



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**August 9, 2016**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 9, 2016**, the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

### **I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Approval of Agenda for Regular Meeting on August 9, 2016

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

- G.05 Approval of Minutes for Regular Meeting on July 12, 2016

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

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**August 9, 2016**

**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, August 9, 2016**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **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.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on August 9, 2016

G.05 Approval of Minutes for Regular Meeting on July 12, 2016

G.06 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 and Updates
- Advisory Rules Committee Update

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

G.07 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.

G.08 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.

- SEIU Report
- Board of Education Report

G.09 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.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Athletic Trainer	3
Cafeteria Worker I	15
Children's Center Assistant-1	1
Children's Center Assistant-1,2,3	5
Elementary Library Coordinator	1
Facilities Technician	5
Paraeducator-1	37
Paraeducator-2	5
Paraeducator-3	17
Physical Activities Specialist	4
Senior Technology Support Assistant	2
Skilled Maintenance Worker	9
Technology Support Assistant	4

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- No Action Items

**IV. DISCUSSION ITEMS:**

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.

D.01 Implementation of New Advanced Step Placement Criteria

**V. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.23 (for SMMUSD School Board Agenda)
  - July 20, 2016
- I.05 Classified Personnel – Non-Merit Report – None
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2016 – 2017
- I.07 Board of Education Meeting Schedule
  - 2016 – 2017

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits – section: Advanced Step Placement only</i>	October 2016

**VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, September 13, 2016, at 4:00 p.m. – *District Office Board Room*

**VIII. 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.

**IX. CLOSED SESSION:**

- No Closed Session

**X. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**July 12, 2016**

**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 was held on **Tuesday, July 12, 2016**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **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.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Lippman, and Pertel were present.
- G.03 Pledge of Allegiance:** Ms. Brooke Lamping, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** July 12, 2016

**It was moved and seconded to approve the agenda as amended – agenda items III.A.02 and III.A.03 – “Reclassification Studies” were pulled. The motion passed.**

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.

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

**G.05 Motion to Approve Minutes: June 14, 2016**

**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	✓		✓			

**G.06 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
  - **Director Cool updated the Personnel Commission about intense summer recruiting, so that the schools are fully staffed for the next school year.**
  - **Director Cool informed the Personnel Commission about staffing changes within the department. Mrs. Rosalee Merrick started her new position as Human Resources Technician on June 16, 2016. In addition, the new Personnel Analyst, Ms. Clare Caldera, will join the department on July 26, 2016, in order to be trained by Ms. Lamping whose last day is July 29, 2016.**
  - **Director Cool announced his vacation plans to visit Japan in mid-July. Ms. Lamping will be supervising the office in his absence.**
  - **Director Cool expressed his heart-felt gratitude to Ms. Brooke Lamping for all her professional and also unique and individual contributions to the Personnel Commission and the District. He recognized her accomplishments and wished her his best in her new endeavors.**
- Advisory Rules Committee Update
  - **Director Cool informed the Personnel Commission about presenting Chapter XI: *Vacation, Leaves of Absence and Holidays* for the second reading at this meeting.**
  - **The Advisory Rules Committee has begun revising Chapter XII: *Salaries, Overtime Pay, and Benefits*, focusing on the Advanced Step Placement. Revisions to working criteria will be presented during Discussion later on.**

#### **G.07 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 Lippman expressed his appreciation of working with Ms. Lamping, wishing her his best.**
- **Commissioner Pertel conveyed his best wishes and congratulations for Ms. Lamping's new life chapter and new professional opportunity in the human resources field.**
- **Commissioner Inatsugu reflected on Ms. Lamping's tenure at the District, commending her for her dedication to the District.**
- **Commissioner Inatsugu informed the Personnel Commission about holidays on October 11 and 12, 2016 and their potential impact on Personnel Commission meeting's attendance.**
- **Commissioner Pertel regretfully announced that he would not seek a re-appointment as a Personnel Commissioner for the next term.**

#### **G.08 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.

- **SEIU Report**
  - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's participation in the Santa Monica 4<sup>th</sup> of July Parade along with SMMEF, SMMCTA, PTA, and SMMUSD. SEIU Executive Director, Max Arias, and Project Director, Michael Haberberger, joined the community. It was a great and joyful event. Ms. Cartee-McNeely suggested to decorate a school bus filled with students and faculty to represent the District in the parade next year.**
  - **Ms. Cartee-McNeely announced that the 2015/16 Reopener has been settled, ratified, and implemented with unit members receiving their retroactive compensation on June 27, 2016. Effective July 1, 2016, the full contract is open, and SEIU will be scheduling a negotiation caucus over the summer and will meet with the Steward Council no later than August 1, 2016.**
  - **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's initiatives of the Labor Management Teams with Operations & Facilities department and Special Education during summer months in preparation for the start of a new school year. The Labor Management Teams focus on training and professional development of these departments.**
  - **Ms. Cartee-McNeely mentioned SEIU's work on the Summer Unemployment Bill that pass the appropriations committee.**
  - **Ms. Cartee-McNeely expressed her appreciation working with Ms. Lamping and wished her all the best in her new endeavors.**

- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, extended his congratulations to Ms. Lamping wishing her all the best in her new life adventures.**
  - **Dr. Kelly informed the Personnel Commission about the new Interim Co-Superintendents Dr. Sylvia Rousseau and Dr. Christopher King. Dr. Rousseau served the District as Santa Monica High School principal before her retirement. Dr. King worked last as a permanent Superintendent in Boulder, Colorado. He has been working in California in an interim capacity, recently in Anaheim. The Superintendent search is underway. The community is encouraged to provide feedback completing a survey the recruitment agency developed in order to gather input for the hiring process. The goal to select a new superintendent is by January 1, 2017.**
  - **Dr. Kelly updated the Personnel Commission on certificated hiring for the new school year.**
  - **Dr. Kelly also informed the Personnel Commission about the Board of Education's focus on facility improvements. Two months ago, the Board adopted a complex twenty-five (25) year master plan to renovate Santa Monica High School.**
  - **Dr. Kelly stated the Financial Oversight Committee will be presenting their annual report to the Board in the near future.**
  - **Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives and meetings regarding Malibu unification process. The timeline has been extended by sixty days (60), so that specific recommendations can be made to the Board of Education.**
  - **Dr. Kelly conveyed the District's satisfaction with an effective implementation of classified retroactive compensation.**
  - **The Board of Education appointed Dr. Kelly as Interim Deputy Superintendent.**
  - **Commissioner Pertel inquired about potential discussions regarding bond measures. Dr. Kelly replied that there is some potential, particularly the John Adams Middle School's Auditorium. It has been closed due to structural damage; therefore, the Board will have to decide what to do: whether to repair it or take another approach. Santa Monica College may assist in this project.**

**G.09 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.

- **None**

**II. CONSENT CALENDAR:**

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

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Paraeducator-1	35
Paraeducator-2	6
Paraeducator-3	20
Personnel Analyst	8

**It was moved and seconded to approve the Consent Calendar – II.C.01 Approval of Classified Personnel Eligibility List(s). The motion passed.**

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

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Merit Rules:

Adoption of Second Reading of Changes to Chapter XI:  
*Vacation, Leaves of Absence and Holidays*

**It was moved and seconded to approve the Director’s recommendations for item III.A.01 as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **Director Cool informed the Personnel Commission that there were no further revisions since the first reading presented at the regular Personnel Commission meeting on June 14, 2016.**
- **Director Cool stated that the language in Merit Rule 11.3.2.A. has been adopted from the California Education Code; hence, no changes were**

made. Merit Rule 11.10.3. does not include employee time off for parent-teacher conferences. The topic is addressed in a Board policy.

- Commissioner Lippman inquired about the division of authority between the Assistant Superintendent of Human Resources and the Director of Classified Personnel. Director Cool explained that leaves of absence fall into the purview of the Human Resources Department. The Personnel Commission is responsible for all the processes up to the point when a candidate becomes an employee.
- Commissioner Inatsugu commended the Advisory Rules Committee for their dedication and good work.

A.02 Reclassification Study:

Approval of the reclassification for Ms. Jana Hatch from Administrative Assistant to Senior Administrative Assistant.

**The agenda item III.A.02 was pulled and moved till September 13, 2016.**

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

**REPORT AND DISCUSSION**

- None

A.03 Reclassification Study:

Approval of the reclassification for Ms. Patsy Herschberger from Administrative Assistant to Senior Administrative Assistant.

**The agenda item III.A.03 was pulled and moved till September 13, 2016.**

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

**REPORT AND DISCUSSION**

- None

A.04 Removal of Accelerated Hiring Rate:

Approval of the removal of accelerated hiring rate.

**It was moved and seconded to approve the Director’s recommendations for item III.A.04 as submitted. The motion passed.**

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

#### **REPORT AND DISCUSSION**

- **Director Cool recommended removing the standing accelerated hiring rate from all classifications except for those that fall below the District's minimum wage. However, the Personnel Commission will have the authority to reestablish the practice if there is difficulty recruiting for a specific classification in the future. Due to the recent salary increases, the practice will be discontinued at present time.**
- **Dr. Kelly clarified that after implementation of the six percent (6%) salary increase, the District's minimum wage is \$13.78.**

#### **IV. DISCUSSION ITEMS:**

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.

D.01 Revisions to Working Criteria for Advanced Step Placement

#### **REPORT AND DISCUSSION**

- **Director Cool offered a brief background to the revisions of Advanced Step Placement working criteria regarding additional qualitative review of work experience and education. They will be added to the standing criteria.**
- **Director Cool provided a quick review and explanation of the current criteria.**
- **Director Cool emphasized the shift in assessing the candidate's experience and education taking into consideration not only the amount of prior experience and education, but also if the background is value-added and exceeds standard expectations of a new hire. The hiring authority will be asked to provide some criteria, similar to minimum qualifications, that will assure the incoming employee greatly exceeds the standard requirements. In order to define the exceeded standards, value-added is characterized by four (4) newly developed components:**
  1. **experience performing substantially similar duties**
  2. **directly related education or training that covers how to perform the duties of the job**
  3. **reduced training time required**
  4. **specialized skillset that results in contributions to the workgroup**
- **Director Cool illustrated this concept on concrete examples.**
- **Commissioner Lippman expressed his full support for the value-added concept and commended staff for developing such a comprehensive guide for assessing Advanced Step Placement. However, he still disagrees with the basic policy of awarding Advanced Step Placement.**

- **Commissioner Lippman proposed rearranging the criteria while retaining the original content.**
- **Director Cool emphasized that these are not changes to the Merit Rules, but rather to an administrative practice.**
- **Commissioner Inatsugu recommended implementing the practice immediately.**

D.02 Supplements to Base Salary

**REPORT AND DISCUSSION**

- **Director Cool outlined all possible supplements to base salary including bilingual stipends for bargaining unit members, shift differential, longevity increments for bargaining unit members and longevity pay for classified management, professional growth program for bargaining unit members, accelerated hiring rate, advanced step placement, phone stipend, and educational stipend for classified management.**

**V. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.03 (for SMMUSD School Board Agenda)
  - June 22, 2016
- Classified Personnel – Merit Report – No. A.29
  - June 29, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.04
  - June 22, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2015 – 2016
- I.07 Board of Education Meeting Schedule
  - 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits – section: Advanced Step Placement only</i>	August 2016

**VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, August 9, 2016, at 4:00 p.m. – *District Office Board Room*

**VIII. 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 the closed session.

- **None**

**IX. CLOSED SESSION:**

- **No Closed Session**

**X. 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.**

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

**TIME ADJOURNED: 5:05 p.m.**

Submitted by:

\_\_\_\_\_  
 Michael Cool  
 Secretary to the Personnel Commission  
 Director, Classified Personnel

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

---

---

## II. Consent Calendar:

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

---

### **III. Action Items:**

---

#### **IV. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, August 9, 2016**

#### **AGENDA ITEM NO: IV.D.01**

SUBJECT: Implementation of New Advanced Step Placement Criteria

#### **BACKGROUND INFORMATION:**

At the last Personnel Commission meeting on July 12, 2016, the Director of Classified Personnel presented revised criteria for determining Advanced Step Placement (ASP). Previously, in determining if an employee is eligible for ASP, the focus was on the *amount* of previous experience and education. Now, there will be a shift such that Personnel Commission staff will determine not only the amount of prior experience and education, but also if that background is *value-added* and *exceeds standard expectations of a new hire*. At the last meeting, Commissioners provided input and guidance, and further revisions were made.

The most significant change in the proposed ASP process is the consideration of input from the hiring manager and other subject matter experts, which will be obtained in order to clarify and define what it means to *exceed standard expectations of a new hire*. Personnel Commission staff will need to collect this criteria *prior* to opening a recruitment for two reasons: 1) potential bias of the hiring manager based on the candidate pool, and 2) the criteria given by a department may necessitate that Personnel Commission staff add specific supplemental questions to the application.

Therefore, over the course of the next year, there will be a transitional period in which the old ASP criteria is phased out. For recruitments that are already underway, and for classifications that have an active eligibility list, the old ASP criteria will be applied. For each recruitment that is initiated from this point on, the new ASP criteria will be applied.

At the June 14 2016 Personnel Commission meeting, the Director suggested that the new ASP criteria be implemented at the beginning of the fiscal year to give a clear starting point. However, now that the new ASP process is more clearly defined, it will need to be implemented on a continuing basis.

#### **DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends applying the new ASP criteria on a continuing basis, as new recruitments are initiated. For all recruitments that are currently underway, and for active eligibility lists, the Director recommends applying the old ASP criteria.

# ASP Guide for PC Staff

## Advanced Step Placement Criteria

The Director of Classified Personnel shall base the recommendation on the following criteria in the following order:

1. The individual employee has additional **value-added** experience beyond that required for entry into the class. If the experience requirement is less than two (2) years; one advanced step may be awarded for every two (2) years of additional full-time experience. If the experience requirement is two (2) years or more; one advanced step may be awarded for every amount of experience required in addition to the minimum requirement (i.e. if 5 years are required, the candidate needs an additional 5 years, or 10 total, to receive one advanced step). No more than two advanced steps may be received for experience related qualifications. Value-added experience is that which exceeds standard expectations of a new hire. *Value-added* is characterized by the following three (3) elements: \*
  - a. The employee has prior experience performing substantially similar duties as the classification for which they were hired. Through prior experience, the employee has acquired all or most of the necessary knowledge, skills, abilities and competencies.
  - b. Due to prior experience, the employee would be able to immediately demonstrate the knowledge, skills, abilities, and competencies that are necessary to perform duties of the classification. The amount of training would be reduced, and the employee would function at full capacity in a significantly shorter period of time.
  - c. Due to prior experience, the employee possesses a specialized skillset that allows him/her to make unique contributions that benefit the work group or department. The employee is able to introduce and implement new systems, techniques, or technology, or otherwise improve on current processes.
2. The individual employee has additional **value-added** education or training beyond that required for entry into the class. One advanced step may be awarded for one level of education attained above the required level of education. The levels of education are High School Diploma, Associate's Degree, Bachelor's Degree, Master's Degree, and Doctoral Degree. No more than one advanced step may be received for education related qualifications. Value-added education is that which exceeds standard expectations of a new hire. *Value-added* is characterized by the following three (3) elements: \*
  - a. The employee has received education or training in a content area that is directly related to their classification. Through prior education or training, the employee has gained the underlying competencies necessary for the position, but has also received instruction on methodology, processes, or practices that are used on the job.
  - b. Due to prior education, the employee would be able to immediately demonstrate the knowledge, skills, abilities, and competencies that are necessary to perform duties of the classification. The amount of training would be reduced, and the employee would function at full capacity in a significantly shorter period of time.
  - c. Due to prior education, the employee possesses a specialized skillset that allows him/her to make unique contributions that benefit the work group or department. The employee is able to introduce and implement new systems, techniques, or technology, or otherwise improve on current processes.

3. The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants;  
AND/OR
4. [EMERGENCY OPTION] The Director of Classified Personnel determines that:
  - a. The recruitment was difficult as evidenced by criteria #3 above; AND
  - b. The individual employee's most recent salary rate in a comparable position is above the rate that can be initially offered based on the first three criteria for advanced step placement; AND
  - c. The initial total compensation offer is likely to prohibit acceptance of employment; AND
  - d. The hiring authority has expressed a strong preference for the candidate based on anticipated needs.

\*In determining if an employee's prior education or experience is value-added, the elements listed under 1 and 2 should be used as a guide. A new employee does not necessarily need to meet each of the elements to receive advanced step placement.

---

**V. Information Items:**

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2011-2012</b>										
7/12/2011	Elem Library Coor	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/9/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/9/2011	Licensed Vocational Nurse	A	34	A	E	100.00%	\$4.08	\$706.39	\$6,405.71	\$22,393.88
10/11/2011	Electrician	A	37	A	F	100.00%	\$5.61	\$972.19	\$10,610.02	\$30,289.32
10/11/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
12/13/2011	Fiscal Supv-CDS	M	41	A	B	100.00%	\$1.34	\$231.52	\$2,778.24	\$12,001.44
12/13/2011	Accounting Asst II	A	26	A	F	50.00%	\$4.30	\$372.36	\$4,064.40	\$11,620.70
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/10/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-Music	A	20	A	F	37.50%	\$3.71	\$241.15	\$2,235.41	\$6,499.40
3/13/2012	Reprographics Operator	A	23	A	F	100.00%	\$3.98	\$690.53	\$7,535.65	\$21,495.74
3/13/2012	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
3/13/2012	IA-SE	A	20	A	F	62.50%	\$3.71	\$401.92	\$3,725.68	\$10,832.34
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
3/13/2012	IA-Classroom	A	18	A	F	25.00%	\$3.53	\$152.99	\$1,419.63	\$4,126.71
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	Health Off Spec	A	25	A	B	43.75%	\$0.76	\$57.73	\$346.36	\$1,905.64
4/17/2012	Admin Asst	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/17/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
5/8/2012	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-Classroom	A	18	A	B	37.50%	\$0.64	\$41.35	\$248.11	\$1,376.91
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	50.00%	\$3.71	\$321.53	\$2,980.55	\$8,665.87
<b>2011-2012 TOTAL</b>									<b>\$106,321.57</b>	<b>\$338,147.39</b>

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2012-2013</b>										
7/11/2012	Senior Buyer	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
7/11/2012	Fiscal Svcs Supv	M	41	A	D	100.00%	\$4.22	\$731.52	\$8,778.24	\$27,524.64
8/14/2012	Elem Library Coord	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/14/2012	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
8/14/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/23/2012	IA-Dev Hlth	A	23	A	F	100.00%	\$3.98	\$690.53	\$6,404.82	\$18,603.65
9/11/2012	IA-Dev Hlth	A	23	A	F	62.50%	\$3.98	\$431.58	\$4,003.02	\$11,627.28
9/11/2012	Accountant	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
10/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
10/10/2012	PAS	A	26	A	F	62.50%	\$4.30	\$465.45	\$4,317.91	\$12,570.35
10/10/2012	Stock and Delivery Clerk	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
2/12/2013	Bus Driver	A	28	A	E	87.50%	\$3.52	\$533.82	\$4,638.30	\$16,285.22
2/12/2013	Gardener	A	24	A	F	37.50%	\$4.09	\$265.65	\$2,899.27	\$8,282.51
2/12/2013	Dir Class Pers	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
3/12/2013	IA-Classroom	A	18	A	D	37.50%	\$2.01	\$130.90	\$1,143.64	\$4,699.34
3/12/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
4/9/2013	HR Analyst	M	46	A	C	100.00%	\$3.10	\$537.69	\$6,452.28	\$24,000.16
5/14/2013	Sprinkler Repair Technician	A	33	A	F	100.00%	\$5.10	\$883.21	\$9,635.31	\$27,507.94
5/14/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/14/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
6/4/2013	Custodian	A	22	A	F	100.00%	\$3.88	\$673.28	\$7,350.91	\$20,984.95
<b>2012-2013 TOTAL</b>									<b>\$139,731.78</b>	<b>\$448,311.89</b>

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2013-2014</b>										
8/13/2013	Athletic Trainer	A	35	A	B	87.50%	\$0.97	\$146.71	\$880.26	\$4,863.98
8/13/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
9/13/2013	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
9/13/2013	Administrative Assistant	A	29	A	D	100.00%	\$2.63	\$456.55	\$4,609.52	\$18,717.88
9/13/2013	Bus Driver	A	28	A	F	87.50%	\$4.50	\$683.07	\$6,056.22	\$17,703.15
9/13/2013	Accountant	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
11/12/2013	PAS	A	26	A	D	67.50%	\$2.44	\$285.95	\$2,398.46	\$9,933.78
11/12/2013	IA-Physical Education	A	20	A	C	50.00%	\$1.38	\$119.40	\$928.90	\$4,426.14
11/12/2013	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$850.76	\$3,156.31
11/12/2013	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$418.23	\$1,787.27
11/12/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2013	Elementary Library Coord.	A	26	A	C	87.50%	\$1.59	\$241.52	\$1,943.96	\$9,247.97
12/10/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
1/14/2014	Campus Sec. Offcr.	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,166.33	\$10,295.87
1/14/2014	IA-Music	A	20	A	C	37.50%	\$1.38	\$89.55	\$696.67	\$3,319.61
2/11/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	D	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
3/11/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
4/8/2014	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$992.55	\$3,682.36
5/13/2014	IA-Music	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
5/13/2014	Paraeducator-1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
<b>2013-2014 TOTAL</b>									<b>\$57,792.14</b>	<b>\$218,237.08</b>
<b>2014-2015</b>										
8/12/2014	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
7/8/2014	Sports Facility Attendant	A	22	A	D	75.00%	\$2.22	\$288.22	\$2,912.28	\$11,809.32
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
8/12/2014	HR Analyst	M	46	A	B	100.00%	\$1.51	\$262.04	\$3,144.48	\$13,572.32

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
8/12/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
8/12/2014	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$278.82	\$1,191.51
8/12/2014	Lead Custodian	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,441.26	\$11,483.90
8/12/2014	Sr Office Specialist	A	25	A	D	50.00%	\$2.39	\$207.13	\$1,877.94	\$7,693.31
8/12/2014	Office Specialist	A	22	A	C	100.00%	\$1.44	\$249.65	\$2,267.28	\$10,662.13
9/9/2014	Paraeducator-3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/9/2014	Pareducator-1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
9/9/2014	Pareducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
9/9/2014	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
9/9/2014	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Bus Driver	A	28	A	C	87.50%	\$1.67	\$252.87	\$2,033.83	\$9,692.11
9/9/2014	Pareducator-1	A	20	A	B	62.50%	\$0.68	\$73.37	\$440.24	\$2,411.51
9/9/2014	Carpenter	A	35	A	C	100.00%	\$1.98	\$343.72	\$3,118.63	\$14,664.48
9/9/2014	Plumber	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
9/9/2014	SIS Specialist	A	49	A	E	100.00%	\$5.87	\$1,017.55	\$10,795.21	\$37,190.10
9/9/2014	Facilities Technician	A	45	A	D	100.00%	\$3.89	\$673.95	\$6,807.01	\$27,633.95
9/9/2014	Audio Visual Tech	A	26	A	D	100.00%	\$2.44	\$423.64	\$4,275.75	\$17,413.65
10/14/2014	IA-Classroom	A	18	A	C	25.00%	\$1.31	\$56.92	\$458.90	\$2,172.16
10/14/2014	IA-Classroom	A	18	B	C	62.50%	\$0.68	\$73.37	\$733.74	\$3,135.56
10/14/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
10/14/2014	Library Asst. I	A	22	A	B	75.00%	\$0.70	\$91.06	\$546.35	\$3,029.77
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Plumber	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/14/2014	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
11/12/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Athletic Trainer	A	35	A	C	87.50%	\$1.98	\$300.75	\$2,420.71	\$11,503.52
11/12/2014	Student Outreach Specialist	A	44	A	C	100.00%	\$2.48	\$429.46	\$3,459.12	\$16,373.98
11/12/2014	Employee Benefits Tech	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
11/12/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/9/2014	IA-Physical Ed.	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Bilingual Comm Liaison	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Gardener	A	24	A	C	70.00%	\$1.52	\$184.02	\$1,669.61	\$7,848.68
12/9/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
1/22/2015	Admin Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
1/22/2015	Admin Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,380.67	\$11,355.86
1/22/2015	Community & Public Relations Officer	M	62	A	D	100.00%	\$7.08	\$1,228.00	\$14,736.00	\$46,176.00
1/22/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
1/22/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/22/2015	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/22/2015	Technical Theater Coordinator	A	42	E	F	100.00%	\$1.40	\$242.82	\$2,913.87	\$2,913.87
1/22/2015	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
1/22/2015	IA-Classroom	A	18	B	E	62.50%	\$2.12	\$229.40	\$2,294.02	\$7,180.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
3/10/2015	Custodian	A	22	A	B	62.50%	\$0.70	\$75.88	\$455.29	\$2,524.81
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
4/14/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/14/2015	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
4/14/2015	Paraeducator 2	A	23	A	B	75.00%	\$0.72	\$93.84	\$563.02	\$3,107.38
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	IA-Music	A	20	A	D	31.25%	\$2.12	\$114.70	\$1,000.26	\$4,111.78
6/9/2015	Swimming Instructor/Lifeguard	A	21	A	B	62.50%	\$0.69	\$74.47	\$446.84	\$2,469.46
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	Senior Technology Support Assistant	A	43	D	F	100.00%	\$2.79	\$483.58	\$5,803.00	\$8,775.27
<b>2014-2015 TOTAL</b>									<b>\$191,418.30</b>	<b>\$766,520.92</b>
<b>2015-2016</b>										
7/14/2015	Student Outreach Specialist	A	44	A	D	100.00%	\$3.80	\$658.23	\$5,746.87	\$23,618.53
7/14/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
8/11/2015	Director of Food Services	M	55	A	D	100.00%	\$5.96	\$1,032.76	\$12,393.12	\$38,859.10
8/11/2015	Director of Classified Personnel	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
9/8/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
9/8/2015	IA-Music	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2015-2016</b>										
9/8/2015	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$1,044.79	\$3,876.17
9/8/2015	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$293.49	\$1,254.22
9/8/2015	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	PAS	A	26	A	C	37.50%	\$1.59	\$103.51	\$833.12	\$3,963.42
9/8/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Audience Services Coordinator	A	38	A	C	50.00%	\$2.14	\$185.63	\$1,686.31	\$7,902.98
10/13/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
10/13/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
10/13/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Campus Sec. Offcr.	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
10/13/2015	Health Off Spec	A	25	A	C	43.75%	\$1.55	\$117.87	\$947.77	\$4,504.44
10/13/2015	Elem. Library Coord.	A	26	A	D	87.50%	\$2.44	\$370.68	\$3,235.55	\$13,349.09
10/13/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
11/10/2015	CCA-3	A	19	B	D	43.75%	\$1.41	\$106.87	\$1,068.69	\$3,973.41
11/10/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
11/10/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/10/2015	HVAC Mechanic	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
11/10/2015	Technology Support Assistant	A	38	D	F	100.00%	\$2.48	\$429.46	\$5,153.46	\$7,800.63
11/10/2015	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
11/10/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
11/10/2015	Paraeducator 1	A	20	A	D	62.50%	\$2.12	\$229.40	\$2,000.53	\$8,223.57
12/8/2015	Maintenance Supervisor	M	45	A	C	100.00%	\$3.03	\$525.00	\$6,300.00	\$23,412.00
12/8/2015	IA-Bilingual	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/12/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
1/12/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/12/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2015-2016</b>										
2/9/2016	Senior Administrative Assistant	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
2/9/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
3/8/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
3/8/2016	Senior Office Specialist	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,117.53	\$5,296.44
3/8/2016	Cafeteria Worker I	A	11	E	F	37.50%	\$0.65	\$42.56	\$425.56	\$425.56
3/8/2016	Accounting Tecnnician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
4/12/2016	Facilities Technician	A	45	A	C	100.00%	\$2.53	\$438.05	\$3,976.28	\$18,710.07
4/12/2016	Campus Sec. Offcr.	A	25	A	D	100.00%	\$2.39	\$414.25	\$3,614.74	\$14,861.34
4/12/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/12/2016	Lab Technician	A	26	A	D	50.00%	\$2.44	\$211.82	\$1,848.88	\$7,628.05
5/10/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/10/2016	Accounting Technician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
5/10/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
6/14/2016	Accounting Technician	A	29	D	E	100.00%	\$0.97	\$167.67	\$2,012.02	\$4,124.64
6/14/2016	IA-Music	A	20	A	D	25.00%	\$2.12	\$91.76	\$800.21	\$3,289.43
6/14/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
6/14/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
6/14/2016	Facility Use Manager	M	50	A	C	100.00%	\$3.43	\$595.12	\$7,141.44	\$26,525.95
<b>2015-2016 TOTAL</b>									<b>\$132,891.59</b>	<b>\$513,424.79</b>
<b>CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)</b>									<b>\$324,309.89</b>	<b>\$1,279,945.71</b>
<b>CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)</b>									<b>\$382,102.04</b>	<b>\$1,498,182.79</b>
<b>CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)</b>									<b>\$521,833.82</b>	<b>\$1,946,494.67</b>
<b>CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)</b>									<b>\$628,155.39</b>	<b>\$2,284,642.07</b>

## Open Requisitions (as of 08/03/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-176	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	5/26/2016
16-177	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	Vac	87.5	5/26/2016
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/2015
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/2015
16-142	CHILDREN'S CENTER ASSISTANT-2	LINCOLN CHILD DEVELOPMENT CENTER	Vac	43.75	3/8/2015
16-178	CHILDREN'S CENTER ASSISTANT-2	GRANT ELEMENTARY SCHOOL	New	62.5	6/1/2016
16-179	CHILDREN'S CENTER ASSISTANT-2	GRANT ELEMENTARY SCHOOL	New	62.5	6/1/2016
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/2014
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/2014
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/2015
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/2015
17-004	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	87.5	7/22/2016
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/2016
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/2015
16-184	ELEMENTARY LIBRARY COORDINATOR	FRANKLIN ELEMENTARY SCHOOL	Vac	100	6/2/2016
17-001	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	New	43.75	7/8/2016

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-182	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5	5/24/2016
16-201	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	LINCOLN MIDDLE SCHOOL	Vac	37.5	6/27/2016
16-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	4/26/2016
16-171	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5	5/16/2016
16-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	6/7/2016
16-198	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	6/21/2016
17-002	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	7/8/2016
17-003	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	7/8/2016
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	6/7/2016
16-193	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	75	6/17/2016
16-163	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	4/26/2016
16-199	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	6/21/2016
17-005	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	7/20/2016
16-194	PARAEDUCATOR-2	PT DUME ELEMENTARY SCHOOL	Vac	68.75	6/16/2016
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/2015

## Filled Requisitions (7/1/2016 – 7/31/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-181	Children's Center Assistant-2	EDISON LANGUAGE ACAD...	7/21/16
16-180	Children's Center Assistant-2	EDISON LANGUAGE ACAD...	7/20/16
16-104	IA-Physical Education	SANTA MONICA HIGH SC...	7/11/16
16-118	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	7/22/16
16-172	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	7/1/16
16-173	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	7/22/16
16-192	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	7/22/16
16-202	PARAEDUCATOR-3	SPECIAL EDUCATION	7/13/16
16-185	Personnel Analyst	Personnel Commission	7/7/16
16-188	Physical Activities Specialist	CABRILLO ELEMENTARY ...	7/26/16
16-175	Physical Activities Specialist	GRANT ELEMENTARY SCH...	7/11/16
16-152	Physical Activities Specialist	GRANT ELEMENTARY SCH...	7/11/16
16-195	SENIOR ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	7/5/16
16-167	Senior Office Specialist	EDISON LANGUAGE ACAD...	7/11/16
16-189	Senior Office Specialist	JOHN ADAMS MIDDLE SC...	7/11/16
16-197	SENIOR TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	7/26/16

16-168	Skilled Maintenance Worker	Facilities MAINTENANCE	7/26/16
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	7/26/16
16-200	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	7/15/16

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/20/16

FROM: CHRISTOPHER KING / SYLVIA ROUSSEAU / MARK O. KELLY /  
MICHAEL COOL

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.23

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>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Alaniz, Federico Food and Nutrition Services	Stock and Delivery Clerk 5 Hrs/Day	6/10/16-8/19/16
Alaniz, Federico Purchasing	Stock and Delivery Clerk 1 Hr/Day	6/29/16-7/29/16
Bransford, Elizabeth Ed. Services-Roosevelt ES	Instructional Assistant - Classroom Not to exceed: 70 Hrs	6/17/16-7/15/16
Brito, Salvador Transportation	Bus Driver Not to exceed: 90 Hrs	6/20/16-7/15/16
Brynjegard, Peter Ed. Services-Pt. Dume ES	Instructional Assistant - Classroom Not to exceed: 70 Hrs	6/17/16-7/15/16
Carrilló, Steven Transportation	Bus Driver Not to exceed: 130 Hrs	6/20/16-7/15/16
Cisneros, Yolanda FNS-Edison ES	Cafeteria Worker II 3 Hrs/Day	6/20/16-7/15/16
Cojan, Carmen FNS-Roosevelt ES	Cafeteria Worker II 3 Hrs/Day	6/20/16-7/15/16
Collins, Barry Operations	Custodian 8 Hrs/Day	6/15/16-8/22/16
Cooper, Raymond Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/20/16-7/22/16
Davis, Kenrick Transportation	Bus Driver Not to exceed: 135 Hrs	6/20/16-7/15/16
Davis, Lenora Transportation	Bus Driver Not to exceed: 40 Hrs	6/20/16-7/15/16
Elie, Latrice Transportation	Bus Driver Not to exceed: 150 Hrs	6/20/16-7/15/16
Elie-Turner, Banita Transportation	Bus Driver Not to exceed: 110 Hrs	6/20/16-7/15/16
Flores, Maria Maintenance	Senior Office Specialist 8 Hrs/Day	6/15/16-8/19/16

Garcia, Sara Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/10/16-8/17/16
Gauntt, Deborah Transportation	Bus Driver Not to exceed: 120 Hrs	6/20/16-7/15/16
Godinez, Lorena Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/16-8/17/16
Gonzalez, Andrea Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/10/16-8/17/16
Granadino, Frank Transportation	Bus Driver Not to exceed: 130 Hrs	6/20/16-7/15/16
Gutierrez, Martha Franklin ES	Senior Office Specialist Not to exceed: 80 Hrs	8/1/16-8/14/16
Gutierrez, Yoly Edison ES	Bilingual Community Liaison Not to exceed: 30 Hrs	6/15/16-8/15/16
Gutierrez-Prada, Nancy Educational Services	Bilingual Community Liaison Not to exceed: 6 Hrs	6/1/16-6/30/16
Harper, Erin Special Education	Occupational Therapist Not to exceed: 76 Hrs	6/20/16-7/15/16
Hendricks, David Transportation	Bus Driver Not to exceed: 30 Hrs	6/20/16-7/15/16
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/10/16-8/19/16
Honore, Crystal Lincoln MS	Campus Security Officer 5 Hrs/Day	6/17/16-7/15/16
Hunter, Katherine Special Education	Occupational Therapist Not to exceed: 76 Hrs	6/20/16-7/15/16
Jackson, Donte FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/10/16-8/19/16
Johnson, Mayra Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/16-8/17/16
Lawrence, Adrianna Transportation	Bus Driver Not to exceed: 135 Hrs	6/20/16-7/15/16
Lewis, Jessie Transportation	Bus Driver Not to exceed: 135 Hrs	6/20/16-7/15/16
Mangum, Don Santa Monica HS	Campus Security Officer 3 Hrs/Day	6/20/16-7/22/16
Marshall, Shaquita Special Ed-Edison ES	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16
Mehta, Jaimini Special Education	Braille Transcriber Not to exceed: 30 Hrs	6/20/16-7/22/16

Mesrobian, Varso Franklin ES	Senior Office Specialist Not to exceed: 80 Hrs	6/10/16-8/14/16
Miller, Patrina Special Education	Special Education Data Technician 8 Hrs/Day	6/13/16-6/30/16
Mollmann, Irene Special Education	Paraeducator-1 Not to exceed: 30 Hrs	6/20/16-7/15/16
Morales, Daniel Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/10/16-8/17/16
Morales, Stephany Special Ed-Santa Monica HS	Paraeducator-3 4.5 Hrs/Day	6/20/16-7/22/16
Moya, Kim Transportation	Bus Driver Not to exceed: 130 Hrs	6/20/16-7/15/16
Newman, Pasley Operations	Custodian 8 Hrs/Day	6/15/16-6/22/16
Nolen, Henry FNS-Lincoln MS	Cafeteria Worker II 3 Hrs/Day	6/20/16-7/15/16
Nunez, Sherry Lincoln MS	Campus Security Officer 5 Hrs/Day	6/17/16-7/15/16
Oyenoki, Elizabeth Lincoln MS	Senior Office Specialist 5 Hrs/Day	6/20/16-7/15/16
Padilla, Elva Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/16-8/17/16
Pegues, Forrest Transportation	Bus Driver Not to exceed: 120 Hrs	6/20/16-7/15/16
Quiroz, Timothy FNS-Santa Monica HS	Side Food Services Coordinator 5 Hrs/Day	6/10/16-8/19/16
Richards, Ingrid FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/10/16-8/19/16
Riley, Martelle Transportation	Bus Driver Not to exceed: 50 Hrs	6/20/16-7/15/16
Rosas, Rosemarie FNS-Edison ES	Cafeteria Worker I 2.5 Hrs/Day	6/20/16-7/15/16
Sammann, Kevin Transportation	Bus Driver Not to exceed: 85 Hrs	6/20/16-7/15/16
Silvestre, Ernestina Transportation	Bus Driver Not to exceed: 85 Hrs	6/20/16-7/15/16
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 9 Hrs	6/10/16-6/14/16
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 76 Hrs	6/20/16-7/15/16

Smith, Brian Transportation	Bus Driver Not to exceed: 85 Hrs	6/20/16-7/15/16
Smith, Dunnell Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/20/16-7/22/16
Smith, Luz-Stella Special Education	Translator Not to exceed: 112 Hrs	6/13/16-6/30/16
Soloway, Beth Ed. Services-Pt. Dume ES	Administrative Assistant Not to exceed: 4 Hrs	6/15/16
Soloway, Beth Ed. Services-Pt. Dume ES	Administrative Assistant Not to exceed: 46 Hrs	6/17/16-7/15/16
Torres, Corina Ed. Services-Roosevelt ES	Instructional Assistant - Classroom Not to exceed: 70 Hrs	6/17/16-7/15/16
Tursi, Lisa Ed. Services-Roosevelt ES	Administrative Assistant Not to exceed: 105 Hrs	6/17/16-7/15/16
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk 5 Hrs/Day	6/17/16-8/19/16
Winger, Nidra Ed. Services-Pt. Dume ES	Administrative Assistant Not to exceed: 4 Hrs	6/15/16
Winger, Nidra Ed. Services-Pt. Dume ES	Administrative Assistant Not to exceed: 46 Hrs	6/20/16-6/24/16
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	6/15/16-6/28/16 8/1/16-8/12/16
Yashar, Azita Special Ed-Lincoln MS	Paraeducator-1 4 Hrs/Day	6/20/16-7/15/16
Yates-Lomax, Kathy Transportation	Bus Driver Not to exceed: 130 Hrs	6/20/16-7/15/16

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1 [additional hours; mindfulness planning team]	6/10/16
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	6/3/16-6/8/16
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	6/8/16
Everage, Askia Special Ed-Adams MS	Paraeducator-3 [additional hours; field trip support]	6/7/16
Everage, Askia Special Ed-Adams MS	Paraeducator-3 [overtime; field trip support]	6/7/16
Garcia-Ramirez, Carol Edison ES	Elementary Library Coordinator [additional hours; safety procedures]	6/16/16
Johnson, Joseph Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	5/27/16-6/8/16

Jones, Chancy Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	6/9/16
Rams, Florencia Adams MS	Bilingual Community Liaison [additional hours; translation for parent meetings]	10/6/15-11/19/15
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	5/29/16-6/9/16
Taylor, Inelle Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	5/28/16-6/10/16
Villegas, Bibiana Health Services-Rogers ES	Health Office Specialist [additional hours; nurse's office cleaning]	6/10/16
Washington, Chanee Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	6/8/16
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime; graduation night preparation]	5/27/16-6/10/16
Wolfe, Petra Grant ES	Elementary Library Coordinator [additional hours; professional development]	5/1/16-6/30/16

**SUBSTITUTES**

Bernet, Kenhalo Special Education	Paraeducator-3	<b><u>EFFECTIVE DATE</u></b> 5/1/16-6/9/16
Ernst, Amanda Health Services	Health Office Specialist	6/6/16-6/9/16

**PROFESSIONAL GROWTH**

Wahrenbrock, Sarah Superintendent's Office	Assistant to Superintendent	<b><u>EFFECTIVE DATE</u></b> 7/1/16
---	-----------------------------	--

**LEAVE OF ABSENCE (PAID)**

Gardea-Perez, Guadalupe CDS-Business Office	Bilingual Community Liaison Personal	<b><u>EFFECTIVE DATE</u></b> 6/1/16-6/30/16
Hatch, Jana Personnel Commission	Administrative Assistant FMLA	8/11/16-9/2/16
Mederos, Eden Special Education	Paraeducator-3 Medical	5/24/16-6/9/16

**WORKING OUT OF CLASS**

Johnston, Cindy McKinley ES	Administrative Assistant From: Senior Office Specialist	<b><u>EFFECTIVE DATE</u></b> 5/4/16-6/9/16
Oyenoki, Elizabeth McKinley ES	Administrative Assistant From: Senior Office Specialist	5/4/16-6/9/16
Padilla, Ramiro Maintenance	Skilled Maintenance Worker From: Equipment Operator	6/13/16-6/30/16

**SUSPENSION WITHOUT PAY**

BF8850257

Transportation

**EFFECTIVE DATE**

7/14/16 & 7/15/16

**ABOLISHMENT**

Fiscal Services

Accounting Technician II  
8 Hrs/12 Mo

**EFFECTIVE DATE**

7/6/16

**RESIGNATION**

Meisel, Katherine  
Muir ES

Paraeducator-1

**EFFECTIVE DATE**

6/9/16

Zmuda, Rachel  
Rogers ES

Instructional Assistant - Classroom

6/9/16

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2016 – 2017**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2016</b>			
July 12, 2016	4:00 p.m.	Board Room – District Office	
August 9, 2016	4:00 p.m.	Board Room – District Office	
September 13, 2016	4:00 p.m.	Board Room – District Office	
October 11, 2016	4:00 p.m.	Board Room – District Office	
November 8, 2016	4:00 p.m.	Board Room – District Office	
December 13, 2016	4:00 p.m.	Testing Room – District Office	
<b>2017</b>			
January 10, 2017	4:00 p.m.	Board Room – District Office	
February 14, 2017	4:00 p.m.	Board Room – District Office	
February 2017	Daily Conference	TBD	CSPCA 2017 Annual Conference
March 14, 2017	4:00 p.m.	Board Room – District Office	
April 11, 2017	4:00 p.m.	Board Room – District Office	2017–18 Budget Discussion and Development,
May 9, 2017	4:00 p.m.	Board Room – District Office	2017-18 Budget Adoption
May 16, 2017	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
June 13, 2017	4:00 p.m.	Testing Room – District Office	

## SMMUSD Board of Education Meeting Schedule 2016-17

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

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/20/16 (W)	DO			X	
8/10/16 (W)	DO			X	
8/24/16 (W)	DO				Special Meeting: Retreat
9/1/16 (Th)	DO	X			
9/22/16 (Th)	DO		X		
10/6/16 (Th)	M	X			
10/20/16 (Th)	DO		X		
11/3/16 (Th)	M	X			
11/17/16 (Th)	DO		X		
12/13/16 (T)	DO				Special Meeting: Retreat
12/15/16 (Th)	DO			X	
1/19/17 (Th)	DO			X	
1/24/17 (T)	DO				Special Meeting: Budget Wrkshp
2/2/17 (Th)	M	X			
2/16/17 (Th)	DO		X		
3/2/17 (Th)	DO	X			
3/16/17 (Th)	M		X		
3/23/17 (Th)	DO				Special Meeting: Budget Wrkshp
3/30/17 (Th)	DO				Special Meeting: Retreat
4/20/17 (Th)	DO			X	
5/4/17 (Th)	M	X			
5/18/17 (Th)	DO		X		
6/1/17 (Th)	DO	X			
6/13/17 (T)	DO				Special Meeting: Retreat
6/22/17 (Th)	DO				Special Meeting: Public Hearings
6/29/17 (Th)	DO		X		

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

### **Meeting Format Structures:**

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
1. Closed Session	1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Consent Calendar	2. Commendations/Recognitions
3. Study Session	3. Study Session	3. Study Session
4. Communications	4. Discussion Items	4. Communications
5. Executive Staff Reports	5. Major Items (as needed)	5. Executive Staff Reports
6. Consent Calendar	6. General Public Comments	6. Consent Calendar
7. General Public Comments <i>(max. 30 minutes)</i>		7. General Public Comments <i>(max. 30 minutes)</i>
8. Discussion Items (as needed)		8. Discussion Items
9. Major Items		9. Major Items
10. Continuation of General Public Comments (if needed)		10. Continuation of General Public Comments (if needed)

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.  
 Board of Education Meeting AGENDA: June 29, 2016

## **VI. Personnel Commission Business:**

### **A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits – section: Advanced Step Placement only</i>	October 2016

---

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

Tuesday, September 13, 2016 at 4:00 pm - *District Office Board Room*

---

**VIII. Public Comments for Closed Session Items Only:**

---

**IX. Closed Session:**

---

**X. Adjournment:**