



**PERSONNEL COMMISSION MEETING  
AGENDA**

**November 10, 2015**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, November 10, 2015**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

**I. General Functions:**

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on November 10, 2015**

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

**E. Approval of Minutes for Regular Meeting on September 8, 2015**

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**November 10, 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, November 10, 2015**, 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:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on November 10, 2015**

**E. Approval of Minutes for Regular Meeting on September 8, 2015**

**F. Report from the Director of Classified Personnel:**

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

- General Comments and Updates
- Advisory Rules Committee Update
- Personnel Directors Association

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

**G. Personnel Commissioner Comments/Reports:**

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

**H. Communications:**

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

- 1. SEIU Report
- 2. Board of Education Report

**I. Public Comments:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant-1, 2, & 3	8
Executive Director of Facilities, Maintenance, and Operations	11
Instructional Assistant - Bilingual	8
Instructional Assistant – Classroom	21
Paraeducator-1	22
Paraeducator-3	3

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Edwin Baghoomian in the classification of HVAC Mechanic at Range: 37 Step: D

- A.03 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Thong Dao in the classification of Technology Support Assistant at Range: 38 Step: F
- A.04 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Chauncey Etchison in the classification of Custodian at Range: 22 Step: C
- A.05 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Eder Goldbach in the classification of Paraeducator-1 at Range: 20 Step: B
- A.06 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Jai Oni Sly in the classification of Paraeducator-1 at Range: 20 Step: B
- A.07 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Urvashi Sumaria in the classification of Children’s Center Assistant-3 at Range: 19 Step: D
- A.08 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Sherrevia Williams in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- A.09 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Abigail Young in the classification of Paraeducator-3 at Range: 26 Step: B
- A.10 Classification Revision:  
Approval of the revisions to the Human Resources Specialist classification within the Personnel Services job family.

**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.

- None

**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.12 (for SMMUSD School Board Agenda)
  - October 15, 2015

- Classified Personnel – Merit Report - No. A.19
  - November 5, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.13
  - October 15, 2015
- Classified Personnel – Non-Merit Report – No. A.20
  - November 5, 2015
- 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:**

**A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
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> -Update on Committee’s progress regarding Advanced Step Placement	December 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	January 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	February 2016

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

Tuesday, December 8, 2015, 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)

**September 8, 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, September 8, 2015**, 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:**

- A. Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:02 p.m.
- B. Roll Call:** Commissioners Pertel and Lippman were present. Commissioner Inatsugu was absent.
- C. Pledge of Allegiance:** Jana Hatch, Administrative Assistant, Personnel Commission, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** September 8, 2015

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

**E. Approval of Minutes for Regular Meeting on August 11, 2015**

**Of those present, only Commissioner Lippman attended the August 11, 2015 PC Meeting. This item was tabled.**

**F. Report from the Director of Classified Personnel:**

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

- General Comments
  - **Director Cool introduced himself to the Personnel Commission, described his first few days on the job, and expressed a desire to learn more about the District before making any major changes.**

**G. Personnel Commissioner Comments/Reports:**

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

- **Commissioner Pertel welcomed Director Cool to the District.**

**H. Communications:**

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

1. SEIU Report
  - **None**
2. Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, welcomed Director Cool to the District.**
  - **Dr. Kelly congratulated everyone on their efforts at the beginning of the school year.**
  - **Dr. Kelly provided an update on the selection process for Principal at John Muir Elementary School.**
  - **Dr. Kelly encouraged the Commissioners to review the previous Board of Education meeting in which Jan Maez, Associate Superintendent, Business & Fiscal Services/Chief Financial Officer, gave a presentation on the District's financial profile.**



**I. Public Comments:**

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

- None

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	2
Instructional Assistant - Classroom	12
Technology Support Assistant	3

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

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

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Alberto Areliz in the classification of Paraeducator 3 at Range: 26 Step: C

**It was moved and seconded to approve the Director’s recommendations for item III.A.02 as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **Commissioner Lippman voiced his opposition to the policy of advanced step placement (ASP), and stated that he would like to have a formal discussion at a future meeting once Director Cool settles in.**
- **Commissioner Lippman stated that he would vote in favor of ASP at this meeting because only two commissioners are present.**
- **Commissioner Pertel reiterated that as they move through the subsequent action items, Commissioner Lippman’s comments apply to all ASP items.**

A.03 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Jan Chantarasompoth in the classification of Instructional Assistant - Classroom at Range: 18 Step: D

**It was moved and seconded to approve the Director’s recommendations for item III.A.03 as submitted. The motion passed.**

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

A.04 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Anilu Colula in the classification of Paraeducator 3 at Range: 26 Step: C

**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		✓	✓			

A.05 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Nick Comeau in the classification of Physical Activities Specialist at Range: 26 Step: C

**It was moved and seconded to approve the Director’s recommendations for item III.A.05 as submitted. The motion passed.**

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

- A.06 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Chloe Hawkins in the classification of Instructional Assistant - Music at Range: 20 Step: B

**It was moved and seconded to approve the Director's recommendations for item III.A.06 as submitted. The motion passed.**

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

- A.07 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Jessica Jackson in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

**It was moved and seconded to approve the Director's recommendations for item III.A.07 as submitted. The motion passed.**

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

- A.08 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Alaina Krumbach in the classification of Occupational Therapist at Range: 61 Step: C

**It was moved and seconded to approve the Director's recommendations for item III.A.08 as submitted. The motion passed.**

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

- A.09 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Lee Olitt in the classification of Physical Activities Specialist at Range: 26 Step: C

**It was moved and seconded to approve the Director's recommendations for item III.A.09 as submitted. The motion passed.**

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

- A.10 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Molly Plowe in the classification of Paraeducator 3 at Range: 26 Step: D

**It was moved and seconded to approve the Director's recommendations for item III.A.10 as submitted. The motion passed.**

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

- A.11 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Joseph Viesca in the classification of Custodian at Range: 22 Step: C

**It was moved and seconded to approve the Director's recommendations for item III.A.11 as submitted. The motion passed.**

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

- A.12 Reclassification Study:  
Approval of the reclassification from Library Assistant I to Library Assistant II.

**It was moved and seconded to approve the Director's recommendations for item III.A.12 as submitted. The motion passed.**

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

### **REPORT AND DISCUSSION**

- **Commissioner Lippman asked clarifying questions to confirm that there would be a single classification titled *Library Assistant*.**

- A.13 Classification Revision:  
Approval of the title change to the Library Assistant II classification within the Instructional Support job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.13 as submitted. The motion passed.**

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

- A.14 Classification Revision:  
Approval of the revisions to the Executive Director of Facilities, Maintenance, and Operations classification within the Facility Use job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.14 as submitted. The motion passed.**

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

- A.15 Classification Revision:  
Approval of the revisions to the Lead Vehicle and Equipment Repair Mechanic classification within the Transportation job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.15 as submitted. The motion passed.**

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

- A.16 Classification Revision:  
Approval of the revisions to the Vehicle and Equipment Repair Mechanic classification within the Transportation job family.

**It was moved and seconded to approve the Director's recommendations for item III.A.16 as submitted. The motion passed.**

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

**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.

- None

**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.20 (for SMMUSD School Board Agenda)
  - August 12, 2015
- Classified Personnel – Merit Report - No. A.16
  - September 2, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.21
  - August 12, 2015
- Classified Personnel – Non-Merit Report – No. A.17
  - September 2, 2015
- 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:**

**A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	October 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>	November 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>	December 2015

**VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
Tuesday, October 13, 2015, 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.

**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: 4:16 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.

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## II. Consent Calendar:

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



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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.02**

SUBJECT: Advanced Step Placement – Edwin Baghoomian

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> HVAC Mechanic	<b>Employee:</b> Edwin Baghoomian	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>• none</li> </ul>	<ul style="list-style-type: none"> <li>• Edwin has a high school diploma</li> </ul>	<b>0</b> level of education above the required level = <b>0 Step Advance</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Three (3) years journey-level HVAC &amp; refrigerant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Edwin has over eleven years' of journey-level HVAC &amp; refrigerant experience.</li> </ul>	<b>2</b> (3-year periods) of experience above the required level = <b>2 Step Advance</b> (Max. allowed)
<b>LICENSES AND OTHER REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Possession of a valid California Driver's License.</li> <li>• Insurable by the District's carrier</li> <li>• Valid Universal EPA certification</li> <li>• Certification in Freon recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Edwin meets requirements</li> </ul>	<b>0</b> level of license's above required level = <b>0 Step Advance</b>
<b>Difficulty of Recruitment:</b> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Edwin was one of two ranks available from the most recent recruitment</li> <li>• The Director has concluded that it would be very challenging to find alternative qualified applicants</li> </ul>	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <b>1 Step Advance</b>
<b>Total Advanced Steps: 0 (Education) + 2 (Experience) + 0 (License) + 1 (Difficulty) = 3 Advanced Steps = <u>STEP D</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Baghoomian's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-37, Step A is \$20.31/hour, while Step D is \$23.52/hour. The net difference in pay is an approximate increase of \$3.21 per hour, \$555 per month, or \$6,660 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Edwin Baghoomian at Range A-37, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.03**

SUBJECT: Advanced Step Placement – Thong Dao

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Technology Support Assistant	<b>Employee:</b> Thong Dao	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Must have a high school diploma or its recognized equivalent supplemented by:           <ul style="list-style-type: none"> <li>15 units of college coursework in computer science or related subject area AND 2 years of experience supporting a variety of personal computers and peripheral devices in a professional work setting; OR</li> <li>3 or more years of experience supporting a variety of personal computers and peripheral devices in a professional work setting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Thong Dao has a Bachelor's Degree in an unrelated discipline (Finance)</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>3 or more years of experience supporting a variety of personal computers and peripheral devices in a professional work setting</li> </ul>	<ul style="list-style-type: none"> <li>Thong Dao has 6 years of experience working with computers and providing technical support</li> </ul>	<b>1</b> (3-year periods) of experience above the required level = <b>1 Step Advance</b>
<b>Difficulty of Recruitment:</b> <ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>The Director has concluded that it would be very challenging to find alternative qualified applicants.</li> </ul>	Challenge of finding alternative qualified applicants = <b>1 Step Advance</b>
<b><u>Total Advanced Steps: STEP D (accelerated hiring rate) + 1 (Experience) + 1 (Difficulty) = 2 Advanced Steps = STEP F</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Dao's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-38 at Step D is \$24.10/hour, while Step F is \$26.58/hour. The net difference in pay is an approximate increase of \$2.48 per hour, \$430 per month, of \$5,160 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Thong Dao at Range A-38, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.04**

SUBJECT: Advanced Step Placement – Chauncey Etchison

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Custodian	<b>Employee:</b> Chauncey Etchison	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> • None required	• N/A	<b>0</b> level of education above the required level = <u>0 Step Advance</u>
<b>Experience:</b> • Three (3) months paid or volunteer experience performing custodial functions <u>OR</u> completion of a custodial training program	• Chauncey has more than 8 years of paid experience performing custodial functions.	<b>4</b> (2-year periods) of experience above the required level = <u>2 Step Advance</u> (Max. allowed)
<b>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = <u>STEP C</u></b>		

**DIRECTOR’S COMMENTS:**

Mr. Etchison’s experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22, Step A is \$14.09/hour; Step C is \$15.54/hour. The net difference in pay is an increase of \$1.44 per hour, \$156.25 per month, or \$1,875.00 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Chauncey Etchison at Range 22, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.05**

SUBJECT: Advanced Step Placement – Eder Goldbach

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator 1	<b>Employee:</b> Eder Goldbach	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following:</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate’s (or higher) degree; OR</li> <li>• Have at least six (6) months experience working with individuals with special needs; OR</li> <li>• Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li> </ul>	<ul style="list-style-type: none"> <li>• Eder has a Bachelor’s degree in Psychology</li> </ul>	<p><b>1</b> level of education above the required level  <math>=</math><u>1 Step Advance</u></p>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Eder meets the experience requirement</li> </ul>	<p><b>0</b> (2-year periods) of experience above the required level  <math>=</math><u>0 Step Advance</u></p>
<p><b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></b></p>		

**DIRECTOR’S COMMENTS:**

Mr. Goldbach’s education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step B is \$14.09/hour. The net difference in pay is an approximate increase of \$0.67 per hour, \$87.75 per month, or \$878 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Eder Goldbach at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.06**

SUBJECT: Advanced Step Placement – Jai Oni Sly

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator 1	<b>Employee:</b> Jai Oni Sly	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following:</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate’s (or higher) degree; OR</li> <li>• Have at least one (1) year experience working with individuals with special needs; OR</li> <li>• Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li> </ul>	<ul style="list-style-type: none"> <li>• Jai Oni has a Bachelor’s degree in Anthropology and Ethnic Studies</li> </ul>	<b>1</b> level of education above the required level = <u>1 Step Advance</u>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Jai Oni meets experience requirements.</li> </ul>	<b>0</b> (2-year periods) of experience above the required level = <u>0 Step Advance</u>
<b>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = <u>STEP B</u></b>		

**DIRECTOR’S COMMENTS:**

Ms. Sly’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step B is \$14.09/hour. The net difference in pay is an approximate increase of \$.67 per hour, \$73.13 per month, or \$731 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Jai Oni Sly at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.07**

SUBJECT: Advanced Step Placement – Urvashi Sumaria

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Children’s Center Assistant-3	<b>Employee:</b> Urvashi Sumaria	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Possess a valid Child Development Associate Teacher Permit approved by the State of California Commission on Teacher Credentialing</li> <li>• Completion/enrollment in of a program leading to an Associate or Baccalaureate degree in Early Childhood Education, OR Active enrollment in a child development associate credential program to be completed within 2 years</li> </ul>	<ul style="list-style-type: none"> <li>• Meets minimum requirements.</li> </ul>	<b>0</b> levels of education above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• Six (6) months paid or verifiable supervised volunteer experience that has provided first-hand knowledge of the needs of children in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Urvashi has over five years of experience as a teacher and Children’s Center Assistant.</li> </ul>	<b>2</b> (2-year periods) more than the required amount of Experience = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span> (Max Allowed)
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 0 (Education) + 2 (Experience) = 2 Advanced Step = <u>STEP D</u></b>		

**DIRECTOR’S COMMENTS:**

Urvashi’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.75/hour; Step D is \$15.16/hour. The net difference in pay is an increase of \$1.41 per hour, \$107.19 per month, or \$1,072 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Urvashi Sumaria at Range 19, Step D on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.08**

SUBJECT: Advanced Step Placement – Sherrevia Williams

**BACKGROUND INFORMATION:**

<p><b>Classification Title:</b> Instructional Assistant – Classroom</p>	<p><b>Employee:</b> Sherrevia Williams</p>	<p><b>Calculation of Advanced Step Recommendation</b></p>
<p><b><u>Education:</u></b></p> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent; AND</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate’s (or higher) degree; OR</li> <li>• Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.</li> </ul>	<ul style="list-style-type: none"> <li>• Sherrevia has a Bachelor’s degree and has passed the District’s Instructional Assistant written exam.</li> </ul>	<p><b>1</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span> (Max. allowed)</p>
<p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• None required.</li> </ul>	<ul style="list-style-type: none"> <li>• While Sherrevia has experience working with students in organized setting, she does not have enough experience to qualify for an advanced step.</li> </ul>	<p><b>0</b> (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span></p>
<p><b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = <span style="border: 1px solid black; padding: 2px;">STEP C</span></b></p>		

**DIRECTOR’S COMMENTS:**

Ms. Williams’ education exceeds the minimum requirements specified for this classification. Pay rate at Salary Range A-18, Step B is \$13.42/hour; Step C is \$14.09/hour. The net difference in pay is an increase of \$.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 Sherrevia Williams 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							
Joseph Pertel							
Peter Lippman							





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, November 10, 2015

**AGENDA ITEM NO: III.A.09**

SUBJECT: Advanced Step Placement – Abigail Young

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator 3	<b>Employee:</b> Abigail Young	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following:</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate’s (or higher) degree; OR</li> <li>• Have at least one (1) year experience working with individuals with special needs; OR</li> <li>• Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li> </ul>	<ul style="list-style-type: none"> <li>• Abigail meets educational requirement.</li> </ul>	<b>0</b> level of education above the required level = <u>0 Step Advance</u>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>• Abigail has two and a half (2.5) years of experience working with students with special needs.</li> </ul>	<b>1</b> (2-year periods) of experience above the required level = <u>1 Step Advance</u> (Max. allowed)
<b><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Steps = STEP B</u></b>		

**DIRECTOR’S COMMENTS:**

Ms. Young’s education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$15.54/hour, while Step B is \$16.32/hour. The net difference in pay is an approximate increase of \$0.78 per hour, \$101.25 per month, or \$1,013 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Abigail Young at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

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

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

### 16.3 Step Advancement

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

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

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

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

### 16.4 Advanced Step Placement:

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

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

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

### 16.5 Salary on Promotion

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

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

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, November 10, 2015**

#### **AGENDA ITEM NO: III.A.10**

SUBJECT: Classification Specification Revision– Human Resources Specialist

#### **BACKGROUND INFORMATION:**

The Human Resources Specialist was last revised in May of 2006. An update to the classification specification was initiated by the Director of Classified Personnel.

#### **METHODOLOGY:**

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

- Reviewed comparable job descriptions in Southern California regarding qualifications, duties performed, and salary
- Administered a survey to job incumbents containing 37 assorted task statements requesting each to rate the tasks on job importance and frequency
- Held a focus group with the Director of Human Resources and job incumbents to review revisions and discuss minimum qualifications
- Met with the Director of Human Resources to discuss preliminary findings and possible resolutions

#### **ANALYSIS:**

- Clarified, defined, and operationalized all task statements by obtaining input from department personnel, job incumbent, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed

#### **FINDINGS:**

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

- The Human Resources Specialist job description should be updated to better reflect the tasks performed on the job
- The minimum qualifications should be revised to better align with the requirements and current salary of the position
- The revisions made to the Human Resources 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 Human Resources Specialist classification specification as provided.

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



PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Human Resources Specialist
<b>JOB FAMILY</b>	Personnel Services
<b>JOB SUB-FAMILY</b>	HR/Personnel
<b>SUPERVISOR TITLE</b>	Director of Human Resources
<b>SALARY RANGE</b>	A36

## CLASS TITLE: HUMAN RESOURCES SPECIALIST

### BASIC FUNCTION

Under general supervision of assigned supervisor, performs specialized and technical work related to data management, to include position control forms and labels, lists, and letters; prepares customized personnel reports; responds to personnel and payroll related inquiries; and performs other related work as necessary.

### REPRESENTATIVE DUTIES

Task Statement	Code
Verifies, inputs, and <del>maintains current audits monthly and hourly</del> Position Control <del>and FTE files by inputting additions, deletions, and changes of position and employee status into Forms; adds and or terminates job assignments in</del> human resource system; <u>monitors and maintains position vacancy list for all classified and certificated positions</u> <del>database of labels, lists, and letters.</del>	HRS-1
<u>Verifies, processes, enters, and maintains employee information such as personal data, employment and position data, compensation, performance reviews or evaluations, and separation data into the human resource system; provides information to payroll, personnel commission, and other appropriate individuals and groups</u>	<u>HRS-2</u>
<u>Processes paperwork required for employment, retirement, termination, resignations, leave of absence, change of assignment, and other related information; inputs information into the human resources system; updates longevity lists and assures the proper completion and accuracy of personnel data entered</u>	<u>HRS-3</u>
<u>Processes new employees, ensuring that all personnel comply with criminal record, medical screening, I-9 employee eligibility, and payroll processing requirements</u>	<u>HRS-4</u>
Provides information and assistance to District personnel, job applicants, employment candidates, and general public regarding a wide range of personnel matters; interprets contract language <del>and examines employee files to answer when responding to teacher and staff inquiries and provides information to authorized persons.</del>	HRS- <del>25</del>
<u>Maintains salary schedule data and codes for certificated, classified, confidential, and management positions. Ensures the accuracy of all salary data distributed and incorporated into the human resource system</u>	<u>HRS-6</u>
<u>Evaluates transcripts and/or verifies previous training and experiences to determine proper placement on salary schedules for all employee groups</u>	<u>HRS-7</u>
Researches and answers questions regarding personnel matters, policies and procedures; provides preliminary summary of findings and recommendations for action by management as necessary.	HRS- <del>38</del>
<u>Analyzes, verifies, and monitors human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols</u>	<u>HRS-9</u>
<u>Compiles, reviews, and analyzes employment data by using the human resource system; performs data queries and produces reports, tables, graphs, and narrative presentations in order</u>	<u>HRS-10</u>

Task Statement	Code
<u>to synthesize and summarize personnel related data for projects, special audits, or collective bargaining</u>	
<del>Orders and releases job requisitions; compiles and assembles documents for financial requisitions, purchase orders, and reimbursements.</del>	HRS-4
<del>Attends workshops or seminars on human resource related topics.</del>	HRS-5
<del>Prepares budget spreadsheets and staffing analyses; completes a variety of special projects related to job classification, leaves, pay and performance standards.</del>	HRS-6
<u>Processes, prepares, and distributes personnel assignment notices authorizing employment, salary increases, status changes, leave of absences, personnel evaluation forms, reasonable assurance letters, First Aid and CPR renewals, and other notifications to employees; track and follow up to complete processes and procedures to comply with district and legal mandates</u>	<u>HRS-11</u>
Prepares staffing spreadsheets and comparative reports to track staffing levels, assignments and vacancies; prepares and updates reports concerning new hires, transfers, separations, <u>seniority</u> , retirement, and reinstatement actions.	HRS-7 <u>12</u>
<del>Prepares business correspondence to explain department and District procedures.</del>	HRS-8
<u>Computes wages and records data for use in payroll processing, employment contract, and letter-of-appointment generation for all employees</u>	<u>HRS-13</u>
<del>Administers and processes Unemployment Insurance claims and processes and Acts as a liaison between the Human Resources Department and employees; prepares correspondence to explain department and District procedures for response purposes.</del>	<u>HRS-14</u>
Coordinates, compiles and completes information for classification, salary, benefits and employment surveys and reports; <u>responds to employment verification requests from outside agencies-</u>	<u>HRS-15</u>
<del>Responds to employment verification requests from outside agencies.</del>	HRS-11
<del>May provide backup support to Human Resources Technician.</del>	HRS-12
Performs related duties as assigned.	GEN-1

## **SUPERVISION**

<b><u>Supervision:</u></b>	<u>Establishing overall expectations, goals and objectives, and aligning departmental resources</u>
<u>Received from:</u>	<u>Director of Human Resources and Assistant Superintendent of Human Resources</u>
<u>Given to:</u>	<u>None</u>
<b><u>Work Direction:</u></b>	<u>Providing specific instruction and expectations on how to complete daily activities</u>
<u>Received from:</u>	<u>Director of Human Resources and Assistant Superintendent of Human Resources</u>
<u>Given to:</u>	<u>None</u>

<b><u>Work Evaluation:</u></b>	<u>Assessing the performance outcomes based on work direction and supervision expectations</u>
<b><u>Collaborators:</u></b>	<u>Director of Human Resources</u>
<b><u>Given to:</u></b>	<u>None</u>

~~Supervision is received from the Director of Human Resources or Director of Classified Personnel depending on assigned employee group. No Supervision of other staff is exercised.~~

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Standard business writing and report preparation techniques
- Relevant provisions of Education Code and other applicable laws
- Basic research, analysis and statistical methods
- Database management principles
- Personnel and office administration practices
- Fair employment principles and practices
- Merit System practices and/or instructional certification practices
- Classification and compensation plans, terminology, and practices
- Effective customer service techniques.

### **ABILITY TO:**

- Operate personal computer using word processing, spreadsheet, and report writing applications and an applicant tracking system and human resource information system
- Generate complex, custom reports from human resources system
- Maintain confidentiality and security of sensitive information
- Maintain work records and compile operating, budget, program, or activity reports
- Schedule, organize, and complete work in accordance with deadlines
- Communicate effectively with employees, school site staff, District staff, parents, teachers, outside agencies, and public and private representatives
- Multi-task and meet deadlines with constant interruptions
- Build rapport and maintain positive working relationships

## **MINIMUM QUALIFICATIONS**

~~Any combination of education and experience providing the required knowledge and abilities would meet the qualifying criteria set forth below.~~

### **EDUCATION:**

~~Educational attainment equivalent to a High School Diploma, supplemented by 30 semester units or the equivalent of college-level coursework in Human Resources, Business, Public Administration, or a related field Bachelor's degree in business, human resources, or related field or coursework, training, or certification in the field of human resources.~~

### **EXPERIENCE:**

~~Five Four (4) or more years of increasingly responsible experience performing technical and varied human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports and/or related technical and office support experience.~~

### **EDUCATION/EXPERIENCE EQUIVALENCY:**

~~Two (2) more years of required experience may substitute for 30 semester units or the equivalent of college-level coursework required.~~

~~A Bachelor's Degree in a related field may substitute for two (2) years of the required experience.~~



~~Any combination of education, training and/or experience that would be likely to provide the required knowledge, skills and abilities may be substituted on a year-for-year basis.~~

**LICENSES AND OTHER REQUIREMENTS:**

None

**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.

**PHYSICAL DEMANDS:**

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Ability to sit for long periods of time and use a computer terminal; ability to safely lift and carry up to ten (10) pounds.

DUTIES APPROVED  
BOARD OF EDUCATION:

CLASSIFICATION APPROVED  
PERSONNEL COMMISSION:  
June 2001  
Re-titled May 16, 2006  
Revised, November 10, 2015

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

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**V. 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
<b>2011-2012</b>														
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
<b>2011-2012 TOTAL</b>														<b>\$113,729</b>

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
<b>2012-2013</b>														
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
<b>2012-2013 TOTAL</b>													<b>\$146,441</b>	

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
<b>2013-2014</b>														
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
<b>2013-2014 TOTAL</b>														<b>\$67,716</b>

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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



Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
<b>2014-2015</b>														
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
<b>2014-2015</b>														
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	Pareducator-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	Pareducator-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
<b>2014-2015 TOTAL:</b>														<b>\$232,516</b>
<b>2015-2016</b>														
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
8/11/2015	Director of Food Services	12	8	M55	D	\$6,558	\$37.83	\$7,591	\$43.79	78,696	91,092	\$5.96	\$1,033.00	\$12,396
8/11/2015	Director of Classified Personnel	12	8	M64	C	\$8,189	\$47.24	\$9,029	\$52.09	98,268	108,348	\$4.85	\$840.00	\$10,080
9/8/2015	Custodian	12	5	22	C	\$2,443	\$14.09	\$2,693	\$15.54	18,323	20,198	\$1.44	\$156.25	\$1,875
9/8/2015	IA-Music	10	6	20	B	\$2,326	\$13.42	\$2,443	\$14.09	17,445	18,323	\$0.67	\$87.75	\$878
9/8/2015	IA-Classroom	10	3.5	18	D	\$2,326	\$13.42	\$2,565	\$14.80	10,176	11,222	\$1.38	\$104.56	\$1,046
9/8/2015	IA-Classroom	10	2	18	C	\$2,326	\$13.42	\$2,443	\$14.09	5,815	6,108	\$0.67	\$29.25	\$293
9/8/2015	PAS	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070
9/8/2015	PAS	10	3	26	C	\$2,693	\$15.54	\$2,969	\$17.13	10,099	11,134	\$1.59	\$103.50	\$1,035
9/8/2015	Occupational Therapist	10	8	61	C	\$6,322	\$36.47	\$6,971	\$40.22	63,220	69,710	\$3.74	\$649.00	\$6,490
9/8/2015	Paraeducator 3	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070
9/8/2015	Paraeducator 3	10	6	26	D	\$2,693	\$15.54	\$3,117	\$17.98	20,198	23,378	\$2.45	\$318.00	\$3,180
9/8/2015	Paraeducator 3	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070

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
10/13/2015	Audience Services Coordinator	12	4	38	C	\$3,608	\$20.82	\$3,979	\$22.96	21,648	23,874	\$2.14	\$185.50	\$2,226
10/13/2015	IA-Classroom	10	3	18	C	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
10/13/2015	IA-Classroom	10	3	18	D	\$2,326	\$13.42	\$2,565	\$14.80	8,723	9,619	\$1.38	\$89.63	\$896
10/13/2015	Paraeducator 3	10	6	26	C	\$2,693	\$15.54	\$2,969	\$17.13	20,198	22,268	\$1.59	\$207.00	\$2,070
10/13/2015	Campus Sec. Offcr.	10	4	25	C	\$2,628	\$15.16	\$2,897	\$16.71	13,140	14,485	\$1.55	\$134.50	\$1,345
10/13/2015	Health Off Spec	10	3.5	25	C	\$2,628	\$15.16	\$2,897	\$16.71	11,498	12,674	\$1.55	\$117.69	\$1,177
10/13/2015	Elem. Library Coord.	10	7	26	D	\$2,693	\$15.54	\$3,117	\$17.98	23,564	27,274	\$2.45	\$371.00	\$3,710
10/13/2015	Occupational Therapist	10	8	61	C	\$6,322	\$36.47	\$6,971	\$40.22	63,220	69,710	\$3.74	\$649.00	\$6,490
11/10/2015	CCA-3	10	3.5	19	D	\$2,383	\$13.75	\$2,628	\$15.16	10,426	11,498	\$1.41	\$107.19	\$1,072
11/10/2015	Custodian	12	5	22	C	\$2,443	\$14.09	\$2,693	\$15.54	18,323	20,198	\$1.44	\$156.25	\$1,875
11/10/2015	IA-Classroom	10	3	18	C	\$2,326	\$13.42	\$2,443	\$14.09	8,723	9,161	\$0.67	\$43.88	\$439
11/10/2015	HVAC Mechanic	12	8	37	D	\$3,521	\$20.31	\$4,076	\$23.52	42,252	48,912	\$3.20	\$555.00	\$6,660
11/10/2015	Technology Support Assistant	12	8	38	F	\$4,177	\$24.10	\$4,607	\$26.58	50,124	55,284	\$2.48	\$430.00	\$5,160
11/10/2015	Paraeducator 3	10	6	26	B	\$2,693	\$15.54	\$2,828	\$16.32	20,198	21,210	\$0.78	\$101.25	\$1,013
11/10/2015	Paraeducator 1	10	6	20	D	\$2,326	\$13.42	\$2,443	\$14.09	17,445	18,323	\$0.67	\$87.75	\$878
11/10/2015	Paraeducator 1	10	5	20	B	\$2,326	\$13.42	\$2,693	\$15.54	14,538	16,831	\$2.12	\$229.38	\$2,294
<b>2015-2016 TOTAL</b>														<b>\$88,223</b>
<b>CUMULATIVE 2-YEAR TOTAL (FROM 7/1/14)</b>														<b>\$320,738</b>
<b>CUMULATIVE 3-YEAR TOTAL (FROM 7/1/13)</b>														<b>\$388,454</b>
<b>CUMULATIVE 4-YEAR TOTAL (FROM 7/1/12)</b>														<b>\$534,895</b>
<b>CUMULATIVE 5-YEAR TOTAL (FROM 7/1/11)</b>														<b>\$648,624</b>

## Open Requisitions (as of 11/4/2015)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-051	ACCOUNTING TECHNICIAN	FISCAL SERVICES	Vac	100	9/1/15
15-146	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	New	100	2/18/15
16-015	BILINGUAL COMMUNITY LIAISON (SPANISH)	STUDENT SERVICES	New	37.5	7/15/15
16-084	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	10/23/15
16-085	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	10/23/15
16-086	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75	10/23/15
16-088	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	New	37.5	10/20/15
16-027	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	New	50	8/5/15
15-142	CHILDREN'S CENTER ASSISTANT-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	2/13/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-013	CUSTODIAN	CHILD DEVELOPMENT SERVICES	New	100	7/10/15
16-034	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	8/12/15
16-044	EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS	BUSINESS SERVICES	New	100	8/19/15
16-071	FACILITIES TECHNICIAN	BUSINESS SERVICES	Vac	100	9/30/15
16-075	HUMAN RESOURCES SPECIALIST	HUMAN RESOURCES	Vac	100	10/8/15
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
16-057	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	9/4/15
16-059	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	80	9/9/15
16-060	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75	9/9/15
16-078	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25	9/12/15
16-083	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	56.25	10/5/15
16-049	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	Vac	100	8/25/15
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 (10/1/2015 – 10/31/2015)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-076	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	9/27/15
16-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	8/25/15
16-001	CUSTODIAN	M & O (Maintenance & Operations)	10/7/15
16-002	CUSTODIAN	M & O (Maintenance & Operations)	10/7/15
16-003	CUSTODIAN	M & O (Maintenance & Operations)	10/7/15
16-055	CUSTODIAN	WEBSTER ELEMENTARY SCHOOL	10/21/15
16-056	CUSTODIAN	LINCOLN MIDDLE SCHOOL	10/7/15
16-062	CUSTODIAN	M & O (Maintenance & Operations)	10/8/15
16-063	CUSTODIAN	M & O (Maintenance & Operations)	10/7/15
16-064	CUSTODIAN	M & O (Maintenance & Operations)	10/7/15
16-054	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/5/15
16-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/1/15
16-082	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE	10/13/15
16-079	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	10/30/15
16-080	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	10/30/15
16-087	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	10/30/15

Req Number	Req Title	Department	Date of Accepted Job Offer
16-074	PARAEDUCATOR-3	SPECIAL EDUCATION	10/21/15
16-081	PARAEDUCATOR-3	SPECIAL EDUCATION	10/22/15
16-018	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	10/20/15

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 10/01/15

RECOMMENDATION NO. A.14

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Arroyo, Alexandra SMASH	Inst Assistant - Classroom 5 Hrs/SY/Range: 18 Step: B	9/1/15
Azzariti, Annie McKinley ES	Inst Assistant - Classroom 2 Hrs/SY/Range: 18 Step: B	9/1/15
Reyes, Marilu Rogers ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	9/1/15

<u>RE-EMPLOYMENT</u>		<u>EFFECTIVE DATE</u>
Yashar, Yazita Special Ed-Cabrillo ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: F	8/19/15

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Hunter, Katherine Special Education	Occupational Therapist Not to exceed: 4 Hrs	7/22/15
Striff, Jill Special Education	Occupational Therapist Not to exceed: 4 Hrs	7/22/15

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Acevedo, Roger Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Acevedo, Roger Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Adams, Toni Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Adams, Toni Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Adeyemi, Latrina Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Alonzo, Sergio Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Alonzo, Sergio Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Alvarez, Jose Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16



Ausman, Devon Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/15-6/30/16
Avina, Fernando Operations	Sprinkler Repair Technician [overtime; grounds support]	7/1/15-6/30/16
Bautista, Julienne Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/15-6/30/16
Bautista, Julienne Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/15-6/30/16
Berry, Andrew Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Bolan, Anette Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/15-6/30/16
Bolan, Anette Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Bonilla, Leroy Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Bonilla, Leroy Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Brown, Edward Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Brown, Edward Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Burdick, Barton Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Burleigh, David Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Burleigh, David Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Burrell, Catherine Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Burrell, Catherine Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/15-6/30/16
Burris, Sarah Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Burris, Sarah Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/15-6/30/16
Cage, Ramondo Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Cage, Ramondo Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16

Cage, Ramondo Santa Monica HS	Custodian [overtime; custodial support]	8/24/15-6/30/16
Calderon, Bianca Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Capra, Lucas Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/15-6/30/16
Carter, Amber Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Ceccarelli, Alan Facility Use	Technical Theater Coordinator [overtime; Facility Use events]	7/1/15-6/30/16
Cervantes, Tracy Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Cervantes, Tracy Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/15-6/30/16
Cobbs, Rufus Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Cobbs, Rufus Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Coleman, Brandon Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Coleman, Deval Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Cooper, Raymond Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Cornejo, Natalie Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Curtis, Kathleen Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Curtis, Kathleen Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Davis, Anthony Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Davis, Anthony Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Day, Wayne Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/15-6/30/16
De la Rosa, Johanna Lincoln MS	Bilingual Community Liaison [overtime; parent survey translation]	8/26/15-8/28/15
Deanda, Richard Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16

Delgadillo, Christina Roosevelt ES	Senior Office Specialist [additional hours; clerical support]	8/13/15-6/5/16
Dilworth, Shunise Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/19/15-6/9/16
Dominguez, Cheny Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Dominguez, Cheny Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/15-6/30/16
Etchison, Chauncey Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Flores, Maria Roosevelt ES	Senior Office Specialist [overtime; clerical support]	8/13/15-6/5/16
Frazier, Ashley Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Frazier, Ashley Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Frias, Angel Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Frias, Angel Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Fuentes, Mario Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Fuentes, Mario Operations	Gardener [additional hours; grounds support]	7/1/15-6/30/16
Fuller, Charesse Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Fuller, Charesse Lincoln MS	Custodian [overtime; custodial support]	9/1/15-6/30/16
Gaylor, Amanda Fiscal Services	Office Specialist [additional hours; clerical support]	9/8/15-6/30/16
Godinez, Octavio Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Goldberg, Hayden Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Gomez, Jack Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Gonzalez, Arturo Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Gonzalez, Arturo Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16

Gonzalez, Hector Operations	Sprinkler Repair Technician [overtime; grounds support]	7/1/15-6/30/16
Gonzalez, Jose Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Gonzalez, Jose Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Gonzalez, Jose Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Gonzalez, Jose Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Gonzalez, Martha Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/19/15-6/9/16
Gonzalez, Xavier Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Gonzalez, Xavier Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Green, Doshawn Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Greene, Milton Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Guardado, Francisco Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Guardado, Francisco Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Guardado, Francisco Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Haro, Frank Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Harris, Eddie Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Harris, Richard Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Harris, Richard Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Hart, Walter Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Haywood, Chanel Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Heiderman, Daniel Facility Use	Utility Worker [overtime; Facility Use events]	7/1/15-6/30/16

Hernandez, Johnny Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/15-6/30/16
Hernandez, Yolanda Health Services-Webster ES	Health Office Specialist [additional hours; health office support]	8/20/15-6/9/16
Honore, Crystal Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Hughes, Michael Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Hughes, Michael Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Isaac, Arthur Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Jackson, Michael Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Jala, Ariel Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Jimenez, Paul Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Johnson, Joel Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/15-6/30/16
Jones, Bronden Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Jones, Bronden Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Jones, Chancy Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Jones, Mashawnda Health Services-McKinley ES	Health Office Specialist [additional hours; health office support]	8/20/15-9/2/15
Joseph, Stephen Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Joseph, Stephen Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Klee, Hilary Lincoln MS	Instructional Assistant – Music [additional hours; orchestra support]	8/20/15-6/9/16
Klenk, Heather Lincoln MS	Instructional Assistant – Music [additional hours; band support]	8/20/15-6/9/16
Lampley, Keyona Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Lew, Shawn Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16

Lindsey, Gary Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Lindsey, Gary Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Longstreet, Willie Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Lopez, Manuel Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Lopez, Manuel Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Lopez, Manuel Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Lyons, Robert Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Mamon, Stephaniee Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Mangum, Don Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Martin, Charles Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Martinez, Angelina Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Martinez, Santiago Facility Use	Technology Support Assistant [overtime; Facility Use events]	7/1/15-6/30/16
McKeever, Devon Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
McKinley, Tyrone Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
McKinley, Tyrone Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/15-6/30/16
Miller, Maurice Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Miller, Maurice Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Miller, Maurice Santa Monica HS	Custodian [overtime; custodial support]	8/24/15-6/30/16
Miller, Melvyn Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Miller, Melvyn Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16

Montes, Julio Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Mora, Vicente Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Mora, Vicente Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Morales, Steve Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Morales, Steve Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Morrison, Robert Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Murray, April Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Nixon, Robert Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Noh, Josephine Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/15-6/30/16
Nunez, Sherry Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Orozco, Abel Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Orozco, Cecilia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/19/15-6/9/16
Orozco, Eugene Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Ortiz, Alma Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/19/15-6/9/16
Part, Brian Facility Use	Sports Facility Coordinator [overtime; Facility Use events]	7/1/15-6/30/16
Patterson, Pete Facility Use	Technology Support Assistant [overtime; Facility Use events]	7/1/15-6/30/16
Perchlak, James Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Perchlak, James Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Plascencia, Henry Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Plascencia, Henry Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/15-6/30/16

Preciado, Daniel Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Preciado, Daniel Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Quintana, Anthony Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Quintero Alvarado, Hector Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/15-6/30/16
Rangel Ramirez, Eduardo Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Rangel Ramirez, Eduardo Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Rascon, Jesse Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Reyes, Marybel Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Reyes, Marybel Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Reynoso, Ivan Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Rodriguez, Sergio Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Rugamas Castro, Angel Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Rugamas Castro, Angel Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Sargent, Darren Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Sargent, Darren Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Schenker, Allison Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/15-6/30/16
Sebastiani, Guido Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Sebastiani Pozu, Juan Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Selva, Marco Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/15-6/30/16
Sheppard, Billy Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/15-6/30/16



Sheppard, Billy Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/15-6/30/16
Sinai, Farimah Facility Use	Accounting Assistant II [overtime; Facility Use events]	7/1/15-6/30/16
Smith, Christopher Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Smith, Dunell Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Smith, Terry Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Solis, Robert Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Soto, Sara Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16
Suaste, Eduardo Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Tangum, Cathy Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Tapia, Giovanni Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Tapia, Giovanni Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Tate, Jarell Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Tate, Jarell Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Tate, Wiley Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Tate, Wiley Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Tate, Wiley Malibu HS	Custodian [overtime; custodial support]	8/24/15-6/30/16
Taylor, Inelle Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Taylor, Inelle Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Tjaden, Jeremy Facility Use	Gardener [additional hours; Facility Use events]	7/1/15-6/30/16
Tjaden, Jeremy Facility Use	Gardener [overtime; Facility Use events]	7/1/15-6/30/16

Torres, Jose Facility Use	Utility Worker [overtime; Facility Use events]	7/1/15-6/30/16
Vasquez, Graciela Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Venable, Mark Rogers ES	Custodian [overtime; Facility Use events]	8/19/15
Venable, Shelton Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Venable, Terance Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Viesca, Joseph Operations	Custodian [additional hours; custodial support]	7/1/15-6/30/16
Viesca, Joseph Operations	Custodian [overtime; custodial support]	7/1/15-6/30/16
Villasenor, Luis Facility Use	Custodian [overtime; Facility Use events]	7/1/15-6/30/16
Wakefield, Donita Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Wakefield, Donita Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Walton, James Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/15-6/30/16
Walton, James Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/15-6/30/16
Washington, Chanee Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Webber, Walter Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/15-6/30/16
Webber, Walter Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/15-6/30/16
White, Robert Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/15-6/30/16
Wilson, Stanley Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Wilson, Terry Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/15-6/30/16
Wilson, Terry Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/15-6/30/16
Wishart, William Facility Use	Media Services Coordinator [overtime; Facility Use events]	7/1/15-6/30/16

<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Alvarez, Amanda Special Education	Paraeducator 1	8/20/15-6/9/16
Arreda, Kenia Food and Nutrition Services	Cafeteria Worker I	8/20/15-6/9/16
Atashbar, Molouk Special Education	Paraeducator 1	8/20/15-6/9/16
Boradeh, Fattaneh Special Education	Paraeducator 1	8/20/15-6/9/16
Chang, Soyun Special Education	Paraeducator 1	8/20/15-6/9/16
Coleman, Daniel Webster ES	Instructional Assistant - Classroom	8/20/15-6/9/16
Colula, Moncada Special Education	Paraeducator 3	8/20/15-6/9/16
Cruz, Stephen Special Education	Paraeducator 1	8/20/15-6/9/16
Escobar, Evanny Special Education	Paraeducator 1	8/20/15-6/9/16
Gardner, Rodney Special Education	Paraeducator 1	8/20/15-6/9/16
Gomes, Qiseana Special Education	Paraeducator 2	8/20/15-6/9/16
Gonzales, Rosalinda Special Education	Paraeducator 1	8/20/15-6/9/16
Gonzalez, Diane Special Education	Paraeducator 1	8/20/15-6/9/16
Gonzalez, Diane Special Education	Paraeducator 2	8/20/15-6/9/16
Gorte, Lazaro Special Education	Paraeducator 1	8/20/15-6/9/16
Guzman, Yelena Special Education	Paraeducator 1	8/20/15-6/9/16
Hansberry, Felicia Special Education	Paraeducator 1	8/20/15-6/9/16
Hong, Grace McKinley ES	Instructional Assistant - Classroom	8/26/15-6/9/16
Hutchinson, Joan Special Education	Paraeducator 1	8/20/15-6/9/16
Klinger, Evan Special Education	Paraeducator 1	8/20/15-6/9/16

Navarrete, Tonantzin Special Education	Paraeducator 1	8/20/15-6/9/16
Pineda, Balbuena Special Education	Paraeducator 1	8/20/15-6/9/16
Pineda, Balbuena Special Education	Paraeducator 2	8/20/15-6/9/16
Rabbani, Susan Special Education	Paraeducator 1	8/20/15-6/9/16
Sadjadpour, Sarah Special Education	Paraeducator 1	8/20/15-6/9/16
Shamsian, Dalia Special Education	Paraeducator 1	8/20/15-6/9/16
Simonian, Patricia Special Education	Paraeducator 1	8/20/15-6/9/16
Stephens, Joe Special Education	Paraeducator 1	8/20/15-6/9/16
Vandermeijden, Marike Special Education	Paraeducator 1	8/20/15-6/9/16
Vandermeijden, Marike Special Education	Paraeducator 2	8/20/15-6/9/16
Ward, Allison Special Education	Paraeducator 1	8/20/15-6/9/16
Williams, Sherrevia McKinley ES	Instructional Assistant - Classroom	8/26/15-6/9/16
Zavala, Kristen Special Education	Paraeducator 1	8/20/15-6/9/16

**CHANGE IN ASSIGNMENT**

**EFFECTIVE DATE**

Berman, Terri Franklin ES	Instructional Assistant - Classroom 3.75 Hrs/SY From: 3 Hrs/SY/Franklin ES	9/2/15
Butler, Tamara Special Ed-Muir ES	Paraeducator 3 4 Hrs/SY From: 3.5 Hrs/SY/Special Ed-Muir ES	8/19/15
Fuller, Charesse Operations	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations	9/1/15
Gauntt, Deborah Transportation	Bus Driver 8 Hrs/10 Mo From: 7.75 Hrs/10 Mo/Transportation	8/31/15
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator 1 6.26 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	8/19/15

Hernandez, Steven Special Ed-Santa Monica HS	Paraeducator 1 6.33 Hrs/SY From: 6.2 Hrs/SY/Special Ed-Santa Monica HS	8/19/15
Johnson, Keri Special Ed-Santa Monica HS	Paraeducator 3 6.4 Hrs/SY From: 6.2 Hrs/SY/Special Ed-Santa Monica HS	8/19/15
Payton, Tawny Special Ed-Santa Monica HS	Paraeducator 3 6.33 Hrs/SY From: 6.2 Hrs/SY/Special Ed-Santa Monica HS	8/19/15
Reid, Shuntoria Special Ed-Santa Monica HS	Paraeducator 3 6.33 Hrs/SY From: 6.2 Hrs/SY/Special Ed-Santa Monica HS	8/19/15
Stucchi, Juanita Edison ES	Instructional Assistant - Bilingual 3.5 Hrs/SY From: 3 Hrs/SY/Edison ES	8/19/15
Wade, Byron Special Ed-Santa Monica HS	Paraeducator 3 6.33 Hrs/SY From: 6.2 Hrs/SY/Special Ed-Santa Monica HS	8/19/15
<b><u>INVOLUNTARY TRANSFER</u></b>		<b><u>EFFECTIVE DATE</u></b>
Capitano, Carol Special Ed-Lincoln CDS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Education-Floater	8/19/15
Dixon, Crystal Special Ed-Adams MS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Grant ES	8/19/15
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator 3 7.2 Hrs/SY From: 7.2 Hrs/SY/Special Ed-Lincoln MS	8/19/15
Griego, Nicholas Special Ed-McKinley ES	Paraeducator 3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES	8/19/15
Hills, Kevin Special Ed-Lincoln MS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-SMASH	8/19/15
Howard, Leslie Special Ed-Rogers ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Webster ES	8/19/15
Licassi, Juliana Special Ed-Pine Street	Paraeducator 1 5.75 Hrs/SY From: 5.75 Hrs/SY/Special Ed-Lincoln CDS	8/19/15
Mena, Mariam Special Ed-SMASH	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/19/15

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Badillo, Abraham Edison ES	Physical Activities Specialist Child Care	9/15/15-10/9/15
Bravo, Richard Roosevelt ES	Custodian CFRA Leave	9/15/15-10/5/15
Calvert, Cheryl Pt. Dume ES	Instructional Assistant - Classroom Medical	9/1/15-10/1/15
Gevorkyan, Arutyun Transportation	Vehicle and Equipment Mechanic CFRA Leave	8/24/15-9/15/15
Gutierrez, Adriana McKinley ES	Physical Activities Specialist Medical	9/4/15-11/1/15
Hurtado, Renee Special Ed-McKinley ES	Paraeducator 2 Medical	8/19/15-2/23/16
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator 1 Medical	8/19/15-9/23/15
Mena, Mariam Special Ed-SMASH	Paraeducator 1 Medical	9/4/15-10/5/15
Padilla, Gloria Special Ed-Santa Monica HS	Paraeducator 1 Medical	8/19/15-1/2/16
Perez, Maria Olympic HS	Custodian Medical	9/4/15-9/18/15
Shafiey, Mahvash Santa Monica HS	Job Development Placement Specialist FMLA Leave	9/24/15-9/30/15
Stewart, April Special Education	Paraeducator 3 Medical	8/19/15-2/18/16
Ward, Melvin Special Ed-Roosevelt ES	Paraeducator 1 Medical	8/19/15-10/31/15
Yi, Renee Special Ed-Malibu HS	Paraeducator 3 Maternity	12/4/15-1/17/16

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Mock, Christopher Special Ed-Franklin ES	Paraeducator 3 CFRA Leave	9/9/15-9/22/15
Perchlak, Stanley Maintenance	Carpenter Intermittent FMLA Leave	7/1/15-6/30/16
Yi, Renee Special Ed-Malibu HS	Paraeducator 3 CFRA Leave	1/18/16-3/28/16

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Chew, Jenny Santa Monica HS	Administrative Assistant	9/1/15
Lampert, Elizabeth Child Development Services	Accountant	10/1/15

Matos, Lorena  
Facility Improvement Projects      Facility Technician      10/1/15

Soloway, Beth  
Malibu HS      Senior Office Specialist      10/1/15

**WORKING OUT OF CLASS**

Upton, Carey      Executive Director of FMO      **EFFECTIVE DATE**  
Business Services      From: Director of Theater Operations and Facility Permits      8/14/15-11/14/15

**RESIGNATION**

Lindsey, Gary      Custodian      **EFFECTIVE DATE**  
Operations           9/18/15

Lucero, Amy      Children's Center Assistant 2      9/25/15  
Child Develop Svcs-Washington West

Murillo, Joel      Custodian      9/18/15  
Operations

Nishi, Alexandra      Occupational Therapist      9/15/15  
Special Education

Valadez, Johanna      Instructional Assistant - Classroom      9/9/15  
Rogers ES

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

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 10/15/15

RECOMMENDATION NO. A.12

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>
Aguayo, Melissa Special Ed	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	9/21/15
Aivaliotis, Isabella Special Ed	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	9/21/15
Atkins, Michael McKinley Elementary	Elementary Library Coordinator 7 Hrs/10-Month/Range: 26 Step: A	9/21/15
Barber, Raneq McKinley Elementary	Administrative Assistant 8 Hrs/10 + 10/Range: 29 Step: A	9/21/15
Burgess, Alan Lincoln MS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	9/15/15
Carlstroem, Gabriella McKinley Elementary	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: A	9/21/15
Goldbach, Eder Lincoln MS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	9/21/15
Harris, Richard Santa Monica HS	Campus Security Officer 8 Hrs/10-Month/Range: 25 Step: A	9/15/15
Mayen Lugo, Abdullah McKinley Elementary	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: A	9/21/15
Morales, Alejandra Pt Dume Elementary	Paraeducator 2 5 Hrs/SY/Range: 23 Step: A	9/15/15
Nava, Virginia Food Svcs/Pt Dume	Cafeteria Worker II 4 hrs/SY/Range: 13 Step: D	9/22/15
Plowe, Molly Special Ed/Malibu HS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D	9/15/15
Taylor, Inelle Santa Monica HS	Campus Security Officer 4 Hrs/10-Month/Range: 25 Step: A	9/15/15
Young, Abigail Special Ed	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	9/21/15
Zavala, Kristen Franklin Elementary	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: A	9/21/15



**RECLASSIFICATION**Rodriguez, Gerardo  
Lincoln MSLibrary Assistant II  
6 Hrs/SY/Range: 26 Step: A  
Fr: Library Assistant I**EFFECTIVE DATE**

9/8/15

**TEMP/ADDITIONAL ASSIGNMENTS**Biren, Sara  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Brigham, Dolores  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Brown, Lincoln  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Carbajal, Patricia  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Ceron, Gloria  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Cueva, Sandra  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Gheewala, Nasreen  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Gonzalez, Cecilia  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Gonzalez, Jessica  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Gutierrez, Corina  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Hoorizadeh, Shayesteh  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Jimenez, Maria  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Jivani, Shenaz  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Johnson, Lore  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Luis, Noemi  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Martinez, Daniel  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Perez, Grace  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Pernell, Barbara  
Child Develop SvcsChildren's Center Assistant II  
[additional hours, as needed]

8/18/15-6/9/16

Pongas, Dorothea Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Ramirez, Armida Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Rodriguez, Cecilia Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Rodriguez, Gerardo Lincoln MS	Library Assistant II [additional hours; After School Computer Lab]	8/31/15-6/9/16
Sampson, Claudia Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Shih, Jennifer Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Smith, Jazmon Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Smith, Zekaia Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Stafford, LaTanya Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Villegas, Lorena Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Walsh, Leslie Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16
Womack, Raven Child Develop Svcs	Children's Center Assistant II [additional hours, as needed]	8/18/15-6/9/16

**SUBSTITUTES**

**EFFECTIVE DATE**

Acevedo, Roger Grounds	Gardener	7/1/15-6/30/16
Adeyemi, Latrina Operations	Custodian	7/1/15-6/30/16
Alonzo, Sergio Grounds	Gardener	7/1/15-6/30/16
Alvarez, Jose Operations	Custodian	7/1/15-6/30/16
Alvarez, Jose Grounds	Gardener	7/1/15-6/30/16
Batalla, Karla District	Instructional Assistant – PE	9/4/15-6/9/16
Berry, Andrew Operations	Custodian	7/1/15-6/30/16
Bolan, Anette District	Campus Security Officer	7/1/15-6/30/16

Brigham, Dolores Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Burleigh, David District	Campus Security Officer	7/1/15-6/30/16
Burrell, Catherine District	Campus Security Officer	7/1/15-6/30/16
Carter, Amber Operations	Custodian	7/1/15-6/30/16
Casey, Britany Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Casiano, Violetta Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Coleman, Brandon Operations	Custodian	7/1/15-6/30/16
Coleman, Deval Operations	Custodian	7/1/15-6/30/16
Curtis, Kathleen District	Campus Security Officer	7/1/15-6/30/16
Delgadillo, Cristina Roosevelt Elementary	Sr. Office Specialist	9/1/15-6/9/16
Etchison, Chauncey Operations	Custodian	7/1/15-6/30/16
Frias, Angel Grounds	Gardener	7/1/15-6/30/16
Gomez, Monica Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Gonzalez, Arturo Grounds	Gardener	7/1/15-6/30/16
Gonzalez, Cecilia Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Grant, Carolyn Child Develop Svcs	Children's Center Assistant II	9/18/15-6/9/16
Green, Doshawn Operations	Custodian	7/1/15-6/30/16
Green, Shanna Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Guardado, Francisco Operations	Custodian	7/1/15-6/30/16
Guardado, Francisco Grounds	Gardener	7/1/15-6/30/16

Haro, Frank Operations	Custodian	7/1/15-6/30/16
Harris, Eddie Operations	Custodian	7/1/15-6/30/16
Harris, Richard District	Campus Security Officer	7/1/15-6/30/16
Hart, Walter Operations	Operations	7/1/15-6/30/16
Haywood, Chanel Operations	Operations	7/1/15-6/30/16
Holrizadeh, Shayesteh Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Hughes, Michael District	Campus Security Officer	7/1/15-6/30/16
Hunter-Sallustio, Dominique Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Isaac, Arthur Operations	Custodian	7/1/15-6/30/16
Jala, Ariel Operations	Custodian	7/1/15-6/30/16
Jones, Bronden Grounds	Gardener	7/1/15-6/30/16
Karian-Karaghossian, Natalie Rogers Elementary	Instructional Assistant – Classroom	8/20/15-6/9/16
Lampley, Keyona Operations	Custodian	7/1/15-6/30/16
Lew, Shawn Operations	Custodian	7/1/15-6/30/16
Longstreet, Willie Operations	Custodian	7/1/15-6/30/16
Lopez, Manuel District	Campus Security Officer	7/1/15-6/30/16
Luis, Noemi Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Lyons, Robert Operations	Custodian	7/1/15-6/30/16
Mamon, Stephanie Operations	Custodian	7/1/15-6/30/16
Martinez, Angelina Operations	Custodian	7/1/15-6/30/16

McKeever, Devon Operations	Custodian	7/1/15-6/30/16
Miller, Melvyn Operations	Custodian	7/1/15-6/30/16
Montes, Julio Operations	Custodian	7/1/15-6/30/16
Moore, Tenisha Rogers Elementary	Instructional Assistant – Classroom	8/20/15-6/9/16
Mora, Vicente Grounds	Gardener	7/1/15-6/30/16
Morrison, Robert Operations	Custodian	7/1/15-6/30/16
Muhammad, Baheerah Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Nixon, Robert Operations	Custodian	7/1/15-6/30/16
Orozco, Eugene Operations	Custodian	7/1/15-6/30/16
Plascencia, Henry District	Campus Security Officer	7/1/15-6/30/16
Quintana, Anthony Operations	Custodian	7/1/15-6/30/16
Rangel Ramirez, Eduardo Grounds	Gardener	7/1/15-6/30/16
Rascon, Jesse Operations	Custodian	7/1/15-6/30/16
Reynoso, Ivan Operations	Custodian	7/1/15-6/30/16
Rodriguez, Sergio Operations	Custodian	7/1/15-6/30/16
Rubio, Ana Child Develop Svcs	Children's Center Assistant II	8/18/15-6/9/16
Rugamas Castro, Angel Grounds	Gardener	7/1/15-6/30/16
Smith, Christopher Operations	Custodian	7/1/15-6/30/16
Smith, Terry Operations	Custodian	7/1/15-6/30/16
Solis, Robert Operations	Custodian	7/1/15-6/30/16

Tjaden, Jeremy Grounds	Gardener	7/1/15-6/30/16
Venable, Shelton Operations	Custodian	7/1/15-6/30/16
Venable, Terance Terrell Operations	Custodian	7/1/15-6/30/16
Villasenor, Luis Operations	Custodian	7/1/15-6/30/16
Wakefield, Donita District	Campus Security Officer	7/1/15-6/30/16
Washington, Chanee District	Campus Security Officer	7/1/15-6/30/16
Wright, Lewis District	Campus Security Officer	7/1/15-6/30/16

**CHANGE IN ASSIGNMENT**

Fuller, Terry Special Ed/Santa Monica HS	Paraeducator 1 6.5 Hrs/SY From: 6 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 8/19/15
Jackson, Jessica Grant Elementary	Instructional Assistant - Classroom 3 Hrs/SY From: 2 Hrs/SY	9/4/15

**VOLUNTARY TRANSFER**

Dacanay, Peter Special Ed/Malibu HS	Paraeducator 1 6 Hrs/SY From: 4.5 Hrs/SY/Muir Elementary	<b><u>EFFECTIVE DATE</u></b> 9/15/15
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**VOLUNTARY REDUCTION OF HOURS**

Woodworth, Dorie Webster Elementary	Instructional Assistant – Classroom 1.5 Hrs/SY From: 3 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 9/17/15
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**VOLUNTARY REDUCTION OF HOURS IN LIEU OF LAYOFF**

Giagni, Pam Special Ed-Muir Elementary	Paraeducator 1 4 Hr/SY From: 6 Hrs/SY/Special Education-Muir Elementary	<b><u>EFFECTIVE DATE</u></b> 9/22/15
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**LEAVE OF ABSENCE (PAID)**

Anderson, Michael Cabrillo Elementary	Custodian Medical	<b><u>EFFECTIVE DATE</u></b> 9/18/15-10/31/15
Gleason, Tim Rogers Elementary	Custodian Medical	9/8/15-9/24/15
Hatch, Jana Personnel Commission	Administrative Assistant Personal	9/22/15-10/30/15

Hofland, Keri Santa Monica HS	Paraeducator 1 Medical	9/22/15-10/30/15
Jimenez, Maria Child Develop Svcs	Children Center Assistant II Personal	9/17/15-10/6/15
Korduner, Justin Santa Monica HS	Paraeducator 1 Medical	9/24/15-11/2/15
McNeely, Debrah Santa Monica HS	Custodian Medical	8/31/15-9/24/15
Smith, Jazmon Child Develop Svcs	Children Center Assistant II Medical Maternity	11/2/15-12/27/15

**LEAVE OF ABSENCE (UNPAID)**

Hernandez, Patricia Johns Adams MS	Sr. Office Specialist Intermittent FMLA	<b><u>EFFECTIVE DATE</u></b> 8/13/15-6/14/16
Perez, Bertha Roosevelt Elementary	Sr. Office Specialist Intermittent FMLA	8/13/15-6/14/16

**PROFESSIONAL GROWTH**

Durst, Peggy Santa Monica HS	Paraeducator I	<b><u>EFFECTIVE DATE</u></b> 10/1/15
Hoorizadeh, Shayesteh Child Develop Svcs/Pine Street	Children Center Assistant II	10/1/15

**WORKING OUT OF CLASS**

Heiderman, Daniel Operations	Plant Supervisor From: Utility Worker	<b><u>EFFECTIVE DATE</u></b> 9/1/15-11/13/15
Oyenoki, Elizabeth McKinley Elementary	Administrative Assistant From: Sr. Office Specialist	9/15/15-10/15/15
Sebastiani, Guido Operations/Grounds	Equipment Operator From: Gardener	7/1/15-10/20/15

**DISQUALIFICATION FROM PROBATION**

WV2923352	Paraeducator 1	<b><u>EFFECTIVE DATE</u></b> 10/9/15
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**ABOLISHMENT OF POSITION**

Lincoln MS	Paraeducator 1 6 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 8/19/15
Special Ed	Paraeducator 1 6 Hrs/SY	8/19/15

**RESIGNATION**

Mena, Mariam SMASH	Paraeducator 1	<b><u>EFFECTIVE DATE</u></b> 9/25/15
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Nunez, Carla  
Muir Elementary Instructional Assistant - Classroom 9/25/15

Scott, Lydia  
Rogers Elementary Instructional Assistant – Classroom 9/30/15

**RETIREMENT**

Hartley, Dana  
McKinley Elementary

Paraeducator 1

**EFFECTIVE DATE**

9/25/15

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



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 11/05/15

RECOMMENDATION NO. A.19

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>
Coffey, Bud Facility Use Dept.	Audience Services Coordinator 4 Hrs/12-Month/Range: 38 Step: A	10/5/15
Dao, Thong Information Svcs	Technology Support Assistant 8 hrs/12-Month/Range: 38 Step: A	10/12/15
Etchison, Chauncey Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	10/19/15
Gracy, Eunique Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	10/15/15
Madsen, Karla Franklin Elementary	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	10/5/15
Mehrazar, Saman McKinley Elementary	Instructional Assistant – Classroom 3 Hrs/SY/Range: 18 Step: B	10/19/15
Montes, Julio Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	10/19/15
<u>REEMPLOYMENT</u>		<u>EFFECTIVE DATE</u>
Mamon, Stephaniee Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: B	10/19/15
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Arangoa, Isabel Operations	Custodian 5 hrs/12-Month/Range: 22 Step: A	10/26/15
Chavez, Dennis Maintenance	Construction Supervisor 8 Hrs/12-Month/Range: 45 Step: E	10/1/15
Larios, Carmen Fiscal Services	Fiscal Services Supervisor 8 Hrs/12-Month/Range: 41 Step: E	10/26/15
Rodriguez, Maria Operations	Custodian 5 Hrs/12-Month/Range: 22 Step: A	10/26/15
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Abdulkareem, Nehal Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Adams, Toni Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16

Adeyemi, Latrina Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Alvarado, Nivia Educational Svcs	Bilingual Community Liaison [Additional hours, as needed]	10/5/15-6/9/16
Alvarado, Nivia Educational Svcs	Bilingual Community Liaison [Overtime: Translation]	10/10/15
Amaya, Janene Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Aquino, Gilda Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Becerra, Daniel Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Berry, Andrew Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Biren, Sara Facility use Dept	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Bonilla, Leroy Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Brackett, Kimberly Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Brigham, Delores Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Brito, Maria Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Brown, Lincoln Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Butler, Tamara Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Cabrera, Jennifer Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Calderon, Bianca Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Campos, Mercedes Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Carbajal, Patricia Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Carter, Amber Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Casey, Brittany Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16

Casiano, Delfina Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Castillo, John Educational Svcs	Network Engineer [Overtime: Infrastructure Installation]	9/1/15-6/30/16
Ceron, Gloria Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Cobbs, Rufus Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Coleman, Brandon Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Coleman, Deval Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Cooper, Dionee Educational Svcs	Elementary Library Coordinator [Additional hours: Software Training]	8/10/15-9/30/15
Cortez, Griselda Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/30/16
Crawford, Cynthia Educational Svcs	Library Assistant II [Additional hours: Software Training]	8/10/15-9/30/15
Crawford, Cynthia John Adams MS	Library Assistant II [Overtime: Input Science Magnet Data]	8/28/15-6/9/16
Crockett, Della Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Cruz, Carmen Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Cueva, Sandra Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Davis, Anthony Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Davis, Jon Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Davis, Stevie Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Delgadillo, Cristina Grant Elementary	Sr. Office Assistant [Additional hours, as needed]	9/1/15-6/9/16
Everage, Askia Special Education	Paraeducator 3 [Additional hours: Training]	8/19/15-6/9/16
Fernandez, Angelica Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Frazier, Ashley Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16

Garcia, Sara Child Develop Svcs	Children's Center Assistant III [Additional hours, as needed]	8/19/15-6/9/16
Garcia-Ramirez, Carol Educational Svcs	Elementary Library Coordinator [Additional hours: Software Training]	8/10/15-9/30/15
Gheewala, Nasreem Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Godinez, Octavio Operations/Grounds	Sprinkler Repair Tech [Overtime, as needed]	9/28/15-1/5/16
Gold, Kathy Educational Svcs	Technology Support Assistant [Overtime: Infrastructure Installation]	9/1/15-6/30/16
Gomez, Jack Facility Use Dept	Custodian [Additional hours, as needed]	7/1/15-6/30/16
Gomez, Monica Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Gonzalez, Andrea Child Develop Svcs	Children's Center Assistant I [Additional hours, as needed]	8/19/15-6/9/16
Gonzalez, Cecilia Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Gonzalez, Jessica Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Gonzalez, Jose Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Gonzalez, Xavier Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Green, Doshawn Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Green, Shanna Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Greenseid, Diane Educational Svcs	Elementary Library Coordinator [Overtime: Software Training]	8/10/15-9/30/15
Gutierrez, Corina Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Hall, Eve Special Ed	Paraeducator 3 [Additional hours: Training]	9/21/15-9/25/15
Hansberry, Angie Special Ed	Office Specialist [Additional hours: Office Support]	9/15/15-9/21/15
Haro, Frank Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Haro, Irma Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16

Harris, Eddie Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Harris, Richard Santa Monica HS	Campus Security Officer [Overtime, as needed]	9/15/15-6/30/16
Harry, Elisa Operations	Administrative Assistant [Overtime, as needed]	7/1/15-6/30/16
Hart, Walter Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Haywood, Chanel Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Hernandez, Maira Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Hernandez, Rita Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Hoorizadeh, Shayesteh Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Hunter-Sallustio, Dominique Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Isaac, Arthur Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Islas, Haydee Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Jala, Ariel Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Jimenez, Maria Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Jivani, Shenaz Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Johnson, Lore Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Johnson, Kerri Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Lamley, Keyona Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Lew, Shawn Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Longstreet, Willie Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Lopez, Sarah Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16

Luis, Noemi Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Luis Lopez, Sandy Rogers Elementary	Sr. Office Specialist [Additional hours: Office Support]	8/10/15-8/13/15
Lyons, Robert Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Mark, Ellen Educational Svcs	Elementary Library Coordinator [Overtime: Software Training]	8/10/15-9/30/15
Marmolejo, David Educational Svcs	Network Engineer [Overtime: Infrastructure Installation]	9/1/15-6/30/16
Martin, Lorena Adult Ed/Ed Svcs	Sr. Office Specialist [Additional hours: Clerical Support]	9/3/15-12/18/15
Martinez, Angelina Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Martinez, Daniel Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Mashkovich, Jane Lincoln MS	Paraeducator 3 [Additional hours: Afterschool Computer Lab]	8/31/15-6/9/16
McKeever, Devon Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Menendez, Joshua Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Miller, Darnell Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Monjarez, Gaby Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Monte, Peri Educational Svcs	Elementary Library Coordinator [Additional hours: Software Training]	8/10/15-9/30/15
Montes, Julio Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Morales, Stephany Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Morales, Steve Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Morrison, Robert Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Moscocco, Suzanne Educational Svcs	Elementary Library Coordinator [Additional hours: Software Training]	8/10/15-9/30/15
Muhammad, Baheerah Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16

Navarro, Nancy Muir Elementary	Sr. Office Specialist [Additional hours: Office coverage]	9/9/15-6/9/16
Newman, Paisley Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Nixon, Robert Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Orozco, Eugene Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Oyehoki, Elizabeth McKinley Elementary	Sr. Office Specialist [Additional hours: Special Projects]	9/1/15-6/30/16
Padilla, Elizabeth Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Payton, Tawny Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Perez, Grace Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Pernell, Barbara Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Pineda, Blanca Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Pongas, Dorothea Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Portillo, Cristina Child Develop Svcs	Children's Center Assistant III [Additional hours, as needed]	8/19/15-6/9/16
Preciado, Edwin Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Price, Lohren Educational Svcs	Library Assistant II [Overtime: Software Training]	8/10/15-9/30/15
Quintana, Anthony Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Ramirez, Armida Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Rascon, Jesse Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Razon-McMillan, Monica Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Reid, Shuntoria Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Reynosa, Ivan Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16

Rocha, Patricia Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Rodriguez, Cecilia Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Rodriguez, Gerardo Educational Svcs	Library Assistant I [Additional hours: Software Training]	8/10/15-9/30/15
Rodriguez, Frances Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Rodriguez, Sergio Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Rubio, Ana Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Russell, Tanica Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Sadeghpour, Charlton Anne Educational Svcs	Elementary Library Coordinator [Overtime: Software Training]	8/10/15-9/30/15
Sampson, Claudia Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Sanchez, Cecilia Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Sanchez, Cecilia John Adams MS	Paraeducator 3 [Additional hours: After-School Student Support]	8/28/15-6/9/16
Saucedo, Olga Adult Ed/Ed Svcs	Office Specialist [Additional hours: Clerical Support]	9/3/15-12/18/15
Sea, Shannon Educational Svcs	Elementary Library Coordinator [Additional hours: Software Training]	8/10/15-9/30/15
Segura, Bethel Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Seklawi, Sara Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Sember, Judy McKinley Elementary	Administrative Assistant [Additional hours: Training new employee]	9/21/15-10/1/15
Shih, Jennifer Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Smith, Christopher Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Smith, Jazmon Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Smith, Sabrina Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16



Smith, Terry Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Smith, Zekaia Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Solis, Robert Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Stafford, LaTanya Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Stinson, Sara Educational Svcs	Elementary Library Coordinator [Overtime: Software Training]	8/10/15-9/30/15
Sumaria, Urvashi Child Develop Svcs	Children's Center Assistant III [Additional hours, as needed]	8/19/15-6/9/16
Tate, Jarrell Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Tate, Wiley Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Taylor, Christian Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Taylor, Inelle Santa Monica HS	Campus Security Officer [Overtime, as needed]	9/15/15-6/30/16
Thomas, Marjorie Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Torres, Monica Rogers Elementary	Instructional Assistant – Classroom [Additional hours, as needed]	10/2/15-6/9/16
Uliantzeff, Elena Educational Svcs	Bilingual Community Liaison [Overtime: Translation]	10/10/15
Venable, Shelton Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Venable, Terance T. Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Viesca, Joseph Facility Use Dept	Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Villasenor, Luis Facility Use Dept	Substitute Custodian [Additional hours: FUD events]	7/1/15-6/30/16
Villegas, Lorena Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Wade, Byron Special Education	Paraeducator 3 [Additional hours: Professional Development]	8/19/15-6/9/16
Walsh, Leslie Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16

Williams, Paris Child Develop Svcs	Children's Center Assistant II [Additional hours, as needed]	8/19/15-6/9/16
Wingfield, Janet Special Ed/ SMHS	Paraeducator 2 [Additional hours, as needed]	8/20/15-6/9/16
Womack, Raven Child Develop Svcs	Children's Center Assistant [Additional hours, as needed]	8/19/15-6/9/16
Woolf, Petra Educational Svcs	Elementary Library Coordinator [Additional hours: Software Training]	8/10/15-9/30/15
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Aimery, Khristina Operations	Custodian	9/24/15-6/30/16
Aldana, Monica Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Aquino, Gilda Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Ayala, Patricia Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Benjamin, Shakeela Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Brigham, Dolores Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Brynjegard, Peter Pt Dume Elementary	Instructional Assistant – Classroom	9/10/15-10/31/15
Casey, Brittany Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Casiano, Delfina Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Cervantes, Tracy Lincoln Middle School	Lifeguard	9/18/15-6/9/16
Cueva, Sandra Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Delgadillo, Cristina District	Sr. Office Specialist	9/1/15-6/9/16
Doyle, Cathy Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Duhalde, Lavonne Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Fernandez, Angelica Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Flores, Jesus District	Instructional Assistant – Classroom	8/20/15-6/9/16

Galstian, Aroussiak Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Garcia, Norma Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Gomez, Monica Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Gonzalez, Andrea Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Gonzalez, Cecilia Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Goodman, GERALYN Edison Elementary	Instructional Assistant – Bilingual	9/29/15-6/9/16
Graciano, Luis Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Grant, Carolyn Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Green, Shana Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Harrison, Tiffany Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Hernandez, Wendy Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Hoorizadeh, Shayesteh Child Develop Svcs	Children's Center Assistant II	8/19/14-6/9/16
Hunter-Sallustio, Dominique Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Ighani, Roshanak Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Lazo, Noreen Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Long, Lakeesha Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Long, Lakeesha McKinley Elementary	Instructional Assistant - Classroom	9/1/15-6/9/16
Lopez, Manny Purchasing	Stock and Delivery Clerk	9/1/15-6/30/16
Luis, Noemi Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Maldonado, Monique Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16

Martinez, Martha Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Martinez, Silvia Operations	Custodian	9/24/15-6/30/16
Monroy, Rosa Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Morales, Daniel Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Muhammad, Baheera Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Noori, Sara Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Padilla, Elizabeth Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Perez, Grace Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Pernell, Barbara Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Portillo, Cristina Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Rodriguez, Cecillia Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Romero, Clara Rogers Elementary	Administrative Assistant	10/9/15-6/9/16
Rubio, Ana Rosa Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Soloway, Beth Webster Elementary	Sr. Office Specialist	8/31/15-12/21/15
Taylor, Sara Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Tumari, Rowshanak Child Develop Svcs	Children's Center Assistant I	8/19/15-6/9/16
Urvashi, Sumaria Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Villegas, Lorena Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16
Williams, Thomas Operations	Custodian	8/28/15-6/30/16
Womack, Raven Child Develop Svcs	Children's Center Assistant II	8/19/15-6/9/16

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Gutierrez, Naelly McKinley Elementary	Instructional Assistant - Classroom 3.0 Hrs/SY From: 2.5 Hrs/SY	9/15/15
Russell, Tanica Spec. Ed/Santa Monica HS	Paraeducator 3 6.33 Hrs/SY From: 6.00 Hrs/SY	8/19/15
Shocklee, Miceala Spec. Ed/McKinley Elementary	Paraeducator 1 6.0 Hrs/SY From: 5.0 Hrs/SY	8/20/15
Terry, Christine Spec. Ed/McKinley Elementary	Paraeducator 1 6.0 Hrs/SY From: 5.0 Hrs/SY	8/20/15

**INVOLUNTARY TRANSFER DUE TO MEDICAL ACCOMMODATION**

		<b><u>EFFECTIVE DATE</u></b>
Haro, Irma CDS/Washington West	Children's Center Assistant II 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS/McKinley	9/28/15

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Calvert, Cheryl Pt Dume Elementary	Instructional Assistant – Classroom Medical (Revised from 10/1/15 Board Agenda)	9/1/15-10/9/15
Gonzalez, Hector Operations	Sprinkler Repair Tech Medical	10/6/15-5/16/16

**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Ganelis, Inna Santa Monica HS	Accompanist Personal	10/23/15-12/18/15
Guerrero, Daniel Santa Monica HS	Inst Assistant – Physical Ed Personal	10/1/15-11/11/15
Gutierrez, Adriana McKinley Elementary	Physical Activities Specialist Child Care	11/2/15-1/18/16
Striff, Jill Reidmiller Special Ed	Occupational Therapist CFRA Leave	1/2/16-2/1/16

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Cooper, Dee Dee Pt Dume Elementary	Elem Library Coordinator	10/1/15
Hedges, Eric Maintenance	Electrician	11/1/15

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Godinez, Octavio Operations/Grounds	Sprinkler Repair Tech From: Gardener	9/28/15-1/5/16

Jackson, Donte Food Services	Stock Delivery Clerk From: Cafeteria Worker I	10/26/15-11/6/15
Jimenez, Paul Operations/Grounds	Equipment Operator From: Gardener	6/8/15-8/14/15
Kamkar, Vida Human Resources	Human Resources Specialist From: Human Resources Tech	10/26/15-12/18/15

**RESIGNATION**

Cline, Christopher  
Maintenance

Maintenance Supervisor

**EFFECTIVE DATE**

10/23/15

Plowe, Molly  
Malibu HS

Paraeducator 3

10/9/15

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

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

ACTION/CONSENT  
 10/01/15

RECOMMENDATION NO. A.15

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

**COACHING ASSISTANT**

Canales, Carrie	Malibu HS	7/1/15
Hillman, Heidi	Malibu HS	7/1/15
Young, Bruce	Malibu HS	7/1/15

**NOON SUPERVISION AIDE**

Chavez, Luis	Rogers ES	8/20/15-6/9/16
Dixon, Gregory	Webster ES	8/20/15-6/9/16
Giroux, Sharon	Edison ES	8/20/15-6/9/16
Grant, Carolyn	Rogers ES	8/20/15-6/9/16
Gunasekara, Chandra	Rogers ES	8/20/15-6/9/16
Hernandez, Beatrice	Rogers ES	8/20/15-6/9/16
Hernandez, Christopher	Rogers ES	8/20/15-6/9/16
Hernandez, Yesenia	Rogers ES	8/20/15-6/9/16
Llosa, Sylvia	Rogers ES	8/20/15-6/9/16
Moore, Tenisha	Rogers ES	8/20/15-6/9/16
Olivia, Rufugio	Rogers ES	8/20/15-6/9/16
Pollack, Bridgette	Rogers ES	8/20/15-6/9/16
Rivas de Hernandez, Gladis	Rogers ES	8/20/15-6/9/16
Rodriguez, Ofelia	Edison ES	8/20/15-6/9/16
Scott, Lydia	Rogers ES	8/20/15-6/9/16
Sencio, Heidi	Rogers ES	8/20/15-6/9/16
Shandalov, Lisa	Roosevelt ES	8/20/15-6/9/16
Silvern, Zack	Rogers ES	8/20/15-6/9/16
Viviani, Vhalia	Adams MS	8/20/15-6/9/16

**TECHNICAL SPECIALIST – LEVEL I**

Brown, Kimberly	Cabrillo ES [Mindfulness Training] - Funding: City of Malibu	8/13/15-8/15/15
Brown, Kimberly	Cabrillo ES [Science Specialist] - Funding: VSS: Stretch Grant Gifts – Malibu Bay Company	9/1/15-6/9/16
Fisher, Nicole	Cabrillo ES [Mindfulness Training] - Funding: City of Malibu	8/13/15-8/15/15

Guthrie, Stephanie                      Cabrillo ES                                      8/13/15-8/15/15  
[Mindfulness Training]  
- Funding: City of Malibu

Guthrie, Stephanie                      Cabrillo ES                                      9/1/15-6/9/16  
[Computer Lab Support]  
- Funding: Formula & Old Tier III

**TECHNICAL SPECIALIST – LEVEL II**

Stout, Larry                                      Facility Use                                      7/1/15-6/30/16  
[Technical Services]  
- Funding: Permits

**TECHNICAL SPECIALIST – LEVEL III**

Senchuk, Peter                                      Lincoln MS                                      8/20/15-6/9/16  
[Brass Instructor]  
- Funding: Gifts – Band and Orchestra Fund

Weaver, Kelly                                      Lincoln MS                                      8/20/15-6/9/16  
[Percussion Instructor]  
- Funding: Gifts – Band and Orchestra Fund

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



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

ACTION/CONSENT  
 10/15/15

RECOMMENDATION NO. A.13

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**

Miller, Richard	Malibu HS	9/16/15
Przebieda, Jarrod	Santa Monica HS	9/10/15

**NOON SUPERVISION AIDE**

Hernandez, Esperanza	Muir Elementary	9/9/15-6/9/16
Renaldo-Turner, Kristen	John Adams MS	9/17/15-6/9/16

**AVID TUTOR**

Diri, Talya	John Adams MS	9/11/15-6/9/16
Prada, Tomas	John Adams MS	9/8/15-6/9/16

**TECHNICAL SPECIALIST – LEVEL II**

Gittleman, Marni	SMASH [Integrated Arts Coordinator] - Funding: Formula & Old Tier III	8/24/15-5/23/16
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**TECHNICAL SPECIALIST – LEVEL III**

Anderson, Robert	SMASH [Strings Instructor] -Funding: VSS-Stretch Grant 50% Reimbursed by PTA 50%	8/27/15-6/2/16
Elliott, Michelle	Lincoln MS [Cello Instructor] - Funding: Gifts	9/2/15-6/9/16
Jackson, Sharon	SMASH [Strings Instructor] - Funding: VSS – Stretch Grant	9/3/15-6/2/16
Kieme, Roxanne	John Adams MS [Strings Instructor] - Funding: SMMEF – Dream Winds	9/8/16-6/9/16

Lorenzini, Samuel

Lincoln MS  
[Strings Instructor]  
- Funding: Gifts

9/2/15-6/9/16

Shetzen, Eric

Santa Monica HS  
[Bass Instructor]  
- Funding: Santa Monica Arts Parents Assoc

9/2/15-6/9/16

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

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

ACTION/CONSENT  
 11/05/15

RECOMMENDATION NO. A.20

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**

Hodges, Austin	Santa Monica HS	8/20/15-6/9/16
Kempainen, Edward	Malibu High School	9/1/15-6/30/16
Le Carner, Nicole	Santa Monica HS	8/20/15-6/9/16
Poon, Wilston	Santa Monica HS	8/20/15-12/18/15
Proctor, Sean	Santa Monica HS	8/20/15-6/9/16
Richards, James	Santa Monica HS	8/20/15-6/9/16
Trinh, Nguyen	Santa Monica HS	8/20/15-6/9/16

**NOON SUPERVISION AIDE**

Lee, Young	Roosevelt Elementary	8/20/15-6/9/16
Morales, Louis Alex	Edison Elementary	8/20/15-6/9/16
Rodriguez, Sergio	Edison Elementary	8/20/15-6/9/16
Torres, Virgil	Edison Elementary	8/20/15-6/9/16
Valadez, Luz Victoria	Edison Elementary	8/20/15-6/9/16

**AVID TUTOR**

Abdel-Ghany, Emili	John Adams MS	9/8/15-6/9/16
Barba, Eduardo	John Adams MS	9/8/15-6/9/16
Booque, Osiris	Lincoln MS	9/1/15-6/9/16
Garcia Taormina, Alina	Santa Monica HS	9/1/15-6/9/16
Kivnick, Ali	Lincoln MS	9/1/15-6/9/16
Martin, Michael	John Adams MS	9/8/15-6/9/16
Rhodes, Dreama	Lincoln MS	9/1/15-6/9/16
Salas, Evelyn	Santa Monica HS	9/1/15-6/9/16
Wilson, Terry	John Adams MS	9/8/15-6/9/16

**TECHNICAL SPECIALIST – LEVEL II**

Gottesman, Judith	SMASH/John Muir Elementary [Support music classes and concerts] - Funding: Formula & Old Tier III	9/8/15-6/2/16
Gottesman, Judith	Ed Services/Muir Elementary [Vocal Coach] - Funding: SMMEF – Dream Winds	9/8/15-6/9/16
LaTuchie, Norma	Ed Services/Edison, McKinley, Muir, Rogers [Woodwind/Brass Coach] - Funding: SMMEF – Dream Winds	9/8/15-6/9/16

Leon, Maria	Ed Services/Edison, Grant, McKinley, Muir, Rogers	9/8/15-6/9/16
	[Vocal Coach] - Funding: SMMEF – Dream Winds	
Naziemiec, Karolina	Ed Services/Edison, McKinley, Rogers	9/8/15-2/28/16
	[Strings Coach] - Funding: Gifts	
Rubin, Jody	Ed Services/Edison, McKinley, Muir, Rogers	9/8/15-2/28/16
	[Strings Coach] - Funding: Gifts	
Turner, Meghan	Ed Services/Edison, McKinley, Muir, Rogers	9/8/15-6/9/16
	[Woodwind/Brass Coach] - Funding: SMMEF – Dream Winds	

**TECHNICAL SPECIALIST – LEVEL III**

Call, Emily	Ed Services/John Adams MS	9/8/15-6/9/16
	[String Instructor] - Funding: SMMEF – Dream Winds	
Call, Emily	Ed Services/Muir and Rogers Elementary	9/8/15-2/28/16
	[String Instructor] - Funding: Gifts	
Call, Emily	John Adams MS	9/9/15-5/31/16
	[Music Clinician] - Funding: Gifts	
Dress, Stephen	Ed Services/John Adams MS	9/8/15-6/9/16
	[String Instruction] - Funding: SMMEF – Dream Winds	
Jackson, Sharon	Santa Monica HS	8/24/15-6/30/16
	[Violin Instruction] - Funding: Santa Monica Arts Parents Assoc	
Kieme, Roxanne	John Adams MS	9/9/15-5/31/16
	[Music Clinician] - Funding: Gifts	
Parise, Chris	Lincoln MS	10/1/15-6/9/16
	[Percussion Instruction] - Funding: Gifts	
Parise, Chris	Ed Services/John Adams MS	9/8/15-6/9/16
	[Band Coach] - Funding: SMMEF – Dream Winds	
Parise, Chris	John Adams MS	9/9/15-5/31/16
	[Music Clinician] - Funding: Formula & Old Tier III	

Parise, Chris	Ed Services/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	9/8/15-6/9/16
Senchuk, Emily	Ed Services/John Adams MS [Band Coach] - Funding: SMMEF – Dream Winds	9/8/15-6/9/16
Senchuk, Emily	John Adams MS [Music Clinician] - Funding: Fomula & Old Tier III	9/9/15-5/31/16
Senchuk, Peter	Ed Services/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	9/8/15-6/9/16
Senchuk, Peter	John Adams MS [Music Clinician] - Funding: Formula & Old Tier III	9/9/15-5/31/16
Turner, Meghan	John Adams MS [Music Clinician] - Funding: Formula & Old Tier III	9/9/15-5/31/16
Turner, Meghan	Ed Services/John Adams MS [Woodwind/Brass Coach] - Funding: Formula & Old Tier III	9/8/15-6/9/16

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

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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2015</b>			
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	
<b>2016</b>			
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 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> 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	
<b>Winter Break: December 21 – January 1</b>					
January through June 2016					
<b>Winter Break: December 21 – January 1</b>					
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	
<b>Spring Break: March 21 – April 1</b>					
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 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

## VI. Personnel Commission Business:

### A. Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
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> -Update on Committee's progress regarding Advanced Step Placement	December 2015
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	January 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	February 2016



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**VII. Next Regular Personnel Commission Meeting:**  
Tuesday, December 8, 2015 at 4:00 pm - *District Office Board Room*

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

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**IX. Closed Session:**

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**X. Adjournment:**