprehensive master calendar. This document was presented to the Personnel Commission.**
- Farewell Statement
 - **Director Tietze thanked the Personnel Commission staff and Commissioner Inatsugu for hosting a farewell reception.**
 - **Director Tietze reflected on his tenure at the District. He emphasized the critical role working relationships and collaboration play in success and progress of an organization, as well as on a personal level.**
 - **Director Tietze expressed his gratitude and appreciation working with the Superintendent, District's Senior Cabinet, school principals and support staff, District managers and staff, SEIU Chief Steward, Human Resources staff, and each Personnel Commission staff member and each Personnel Commissioner.**

F. 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 reflected on Director Tietze's tenure at the District commending him for his great professionalism, innovative approach, and ability to establish meaningful working relationships with all the District stakeholders.**
- **Commissioner Inatsugu conveyed Commissioner Pertel's best wishes. Also former Commissioner Sidley has sent his best wishes and congratulations for Director Tietze's new career opportunity.**

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

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, expressed her gratitude to Director Tietze for his collaborative approach, high level of professionalism, service to classified employees and students, and his commitment to the District during his tenure.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District's activities such as graduations and promotions, and certificated staffing for the Director of Special Education, Principals for Grant Elementary School, Malibu High School, and House Principal of Santa Monica High School.**
- **Dr. Kelly also informed the Personnel Commission about the Board of Education's plans to review the District budget at their regular meeting on June 24, 2015.**
- **Dr. Kelly offered his assistance in the transition before hiring a new Director of Classified Personnel.**
- **Dr. Kelly congratulated Director Tietze on his new professional endeavor and expressed his appreciation for Director Tietze's leadership and service to the District.**

H. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

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

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

<u>Classification</u>	<u># Eligibles</u>
Accompanist	1
Campus Security Officer	9
Children's Center Assistant 1	3
Children's Center Assistant 2	2
Sports Facility Attendance	3

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

Accompanist	1
Accompanist	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Barry Collins in the classification of Paraeducator-1 at Range: 20 Step: C
- b. Approve the Advanced Step Placement for new employee Henderson Maddox in the classification of Paraeducator-1 at Range: 20 Step: C
- c. Approve the Advanced Step Placement for new employee Phillip Menchaca in the classification of Instructional Assistant - Music at Range: 20 Step: D
- d. Approve the Advanced Step Placement for new employee Randy Moore in the classification of Senior Technology Support Assistant at Range: 43 Step: F
- e. Approve the Advanced Step Placement for new employee Josephine Noh in the classification of Swimming Instructor/Lifeguard at Range: 21 Step: B

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

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

REPORT AND DISCUSSION

- **Commissioner Lippman expressed his concern regarding the high number of advanced step placements awarded to newly hired employees. He requested the topic to be agendized for a discussion at a future regular Personnel Commission meeting.**

- **Director Tietze addressed this issue explaining the role of minimum qualifications and reasons for hiring candidates who exceed the minimum requirements. Hiring well qualified candidates is an opportunity to improve the quality of the District.**
- **Director Tietze stated that awarding advanced step placement is a countermeasure to the District’s below job market salary compensation.**
- **Director Tietze clarified the criteria for awarding the advanced step placement.**

III. Action Items/ Discussion/or Other Information:

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

1. Second Reading and Approval of Changes to Merit Rules:
Recommendation: *Approve*

- a. Chapter II: The Personnel Commission

It was moved and seconded to approve the Changes to Merit Rules as amended. The motion passed.

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

REPORT AND DISCUSSION

- **Director Tietze noted revised sections from the first reading of Chapter II. Most of the edits in the rules pertain to grammar, references to Education Code, legal counsel, and conflict of interest.**
- **Commissioner Lippman suggested revising the section 2.3.1.A. regarding the appointment of Director of Classified Personnel.**

2. New Classifications:
Recommendation: *Approve*

- a. Approval of the new classification Payroll Specialist within the Fiscal Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.2. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Tietze drew attention to substituting “Assistant Director of Fiscal Services” with “Fiscal Services Supervisor.”**
- **Specific duties related to payroll processing were clearly defined. The salary was designated to be in alignment within the job family, particularly with the Accounting Technician duties.**
- **Dr. Kelly asked clarifying questions regarding the distinguishing characteristics.**
- **Director Tietze stated that these relate to the differences between the Payroll Specialist and the Accounting Technician.**
- **Ms. Cartee-McNeely shared her concerns with regard to perceptions from the Bargaining Unit members and the development of this new classification as it relates to the salary study.**
- **Commissioner Lippman expressed his concern with the title of this new classification.**
- **Director Tietze clarified that the title was chosen based on the industry standards.**
- **Mr. Gerardo Cruz, Fiscal Supervisor, provided a rational for identifying this particular title as it relates to payroll duties and functions.**

3. **Reclassification Study:**

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the Reclassification for Ms. Lisa Burton from Accounting Technician to Payroll Specialist pending approval of the establishment of the Payroll Specialist classification by the Personnel Commission and Board of Education.
- b. It is recommended that the Personnel Commission approve the Reclassification for Mr. Rizk Rizk from Accounting Technician to Payroll Specialist pending approval of the establishment of the Payroll Specialist classification by the Personnel Commission and Board of Education.

It was moved and seconded to approve the Director’s recommendations for item III.A.3.a. and b. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

4. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Accounting Technician classification within the Fiscal Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.4.a. as amended. The motion passed.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief description of revisions, namely removal of payroll related duties.**
- **Commissioner Lippman recommended revising formatting within the representative duties category and removing knowledge of Human Resources System and County Payroll System.**
- **These revisions will be implemented.**

- b. Approve the revisions to the Cafeteria Worker II classification within the Food Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.4.b. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Tietze provided a rationale for upgrading the duties to modern industry standards.**

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. Classified Salary Presentation

- PowerPoint presentation and slide notes will be provided at the meeting and will be made available in future minutes.

REPORT AND DISCUSSION

- **Director Tietze provided a background to the salary study. The study is a primary tool regarding District salaries, and how they relate to the current job market**

competition and salaries of major competitors, including the Santa Monica College and City of Santa Monica.

- **The Personnel Commission has conducted the Salary Study, as it is entrusted by the California Education Code, making recommendations for internal alignment- within the job families and external alignment- with the current job market. Also, the department is responsible for recruitment for classified positions; hence, it is greatly impacted by deficiencies in competitive salaries.**
- **Director Tietze presented a proposed path to stability by demonstrating awareness of the problem, providing a plan to address it, and providing evidence of the plan's efficiency.**
- **Director Tietze provided a comprehensive report on the District base salaries, benefits and agency-specific compensation such as Professional Growth program for eighty-eight (88) benchmark positions within five (5) job families and seventeen (17) job sub-families. Comparable positions based on qualifications and duties from thirty-two (32) public agencies were analyzed.**
- **Most of the District's base salaries are below market value across most classifications and job families. A few unique classifications rise close to the market median, and a very small number of classifications are above the market median.**
- **Director Tietze recommended a plan in which, through negotiations with SEIU, the District could consider cutting the reserve, creating a multi-stage plan to decrease the Professional Growth program, and implementing a multi-stage plan to increase wages to a future projected market median, and increasing managers to the market median in one stage.**
- **Director Tietze also recommended using the likely deferral recovery funds from the State, obtaining increased funding from the cities, applying construction cost savings and efficiencies, and efficient reorganization.**
- **The implementation of the plan can be defined in a negotiated MOU or SEIU Contract.**
- **Director Tietze encouraged the Personnel Commission to periodically inquire about the status of the salary study with SEIU and District representatives.**
- **Commissioner Lippman expressed his concerns about additional city funding.**
- **Director Tietze thanked Ms. Lamping for her vital contribution to this study.**
- **Ms. Janice Heffran, a Santa Monica resident, inquired about the financial support from the City of Santa Monica as it relates to attracting new residents because of a great public education.**
- **Director Tietze clarified that the recommendation for additional funding from the cities is the last resort.**
- **Chief Steward Cartee-McNeely requested clarification regarding the Professional Growth program's total amount.**
- **Director Tietze stated that the data pertain only to the actual cost for classified bargaining members who actually participate in the program.**
- **Mr. Cruz commented on the recommendation for cutting the reserve and construction savings.**
- **Full Version of the presentation is available in the Personnel Commission Office.**

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

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)
 - May 21, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - May 22, 2015
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	August 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	September 2015
	-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	October 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

V. Next Regular Personnel Commission Meeting:

Tuesday, July 14, 2015, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

- No Closed Session

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 6:55 p.m.

Submitted by:

Brooke Lamping
Secretary to the Personnel Commission
Interim Director of Classified Personnel

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

The meeting is adjourned in memory of Consuelo Coria-Alvarez, Cafeteria Worker II at John Muir Elementary School, who recently passed away.

II. Consent Calendar

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

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

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

SUBJECT: Advanced Step Placement – Yesenia Hernandez

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant- Classroom	Employee: Yesenia Hernandez	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent <u>and</u> <ul style="list-style-type: none"> • completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree, OR • Must pass the district's qualifying written examination 	<ul style="list-style-type: none"> • Ms. Hernandez has a Bachelor's Degree 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • Ms. Hernandez has some experience working with school aged students in an organized setting, but not enough time for an advanced step to be awarded. 	0 (2-year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP C</u></u>		

DIRECTOR'S COMMENTS:

Ms. Hernandez's education exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.42/hour; Step C is \$14.09/hour. The net difference in pay is an increase of \$0.67 per hour, \$43.88 per month, or \$439.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Yesenia Hernandez at Range 18, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

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

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

SUBJECT: Advanced Step Placement – Tracee Logan

BACKGROUND INFORMATION:

Classification Title: Student Outreach Specialist	Employee: Tracee Logan	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> A bachelor's degree in counseling, social work, or a related field from an accredited college or university. 	<ul style="list-style-type: none"> Tracee has a Master's of Arts in Counseling 	1 levels of education above the required level = 1 Step Advance
Experience: <ul style="list-style-type: none"> Three years working with youth in urban community-based activities, with at least one year working in cooperation with or in a high school. 	<ul style="list-style-type: none"> Tracee has nine (9) years of counseling experience. 	2 (3-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Logan's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$24.02/hour; Step D is \$27.80/hour. The net difference in pay is an increase of \$3.78 per hour, \$656.00 per month, or \$6,560.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Tracee Logan at Range 44, Step D on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

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, July 14, 2015**

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

SUBJECT: Classification Specification Revisions – Construction Supervisor

BACKGROUND INFORMATION:

The Construction Supervisor classification was established in March of 2009. The position has varied and changed over the years in regards to duties being performed and supervision being given and received. Due to organizational shifts, the needs of the position are no longer with the Facility Improvement Projects department but with the Maintenance department. Due to these changes, the Manager of Maintenance and Construction and the Director of Classified Personnel determined that the job description did not adequately describe the full scope of duties necessary to sufficiently meet the needs of the department and District. The Director of Classified Personnel initiated a market study of other comparable positions to determine the extent of modification to duties that would be most appropriate.

METHODOLOGY:

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

- Reviewed comparable job descriptions in Southern California regarding qualifications, duties performed, and salary.
- Met and collaborated with the Manager of Maintenance and Construction to discuss discrepancies between the needs of the assignment and the job description.

DISCUSSION:

Based on collaboration with the Manager of Maintenance and Construction along with the market analysis, the following was determined:

- Duties related to reviewing and monitoring plans and requests, analyzing claims, and attending conferences and meetings were present in most other comparable classifications in Southern California school districts. Therefore, it is reasonable to include these duties in the current revisions.
- The revisions made to the Construction Supervisor classification specification are not significant enough to warrant any changes to the salary range of the position.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Construction Supervisor classification specifications as provided.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Construction Supervisor
JOB FAMILY	Facility Services
JOB SUB-FAMILY	Maintenance
SUPERVISOR TITLE	<u>Director of Facility Improvement Projects</u> <u>Manager of Maintenance and Construction</u>
SALARY RANGE	M-45

CONSTRUCTION SUPERVISOR

BASIC FUNCTION:

Under general supervision, serves as liaison to outside consultants and/or general construction contractors/subcontractors, trades/crafts persons both internal and external with the District; assembles, manages and supervises contracts between outside consultants and contractors; coordinates schedule with maintenance department; schedules and attends all onsite activities involving geotechnical, environmental, architectural, engineering, construction management, inspection, testing and landscape; coordinates and attends meetings between District staff and outside consultants; ~~and~~ supervises support assigned personnel.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

REPRESENTATIVE DUTIES:

Task Statement	Code
Supervises and prepare the preparation of plans, specifications, schedules, <u>Request for Proposals (RFP), Request for Qualifications (RFQ),</u> and cost estimates for new construction, modernization, and relocatable buildings; <u>make recommendations regarding terms and conditions of contractor and consultant proposals;</u> assists in organizing services necessary for construction.	CS-1
<u>Oversee and coordinate teams of outside consultants including architects, engineers, inspectors, construction contractors, and Geotechnical and Hazmat personnel;</u> C coordinates and attend meetings between District staff and outside consultants during the design process; works closely with and acts as District liaison to consultants in the preparation of design and construction documents for projects.	CS-2
Administers contracts; evaluates schedules; <u>conduct site visits to inspect and</u> monitors progress of the contractors on projects; ensures that project deadlines are met.	CS-3
Supervises support assigned personnel.	CS-4
<u>Monitor and follow up on requests for information, change order requests, time extension requests and contractor progress schedules and claims; analyze contractor claims, requests and schedules and provide recommendations and feedback.</u>	<u>CS-4</u>
Acts as District liaison for labor compliance issues related to construction.	CS-5
Acts as District liaison to public agencies involved in providing school planning, utility and construction services.	CS-6
Researches and assists in procurement of data for the preparation of District standards for buildings, systems, equipment and landscape.	CS-7

Task Statement	Code
<u>Review project plans and specifications prior to bids; develop plan phases for projects, logistics plans and recommend amendments to plans to maximize the success of the project; Reviews design and working drawings for compliance with District standards to assure compliance with District standards; assure they are appropriateness and completeness.</u>	CS-8
<u>Assists in the development of planning guides and scoping documents; assists in expediting projects through the Division of the State Architect and required local regulatory review coordinate project closeouts to assure receipt of as-built drawings, requirements stated in District manuals, punchlist completion, training and warranty stipulations and final Division of the State Architect (DSA) closeout.</u>	CS-9
<u>Supervises and prepare the preparation of plans for the correction and removal of fire, life-safety and access compliance deficiencies in existing facilities which have been identified by fire and other code enforcement officers.</u>	CS-10
<u>Interacts on a professional level with construction administrators, project managers, and construction superintendents relating to District construction projects.</u>	CS-11
<u>Attend and conduct conferences, pre-bid walks or pre-construction meetings with contractors to explain and clarify construction features, contract requirements and document submittal policies.</u>	<u>CS-12</u>
<u>Operate a computer and assigned software; drive a District vehicle to conduct work.</u>	<u>CS-13</u>
<u>Performs other duties as assigned.</u>	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	<u>Director of Facility Improvement Projects</u> <u>Manager of Maintenance and Construction</u>
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	<u>Director of Facility Improvement Projects</u> <u>Manager of Maintenance and Construction</u>
Given to:	<u>None</u> <u>Facility Technicians</u>
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervisory expectations</i>
Collaborators:	<u>Director of Facility Improvement Projects</u> <u>Manager of Maintenance and Construction</u>
Given to:	<u>None</u> <u>Facility Technicians</u>

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Research procedures.
- Data processing techniques, capabilities and applications.
- Graphic presentations of data and information.

- Management principles and techniques in the planning, design, contract, and construction of public works projects~~Planning principles and practices.~~
- Reading and interpreting maps, site plans and construction drawings.
- Applicable building codes, ordinances, life and safety, and accessibility requirements, regulations, OSHA, and other safety precautions~~Interpreting and completing complex application forms, building codes.~~
- ~~Title 24, building codes, California Department of Education (CDE), Office of Public School Construction (OPSC), Department of the State Architect (DSA), Department of Toxic Substances Control (DTSC), and California Environmental Quality Act (CEQA) regulations.~~
- Inspection methods applicable to school construction.
- Principles of contract law, public purchasing, budgeting, and accounting.
- Operation of a computer and assigned software.
- Principles and practices of administration, supervision, and training.
- Public speaking techniques.

ABILITY TO:

- Plan, organize, and manage the operations and activities of District construction projects.~~Direct complex projects as assigned.~~
- Establish and maintain effective working relationships with all levels of staff and the public.
- Plan and coordinate multiple activities and operations, delegate work to staff and consultants, and evaluate operational effectiveness~~Develop and implement design and construction projects.~~
- Compose memoranda relating to projects.
- Communicate effectively both orally and in writing.
- Analyze written materials and oral communications.
- Conduct meetings and make presentations.
- Make, support, and explain recommendations and decisions.
- Estimate project requirements and organize resources to meet goals and deadlines.
- Train, supervise and evaluate the performance of assigned personnel.
- Read and comprehend plans and specifications, including submittals, for appropriate content and accuracy.
- Interpret, apply, and explain applicable laws, codes, rules and regulations.
- Operate a computer and assigned software.
- Monitor and control assigned budgets.

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in business, engineering, construction management or architecture is desirable.

EXPERIENCE:

Three (3) years of experience in the field of architecture, engineering, construction management, educational facility planning, and/or construction project management; including at least one (1) year in a supervisor or lead capacity, performing general construction of school or similar institutional facilities, buildings or properties.

LICENSES AND OTHER REQUIREMENTS:

Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and telephone.

WORKING CONDITIONS:

ENVIRONMENT:

This classification works in an indoor and outdoor environment; drives a vehicle to conduct work; may be exposed to adverse weather conditions.

PHYSICAL DEMANDS:

The position requires the ability to safely climb to gain roof access; lifting blueprints and rolls up to fifty (50) pounds; walking to conduct inspections; seeing to read schematics and blueprints.

HAZARDS:

Climbing on roofs and visiting construction sites.

**DUTIES APPROVED
BOARD OF EDUCATION:**

March 5, 2009

**CLASSIFICATION APPROVED
PERSONNEL COMMISSION:**

April 14, 2009

Revised: March 8, 2011

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

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

SUBJECT: Classification Specification Revision – Payroll Specialist

BACKGROUND INFORMATION

The Payroll Specialist classification was established in June of 2015. The Fiscal Services Supervisor requested for a few revisions be made to the position for accuracy. The Fiscal Services Supervisor and the Director of Classified Personnel determined that the revisions would allow for the job description to most accurately reflect the duties being performed by the Payroll Specialists. The Director of Classified Personnel reviewed the original classification study performed for the position of Payroll Specialist to determine the extent of modification to duties that would be most appropriate.

METHODOLOGY

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

- Reviewed comparable job descriptions in Southern California regarding duties performed
- Met and collaborated with Gerardo Cruz, Fiscal Services Supervisor, to discuss discrepancies between the needs of the assignment and the current job description

DISCUSSION

Based on collaboration with the Fiscal Services Supervisor along with the market analysis, the following was determined:

- Duties related to processing salary adjustments were present in most other comparable classifications in Southern California school districts. Therefore, it is reasonable to include this duty in the current revisions.
- The revisions made to the Payroll Specialist classification specification are not significant enough to warrant any changes to the salary range of the position.

DIRECTOR’S RECOMMENDATIONS

It is recommended that the Personnel Commission approve the revisions to the Payroll Specialist classification specifications as provided.

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Payroll Specialist
JOB FAMILY	Fiscal Support Services
JOB SUB-FAMILY	Accounting
SUPERVISOR TITLE	Assistant Director of Fiscal Services Fiscal Services Supervisor
SALARY RANGE	A327BD

PAYROLL SPECIALIST

BASIC FUNCTION:

Under general supervision, perform a variety of technical payroll accounting duties to assure that District employees are paid in an accurate and timely manner; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

DISTINGUISHING CHARACTERISTICS:

Payroll Specialist incumbents perform a variety of specialized accounting duties in the area of processing payroll and related records for assigned payrolls. Accounting Technician incumbents are assigned general accounting tasks by coordinating and monitoring expenditures and receivables for specified schools and funds.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

REPRESENTATIVE DUTIES:

Task Statement	Code
Communicate with District personnel in person and on the phone to resolve payroll discrepancies and provide information concerning salaries, deductions, earned vacation, sick days and voluntary deductions including deferred compensation and tax sheltered annuities; distribute necessary forms; verify accuracy of completed forms	PS-1
Process payroll and related records for classified and certificated personnel; compute hours and pay of employees for each payroll period; compute and summarize deductions such as withholding tax, retirement, insurance and maintain records of deductions; verify and input data; audit for compliance with State and federal rules and regulations and collective bargaining agreements; review and audit payroll data, records and reports for accuracy and completeness	PS-2
Administer paychecks and special earning payments and payment cycles	PS-3
Adjust, verify and process pay increases, corrections, retirements, overtime, sick leave, vacation, and worker's compensation; prorate and balance time reports and reconcile payroll records with County HRS System	PS-4
Prepare and maintain files, records and a variety of quarterly, annual and amended reports related to employee information, taxes, retirement, employment, benefits, leave and other related records; resolve issues related to taxes as needed; audit Federal, State, Medicare and other tax payments and balance payments to W-2 totals	PS-5
Process and audit employee reimbursements for retirees; ensure that all requests comply with District policy and receipts are included with the request.	PS-6

Task Statement	Code
Input salary increases and employee terminations; receive and process attendance and leave information for employees Process salary adjustments; maintain leave balances including but not limited to sick leave, necessary leave, and vacation time	PS-7
Prepare pre-list authorization for payment requisitions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.	PS-8
Prepare various spreadsheets to track accounting transactions and histories.	PS-9
Distribute and receive time keeping forms from District sites; audit for accuracy and completeness; recalculate totals on large time reports; compile and batch time sheets for input into the computerized payroll system for various calculations such as taxes, retirement contributions and other deductions; review and edit reports for accuracy	PS-10
Check employee status to determine whether assignment is permanent, probationary, substitute, provisional, limited term or full or part-time	PS-11
Stay up-to-date with changes in federal and state rules and regulations; update and maintain use of appropriate payroll codes, retirement rates , and federal and state tax changes; ensure the District meets legal requirements with regard to payroll taxes and garnishments and provides all required information and payments to the Internal Revenue Services, state tax authorities, and other regulatory agencies; enter federal and state withholding and voluntary deductions <u>in payroll system</u> ; generate, review and distribute W-2 tax forms and corresponding reports with mandated timeframes	PS-1 2
Create cash deposit and payment tracking spreadsheets; i Input vendor payments into spreadsheets and District database; maintain, update and clear Revolving Cash Fund	PS-1 2 3
Prepare and direct correspondence regarding payments, deposits, and accounting procedures.	PS-1 3 4
Prepare and balance journal entries	PS-1 4 5
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Assistant Director of Fiscal Services <u>Fiscal Services Supervisor</u>
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Assistance Director of Fiscal Services <u>Fiscal Services Supervisor</u>
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervisory expectations</i>
Collaborators:	Assistant Director of Fiscal Services, <u>Director of Fiscal Services, and Fiscal Services Supervisor</u>
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Accounts payable and accounts receivable practices and procedures
- HRS and County payroll systems
- Payroll accounting, including deduction, leave, retirement and timekeeping procedures
- Bookkeeping practices
- Payment discrepancy reconciliation methods
- Automated accounting system practices
- Office filing and record keeping techniques
- Tax withholding, voluntary deductions, garnishments and supplemental insurance
- Laws, rules and regulations related to assigned activities
- Payroll filing, record-keeping and report preparation techniques
- Principles and techniques involved in payroll preparation, monitoring and control

ABILITY TO:

- Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications
- Input data and operate ten-key calculator quickly and accurately
- Clarify contract restrictions through review of BOE minutes
- Work independently
- Review work of others for completeness and accuracy
- Communicate effectively with vendors, school accounting staff, and department representatives
- Work cooperatively with others
- Demonstrate flexibility and respond to changing requirements and job assignments
- Schedule, organize, and complete work in accordance with deadlines
- Understand and follow specifications and instructions
- Identify errors or discrepancies in accounting documentation
- Compare and match related accounting documents
- File documents alphabetically, numerically, and chronologically
- Apply and explain laws, rules and regulations related to payroll activities
- Prepare time sheets for payroll process
- Monitor, adjust and reconcile payroll data

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent

EXPERIENCE:

Three (3) years of clerical accounting experience, including at least one year in a paid capacity

EQUIVALENCY PROVISION:

Two (2) years of additional education equivalent to a minimum of sixteen (16) verifiable college units in business administration, accounting, finance and/or related fields may be substituted for two (2) years of experience.

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with co-workers, vendors, faculty, school accounting staff, administrators, and department

supervisors in clarifying purchase and contracts, reviewing work, providing guidance regarding accounting procedures, and requesting and providing information.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds.

III. Discussion Items

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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
2013-2014														
8/13/2013	Athletic Trainer	10	7	35	B	\$3,213	\$18.54	\$3,374	\$19.47	28,114	29,530	\$0.93	\$20.23	\$1,416
8/13/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,700	\$4.11	\$534.29	\$5,343
9/13/2013	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.47	66,649	77,164	\$5.51	\$955.91	\$10,515
9/13/2013	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$2.52	\$437.65	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$4.32	\$654.55	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$5.93	\$1,027.67	\$12,332
11/12/2013	Physical Activities Specialist	9.5	5.4	26	D	\$2,581	\$14.89	\$2,987	\$17.23	16,551	19,154	\$2.34	\$274.05	\$2,603
11/12/2013	IA-Physical Education	9.5	4	20	C	\$2,229	\$12.86	\$2,458	\$14.18	10,588	11,676	\$1.32	\$114.50	\$1,088
11/12/2013	IA-Classroom	9.5	3	18	D	\$2,123	\$12.50	\$2,458	\$14.18	7,719	8,757	\$1.68	\$109.24	\$1,038
11/12/2013	IA-Classroom	9.5	3	18	C	\$2,123	\$12.50	\$2,341	\$13.51	7,719	8,340	\$1.01	\$65.36	\$621
11/12/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
11/12/2013	Elementary Library Coord.	10	7	26	C	\$2,581	\$14.89	\$2,845	\$16.41	22,584	24,894	\$1.52	\$231.00	\$2,310
12/10/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
12/10/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
12/10/2013	Paraeducator-3	10	6	26	C	\$2,581	\$14.89	\$2,987	\$16.41	19,358	21,333	\$1.52	\$197.58	\$1,976
12/10/2013	Paraeducator-3	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
1/14/2014	Campus Sec. Offcr.	10	8	25	C	\$2,518	\$14.53	\$2,776	\$16.02	25,180	27,760	\$1.49	\$258.00	\$2,580
1/14/2014	IA-Music	9.5	3	20	C	\$2,229	\$12.86	\$2,458	\$14.18	7,941	8,757	\$1.32	\$85.88	\$816
2/11/2014	Accounting Tech (Acc. Hiring Rate)	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,556	\$2.52	\$437.00	\$5,244
3/11/2014	Paraeducator-3	10	6	26	D	\$2,581	\$14.89	\$2,987	\$17.23	19,358	22,403	\$2.34	\$304.50	\$3,045
4/8/2014	IA-Classroom	9.5	3.5	18	D	\$2,167	\$12.50	\$2,458	\$14.18	9,007	10,216	\$1.68	\$127.31	Rescinded
5/13/2014	IA-Music	9.5	3	20	B	\$2,229	\$12.86	\$2,341	\$13.51	7,941	8,340	\$0.65	\$42.00	\$399
5/13/2014	Paraeducator-1	10	6	20	B	\$2,229	\$12.86	\$2,341	\$13.51	16,718	17,558	\$0.65	\$84.00	\$840
2013-2014 TOTAL														\$67,716

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2014-2015														
12/9/2014	IA-Classroom	10	3.5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	10,141	11,743	\$2.11	\$160.13	\$1,601
1/22/2015	Admin Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
1/22/2015	Admin Assistant	10	8	29	C	\$2,887	\$16.66	\$3,182	\$18.36	28,870	31,820	\$1.70	\$295.00	\$2,950
1/22/2015	Community & Public Relations Officer	12	8	M62	D	\$7,795	\$44.97	\$9,023	\$52.05	93,540	108,276	\$7.08	\$1,228.00	\$14,736
1/22/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
1/22/2015	Paraeducator 1	10	6	20	B	\$2,318	\$13.37	\$2,435	\$14.05	17,385	18,263	\$0.67	\$87.75	\$878
1/22/2015	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
1/22/2015	Technical Theater Coordinator	12	8	42	F	\$4,819	\$27.80	\$5,061	\$29.20	57,828	60,732	\$1.40	\$242.00	\$2,904
1/22/2015	Health Off Spec	10	3.5	25	D	\$2,619	\$15.11	\$3,031	\$17.49	11,458	13,261	\$2.38	\$180.25	\$1,803
1/22/2015	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
1/22/2015	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
1/22/2015	IA-Classroom	10	3	18	D	\$2,318	\$13.37	\$2,556	\$14.75	8,693	9,585	\$1.37	\$89.25	\$893
1/22/2015	IA-Classroom	10	5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	14,488	16,775	\$2.11	\$228.75	\$2,288
3/10/2015	Custodian	12	5	22	B	\$2,435	\$14.05	\$2,556	\$14.75	18,263	19,170	\$0.70	\$75.63	\$907
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
3/10/2015	IA-Classroom	10	3	18	D	\$2,318	\$13.37	\$2,556	\$14.75	8,693	9,585	\$1.37	\$89.25	\$893
4/14/2015	Administrative Assistant	10	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	28,870	30,310	\$0.83	\$144.00	\$1,440
4/14/2015	Plant Supervisor	12	8	41	C	\$4,640	\$26.77	\$5,116	\$29.51	55,680	61,392	\$2.75	\$476.00	\$5,712
4/14/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
4/14/2015	Paraeducator 3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
4/14/2015	Paraeducator 1	10	6	20	B	\$2,318	\$13.37	\$2,435	\$14.05	17,385	18,263	\$0.67	\$87.75	\$878
4/14/2015	Paraeducator 2	10	6	23	B	\$2,494	\$14.39	\$2,619	\$15.11	18,705	19,643	\$0.72	\$93.75	\$937
4/14/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
4/14/2015	Paraeducator 1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
5/12/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2014-2015														
5/12/2015	Paraeducator 3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
5/12/2015	Administrative Assistant	12	8	29	B	\$2,887	\$16.66	\$3,031	\$17.49	34,644	36,372	\$0.83	\$144.00	\$1,728
6/9/2015	Paraeducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	IA-Music	10	2.5	20	D	\$2,318	\$13.37	\$2,684	\$15.48	7,244	8,388	\$2.11	\$114.38	\$1,144
6/9/2015	Swimming Instructor/Lifeguard	12	5	21	B	\$2,375	\$13.70	\$2,494	\$14.39	17,813	18,705	\$0.69	\$74.38	\$892
6/9/2015	Paraeducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
6/9/2015	Senior Technology Support Assistant	12	8	43	F	\$4,702	\$27.13	\$5,184	\$29.91	56,424	62,208	\$2.78	\$482.00	\$5,784
2014-2015 TOTAL:														\$232,516
2015-2016														
7/14/2015	Student Outreach Specialist	10	8	44	D	\$4,163	\$24.02	\$4,819	\$27.80	41,630	48,190	\$3.78	\$656.00	\$6,560
7/14/2015	IA-Classroom	10	3	18	C	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
							\$0.00		\$0.00	0	0	\$0.00	\$0.00	\$0
							\$0.00		\$0.00	0	0	\$0.00	\$0.00	\$0
							\$0.00		\$0.00	0	0	\$0.00	\$0.00	\$0
							\$0.00		\$0.00	0	0	\$0.00	\$0.00	\$0
							\$0.00		\$0.00	0	0	\$0.00	\$0.00	\$0
2015-2016 TOTAL														\$6,999
CUMULATIVE 1-YEAR TOTAL (FROM 7/1/14)														\$239,515
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/13)														\$300,231
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/12)														\$446,672
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/11)														\$560,402

Open Requisitions (as of 7/10/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
15-185	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	Vac	100	5/22/15
15-191	CAFETERIA WORKER II	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	5/28/15
15-192	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	56.25	5/28/15
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/13/15
15-164	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	4/14/15
15-120	CHILDREN'S CENTER ASSISTANT-2	CABRILLO ELEMENTARY SCHOOL	Vac	43.75	12/12/14
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-044	CHILDREN'S CENTER ASSISTANT-3	MCKINLEY PRESCHOOL	Vac	43.75	8/22/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-001	CUSTODIAN	M & O (Maintenance & Operations)	New	62.5	7/6/15
16-002	CUSTODIAN	M & O (Maintenance & Operations)	New	62.5	7/6/15
16-003	CUSTODIAN	M & O (Maintenance & Operations)	New	62.5	7/6/15
16-004	CUSTODIAN	M & O (Maintenance & Operations)	New	100	7/6/15
16-005	CUSTODIAN	M & O (Maintenance & Operations)	New	100	7/6/15
15-193	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	Vac	100	5/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-194	DIRECTOR-FOOD SERVICES	FOOD & NUTRITION SERVICES	Vac	100	5/28/15
15-186	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5	5/22/15
16-006	GARDENER	GROUNDS MAINTENANCE	Vac	70	6/4/15
15-208	HVAC MECHANIC	FACILITIES MAINTENANCE	Vac	100	6/18/15
15-200	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	6/3/15
15-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/15/15
15-195	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/28/15
15-204	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	6/4/15
15-209	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	25	6/18/15
15-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5	6/25/15
16-008	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75	6/30/15
16-009	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	7/6/15
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-188	LIBRARY ASSISTANT I	MALIBU HIGH SCHOOL	Vac	100	5/22/15
15-210	LIBRARY ASSISTANT II	MALIBU HIGH SCHOOL	New	100	6/18/15
15-196	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	New	100	6/2/15
15-177	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	56.25	5/14/15
15-182	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	5/15/15
15-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	5/15/15
15-214	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	62.5	6/24/15
15-215	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	62.5	
15-216	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	New	50	6/24/15
15-218	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	6/24/15
15-219	PARAEDUCATOR-2	SPECIAL EDUCATION	New	62.5	6/24/15
15-222	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	6/24/15
15-223	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	6/24/15
15-225	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	6/22/15
15-226	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	6/22/15
15-211	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	6/9/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
15-212	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY SCHOOL	Vac	75	6/18/15
15-197	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	6/2/15
15-198	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50	4/27/15
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (6/1/2015 – 6/30/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
15-184	ACCOMPANIST	LINCOLN MIDDLE SCHOOL	6/5/15
15-189	CAFETERIA WORKER I	FRANKLIN ELEMENTARY SCHOOL	6/26/15
15-190	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	6/25/15
15-207	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	6/26/15
15-166	CUSTODIAN	M & O (Maintenance & Operations)	6/4/15
15-178	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	6/11/15
15-179	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	6/11/15
15-180	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	6/11/15
15-181	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	6/11/15
15-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	6/11/15
15-203	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	6/11/15
15-227	PAYROLL SPECIALIST	FISCAL SERVICES	6/29/15
15-206	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	6/26/15

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / BRANDON TIETZE
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 05/21/15

RECOMMENDATION NO. A.18

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Becerra, Daniel Facility Use	Custodian 3 Hrs/12 Mo/Range: 22 Step: A	4/25/15

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Baskina, Galina Educational Services-Adams MS	Accompanist [overtime; Stairway of the Stars support]	2/10/15
Briseno, Elias Franklin ES	Paraeducator 3 [additional hours; overnight field trip]	4/17/15-4/19/15
Briseno, Elias Franklin ES	Paraeducator 3 [overtime; overnight field trip]	4/17/15-4/19/15
Gold, Kathy Information Services	Technology Support Assistant [overtime; SBAC support]	2/1/15-3/31/15
Gomez, Jack Operations	Custodian [overtime; custodial support]	7/1/14-6/30/15
Manzur, Juan Information Services	Technology Support Assistant [overtime; SBAC support]	2/1/15-3/31/15
Martin, Lorena Santa Monica HS-Adult Ed.	Senior Office Specialist [additional hours; clerical support]	2/20/15-3/31/15
McNaughton, Joellen Educational Services-Malibu HS	Accompanist [overtime; Stairway of the Stars support]	2/10/15
Oyenoki, Aimee McKinley ES	Instructional Assistant - Classroom [additional hours; NGSS PD support]	4/20/15-5/30/15
Saucedo, Olga Santa Monica HS-Adult Ed.	Office Specialist [additional hours; clerical support]	2/20/15-3/31/15

<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Le Bouf, Tareka Special Ed-Santa Monica HS	Paraeducator 3 6.2 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	2/17/15

<u>LAYOFF/REDUCTION OF HOURS</u>		<u>EFFECTIVE DATE</u>
UN8151403 Muir ES	Senior Office Specialist 4 Hrs/10 Mo From: 5 Hrs/10 Mo	7/22/15

LAYOFF/REDUCTION OF HOURS

KG6236195
Grant ES

Inst Assistant - Classroom
2.0 Hrs/SY
From: 3.4 Hrs/SY

EFFECTIVE DATE

7/8/15

SUSPENSION WITHOUT PAY

HS3103513
Santa Monica HS

EFFECTIVE DATE

5/20/15 & 6/10/15

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

NS3543865
Educational Services

Accompanist

EFFECTIVE DATE

5/13/15

RESIGNATION

Ayala, Erick
McKinley ES

Instructional Assistant – Classroom

EFFECTIVE DATE

4/20/15

Ford, Colleen
Special Ed-Santa Monica HS

Paraeducator 1

5/1/15

Fraire, Celia
Roosevelt ES

Instructional Assistant – Classroom

6/5/15

Lambert, Natasha
Roosevelt ES

Instructional Assistant – Classroom

6/5/15

Le Bouf, Tareka
Special Ed-Santa Monica HS

Paraeducator 3

4/23/15

Leonhard, Deborah
Special Ed-Malibu.HS

Paraeducator 1

4/28/15

Ortega, Alyssa
Roosevelt ES

Instructional Assistant – Classroom

6/5/15

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

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / BRANDON TIETZE
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 06/11/15

RECOMMENDATION NO. A. 28

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>
Butler, Tamara Special Ed-Muir ES	Paraeducator 3 3.5 Hrs/SY/Range: 26 Step: A	5/4/15
Collins, Barry Special Ed-Pt. Dume ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	5/1/15
Frazier, Ashley Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	5/18/15
Maddox, Henderson Special Ed-Franklin ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	5/21/15
Mitri, Veronica Special Ed-Santa Monica HS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D	5/4/15
Noh, Josephine Facility Use	Swimming Instructor-Lifeguard 5 Hrs/12 Mo/Range: 21 Step: A	5/19/15

<u>RE-EMPLOYMENT</u>		<u>EFFECTIVE DATE</u>
Shih, Jennifer Child Develop Svcs-Cabrillo ES	Children's Center Assistant 2 3.5 Hrs/SY/Range: 18 Step: F	5/6/15

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Menendez, Joshua Facility Use	Custodian 3 Hrs/12 Mo/Range: 22 Step: A From: Cafeteria Worker I: 3 Hrs/SY	5/9/15
Pilgrim, James Special Ed-Rogers ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: B From: Instructional Assistant - Classroom: 3 Hrs/SY	5/4/15
Simpson, Endeaya Special Ed-SMASH	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A From: Instructional Assistant - Classroom: 3 Hrs/SY	5/18/15

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Becerra, Daniel Facility Use	Custodian [additional hours; Facility Use events]	4/25/15-6/30/15
Becerra, Daniel Facility Use	Custodian [overtime; Facility Use events]	4/25/15-6/30/15
Bravo, Richard Maintenance	Skilled Maintenance Worker [overtime; District projects]	4/23/15-6/30/15

Brynjegard, Peter Pt. Dume ES	Instructional Assistant - Classroom [additional hours; classroom support]	5/6/15-6/5/15
Butler, Tamara Special Ed-Muir ES	Paraeducator 3 [additional hours; professional development]	5/4/15-5/8/15
Calderon, Bianca Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	4/1/15-6/30/15
Calderon, Bianca Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	4/1/15-6/30/15
Chiriboga, Giovanni Maintenance	Skilled Maintenance Worker [overtime; District projects]	4/23/15-6/30/15
Cornejo, Natalie Adult Education Center	Campus Security Officer [overtime; Adult Education Center events]	3/1/15-6/5/15
Dacanay, Peter Muir ES	Paraeducator 1 [additional hours; classroom support]	4/27/15-6/5/15
Delgadillo, Cristina Roosevelt ES	Senior Office Specialist [additional hours; clerical support]	5/7/15-6/5/15
Gutierrez, Yoly Edison ES	Bilingual Community Liaison [overtime; interpretation of parent meetings]	4/1/15-6/5/15
Hansberry, Felicia Special Education	Office Specialist [additional hours; clerical support]	4/20/15-5/1/15
Hendler, Nanette Special Ed-Muir ES	Paraeducator 1 [overtime; school field trip supervision]	5/22/15
Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	5/24/15-6/5/15
Lindsey, Gary Facility Use	Custodian [additional hours; Facility Use events]	4/1/15-6/30/15
Lindsey, Gary Facility Use	Custodian [overtime; Facility Use events]	4/1/15-6/30/15
Menendez, Joshua Facility Use	Custodian [additional hours; Facility Use events]	5/1/15-6/30/15
Menendez, Joshua Facility Use	Custodian [overtime; Facility Use events]	5/1/15-6/30/15
Mirabal, Jessica Adams MS	Paraeducator 1 [additional hours; homework assistance]	3/4/15
Monroy, Rosa Santa Monica HS	Office Specialist [additional hours; clerical support]	5/10/15
Morris, Terry Santa Monica HS	Administrative Assistant [overtime; Mr. Viking contest assistance]	4/22/15
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; enrollment support]	3/27/15-6/5/15

Parker, Stephen Maintenance	Painter [overtime; District projects]	4/23/15-6/30/15
Rogers Turner, Ericka McKinley ES	Instructional Assistant - Classroom [additional hours; classroom support]	4/13/15-6/5/15
Sanchez, Cecilia Special Ed-Adams MS	Paraeducator 3 [additional hours; student seminar assistance]	5/19/15-5/21/15
Schlierman, Cherie Special Ed-Muir ES	Paraeducator 1 [overtime; school field trip supervision]	5/22/15
Smith, Dannel Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	5/24/15-6/5/15
Villalobos, Elizabeth Maintenance	HVAC Mechanic [overtime; District projects]	4/23/15-6/30/15
Wang, Steven Special Ed-Lincoln CDC	Paraeducator 1 [additional hours; classroom support]	4/13/15-6/5/15
Ward, Michaele Cabrillo ES	Instructional Assistant - Classroom [additional hours; classroom support]	4/21/15-5/29/15
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime; Mr. Viking contest assistance]	4/22/15
Williams, Breanna Special Ed-Malibu HS	Paraeducator 1 [additional hours; bus supervision]	4/13/15-5/8/15

SUBSTITUTES

EFFECTIVE DATE

Aimery, Khristina Food and Nutrition Services	Cafeteria Worker I	5/14/15-6/5/15
Allen, Scott District	Instructional Assistant – Physical Education	5/11/15-6/30/15
Arangoa, Isabel Operations	Custodian	4/15/15-6/30/15
Batley, Leticia McKinley ES	Instructional Assistant - Classroom	4/21/15-6/5/15 5/18/15-6/5/15
Benjamin, Venecia Food and Nutrition Services	Cafeteria Worker I	5/14/15-6/5/15
Burrell, Catherine District	Campus Security Officer	5/18/15-6/30/15
Clark, Jollity Food and Nutrition Services	Cafeteria Worker I	5/18/15-6/5/15
Coleman, Daniel District	Instructional Assistant – Physical Education	5/4/15-6/30/15
Collins, Barry Special Education	Paraeducator 1	4/22/15-6/5/15
Colula, Anilu Special Education	Paraeducator 1	5/4/15-6/5/15

Germain, Katherine Rogers ES	Instructional Assistant - Classroom	5/6/15-5/8/15
Hansberry, Felicia Special Education	Paraeducator 1	5/15/15-6/5/15
Harris, Eddie Operations	Custodian	5/11/15-6/30/15
Harris, Richard District	Campus Security Officer	5/20/15-6/30/15
Karian-Karaghossian, Natal Rogers ES	Instructional Assistant - Classroom	4/23/15-4/24/15
Long, Lakesha McKinley ES	Instructional Assistant - Classroom	4/20/15-6/5/15
Menendez, Joshua Food and Nutrition Services	Cafeteria Worker I	5/4/15-6/5/15
Menendez, Joshua Operations	Custodian	4/1/15-6/30/15
Romero, Clara Rogers ES	Administrative Assistant	4/1/15-6/17/15
Schlierman, John District	Instructional Assistant – Physical Education	5/4/15-6/30/15
Stephens, Joe Special Education	Paraeducator 1	4/29/15-6/5/15
Zavala, Kristen Special Education	Paraeducator 1	4/29/15-6/5/15

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Licassi, Juliana Special Ed-Lincoln CDC	Paraeducator 1 5.75 Hrs/SY From: 4.5 Hrs/SY/Special Ed-Lincoln CDC	3/17/15
Mitri, Veronica Special Ed-Santa Monica HS	Paraeducator 3 6.2 Hrs/SY From: 6 Hrs/SY/ Special Ed-Santa Monica HS	5/7/15
Roller, Yolanda Special Ed-McKinley ES	Paraeducator 2 7.5 Hrs/SY From: 7 Hrs/SY/Special Ed-McKinley ES	8/19/14

ABOLISHMENT OF POSITION

EFFECTIVE DATE

Paraeducator 3 6.33 Hrs/SY; Special Ed-Santa Monica HS	4/20/15
Telephone System Computer Equipment Specialist 8 Hrs/12 Mo; Information Services	6/1/15

VOLUNTARY DEMOTION

Morales, Diana
Santa Monica HS

Office Specialist
8 Hrs/12 Mo
From: Senior Office Specialist; 4 Hrs/10 Mo/Rogers ES

EFFECTIVE DATE
5/4/15

LEAVE OF ABSENCE (PAID)

Boyd, Katherine
Santa Monica HS

Custodian
Medical

EFFECTIVE DATE
5/1/15-5/31/15

Korduner, Justin
Santa Monica HS

Paraeducator 1
Medical

5/14/15-6/5/15

LEAVE OF ABSENCE (UNPAID)

Crawford, Cynthia
Adams MS

Library Assistant II
FMLA

EFFECTIVE DATE
4/13/15-5/1/15

Fruchtman, Bettelyn
Franklin ES

Administrative Assistant
FMLA

5/22/15-5/29/15

Medina, Rosio
Rogers ES

Instructional Assistant - Classroom
Personal

5/11/15-6/5/15

Perez, Bertha
Roosevelt ES

Senior Office Specialist
FMLA

4/29/15-5/29/15

Vazquez, Analia
Rogers ES

Instructional Assistant - Classroom
Personal

4/13/15-6/5/15

PROFESSIONAL GROWTH

Brown, Elizabeth
Special Education

Paraeducator 1

EFFECTIVE DATE
6/1/15

Bunayog, Jesse
Fiscal Services

Accountant

6/1/15

Cortez, Marlene
Food and Nutrition Services

Accounting Technician

6/1/15

Itomura, Terrie
Child Development Services

Computer Operator

6/1/15

Villa, Alejandro
Maintenance

Skilled Maintenance Worker

6/1/15

WORKING OUT OF CLASS

Bravo, Richard
Maintenance

Skilled Maintenance Worker
From: Custodian

EFFECTIVE DATE
4/23/15-8/28/15

Chiriboga, Giovanni
Maintenance

Skilled Maintenance Worker
From: Custodian

5/11/15-6/30/15

Johnston, Cindy
McKinley ES

Administrative Assistant
From: Senior Office Specialist

5/25/15-6/17/15

Oyenoki, Liz
McKinley ES

Administrative Assistant
From: Senior Office Specialist

5/25/15-6/17/15

Parker, Stephen Maintenance	Painter From: Skilled Maintenance Worker	4/23/15-8/28/15
Perchlak, Stanley Maintenance	Carpenter From: Skilled Maintenance Worker	5/11/15-6/30/15
Villalobos, Elizabeth Maintenance	HVAC Mechanic From: Carpenter	5/11/15-6/30/15

LAYOFF/REDUCTION OF HOURS

TQ7792494	Instructional Assistant - Physical Education 6 Hrs/SY	<u>EFFECTIVE DATE</u> 8/13/15
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RESCIND LAYOFF/REDUCTION OF HOURS

KG6236195 Grant ES	Instructional Assistant - Classroom 2 Hrs/SY From: 3.4 Hrs/SY	<u>EFFECTIVE DATE</u> 7/8/15
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RESIGNATION

Bocek, Katerina Roosevelt ES	Instructional Assistant - Classroom	<u>EFFECTIVE DATE</u> 6/5/15
Callahan, Lauren McKinley ES	Instructional Assistant - Classroom	6/6/15
Coursey-Rugh, Rebecca Grant ES	Instructional Assistant - Classroom	6/5/15
Griego, Orlando Food and Nutrition Services	Director of Food and Nutrition Services	6/30/15
Havas, Mai-Li FNS-Franklin ES	Cafeteria Worker I	5/15/15
Medina, Rosio Robers ES	Instructional Assistant - Classroom	6/5/15
Melkonian, Marcia McKinley ES	Elementary Library Coordinator	5/31/15
Mesrobian, Krikor Rogers ES	Instructional Assistant - Classroom	6/5/15
Nao, Kim Santa Monica HS	Student Outreach Specialist	6/10/15
Roberts, Michael Malibu HS	Laboratory Technician	6/5/15
Ross, Madelyn Rogers ES	Instructional Assistant - Classroom	6/5/15
Schlierman, John Muir ES	Physical Activities Specialist	6/5/15
Seiden, Abby Webster ES	Instructional Assistant - Classroom	6/6/15

Stout, Amy-Moran Muir ES	Instructional Assistant - Classroom	6/5/15
Tate, John FNS-Santa Monica HS	Cafeteria Worker I	5/10/15
Tietze, Brandon Personnel Commission	Director of Classified Personnel	6/24/15
Wey, Elaine McKinley ES	Administrative Assistant	5/22/15

RETIREMENT

EFFECTIVE DATE

Cary, Wendy Special Ed-Malibu HS	Paraeducator 1	6/5/15
Clayton, Mercille FNS-Lincoln MS	Cafeteria Worker I	6/6/15
Gustafson, Melanie Rogers ES	Instructional Assistant - Classroom	6/5/15
Peak, Denise Malibu HS	Library Assistant I	6/1/15
Simmonds, Hugh Operations	Gardener	5/16/15

DECEASED

EFFECTIVE DATE

Coria-Alvarez, Consuelo FNS-Muir ES	Cafeteria Worker II	5/21/15
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:
 ABSENT:

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / BRANDON TIETZE
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 06/24/15

RECOMMENDATION NO. A.21

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

NEW HIRES

Moore, Randy
 Information Services

Senior Technology Support Assistant
 8 Hrs/12 Mo/Range: 43 Step: F

EFFECTIVE DATE

6/1/15

PROMOTION

Manzur, Juan
 Information Services

Senior Technology Support Assistant
 8 Hrs/12 Mo/Range: 43 Step: E
 From: Technology Support Assistant: 8 Hrs/12 Mo

EFFECTIVE DATE

5/13/15

SUMMER ASSIGNMENTS

Benjamin, Jacquita
 Special Education

Paraeducator 3
 4 Hrs/Day

EFFECTIVE DATE

6/15/15-7/10/15

Bourne, Kaila
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Briseno, Elias
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Bryan, Annette
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Coleman, Dawn
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Everage, Askia
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Gibby, Ashley
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Gonzalez, Monica
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Griego, Nicholas
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Higgins, Shaun
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Johnson, Kerri
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Jorgenson, Stephanie
 Special Education

Paraeducator 3
 4 Hrs/Day

6/15/15-7/10/15

Martinez, Isabel Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Monjarez, Gabby Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Morich, Karen Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Perez-Madera, Salomon Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Peyton, Tawny Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Schmidt, Phillip Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Tenison, Laura Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Wade, Byron Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Warmington, Brigette Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15
Young, Jessica Special Education	Paraeducator 3 4 Hrs/Day	6/15/15-7/10/15

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Alvarado, Nivia Franklin ES	Bilingual Community Liaison [additional hours; translations for the Superintendent]	3/1/15-6/30/15
Avitia, Hector Grant ES	Custodian [overtime; custodial support]	5/26/15-6/11/15
Bonilla, Leroy Operations	Custodian [additional hours; custodial support]	3/30/15-6/30/15
Colvin, Lovell Grant ES	Custodian [overtime; custodial support]	5/26/15-6/11/15
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	6/3/15
Flores, Maria Roosevelt ES	Senior Office Specialist [overtime; clerical support]	5/26/15-6/10/15
Frazier, Ashley Operations	Custodian [additional hours; custodial support]	5/18/15-6/30/15
Fuentes, Mario Operations	Gardener [additional hours; gardening support]	2/1/15-6/30/15
Gustafson, Melanie Rogers ES	Instructional Assistant - Classroom [additional hours; proctor for SBAC testing]	5/12/15
Higgins, Shaun Special Ed-Lincoln MS	Paraeducator 3 [additional hours; bus supervision]	4/20/15-6/5/15

Higgins, Shaun Special Ed-Lincoln MS	Paraeducator 3 [overtime; bus supervision]	4/20/15-6/5/15
Lindsey, Gary Operations	Custodian [additional hours; custodial support]	3/30/15-6/30/15
Nunez, Carla Muir ES	Instructional Assistant - Classroom [overtime; school field trip supervision]	5/22/15
Stawter, Mary Malibu HS	Accounting Assistant II [overtime; year book support]	1/5/15-6/30/15
Uliantzeff, Elena Educational Svcs/Muir ES	Bilingual Community Liaison [overtime; interpretation and translations]	5/29/15-6/4/15
Viesca, Joseph Operations	Custodian [additional hours; custodial support]	5/5/15-6/30/15
Wilson, Stanley Adams MS	Campus Security Officer [overtime; school events]	5/1/15-5/3/15

SUBSTITUTES

Alonzo, Sergio Operations	Gardener	<u>EFFECTIVE DATE</u> 5/20/15-6/30/15
Escobar, Evanny Special Education	Paraeducator 1	5/1/15-6/5/15
Perchlak, James District	Campus Security Officer	5/20/15-6/30/15
Soloway, Beth Health Services	Health Office Specialist	9/1/14-6/5/15
Taylor, Inelle District	Campus Security Officer	5/20/15-6/30/15
Wakefield, Donita District	Campus Security Officer	5/20/15-6/30/15

ABOLISHMENT OF POSITION

Certified Occupational Therapy Assistant 8 Hrs/SY; Special Education	<u>EFFECTIVE DATE</u> 6/5/15
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WORKING OUT OF CLASS

Cornejo, Ana FNS-Muir ES/SMASH	Cafeteria Worker II From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 5/18/15-6/5/15
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LAYOFF/REDUCTION OF HOURS

DZ5953080 Food and Nutrition Services	Cashier 2 Hrs/SY	<u>EFFECTIVE DATE</u> 8/27/15
EP2095976 Food and Nutrition Services	Cashier less than 1 Hr/SY	8/27/15

NK0836052
FNS-Malibu HS

Cafeteria Worker I
5 Hrs/SY
From: 6 Hrs/SY

8/27/15

RESIGNATION

Valdivia, Jessica
Edison ES

Instructional Assistant - Bilingual

EFFECTIVE DATE

6/5/15

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/21/15

FROM: SANDRA LYON / MARK O. KELLY / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

COACHING ASSISTANT

Collet, Jutta	Santa Monica HS	3/23/15-6/30/15
Lupi, Paul	Santa Monica HS	3/23/15-6/30/15
Meza, Andres	Santa Monica HS	3/23/15-6/30/15

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

ABSENT:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/11/15

FROM: SANDRA LYON / MARK O. KELLY / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.29

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

AVID TUTOR

Kivnick, Alexandra Lincoln MS 3/19/15-6/5/15

COACHING ASSISTANT

Cervantes, Juan Santa Monica HS 4/16/14-6/30/15
Cooley, Mark Malibu HS 7/1/14-6/30/15
Parr, Breanne Malibu HS 7/1/14-6/30/15

NOON SUPERVISION AIDE

Alvarez, Maryke McKinley ES 2/1/15-6/5/15
Aranda, Antonio McKinley ES 2/1/15-6/5/15
Battey, Leticia McKinley ES 3/23/15-6/5/15
Gondo, Janet McKinley ES 2/1/15-6/5/15
Hong, Grace McKinley ES 2/1/15-6/5/15
Jiwani, Rahim McKinley ES 2/1/15-6/5/15
Inoki, Hiroko McKinley ES 2/1/15-6/5/15
Lucas, Ralph McKinley ES 2/1/15-6/5/15
Marion, Miriam McKinley ES 2/1/15-6/5/15
Morales, Rosa McKinley ES 2/1/15-6/5/15
Oyenoki, Aimee McKinley ES 3/27/15-6/5/15
Reyes, Modesta McKinley ES 2/1/15-6/5/15
Richards, Michelle McKinley ES 2/1/15-6/5/15
Sotoj, Maria McKinley ES 2/1/15-6/5/15

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

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

ACTION/CONSENT
06/24/15

RECOMMENDATION NO. A.22

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

Green, Dustin	Malibu HS	7/1/14-6/30/15
Johnson, Philip	Malibu HS	7/1/14-6/30/15
Lynch, Daniel	Malibu HS	7/1/14-6/30/15
Pereira, Dylan	Malibu HS	7/1/14-6/30/15

NOON SUPERVISION AIDE

Seiden, Abbey	Webster ES	3/1/15-6/30/15
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EDUCATIONAL SPECIALIST – LEVEL II

Baker, Elizabeth	Muir ES [Music Instructor] - Funding: VSS: Stretch Grant	9/19/14-5/22/15/15
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

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

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

SMMUSD Board of Education Meeting Schedule 2015-16

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

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

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	August 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	September 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	October 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, August 11, 2015 at 4:00 pm - *District Office Board Room*

VI. Adjournment:

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