

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
November 12 2013 @ 4:00 p.m.
District Office Board Room

I. General Functions:

- A. Call To Order
- B. Roll Call
- C. Pledge Of Allegiance
- D. Approval of Agenda for Regular Meeting on November 12, 2013

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

- E. Approval of Minutes for Regular Meeting on October 8, 2013

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

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

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

AGENDA

REGULAR MEETING
November 12, 2013 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

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

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

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on November 12, 2013

E. Approval of Minutes for Regular Meeting on October 8, 2013

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

- General Comments
- Commissioner Reappointment
- Classified Workforce Guide for Managers
- 2013-2014 Classification and Compensation Study Update
- Timeline Expectations for Merit Rules Revisions and Classification Revisions
- Professional Growth and Training Committee Update

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

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

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

1. SEIU Report
2. Board of Education Report

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

II. Approval of Classified Personnel Eligibility List(s): 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. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Campus Security Officer	16
Health Office Specialist	6
Instructional Assistant – Special Education	6
Instructional Assistant – Specialized	3

III. Action/Discussion Items/or Other Information:

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

1. Advanced Step Placements:

a. Approval of Advanced Step Placement for new employee Cristina Delgadillo, in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

b. Approval of Advanced Step Placement for new employee Marcia Melkonian in the classification of Elementary Library Coordinator at Range: 26 Step: B

c. Approval of Advanced Step Placement for new employee Resa Nikol in the classification of Instructional Assistant - Classroom at Range: 18 Step: D

- d. Approval of Advanced Step Placement for new employee Ghada Shibl in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- e. Approval of Advanced Step Placement for new employee Dylon Smith in the classification of Instructional Assistant – Physical Education at Range: 20 Step: C
- f. Approval of Advanced Step Placement for new employee Blake Waltke in the classification of Physical Activities Specialist at Range: 26 Step: D

2. Personnel Commission Annual Report FY 2012-2013

3. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to Administrative Assistant classification specification

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

1. Classification Revisions:

- a. Instructional Assistant – Special Education classification

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

- 1. Advanced Step Placement Status Report
- 2. Personnel Requisitions Status Report
- 3. Classified Personnel – Merit Report - No. A.15 (for SMMUSD School Board Agenda)
 - October 17, 2013
- Classified Personnel – Merit Report – No. A.18
 - November 7, 2013
- 4. Classified Personnel – Non-Merit Report – No. A.16
 - October 17, 2013
- Classified Personnel – Merit Report – No. A.19
 - November 7, 2013
- 5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014
- 6. Board of Education Meeting Schedule
 - 2013 – 2014

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Children’s Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant–Specialized Sports Facility Attendant	December 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	January 2014
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	February 2014
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	March 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, December 10, 2013, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

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

PUBLIC EMPLOYEE DISCIPLINE
Employee #: RD2623521

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

VII. Adjournment:

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

TIME ADJOURNED: _____

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director, Classified Personnel

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

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
October 8, 2013 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

***Guiding Principles:** Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.*

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

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:13 p.m.
- B. Roll Call:** Commissioners Inatsugu and Pertel were present. Commissioner Sidley was absent.
- C. Pledge of Allegiance:** Ms. Cindy Johnston, Human Resources Technician, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** November 12, 2013

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

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

- E. Motion to Approve Minutes:** Regular Meeting on October 8, 2013

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

It was moved and seconded to approve the minutes with correction of a name on page three.

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

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

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

- General Comments
 - **Mr. Tietze informed the Personnel Commission about the Breakthrough Coach training which addressed management methodology and office productivity. The managers were encouraged to assume more of a coach role rather than a technician role. Ms. Jana Hatch, Administrative Assistant, shared her observations from the training.**
 - **Mr. Tietze notified the Personnel Commission about the online customer service survey that had been developed and placed on the Personnel Commission website.**
 - **Mr. Tietze previewed the upcoming administrator training that will include manuals for administrators with useful references to classification specification for positions they supervise, core hiring processes, recruitment processes and disciplinary procedures to name a few. The presentation will take place at the management meeting.**
 - **Mr. Tietze also spoke about working to resolve challenges with classification specifications within the Special Education department.**
- Notes on Layoff Process Improvement
 - **Mr. Tietze informed the Personnel Commission about the modifications in the layoff process including different approaches in communication with the impacted employees and managers, and available resources support for defining timelines.**
- Update on SEIU/District Waiver for Advanced Step Placement (one case)
 - **Mr. Tietze stated that the request had been put forth to the District.**

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 expressed his interest in serving on the Personnel Commission for another term.**

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

1. SEIU Report
 - **Ms. Cartee-McNeely, Chief Steward, updated the Personnel Commission on the Affordable Health Care Act.**

- Ms. Cartee-McNeely informed the Personnel Commission about SEIU’s involvement with various departments within the District.
- Ms. Cartee-McNeely expressed her appreciation of working collaboratively with the District and the Personnel Commission on the improved layoff process.
- Ms. Cartee-McNeely informed the Personnel Commission about a planned meeting with Director Tietze to discuss the Classification and Compensation Study.
- Ms. Cartee-McNeely updated the Personnel Commission on the Professional Growth and Training Committee that Director Tietze co-facilitates.
- Ms. Cartee-McNeely will have a discussion with the District regarding the SEIU/District waiver for the advanced step placement case in near future.
- Ms. Cartee-McNeely acknowledged Mr. Mark Benjamin, an active member of the Santa Monica and Malibu communities, and his son, Luke Benjamin, a Malibu High School graduate, who were killed in a tragic plane accident.

2. Board of Education Report

- None

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

II. Approval of Classified Personnel Eligibility List(s): 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. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Classroom	5
Instructional Assistant – Physical Education	6
Physical Activities Specialist	4

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

Custodian	18
Instructional Assistant – Developmental Health	7

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

It was moved and seconded to approve the Eligibility Lists as submitted.

Commissioner Pertel inquired about the test scores of Instructional Assistant – Classroom and Instructional Assistant – Physical Education.

Mr. Bryon Miller, Personnel Analyst, provided rationale for setting different pass points and test development for these two classifications in order to create well qualified candidate pools.

Commissioner Pertel also asked about the reason for eligibility list extensions. Mr. Tietze explained how this process helps to facilitate hiring in a timely manner.

Commissioner Inatsugu inquired about dates for Instructional Assistant – Developmental Health. Ms. Julie Younan, Human Resources Technician, provided the background that led to the extension. It was approved with the understanding that dates will be corrected.

III. Action Items/ Discussion/or Other Information:

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

1. Classification Revisions:

Recommendation: *Approve*

a. It is recommended that the Personnel Commission approve the revision to Bilingual Community Liaison classification specification within the Educational Services

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

Mr. Tietze noted that the revisions were minor. Supervision matrix and a new duty were added and another duty and working conditions were revised.

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

1. Discussion of Modified Working Criteria for Advanced Step Placement

Mr. Tietze presented modified working criteria providing rationale for restrictions in education and emphasis on experience, while allowing flexibility to attract highly qualified applicants on difficult recruitments.

Commissioner Inatsugu suggested revised wording in step number two.

Ms. Cartee-Neely expressed her appreciation for these new criteria and clarifications until new salary schedules are developed.

2. Personnel Commission Annual Report FY 2012-2013

Mr. Tietze introduced a comprehensive report of Personnel Commission activities for the last fiscal year. He introduced a new SWOT Analysis section which has been used to evaluate Strengths, Weaknesses, Opportunities, and Threats for the department.

Next year, Mr. Tietze anticipates further tracking and feedback data, especially from the new online customer service survey, but also from raters, interview candidates, and hiring managers in order to evaluate department effectiveness. In addition to this data, the Personnel Commission annual report will include the department's goals and achievements. Mr. Tietze thanked the staff for assisting in the report's development. Commissioner Inatsugu suggested further defining each element of the SWOT analysis, especially Threats. Mr. Tietze stated that he will clarify the difference between the internal and external threats in the final version of the report. Commissioner Pertel requested to discuss a couple of points that may present a legal concern in a Closed Session.

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

2. Advanced Step Placement Status Report
3. Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.23 (for SMMUSD School Board Agenda)
 - September 19, 2013
 Classified Personnel – Merit Report – No. A.11
 - October 3, 2013
4. Classified Personnel – Non-Merit Report – No. A.12
 - October 3, 2013
5. Approved Professional Experts (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
 - Ms. Jody Anderson, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Mr. Robert Anderson, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Andrew Bill, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Lucia Burke, Technical Specialist I, from August 22, 2013 to June 10, 2014, Food and Nutrition Services
 - Ms. Stephanie Demery, Technical Specialist II, from August 22, 2013 to June 10, 2014, Roosevelt Elementary School
 - Ms. Nicole Fisher, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Alisha Ginsberg, Technical Specialist I, from August 22, 2013 to June 10, 2014, Special Education
 - Ms. Marni Gittleman, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Juan Gonzalez, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Stephanie Guthrie, Technical Specialist I, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Mashid Haghighi, Technical Specialist I, from August 21, 2013 to June 10, 2014, Special Education

- Ms. Debbie Harding, Technical Specialist I, from August 22, 2013 to June 10, 2014, Food and Nutrition Services
 - Mr. Mark Harris, Technical Specialist II, from August 22, 2013 to June 10, 2014, Olympic High School
 - Ms. Grace Hsu, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adams Middle School
 - Ms. Cathy Hutchinson, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Mr. Michael Hyziak, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Lauren Jackson, Technical Specialist I, from August 22, 2013 to June 10, 2014, Special Education
 - Mr. Yosuke Miyoshi, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Julianna Ostrovsky, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Kristy Pace, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Shannon Sukovaty, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
6. Personnel Commission’s Twelve-Month Calendar of Events
- 2013 - 2014
7. Board of Education Meeting Schedule
- 2013 – 2014

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Children’s Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	November 2013
	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	November 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	December 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	January 2014

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

Tuesday, November 12, 2013, at 4:00 p.m. - *District Office Board Room*

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

Commissioner Inatsugu shared her personal experience witnessing Mr. Benjamin’s fatal accident as she was in close by at the park at the time of the accident. She remembered Mr. Benjamin’s generous contributions to the Santa Monica and Malibu communities.

She stated that the meeting would be adjourned in the memory of Mr. Benjamin and the Mr. Phil Cott’s late parents, Bernard and Lorraine Cott.

VI. **Closed Session:**

The Commission adjourned to closed session at 5:07 p.m. pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE

Employee #: RD2623521

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at 5:55 p.m. and reported on the following action taken in closed session: **The Personnel Commission having met in Closed Session and having considered the evidence presented at the hearing in the matter of public employee number RD2623521, on September 12, 2013, as well as the pleadings filed by the parties, the Personnel Commission hereby upholds the decision of the Board of Education issued in this matter on February 7, 2013.**

The Commissioners voted unanimously, two to zero, to uphold the decision.

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

The Personnel Commission also conducted its second evaluation of the Director of the Personnel Commission, Brandon Tietze, and determined that Director Tietze is performing at the level that significantly exceeds standards.

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

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

TIME ADJOURNED: 5:57 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of Classified Personnel

The meeting is adjourned in memory of Bernard and Lorraine Cott, parents of Mr. Phil Cott, the retired principal of Webster Elementary School as well as in memory of Mark Benjamin, an active member of the Santa Monica and Malibu communities, and his son, Luke Benjamin, a Malibu High School graduate.

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

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

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Campus Security Officer	16
Health Office Specialist	6
Instructional Assistant – Special Education	6
Instructional Assistant – Specialized	3

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 12, 2013

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

SUBJECT: Advanced Step Placement – Cristina Delgadillo

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Cristina Delgadillo	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent evidence of proficiency at the high school level, or 	<ul style="list-style-type: none"> Cristina has a Bachelor’s degree from CSU Northridge where she majored in Sociology. 	1 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> six months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people. 	<ul style="list-style-type: none"> Cristina has 3 years of experience providing first-hand knowledge of the needs of school aged children and young people. 	1 (2 year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Delgadillo’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.50/hour; Step C is \$13.50/hour. Based on a 3 hour/day, school year position, the net difference in pay is an increase of \$1.01 per hour, \$65.36 per month, or \$621 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cristina Delgadillo at Range 18, Step C on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 12, 2013

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

SUBJECT: Advanced Step Placement – Marcia Melkonian

BACKGROUND INFORMATION:

Classification Title: Elementary Library Coordinator	Employee: Marcia Melkonian	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Any combination equivalent to: college-level course work in Library Science, and 	<ul style="list-style-type: none"> Marcia has a Bachelor’s degree from UCLA where she majored in Ethnic Arts, Folklore and Mythology. Marcia has earned two (2) Master’s degrees from UCLA, one in Education and the second in Library and Information Studies. 	2 levels of education above the required level. = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> two years of experience performing a wide variety of responsible clerical duties in a library; prior experience working directly with elementary age students is highly desirable. 	<ul style="list-style-type: none"> Marcia’s combined experience working in libraries meets the requirements established for the position. 	0 (2 year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Steps = <u>STEP B</u>		

DIRECTOR’S COMMENTS:

Ms. Melkonian’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$14.89/hour; Step B is \$15.63/hour. Based on a 7 hour/day, 10-month position, the net difference in pay is an increase of \$0.74 per hour, \$112.88 per month, or \$1,129.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Marcia Melkonian at Range 26, Step B on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 12, 2013

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

SUBJECT: Advanced Step Placement – Resa Nikol

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Resa Nikol	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent evidence of proficiency at the high school level, or 	<ul style="list-style-type: none"> Resa has a Bachelor’s degree from Trenton State University where she majored in History and minored in Education. 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> six months paid or verifiable, supervised volunteer experience that has provided first hand knowledge of the needs of school aged children and young people. 	<ul style="list-style-type: none"> Resa has over 13 years of experience working as a teacher, textbook editor and private tutor and educational consultant. 	6+ (2 year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Nikol’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.50/hour; Step D is \$14.18/hour. Based on a 3 hour/day, school year position, the net difference in pay is an increase of \$1.68 per hour, \$109.24 per month, or \$1,038 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Resa Nikol at Range 18, Step D on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 8, 2013

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

SUBJECT: Advanced Step Placement – Ghada Shibl

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Ghada Shibl	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent evidence of proficiency at the high school level, or 	<ul style="list-style-type: none"> Ghada has a Bachelor’s degree from American University of Beirut in Economics -Statistics. 	1 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> six months paid or verifiable, supervised volunteer experience that has provided first hand knowledge of the needs of school aged children and young people. 	<ul style="list-style-type: none"> Ghada’s combined experience meets the minimum qualifications established for the position. 	0 (2 year period) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Steps = <u>STEP B</u>		

DIRECTOR’S COMMENTS:

Ms. Shibl’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.50/hour; Step B is \$12.86/hour. Based on a 3 hour/day, school year position, the net difference in pay is an increase of \$0.36 per hour, \$22.36 per month, or \$222.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ghada Shibl at Range 18, Step B on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 12, 2013

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

SUBJECT: Advanced Step Placement – Dylen Smith

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant-Physical Education	Employee: Dylen Smith	Calculation of Advanced Step Recommendation
Education: • N/A	• Dylen has an Associate’s degree from Santa Monica College and a Bachelor’s degree from Colorado Tech University.	2 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: • At least six months paid or verifiable volunteer experience working with school aged children in organized group activities.	• Dylen has over three years experience as a coach and a Community Service Leader for the CREST program for the City of Santa Monica.	1 (2 year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Mr. Smith’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.86/hour; Step C is \$14.18/hour. The net difference in pay is an increase of \$1.32 per hour, \$114.50 per month, or \$1,088.00 per year.

DIRECTOR’S RECOMMENDATION:

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: November 12, 2013

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

SUBJECT: Advanced Step Placement – Blake Waltke

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Blake Waltke	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent in physical education is desirable. 	<ul style="list-style-type: none"> Blake has a Bachelor’s Degree in Sports Management, a Master’s Degree in Curriculum and Instruction and a Physical Education Teaching Certificate (K-12). 	3 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year paid or volunteer experience working with school aged children or young people in organized group activities. 	<ul style="list-style-type: none"> Blake has five years of experience as a Physical Education teacher. 	2 (2 year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Mr. Waltke’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$14.89/hour; Step D is \$17.23/hour. The net difference in pay is an increase of \$2.34 per hour, \$274.05 per month, or \$2,603.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Blake Waltke at Range 26, Step D on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 12, 2013**

AGENDA ITEM NO: III.A.2.

SUBJECT: 2012-2013 Personnel Commission Annual Report

BACKGROUND INFORMATION:

The 2012-2013 Annual Report includes information on staff, activities, productivity, and the merit system. It has been enhanced to include a SWOT Analysis, Goals, Accomplishments, and a new refined format.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the 2012-2013 Personnel Commission Annual Report and submit it to the Board of Education for receipt.

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



Personnel Commission Annual Report 2012 - 2013

PERSONNEL COMMISSIONERS

Ms. Barbara Inatsugu, Chair
Mr. Joseph Pertel, Vice Chair
Mr. Michael Sidley, Member

DIRECTOR

2012: Wilbert Young, Ph.D.
2013: Brandon Tietze

Personnel Commission meetings are held once a month, generally on the second Tuesday of the month. Agendas for Commission meetings are posted outside the District's building, sent to each work location and placed on the District's website. The agenda includes the exact time, date and place of the meeting. Minutes of the meetings are placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

The 2012-2013 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2012 through June 30, 2013.

Personnel Commission Overview

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school district's classified workforce.

CORE RESPONSIBILITIES

The Personnel Commission has three core responsibilities as defined in the California Education Code.

1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
3. Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

PRIMARY DUTIES

To execute its responsibilities, the Commission performs the following major duties:

- Establishes and maintains a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
- Adopts guidelines to analyze jobs and develop valid employment examinations.
- Adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration.

The Merit System

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions

MERIT PRINCIPLES

1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.

Department/Staff Structure

The Office of Classified Personnel is committed to meeting both the goals of the Personnel Commission and the Santa Monica-Malibu Unified School District. The following positions represent the Office of Classified Personnel, with a summation of the essential functions performed as related to the Personnel Commission.

Personnel Commissioners

Our Commissioners, **Barbara Inatsugu** (Current Chair), **Joseph Pertel** (Current Vice-Chair), and **Michael Sidley** (Current Member), review, discuss, and approve actions pertaining to classified employee recruitment, appointment, and due process rights using the guidance of Merit System Law, staff, District, and bargaining unit feedback.

Director of Classified Personnel

Our Director, **Dr. Wilbert Young / Brandon Tietze**, carries out all the Merit System Rules and Regulations functions of the Personnel Commission, plans, organizes and directs the personnel management program for the classified employee workforce in conformance with the Education Code, and supervises, and evaluates the performance of assigned staff. The Director leads the Merit Rules Advisory Committee and is a member of our Superintendent's District Leadership Team.

Administrative Assistant

Our Administrative Assistant, **Jana Hatch**, prepares Personnel Commission agendas, supporting documentation and minutes, maintains department files and records, and responds to various requests for information. She prepares the Board of Education merit and non-merit reports. She is also responsible for tracking all performance evaluation records for both permanent and probationary classified employees, department payroll, advanced step placement, disciplinary hearings, layoff actions, requisitions, and handling rater requests received from external agencies. Ms. Hatch participates in meetings with our District's Sustainability Coordination team.

Personnel Analyst

Our Personnel Analyst, **Stephanie Perry / Bryon Miller**, conducts employment recruitment, testing and selection for confidential, supervisory and management positions, researches and designs structured examination methods to meet the District's need for qualified employees, conducts position classification and compensation studies, analyzes personnel policies, rules and legal issues, administers the web-based recruitment and applicant tracking system, and serves as a team leader for career development workshops, procedural forms development, and annual report preparation. Ms. Perry served as a member of our District's Intercultural Equity and Excellence Advisory Committee.

Human Resources Technicians

Our Human Resources Technicians (**Cindy Johnston, Beth Papp and Julie Younan**) conduct employment recruitment, testing and selection for bargaining unit classifications, coordinate substitute assignments, handle summer (and inter-session) employment assignments, process non-merit employees, perform employment verifications, process unemployment claims, develop seniority lists, support the development and facilitation of career development workshops, assist in performing job analyses, salary surveys and exam development, and provide information to the Director regarding accommodation and layoff matters, and participate in meetings and committees related to School District operations.

Major Accomplishments & Goals

MAJOR ACCOMPLISHMENTS IN 2012 - 2013

1. Established department calendar coding system to record all PC events
2. Established weekly agendaized staff meetings
3. Simplified the shared computer drive filing system
4. Established or Enhanced Tracking Systems for EDD Unemployment and Disabilities, Advanced Step Placement, Requisitions (Vacancies), Reemployment, Discipline appeals, Layoff Processing/Bumping Scenarios, Performance Evaluations
5. Established online survey for anonymous department feedback available through District website
6. Established regular meeting schedule with Sr. Cabinet, Superintendent, and Asst. Supt. of HR
7. Visited with Principals and toured each site in the District
8. Established "Monthly Exam Bulletin" to allow for faster recruitments
9. Established "Application Station" in district lobby for public to use for online applications
10. Integrated advanced Scantron scanner system to digitize scoring information
11. Established the use of statistical item analysis to assess testing results
12. Enhanced supplemental question structure for applications
13. Enhanced computer-skills assessment of candidates
14. Enhanced interview rating and scoring system
15. Enhanced performance testing for select trade positions
16. Developed enhancements to job descriptions, including the Supervision matrix, coding of task statements, refined layout, and expansion of abilities

MAJOR GOALS FOR 2013 - 2014

1. Continue to shorten the overall recruitment process timeline
2. Complete "5-Year" Classification and Compensation Study
3. Establish comprehensive responsibility workflow matrix for entire recruitment process
4. Establish department manual
5. Establish desk manual for each department position
6. Establish desk manuals for most common classified positions
7. Update all Merit Rules
8. Establish more expansive, flexible, and specific criteria for Advanced Step Placement
9. Enhance the summer assignment process
10. Create and distribute classified workforce guidebook for managers, including process guides for discipline, evaluation, job descriptions, and other resources
11. Update NEOGOV notice templates
12. Establish new job flyer format
13. Create feedback surveys for interview raters, interview candidates, and hiring managers
14. Integrate highly-customized substitute list system in Subfinder to improve substitute assignment fit
15. Establish feedback form for substitute performance
16. Establish enhanced performance evaluation form for managers tailored to specific positions
17. Integrate laptop computers into interview rating
18. Develop interview rater orientation video
19. Establish more expansive working conditions coding structure for classifications
20. Develop validated personality assessment
21. Develop situational judgment testing

Professional Membership Activity

Staff maintains memberships with the following professional organizations to build networks of professional colleagues, exchange ideas, and stay abreast of current developments, trends and best practice. (With the exception of CSPCA and CODESP, staff pays the cost of individual memberships in these organizations in light of current budget considerations.)

- California School Personnel Commissioners Association (CSPCA)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- International Public Management Association for Human Resources (IPMA-HR)
- National Career Development Association (NCDA)
- Personnel Testing Council-Southern California (PTC-SC)
- Southern California Public Management Association-Human Resources (SCPMA-HR)

SWOT Analysis

A SWOT analysis is a structured planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or business operation. Below are SWOT analysis factors currently identified for the Personnel Commission department.

STRENGTHS – Positive internal characteristics that provide an advantage

- In-depth knowledge and expertise regarding test construction, personnel/human resource management and the merit system
- Great customer service and employee relation skills
- Technology-based assessments that allow for quicker scoring and candidate notification and more accurate assessment of candidates
- Internal knowledge regarding department needs
- Internal relationship building and networking
- Legal and Union Contract compliance

WEAKNESSES – Negative internal characteristics that present a disadvantage

- Salaries offered are often below comparable positions in the private sector
- Non-uniform practices among departments (i.e, performance appraisal, onboarding)
- Advertising budget is extremely low increasing the difficulty level of finding high-performing employees
- High turnover within Instructional Assistant classifications
- Slower evolving operational components based on familiarity and routine instead of best practices supported by research and empirical evidence, such as performance appraisals, employee feedback, selection practices, and candidate tracking
- Process flow bottlenecks embedded in functions requiring collaboration with Fiscal Services and Human Resources

OPPORTUNITIES – Positive external elements that could be utilized

- More sophisticated selection tools backed by research and empirical evidence, such as situational judgment tests (SJT), personality measures, and cognitive ability assessments
- Performance appraisal system for precise measurement and reliability
- Training opportunities and workshops for current employees' professional growth
- Further strengthen relationships with local agencies (e.g., City, Santa Monica College)

OPPORTUNITIES (Continued)

- Management training and workshops for employee development and legal compliance
- More descriptive and data-driven compensation studies conducted in-house as opposed to hiring outside contractors
- A multi-level competency model system that identifies critical work behaviors and skillsets to be incorporated in areas such as employee selection, performance appraisal, and training
- Comprehensible job descriptions that identify working relationships, behavioral expectations, and provide clear and incremental differences among classifications in the same job family

THREATS – Negative external elements that could create difficulty

- Cost-of-living increases and economic hardship
- Increased liability concerns / litigation regarding employment discrimination and management practices
- Jobs are becoming more flexible and multi-purposed requiring job designs to be based on broad competencies instead of task-based functions
- Competitor Agencies raising salary schedules
- Competitor Agencies' workforce decreasing resistance to change
- Competitor Agencies adopting innovative technology faster

Statistical Data

Recruitment and Examination Activities

<u>Activity</u>	<u>2011-2012</u>	<u>2012-2013</u>
Personnel Requisition (Position Control) Forms Processed	1246	1227
Requisitions Received for Permanent Vacancies	249	130
Transfer Bulletins	40	52
Job Interest Cards Submitted	490	1077
Recruitment	53	64
Applications Received and Evaluated	3,513 (98% online)	2,539 (99% online)
Examination Stages Established (not including number of administrations)	81	53
Written	46	26
Structured Interview	30	20
Performance	4	3
In Basket Assessment	0	3
Training & Experience Evaluation	1	1
Eligibility Lists Promulgated	51	42
Number of Eligible Candidates	462	479

Employment Activities

<u>Activity</u>	<u>2011-2012</u>	<u>2012-2013</u>
Job Offers-New/Promotional	176	76
Advanced Step Requests	27	28
Daily Substitute Assignments	258	3,412
Summer (and Inter-session) Assignment Requests	661	685

Classification Activities

<u>Activity</u>	<u>2011-2012</u>	<u>2012-2013</u>
Classifications Revised	10	8
Classification Studies	2	2
Reclassification Studies	1	0

Talent Management

<u>Activity</u>	<u>2011-2012</u>	<u>2012-2013</u>
Employee Performance Evaluations-Permanent Employees	340	292
Employee Performance Evaluations-Probationary Employees	69	20

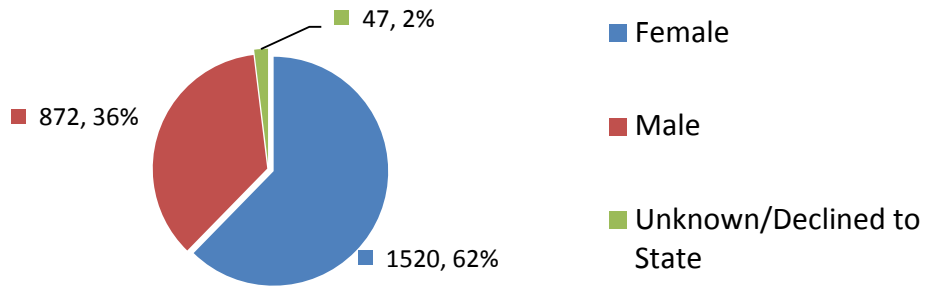
Ancillary Activities

<u>Category</u>	<u>2011-2012</u>	<u>2012-2013</u>
Employee Layoff Meetings	13	45
Disciplinary Notices	6	7
Merit Rules/Chapters Revised	3	0
Rater Requests Received and Responded To	235	144
Rater Panel Participation	18	10
Personnel Commission Agendas	16	17

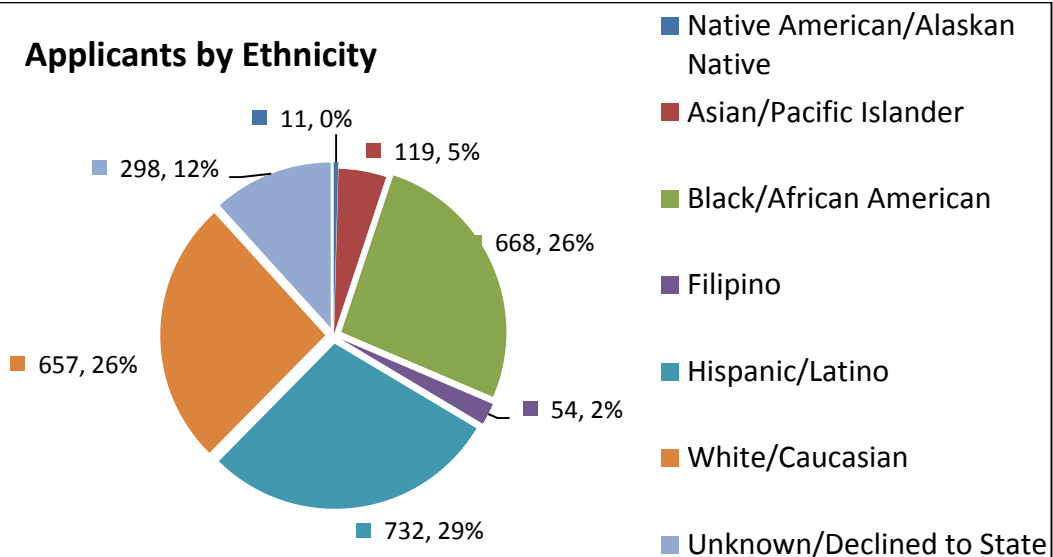
Applicant EEO Summary Data

<u>Category</u>	<u>2011-2012</u>	<u>2012-2013</u>
Applicant Total	3,736	2539
Gender		
Female	2,010	1520
Male	1,557	872
Unknown/Declined to state	169	47
Ethnicity		
American Indian <u>or</u> Alaska Native	9	11
Asian <u>or</u> Pacific Islander	175	119
Black <u>or</u> African American	1019	668
Filipino	58	54
Hispanic <u>or</u> Latino	994	732
White	878	657
Unknown/Declined to state	170	298

Applicants by Gender

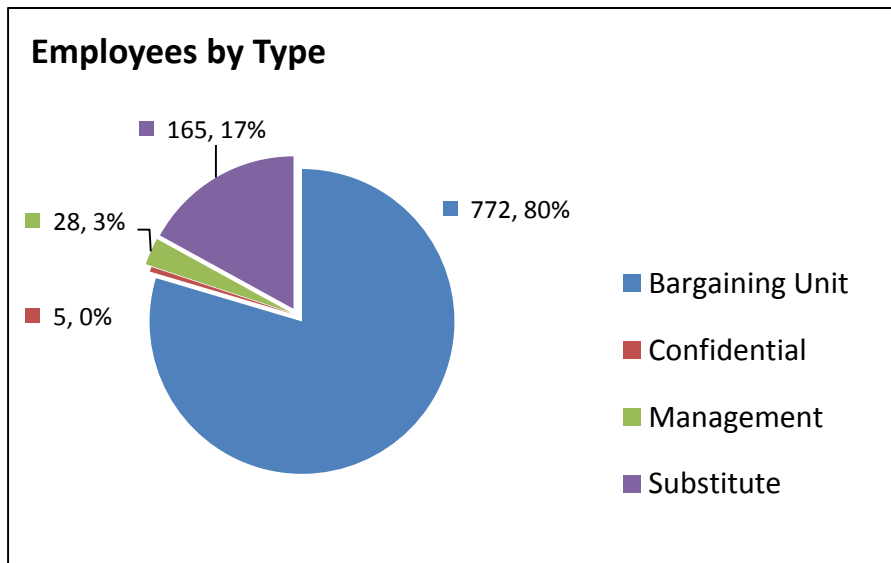


Applicants by Ethnicity



Classified Employee Data

<u>Type</u>	<u>7/1/2012</u>	<u>7/1/2013</u>
Classified Bargaining Unit Employees	749	772
Classified Confidential Employees	5	5
Classified Management Employees	27	28
Classified Substitute Employees	180	165
Total:	961	970



On behalf of the Personnel Commissioners and the Santa Monica-Malibu Unified School District, we sincerely appreciate the following agencies for assisting our District in serving as raters on our structured interview and performance examination panels:

- **City of Santa Monica**
- **Culver City Unified School District**
- **Los Angeles County Office of Education**
- **Santa Monica College**
- **San Gabriel Unified School District**

ANNUAL REPORT

2012-2013

Santa Monica-Malibu Unified School District

Personnel Commission

Office of Classified Personnel

1651 Sixteenth Street

Santa Monica, CA 90404

Phone: (310) 450-8338, ext. 70279

Website: www.smmusd.org/hrs/classified

A special thanks goes out to all staff who contributed to the preparation and publication of 2012-2013 Annual Report.

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 12, 2013**

AGENDA ITEM NO: III.A.3.a.

SUBJECT: Classification Specification Revisions – Administrative Assistant

BACKGROUND INFORMATION:

The request for an eligibility list regarding the Administrative Assistant position prompted the Personnel Commission to conduct a study to determine if the current job description accurately portrayed the position. The classification description was last revised in 2001. The study determined that changes to the duties, responsibilities, knowledge and abilities needed on the job, and reporting relationships of the classification were necessary for current and future recruitment purposes. The Director of Classified Personnel has further identified the need to more clearly distinguish between supervision, work direction, and work evaluation and to whom those responsibilities are allotted to.

Based on the analysis of the position, the changes to the job description are not significantly different than what is currently being performed and therefore do not warrant a change in salary. However, based on market analysis, the position is below the market average, just as many other classifications remain. The Personnel Commission is currently withholding salary change recommendations until the 2013-2014 Comprehensive Salary Study has concluded in early 2014.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Administrative Assistant classification specification.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT

Classified Employees Salary Schedule – Range 29

Job Summary**BASIC FUNCTION:**

Under general supervision, the Administrative Assistant provides administrative, secretarial and clerical support on behalf of designated managerial, supervisory or administrative positions; performs a variety of administrative, database, and support functions to relieve staff of administrative details; and performs other related work as necessary.

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

Examples of Essential Functions:**REPRESENTATIVE DUTIES**

Task Statement	Code
Compos <u>e</u> s, typ <u>e</u> s and proofread <u>s</u> <u>agendas, reports and memos</u> on behalf of managers, supervisors and administrators.	AA-1
Maintain <u>s</u> and update <u>s</u> <u>master calendar activities such as scheduling appointments, resolving conflicts in scheduling and organizing travel arrangements.</u>	AA-2
Prepares <u>Create or edit existing</u> <u>office correspondence and, newsletters, and other documents on behalf of the department or District.</u>	AA-3
Track <u>s</u> <u>budgetary expenditures</u> for a number of different accounts; researches vendor and purchasing information; <u>administers petty cash funds</u>	AA-4
<u>Research vendor and purchasing information and administer petty cash funds</u>	AA-5
Compil <u>e</u> s and distribut <u>e</u> s <u>special mailing<u>s</u> and promotional materials.</u>	AA-6
Prepares, review <u>s</u> and approv <u>e</u> s school, division or departmental <u>payroll reports</u> and distribut <u>e</u> s <u>payroll checks.</u>	AA-7
Administer, <u>assign and complete</u> <u>work orders, facility service, and technology support</u> requests.	AA-8
Take minutes and other records for assigned boards and committees and prepare and distribute agendas <u>Prepares committee agendas and minutes.</u>	AA-9
Explains <u>procedures</u> and provide <u>work direction</u> to classified office support personnel.	AA-10
Research <u>e</u> s <u>work practices</u> and <u>office procedures</u> and participat <u>e</u> s in surveys sponsored by the District or other organizations.	AA-11
Establish <u>Compil<u>e</u>s</u> and maintain <u>s</u> <u>word processing and spreadsheet information</u> used in school, division or department databases and reports; organizes and maintain <u>s</u> related office filing systems.	AA-12
Answer <u>s</u> incoming <u>calls</u> and route <u>s</u> individuals to appropriate staff; greet<u>s</u> and direct<u>s</u> visitor<u>s</u> to appropriate personnel; screen<u>s</u>, sort<u>s</u>, distribut<u>e</u>s and prepar<u>e</u>s department mail and special deliveri<u>e</u>s.	AA-13
<u>Greet and direct visitor<u>s</u> to appropriate location<u>s</u> or personnel representat<u>i</u>ves</u>	AA-14
<u>Screen, sort, distribute and prepare department mail and special deliveri<u>e</u>s</u>	AA-15
Coordinat <u>e</u> s and mak <u>e</u> s <u>travel arrangement<u>s</u></u> for conferences, workshops and other meetings to be attended or administ <u>e</u> red by managers, supervisors, administrator <u>s</u> , or other personnel.	AA-15
Compil <u>e</u> s and present <u>s</u> information within <u>budgetary and activity reports</u> that are used by the school, department, division, or other organizations; assist <u>s</u> managerial, professional and administrative staff in completing special projects as needed.	AA-17

<u>Monitor inventory and order supplies when needed</u>	AA-18
<u>Serve as a liaison between assigned department and other internal departments and/or external agencies</u>	AA-19
Performs other functions as assigned or as the situation requires.	AA-20

SUPERVISION MATRIX:

Supervision: Establishing overall expectations, goals and objectives, and aligning departmental resources

Received from: Site Administrator, Principal, or department-assigned classification

Given to: Student Workers, Interns

Work Direction: Providing specific instruction and expectations on how to complete daily activities.

Received from: Site Administrator, Principal, or department-assigned classification

Given to: Classified positions within site or department on behalf of the assigned Supervisor

Work Evaluation: Assessing the performance outcomes based on work direction and supervision expectations.

Received from: Site Administrator, Principal, or department-assigned classification

Given to: None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Administrative policies, practices and department procedures
- Budgeting procedures and basic accounting procedures
- Proper usage of the English language and business protocols
- General business protocols and norms
- Record keeping principles and procedures
- Numerical, alphabetical and subject-matter based filing systems
- School admissions, attendance and enrollment practices or department practices, services and programs
- Business letter, report, and email writing methods and techniques Report writing methods
- Purchasing procedures, practices, and requirements within a school or business setting
- General data management, storage and retrieval systems
- Customer service principles Principles and practices of quality customer service and general office operations
- Modern office practices, procedures, and equipment functionality
- Relevant provisions of the Education Code and District Merit Rules
- Word-processing, database, document management, spreadsheet and graphics applications programs
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ABILITY TO:

- Compile, verify and use information run reports using information from school, department, or division, or District databases.
- Work efficiently with a high degree of accuracy paying close attention to detail while meeting deadlines
- Take and transcribe, and archive meeting minutes.

- ~~Organize, coordinate and complete tasks to meet scheduled deadlines and provide technical direction to office support staff.~~
- Interpret and apply administrative policies and procedures.
- Identify, research, Compile and maintain various types of information and files.
- Use independent judgment and initiative to carry out department and District needs
- Operate a personal computer and standard office equipment including fax machines, computer-printers, and copier machines.
- Operate a multi-line telephone system using a clear, well-modulated voice and proper grammar and diction.
- Understand and follow oral and written instructions in English.
- Provide technical direction to clerical and student support staff.
- Communicate effectively and work cooperatively with co-workers, supervisors, management, public, and other department representatives, vendors and suppliers, and the public using tact, courtesy, and good judgment.
- Work cooperatively with others. Develop and maintain cooperative working relationships with others
- Respond to and resolve questions and concerns from a variety of sources
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Perform basic mathematics including addition, subtraction, multiplication, and division
- Work independently and make decisions in accordance with established policies, requirements, and direction from supervisory staff members
- Handle confidential information with tact and discretion
- Learn new skills and processes as required

Education/Training/Experience: MINIMUM QUALIFICATIONS

EDUCATION:

Equivalent to completion of high school. Graduation from high school or evidence of equivalent educational proficiency

EXPERIENCE:

Three or more years of varied administrative, secretarial and clerical support experience.

LICENSES AND OTHER REQUIREMENTS:

None

PREFERRED QUALIFICATIONS

EDUCATION:

Associate's degree Education, or any formal training in the a subject matter requiring the use of word processing and spreadsheet applications programs and focusing on customer relations principles.

EXPERIENCE:

At least one year of experience working in a school district or another capacity which required interfacing with the public, students, and a diverse staff

LICENSES AND OTHER REQUIREMENTS:

Administrative Professional Certification

Desirable:

Physical Elements:

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school administrators, program coordinators, and educational agency representatives in preparing reports, reviewing accounting activities, and requesting and providing information. The employee also interfaces with a range of different managers, supervisors, staff, students, and public and private representatives.

PHYSICAL ABILITIES:

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

III. Discussion Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, November 12, 2013

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

SUBJECT: Classification Specification Revisions to the Instructional Assistant – Special Education (IA-SE)

BACKGROUND INFORMATION:

Discussions regarding revisions to the Special Education Department instructional assistant classifications have taken place over the previous several years. Feedback has been gathered from department administrators, incumbents in the positions, teachers, the District Nurse, and other information resources in order to provide a clear perspective on appropriate enhancements. More recently, staff has aimed to build on the previous research and begin establishing expectations for an enhanced structure that will provide clear expectations, flexibility, and equity among the assistants in Special Education.

The current three level structure for assistants in special education includes an IA-SE, an IA-Developmental Health (IA-DH), and an IA-Specialized (IA-SP), with the latter two focusing on more specialized medical or behavioral student needs, respectively. The most widely used assistant position is the IA-SE, with approximately 120-130 permanent incumbents in the District. This position was and will remain the foundational position from which the more specialized IA-DH and IA-SP build from. The prototype for the revised IA-SE job description is attached to provide a preview of what enhancements have been identified and the vision for what the position should be to meet the needs of the District.

The IA-SE job description reflects core enhancements in the following sections:

- Assignment Types – Distinguishes between various potential assignments, including unique qualifications, and compensation explanation for various stipends and pay differentials
- Distinguishing Characteristics – Provides clear simple bullets on what differs between the three assistant levels
- Area of Support Matrix – Demonstrates which of the three assistant positions is responsible for specific student needs across the four main areas of support for special education students, including Medical, Behavioral, Inclusion, and Instruction. Provides a visual aide to explain how the assistant position's responsibilities overlap.
- Coded Representative Duties – Establishes standardized duty statements that will maintain the same code in the higher specialized positions to clearly differentiate the duties across the different levels of performance and responsibility
- Supervision Matrix – Separates and clarifies supervision, work direction, and evaluation to provide managers and staff with clear expectations.
- Expanded Knowledge and Abilities – Explains more specifically and comprehensively the actual abilities that will be necessary for successful work performance

The job description includes sensible and specific guidance on work expectations that is designed to guide incumbents and managers. This draft presentation is intended to highlight the innovation that has been created to address the District's needs, provide an opportunity for feedback, and prepare for the formal approval scheduled to take place at the December PC Meeting.

Please find attached the proposed revised classification specification both with and without edits.

RECOMMENDATION:

It is recommended that the Personnel Commission review the classification revisions and provide feedback to the Director of Classified Personnel on the proposed direction taken so far to address necessary enhancements in the IA-Special Education classification.

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION (IA-SE)

Classified Employees Salary Schedule – Range 20

BASIC FUNCTION

Under the general supervision of an administrator, the Instructional Assistant-Special Education (IA-SE) will provide assistance to students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP), which may include health and/or behavioral plans. The Instructional Assistant-Special Education will provide basic assistance with general non-intrusive medical procedures (EpiPen, inhaler, nebulizer, hooyer lift use, timing seizures, etc).

ASSIGNMENT TYPES

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

- The IA-SE is the entry-level position of the Special Education job family
- All duties performed by an IA-SE may also be performed by an IA-Developmental Health and IA-Specialized.
- The IA-SE may provide non-intrusive medical assistance, whereas an IA-Developmental Health may provide intrusive medical assistance
- The IA-SE may provide emergency specialized medical support and intervention, whereas an IA-Developmental Health may provide daily ongoing specialized medical support
- The IA-SE may occasionally provide basic behavioral support, prompting, or guidance, whereas an IA-Specialized may provide regular ongoing behavioral monitoring, data collection, assessment, and intervention.

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

Area of Assistance	Student Needs Covered by Position (Shown in Gray Range)		
		IA-Special Education (R20)	
		IA-Development Health (R23)	
		IA-Specialized (R26)	
	← More Medical	Medical AND/OR Behavior	More Behavior →
Health/ Personal Care	<ul style="list-style-type: none"> • Chronic or very specialized health care procedures and medication requiring specially trained employee • Considered “medically fragile” by school nurse • Requires direct 1:1 medically-related assistance for daily health care. • Requires Individualized School Health Care Plan • Including, but not limited to the following specialized assistance: <ul style="list-style-type: none"> ○ G tube (Gastrostomy) ○ Tracheostomy care ○ Catheterization care ○ Central venous care ○ Suctioning saliva 	<ul style="list-style-type: none"> • Mild or occasional health concerns. • Generic specialized care • Health care intervention on emergency basis • Requires reminders and additional prompts or routine hands-on assistance for washing hands, using bathroom, wiping mouth, shoes, buttons, zippers, etc. • Frequent physical prompts and assistance for personal care. • Positioning or bracing multiple times daily. • Physical limitations requiring assistance (stander, walker, gait trainer, wheelchair) • Requires assistance with transportation to and from toilet • Requires toilet schedule, training, direct help, diapering, etc. • Routine assistance with feeding activities such as • Requires assistance with diapering; cleaning body after toileting, • Including, but not limited to the following specialized assistance: <ul style="list-style-type: none"> ○ Nebulizer – inhaler ○ Epipen – emergency injection ○ Diastat – suppository ○ Glucagon – injection ○ Cleaning medical equipment ○ Special food prep or feeding, including tube feeding 	
Behavior		<ul style="list-style-type: none"> • Occasionally requires additional encouragement and prompts. • Occasional difficulty with peers or adults. • Can access curriculum adequately with a classroom behavior management plan. • Has problems following directions and behaving appropriately at least weekly. • Refuses to move or transition multiple times per week 	<ul style="list-style-type: none"> • Has problems following directions and behaving appropriately • Serious behavior problems almost daily, including potential for injury to self and others • Runs or attempts to run away frequently • Aggressive on daily basis • Has a well-developed BIP, which must be implemented to allow the student to safely attend school • Defiant and/or prone to physical aggression and/or negative behaviors to extent that cannot access education a significant percentage of the time. • Requires a Positive Behavior Support Plan (PBSP) and behavior goals and objectives on the IEP. • Staff has been trained in responses to assaultive behaviors.
Instruction		<ul style="list-style-type: none"> • Cannot always participate in whole class instruction. • Requires reminders to stay on task, follow directions and to remain engaged in learning. • Requires smaller groups and frequent verbal prompts, cues or reinforcement. • Difficulty participating in a large group. • Requires physical or verbal prompting to stay on task. • Complies primarily only with 1:1 directions and monitoring. • Cognitive abilities and skills likely require modifications not typical for class as a whole. • Requires constant verbal and physical prompting to stay on task and follow directions. • Requires specific 1:1 instructional strategies to benefit from the IEP. 	

Area of Assistance	Student Needs Covered by Position (Shown in Gray Range)		
		IA-Special Education (R20)	
		IA-Development Health (R23)	
		IA-Specialized (R26)	
	← More Medical	Medical AND/OR Behavior	More Behavior →
Inclusion/Mainstreaming		<ul style="list-style-type: none"> • Participates with modifications and accommodations. • Requires additional support to finish work and be responsible. • May need social cueing to interact with peers appropriately. • Participates with visual supervision and verbal prompts. • Requires visual shadowing or peer company to get to class. • Needs modifications and accommodations to benefit from class • Requires adult to facilitate social interaction with peers and remain in close proximity at all times. • Always requires modifications and accommodations for class work. • Always requires 1:1 staff in close proximity for direct instruction, safety, mobility, or behavior monitoring. 	

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

REPRESENTATIVE DUTIES

Task Statement	Code
Work with students with special needs in all educational settings individually and/or in groups to <u>provide instructional support</u> (academic and functional) in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, and physical development and fitness, according to state standards, classroom objectives, and the Individualized Education Program (IEP).	IA-SE-1
<u>Lift/transfer students</u> in and out of holding or locomotive devices, which can include on and off the bus, on and off the toilet, in and out of a wheelchair, in and out of a stander, push locomotive devices, and/or assist students with necessary physical aid appliances when trained by appropriate staff.	IA-SE-2
Accompany or assist students to and from, and/or on the school bus and/or other forms of <u>transportation</u> (such as public transit and taxis) including moving to and from activities on the school site and in off-campus and community settings.	IA-SE-3
Provide <u>basic medical assistance</u> as needed using appropriate equipment; including, but not limited to, first aid, CPR, diastat suppository, and emergency injections.	IA-SE-4
Assist students with <u>basic personal hygiene</u> ; hand washing, eating, toileting (including diapering) and other basic personal care needs.	IA-SE-5
Assist in <u>monitoring the safety</u> of students in various educational settings, including assisting in basic emergency procedures such as providing an epipen injection or timing a seizure	IA-SE-5
<u>Assist teacher</u> in the implementation of students' Individualized Education Plans (IEPs) and classroom/individual behavioral plans.	IA-SE-6
Assist in the physical material preparation, instructional delivery accommodation, instructional modification, and implementation of <u>lesson plans/instructional materials</u> as directed by the teacher.	IA-SE-7

Assist students in using <u>computer applications</u> and related <u>assistive technology</u> .	IA-SE-8
Assist in <u>monitoring of students'</u> behavior, skills, and abilities, using basic note taking and data entry.	IA-SE-9
<u>Communicate student progress</u> to teachers and designated service providers through logs and other data collection methods.	IA-SE-10
Complete reports and records, such as accident and incident reports as needed.	IA-SE-11
Perform <u>routine sanitation</u> duties to ensure a clean environment by cleaning dishes, tables, toys, therapy equipment, and other commonly used materials.	IA-SE-12
Assist with <u>cleaning personal equipment</u> , such as glasses, hearing aids, orthopedic devices, etc.	IA-SE-13
<u>Attend trainings</u> , workshops, and staff development meetings as required.	IA-SE-14
Perform related duties as assigned.	IA-SE-15

SUPERVISION MATRIX:

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

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic instructional techniques and methods
- State standards specific to grade level(s) assigned
- Basic mathematical skills.
- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Reading and writing communication skills
- Basic computer applications (e.g., data entry)
- Personal hygiene practices; health and safety regulations

- General needs, behavior, physical limitations, special needs and emotional problems of students who may require personal or health care
- Basic behavior management techniques
- Methods and techniques of lifting and moving children with physical limitations
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance
- Basic principles and practices of child development and child guidance
- General needs and behavior of children
- Pertinent Federal, State and local laws, codes and regulations

ABILITY TO:

- Come to work regularly and promptly
- Follow District practices for reporting absences and finding substitutes
- Recognize when to ask for assistance
- Model appropriate behavior and conduct for students and staff
- Refrain from using cell phone and other personal electronic devices when working
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Establish positive rapport with and gain confidence of students with special needs.
- Assist in the instruction of state standards, classroom management and behavior support plans.
- Use basic computer applications and assistive technology.
- Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel.
- Maintain appropriate boundaries with students, parents, and staff.
- Recognize and report safety hazards.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- Reinforce instruction to individual or small groups of students as directed by the teacher
- Recognize the need to provide for the personal privacy and dignity of physically handicapped children
- Lift children in and out of school buses, wheel chairs, braces, and other orthopedic equipment
- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Learn and adapt to new procedures and conditions
- Recognize and report safety hazards
- Assist students by providing proper examples, emotional support, friendly attitude and general guidance
- Demonstrate an understanding, patient and receptive attitude toward children with special needs
- Perform routine clerical duties and maintain records
- Assist in supervising and disciplining assigned students according to approved policies and procedures

- Work independently with minimal direction
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- Maintain confidentiality of privileged information obtained in the course of work
- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities
- Establish and maintain effective working relationships with those contacted in the course of work
- React calmly under stressful situations and emergencies
- Assist in the supervision of children in the classroom and outdoors
- Lift children 50 to 90 pounds into and out of wheelchairs; lift children into and out of school buses
- Travel to multiple sites within the same work day

MINIMUM QUALIFICATIONS

EDUCATION:

Must have a high school diploma or its recognized equivalent and

- Completed 48 units at an institution of higher learning; OR
- Obtained an Associate's (or higher) degree; OR
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Some positions may require CPR and First Aid certification. Training will be provided by designated District staff.

PREFERRED QUALIFICATIONS

EXPERIENCE:

Six (6) months experience working with students in a learning environment

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

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

HAZARDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 1977

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION (IA-SE)

Classified Employees Salary Schedule – Range 20

BASIC FUNCTION

Under the general supervision of an administrator, the Instructional Assistant-Special Education (IA-SE) will provide assistance to in Special Day Class Mild/Moderate (SDC M/M), Resource Specialist or instructing students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP), which may include health and/or behavioral plans. The Instructional Assistant-Special Education will provide basic assistance with general non-intrusive medical procedures (EpiPen, inhaler, nebulizer, hoyer lift use, timing seizures, etc).

ASSIGNMENT TYPES

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

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

- The IA-SE is the entry-level position of the Special Education job family
- All duties performed by an IA-SE may also be performed by an IA-Developmental Health and IA-Specialized.
- The IA-SE may provide non-intrusive medical assistance, whereas an IA-Developmental Health may provide intrusive medical assistance
- The IA-SE may provide emergency specialized medical support and intervention, whereas an IA-Developmental Health may provide daily ongoing specialized medical support
- The IA-SE may occasionally provide basic behavioral support, prompting, or guidance, whereas an IA-Specialized may provide regular ongoing behavioral monitoring, data collection, assessment, and intervention.

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

<u>Area of Assistance</u>	<u>Student Needs Covered by Position (Shown in Gray Range)</u>		
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		<u>IA-Development Health (R23)</u>	
		<u>IA-Specialized (R26)</u>	
	<u>← More Medical</u>	<u>Medical AND/OR Behavior</u>	<u>More Behavior →</u>
<u>Health/ Personal Care</u>	<ul style="list-style-type: none"> • <u>Chronic or very specialized health care procedures and medication requiring specially trained employee</u> • <u>Considered "medically fragile" by school nurse</u> • <u>Requires direct 1:1 medically-related assistance for daily health care.</u> • <u>Requires Individualized School Health Care Plan</u> • <u>Including, but not limited to the following specialized assistance:</u> <ul style="list-style-type: none"> ○ <u>G tube (Gastrostomy)</u> ○ <u>Tracheostomy care</u> ○ <u>Catheterization care</u> ○ <u>Central venous care</u> ○ <u>Suctioning saliva</u> 	<ul style="list-style-type: none"> • <u>Mild or occasional health concerns.</u> • <u>Generic specialized care</u> • <u>Health care intervention on emergency basis</u> • <u>Requires reminders and additional prompts or routine hands-on assistance for washing hands, using bathroom, wiping mouth, shoes, buttons, zippers, etc.</u> • <u>Frequent physical prompts and assistance for personal care.</u> • <u>Positioning or bracing multiple times daily.</u> • <u>Physical limitations requiring assistance (stander, walker, gait trainer, wheelchair)</u> • <u>Requires assistance with transportation to and from toilet</u> • <u>Requires toilet schedule, training, direct help, diapering, etc.</u> • <u>Routine assistance with feeding activities such as</u> • <u>Requires assistance with diapering; cleaning body after toileting.</u> • <u>Including, but not limited to the following specialized assistance:</u> <ul style="list-style-type: none"> ○ <u>Nebulizer – inhaled</u> ○ <u>Epipen – emergency injection</u> ○ <u>Diastat – suppository</u> ○ <u>Glucagon – injection</u> ○ <u>Cleaning medical equipment</u> ○ <u>Special food prep or feeding, including tube feeding</u> 	
<u>Behavior</u>		<ul style="list-style-type: none"> • <u>Occasionally requires additional encouragement and prompts.</u> • <u>Occasional difficulty with peers or adults.</u> • <u>Can access curriculum adequately with a classroom behavior management plan.</u> • <u>Has problems following directions and behaving appropriately at least weekly.</u> • <u>Refuses to move or transition multiple times per week</u> 	<ul style="list-style-type: none"> • <u>Has problems following directions and behaving appropriately</u> • <u>Serious behavior problems almost daily, including potential for injury to self and others</u> • <u>Runs or attempts to run away frequently</u> • <u>Aggressive on daily basis</u> • <u>Has a well-developed BIP, which must be implemented to allow the student to safely attend school</u> • <u>Defiant and/or prone to physical aggression and/or negative behaviors to extent that cannot access education a significant percentage of the time.</u> • <u>Requires a Positive Behavior Support Plan (PBSP) and behavior goals and objectives on the IEP.</u> • <u>Staff has been trained in responses to assaultive behaviors.</u>
<u>Instruction</u>		<ul style="list-style-type: none"> • <u>Cannot always participate in whole class instruction.</u> • <u>Requires reminders to stay on task, follow directions and to remain engaged in learning.</u> • <u>Requires smaller groups and frequent verbal prompts, cues or reinforcement.</u> • <u>Difficulty participating in a large group.</u> • <u>Requires physical or verbal prompting to stay on task.</u> • <u>Complies primarily only with 1:1 directions and monitoring.</u> • <u>Cognitive abilities and skills likely require modifications not typical for class as a whole.</u> • <u>Requires constant verbal and physical prompting to stay on task and follow directions.</u> • <u>Requires specific 1:1 instructional strategies to benefit from the IEP.</u> 	

<u>Area of Assistance</u>	<u>Student Needs Covered by Position (Shown in Gray Range)</u>		
		<u>IA-Special Education (R20)</u>	
		<u>IA-Development Health (R23)</u>	
		<u>IA-Specialized (R26)</u>	
	<u>← More Medical</u>	<u>Medical AND/OR Behavior</u>	<u>More Behavior →</u>
<u>Inclusion/ Mainstreaming</u>		<ul style="list-style-type: none"> • <u>Participates with modifications and accommodations.</u> • <u>Requires additional support to finish work and be responsible.</u> • <u>May need social cueing to interact with peers appropriately.</u> • <u>Participates with visual supervision and verbal prompts.</u> • <u>Requires visual shadowing or peer company to get to class.</u> • <u>Needs modifications and accommodations to benefit from class</u> • <u>Requires adult to facilitate social interaction with peers and remain in close proximity at all times.</u> • <u>Always requires modifications and accommodations for class work.</u> • <u>Always requires 1:1 staff in close proximity for direct instruction, safety, mobility, or behavior monitoring.</u> 	

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

REPRESENTATIVE DUTIES

<u>Task Statement</u>	<u>Code</u>
<u>Works with students with special needs in all educational settings individually and/or in groups to provide instructional support (academic and functional) in, but not limited to, cognitive, gross/fine motor and adaptive behavior skills, vocational skills, social and leisure skills, and physical development and fitness. [may assist with functional skills (e.g., bathroom routines) and community-based/vocational instruction] according to state standards, classroom objectives, and the Individualized Education Program (IEP).</u>	IA-SE-1
<u>Lift/transfer students in and out of holding or locomotive devices, which can include on and off the bus, on and off the toilet, in and out of a wheelchair, in and out of a stander, push locomotive devices, and/or assist students with necessary physical aid appliances when trained by appropriate staff.</u>	IA-SE-2
<u>Accompany or Assists students to and from, and/or on the school bus and/or other forms of transportation (such as public transit and taxis) including moving to and from activities on and with transitions within the school site and in off-campus and community settings schedule.</u>	IA-SE-3
<u>Provide basic medical assistance as needed using appropriate equipment; including, but not limited to, first aid, CPR, diastat suppository, and emergency injections.</u>	IA-SE-4
<u>Assist students with basic personal hygiene; with hand washing, eating, toileting (including diapering) and other basic personal care needs hygiene, self-reliance, and academic/behavioral approach.</u>	IA-SE-5
<u>Assists in monitoring the safety of students in various educational settings, including assisting in basic emergency procedures such as providing an epipen injection or timing a seizure</u>	IA-SE-5
<u>Assists teacher in the implementation of students' Individualized Education Plans (IEPs) and classroom/individual behavioral management plans.</u>	IA-SE-6

Assists in the <u>physical material</u> preparation, <u>instructional delivery</u> accommodation, <u>instructional</u> modification, and implementation of <u>lesson plans/instructional materials</u> as directed by the teacher.	IA-SE-7
Assists students in using <u>computer applications</u> and related <u>assistive technology</u> .	IA-SE-8
<u>Assist in monitoring of students' behavior, skills, and abilities, using basic note taking and data entry.</u>	IA-SE-9
<u>Communicates</u> student progress to <u>teachers and</u> designated service providers <u>through logs and other data collection methods</u> .	IA-SE-10
Completes reports and records, such as accident and incident reports <u>as needed</u> .	IA-SE-11
<u>Perform routine sanitation duties to ensure a clean environment by cleaning dishes, tables, toys, therapy equipment, and other commonly used materials.</u>	IA-SE-12
<u>Assist with cleaning personal equipment, such as glasses, hearing aids, orthopedic devices, etc.</u>	IA-SE-13
<u>Attends</u> trainings, workshops, and staff development meetings as required.	IA-SE-14
Performs related duties as assigned.	IA-SE-15

SUPERVISION MATRIX:

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

~~Supervision is received from an administrator. Technical and functional direction is received from teacher. No supervision of other staff is exercised.~~

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic instructional techniques and methods
- State standards specific to grade level(s) assigned
- ~~Establish rapport with and gain confidence of students with special needs.~~
- Basic mathematical skills.

- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar.
- Reading and writing communication skills
- Basic computer applications (e.g., data entry)
- Personal hygiene practices; health and safety regulations
- General needs, behavior, physical limitations, special needs and emotional problems of students who may require personal or health care
- Basic behavior management techniques
- Methods and techniques of lifting and moving children with physical limitations
- Health and safety and basic first aid techniques, including CPR
- Child guidance principles and practices as they relate to children with physical limitations
- Safe practices in school and playground settings
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance
- Basic principles and practices of child development and child guidance
- General needs and behavior of children
- Pertinent Federal, State and local laws, codes and regulations

ABILITY TO:

- Come to work regularly and promptly
- Follow District practices for reporting absences and finding substitutes
- Recognize when to ask for assistance
- Model appropriate behavior and conduct for students and staff
- Refrain from using cell phone and other personal electronic devices when working
- Demonstrate awareness and sensitivity toward students and their individual differences in terms of abilities, cultures and languages.
- Establish positive rapport with and gain confidence of students with special needs.
- Assist in the instruction of state standards, classroom management and behavior support plans.
- Use basic computer applications and assistive technology.
- ~~Interact successfully with students, parents, instructional personnel, and community agency representatives.~~
- Communicate effectively and work cooperatively with co-workers, management, faculty, students, parents, public and private representatives, and other department personnel.
- Maintain appropriate boundaries with students, parents, and staff.
- Recognize and report safety hazards.
- Maintain confidentiality of student records or other sensitive and privileged information in accordance with district, state and federal mandates and other specified legal requirements or policies.
- ~~Oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary.~~
- Reinforce instruction to individual or small groups of students as directed by the teacher
- Recognize the need to provide for the personal privacy and dignity of physically handicapped children

- Lift children in and out of school buses, wheel chairs, braces, and other orthopedic equipment
- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Learn and adapt to new procedures and conditions
- Recognize and report safety hazards
- Assist students by providing proper examples, emotional support, friendly attitude and general guidance
- Demonstrate an understanding, patient and receptive attitude toward children with special needs
- Perform routine clerical duties and maintain records
- Assist in supervising and disciplining assigned students according to approved policies and procedures
- Work independently with minimal direction
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- Maintain confidentiality of privileged information obtained in the course of work
- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities
- Establish and maintain effective working relationships with those contacted in the course of work
- React calmly under stressful situations and emergencies
- Assist in the supervision of children in the classroom and outdoors
- Lift children 50 to 90 pounds into and out of wheelchairs; lift children into and out of school buses
- Travel to multiple sites within the same work day

MINIMUM QUALIFICATIONS

EDUCATION:

Must have a high school diploma or its recognized equivalent and

- Completed 48 units at an institution of higher learning; OR
- Obtained an Associate's (or higher) degree; OR
- Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.

EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Some positions may require CPR and First Aid certification. Training will be provided by designated District staff.

PREFERRED QUALIFICATIONS

EXPERIENCE:

Six (6) months experience working with students in a learning environment

None.

Special Information:

None WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

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

HAZARDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:
Approved 1977

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

June, 1977
Revised August, 1981
Revised June 13, 1994
Revised February 21, 2006
Revised September 19, 2006
Revised September 2, 2008
Revised July, 2013

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2013-2014														
8/13/2013	Athletic Trainer	10	7	35	B	\$3,213	\$18.54	\$3,374	\$19.47	28,114	29,530	\$0.93	\$20.23	\$1,416
8/13/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,700	\$4.11	\$534.29	\$5,343
9/13/2013	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.47	66,649	77,164	\$5.51	\$955.91	\$10,515
9/13/2013	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$2.52	\$437.65	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$4.32	\$654.55	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$5.93	\$1,027.67	\$12,332
11/12/2013	Physical Activities Specialist	9.5	5.4	26	D	\$2,581	\$14.89	\$2,987	\$17.23	16,551	19,154	\$2.34	\$274.05	\$2,603
11/12/2013	IA-Physical Education	9.5	4	20	C	\$2,229	\$12.86	\$2,458	\$14.18	10,588	11,676	\$1.32	\$114.50	\$1,088
11/12/2013	IA-Classroom	9.5	3	18	D	\$2,123	\$12.50	\$2,458	\$14.18	7,719	8,757	\$1.68	\$109.24	\$1,038
11/12/2013	IA-Classroom	9.5	3	18	C	\$2,123	\$12.50	\$2,341	\$13.51	7,719	8,340	\$1.01	\$65.36	\$621
11/12/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
11/12/2013	Elementary Library Coord.	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
													TOTAL	\$47,777

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-054	Instructional Assistant-Classroom	McKinley	Tashia Buccioni	NO	10/11/13	10/20/13	10/14/13	10/25/13	12	73	16	16	-	-	-	-	IN PROGRESS
14-055	Instructional Assistant - Special Education	McKinley	Jessica Purser	NO	10/11/13	10/20/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	IN PROGRESS
14-057	Instructional Assistant - Specialized	Special Education	NEW	NO	10/04/13	10/21/13	10/15/13	10/25/13	11	44	11	21	-	-	-	-	IN PROGRESS

FILLED REQUISTIONS – (Within previous 2 months)

13-121	Instructional Assistant-Classroom	McKinley	Deborah Moore	NO	6/5/13	6/13/13	7/26/13	8/8/13	13	64	10	14	18	6	8/29/13	86	Filled from Eligibility List
14-001	Instructional Assistant – Classroom	Grant	Eddie Schlierman	NO	7/9/13	7/18/13	7/26/13	8/8/13	13	64	10	14	18	6	8/29/13	52	Filled from Eligibility List
14-002	Instructional Assistant – Classroom	Webster	Alia Tate	NO	7/9/13	7/18/13	7/26/13	8/8/13	13	64	10	14	18	6	8/29/13	52	Filled from Eligibility List
14-003	Instructional Assistant – Physical Education	Edison	NEW	NO	7/12/13	7/18/13	7/17/13	8/6/13	21	51	20	18	10	6	9/20/13	71	Filled from Eligibility List
14-009	Physical Activities Specialist	John Muir	Reggie St. Claire	NO	3/14/13	3/20/13	7/12/13	8/2/13	21	106	59	13	11	4	7/25/13	134	Filled from Eligibility List
14-011	Elementary Library Coordinator	McKinley	Christina Olague	YES	8/13/13	8/19/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-012	Instructional Assistant – Bilingual	JAMS	Lucia Tejeda	YES	8/9/13	8/19/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-013	Instructional Assistant – Classroom	Grant	Christina Braley	NO	8/13/13	8/19/13	7/26/13	8/8/13	13	64	10	14	18	6	8/29/13	17	Filled from Eligibility List

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-014	Instructional Assistant – Classroom	Grant	Joann Green	NO	8/13/13	8/19/13	7/26/13	8/8/13	13	64	10	14	18	6	8/29/13	17	Filled from Eligibility List
14-016	Campus Security Officer	JAMS	Chancy Jones	NO	8/13/13	8/19/13	9/18/13	10/4/13	17	69	48	-	16	15	10/11/13	60	Filled from Eligibility List
14-017	Instructional Assistant – Classroom	Grant	Lillian Marshall	NO	8/14/13	8/20/13	7/26/13	8/8/13	13	64	10	14	18	6	8/29/13	16	Filled from Eligibility List
14-019	Sports Facility Attendant	Business Services	NEW	YES	8/16/13	8/28/13	3/15/13	4/08/13	24	95	63	24	-	8		-	Filled from Eligibility List
14-020	Sports Facility Attendant	Business Services	NEW	YES	8/16/13	8/28/13	3/15/13	4/08/13	24	95	63	24	-	8		-	Filled from Eligibility List
14-021	Health Office Specialist	Student Services	Rosa Santos	NO	8/23/13	9/1/13	8/28/13	9/4/13	20	41	32	-	10	6	11/1/13	-	Filled from Eligibility List
14-022	Instructional Assistant – Specialized	Special Education	Michelle Manabe	YES	8/23/13	9/1/13	5/23/13	6/03/13	11	79	20	32	27	14		-	Filled from Eligibility List
14-024	Accountant	Child Development Services	Huy Phan	YES	8/27/13	9/2/13	7/8/13	7/24/13	16	96	48	37	11	5		-	Filled from Eligibility List
14-025	Instructional Assistant – Classroom	John Muir	Susan Kim	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	10/4/13	39	Filled from Eligibility List
14-026	Instructional Assistant – Classroom	Pt. Dume	Megan Curran	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	10/4/13	39	Filled by re-employment list

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-027	Instructional Assistant – Special Education	Franklin	Kirin Malik	YES	8/23/13	9/2/13	8/30/13	9/16/13	10	54	19	28	7	6		-	Filled by transfer
14-029	Instructional Assistant – Classroom	Will Rogers	Chandi Gaur	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	10/4/13	39	Filled by voluntary demotion
14-033	Gardener	M&O	NEW	YES	8/29/13	9/5/13	8/27/13	9/30/13	35	43	22	-	-	7		-	Filled from Eligibility List
14-034	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	8/31/13	9/16/13	10	44	11	21	27	14		-	Filled from Eligibility List
14-035	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	8/31/13	9/16/13	10	44	11	21	-	-		-	Filled from Eligibility List
14-036	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	8/31/13	9/16/13	10	44	11	21	-	-		-	Filled from Eligibility List
14-038	Instructional Assistant - Specialized	Special Education	NEW	YES	9/9/13	9/18/13	8/30/13	9/16/13	17	44	11	21	-	-		-	Filled from Eligibility List
14-040	Instructional Assistant – Developmental Health	Special Education	Gladys Souza	YES	9/12/13	9/18/13	-	-	-	-	-	-	-	7		-	Filled from Eligibility List
14-044	Administrative Assistant	SAMOHI	Mary Eikenbary	YES	9/17/13	09/24/13	-	-	-	-	-	-	-	-		-	Filled from Eligibility List
14-045	Instructional Assistant – Classroom	Will Rogers	NEW	NO	9/17/13	9/24/13	8/30/13	9/16/13	18	67	13	39	10	5	10/04/13	18	Filled from Eligibility List
14-046	Administrative Assistant	Special Education	NEW	YES	9/23/13	9/30/13	-	-	-	-	-	-	-	-		-	Filled from Eligibility List

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-051	Custodian	M & O	Tyrone Lockett	NO	10/1/13	10/13/13	10/2/13	10/10/13	8	62	8						Transfer employee
14-053	Senior Office Specialist	Business Services	NEW	YES	10/01/13	10/13/13	-	-	-	-	-	-	-	-		-	Filled from Eligibility List
14-059	Instructional Assistant – Special Education	Grant	NEW	YES	10/18/13	N/A	-	-	-	-	-	-	-	-		-	Filled by employee with position rights

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

ACTION/CONSENT
 10/17/13

RECOMMENDATION NO. A.15

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>
Gonzalez, Laura McKinley ES	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:A	9/30/13
Lampert, Elisabeth Child Develop Svcs	Accountant 8 Hrs/12 Mo/Range: 41 Step:F	10/7/13
Lee, Eun Grant ES	Inst Asst – Classroom 2 Hrs/SY/Range:18 Step:A	9/23/13
Melkonian, Marcia McKinley ES	Elementary Library Coordinator 7 Hrs/10 Mo/Range:26 Step:A	9/23/13
Monroy, Rosa Grant ES	Inst Asst – Classroom 2 Hrs/SY/Range:18 Step:A	9/16/13
Nikol, Resa Grant ES	Inst Asst – Classroom 3 Hrs/SY/Range:18 Step:A	9/23/13
Sebastiani, Guido Grounds	Gardener 8 Hrs/12 Mo/Range: 24 Step: A	9/24/13
Shibl, Ghada Grant ES	Inst Asst – Classroom 3 Hrs/SY/Range:18 Step:A	9/23/13
Urie, Briana Special Education	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:A	9/30/13
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Smith, Sabrina Special Ed-Santa Monica HS	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: D Fr: Inst Asst – Special Ed: 6 Hrs/SY	9/30/13
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Anderson, Sally Malibu HS	Senior Office Specialist [additional hours; assistance with attendance]	8/22/13-6/30/14
Bolan, Anette Student Svcs	Campus Security Officer [overtime; address verifications]	9/3/13-6/10/14
Boston, Kim McKinley ES	Inst Asst – Special Ed [additional hours; classroom assistance]	9/3/13-6/10/14
Burkett, Deena Facility Permits	Senior Office Specialist [additional hours; clerical assistance]	9/1/13-9/30/13

De Noya, Michael Special Education	Speech Language Pathology Assistant [additional hours, SPED Instructor training]	8/19/13
Herrada, Joe Lincoln MS	Custodian [overtime; night time events]	8/22/13-6/10/14
Jauregui, Jorge Roosevelt ES	Technology Support Assistant [overtime; computer lab parent support]	9/11/13-9/27/13
Lowe, Heather McKinley ES	Elementary Library Coordinator [additional hours; GATE program]	10/1/13-5/31/14
Loza, Adelsa Lincoln MS	Inst Asst – Special Ed [additional hours; computer lab assistance]	8/22/13-6/10/14
Medellin, Diana Lincoln MS	Inst Asst – Special Ed [additional hours; computer lab assistance]	8/22/13-6/10/14
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours; Program Improvement Data]	8/29/13
Perez, Salomon Special Ed-Santa Monica HS	Inst Asst – Specialized [additional hours, bus ride supervision]	8/26/13-6/10/14
Tangum, Cathy Olympic HS	Campus Security Officer [overtime; Saturday school security]	9/20/13-6/10/14
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; Achievement Data]	9/11/13-11/11/13
Uliantzeff, Elena Muir ES	Bilingual Community Liaison [additional hours; IEP translation]	9/17/13
Valenzuela, Laurel Pt. Dume ES	Inst Asst – Special Ed [additional hours; bus ride supervision]	8/28/13-9/13/13
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Arreola, Kenia Food and Nutrition Svcs	Cafeteria Worker I	9/16/13-6/10/14
Brigham, Dolores Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Coleman, Daniel District	Inst Asst – Physical Education	9/1/13-6/30/14
Lang, John Pt. Dume ES	Inst Asst – Classroom	8/21/13-6/10/14
Lopez, Mayra Special Education	Inst Asst – Special Ed	9/16/13-6/30/14
Morales, Ismael Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Park, Ko Lincoln MS	Accompanist	9/23/13-6/10/14
Thompson, Qiana Food and Nutrition Svcs	Cafeteria Worker I	9/30/13-6/10/14

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Brown, Elizabeth Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Special Education	9/6/13
Drayton, Brandon Malibu HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	9/6/13
Ortega, Lisa McKinley ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Pt. Dume ES	8/21/13

VOLUNTARY TRANSFER IN LIEU OF LAYOFF

		<u>EFFECTIVE DATE</u>
Johnson, Mayra Child Develop Svcs-SAMOHI ITC	Children's Center Asst 8 Hrs/SY Fr: Bilingual Community Liaison: 8 Hrs/12 Mo	9/30/13

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Franks, Shanelle McKinley ES	Inst Asst – Developmental Health 7 Hrs/SY Fr: 5 Hrs/SY	8/26/13
Lang, John Pt. Dume ES	Inst Asst – Classroom 5 Hrs/SY Fr: 3 Hrs/SY	8/21/13
Long, Lakesha McKinley ES	Inst Asst – Classroom 5 Hrs/SY Fr: 3 Hrs/SY	9/27/13
Mederos, Eden Santa Monica HS	Inst Asst – Specialized 6.3 Hrs/SY Fr: 6 Hrs/SY	8/21/13

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Chulack, Sarah McKinley ES	Inst Asst – Specialized Medical	9/5/13-10/7/13
Gonzalez, Jessica Child Develop Svcs-Grant ES	Children's Center Asst Medical	8/22/13-10/3/13
Rosa, Lucy Lincoln MS	Inst Asst – Developmental Health Medical	8/30/13-9/18/13
Shanley, Scott Franklin ES	Physical Activities Specialist Medical	9/16/13-10/17/13

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Davis, Jeffery Maintenance	Carpenter FMLA	9/1/13-6/30/14

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Cooper, Dionne Pt. Dume ES	Elementary Library Coordinator	10/1/13
Goudeau, TajaNiece Santa Monica HS	Inst Asst – Physical Education	10/1/13

WORKING OUT OF CLASS

Bakhyt, Peter
Food and Nutrition Svcs

Stock and Delivery Clerk
Fr: Cafeteria Worker I

EFFECTIVE DATE

8/22/13-6/10/14

Fowler, Damone
Food and Nutrition Svcs

Production Kitchen Coordinator
Fr: Cafeteria Cook Baker

8/22/13-6/10/14

ABOLISHMENT OF POSITION

Inst Asst – Classroom
4.8 Hrs/SY; Pt. Dume ES

EFFECTIVE DATE

8/21/13

Inst Asst – Specialized
6 Hrs/SY; McKinley ES

8/21/13

Senior Office Specialist
8 Hrs/12 Mo; Special Education

9/3/13

RESIGNATION

Krause, Eliza
McKinley ES

Inst Asst – Specialized

EFFECTIVE DATE

9/20/13

Purser, Jessica
McKinley ES

Inst Asst – Special Ed

9/30/13

Sandoval, Vanessa
Child Develop Svcs-McKinley ES

Children's Center Asst

9/6/13

RETIREMENT

Ford, Ronald
Maintenance

Painter

EFFECTIVE DATE

12/30/13

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

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

ACTION/CONSENT
 11/07/13

RECOMMENDATION NO. A.18

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Badillo, Abraham Edison ES	Inst Asst – Physical Ed 3 Hrs/SY/Range: 20 Step:A	10/2/13
Cooper, Bertran Webster ES	Inst Asst – Classroom 2 Hrs/SY/Range: 18 Step: A	10/1/13
Ruff, Denzel Facility Permits	Sports Facility Attendant 6 Hrs/12 Mo/Range: 22 Step: A	10/2/13
Salazar, Amanda Special Ed-Santa Monica HS	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A	10/1/13
Waltke, Blake Muir ES	Physical Activities Specialist 5.4 Hrs/SY/Range: 26 Step:A	10/14/13

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Buccioni, Tashia Adams MS	Inst Asst – Bilingual 3 Hrs/SY/Range: 20 Step: C Fr: Inst Asst – Classroom: 3 Hrs/SY	10/1/13

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Burkett, Deena Facility Permits	Office Specialist [additional hours; clerical assistance]	10/1/13-10/31/13
Coleman, Dawn Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Cruz, Gerardo Fiscal Svcs - Child Develop Svcs	Fiscal Services Supervisor [overtime; interim CDS fiscal oversight]	3/1/13-6/30/14
Davis, Jon Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Fulache-Palma, Madeilaine Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Gonzalez, Monica Special Ed-Lincoln MS	Inst Asst – Specialized [additional hours, professional development]	9/17/13
Gutierrez, Yoly Edison ES	Bilingual Community Liaison [overtime; SES Vendor Night assistance]	9/24/13
Klenk, Heather Lincoln MS	Inst Asst – Music [additional hours; computer lab assistance]	8/22/13-6/10/14

Mederos, Eden Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Mirabal, Jessica Adams MS	Inst Asst – Special Ed [additional hours; homework assistance]	8/29/13-6/11/14
Monjaraz, Gabriela Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Monroy, Rosa Santa Monica HS	Office Specialist [additional hours; clerical assistance]	8/22/13-6/10/14
Morales, Stephany Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Morris, Terry Santa Monica HS	Administrative Assistant [overtime; PSAT assistance]	9/25/13-10/19/13
Nguyen, Kim Superintendent's Office	Senior Administrative Assistant [overtime; assistance to Superintendent]	10/1/13-6/30/14
Payton, Tawny Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Perez, Solomon Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Persinger, Lisa Special Education	Senior Office Specialist [additional hours; clerical assistance]	10/1/13-10/14/13
Preciado, Edwin Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Schlierman, Jason Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Shirley, Shavine Malibu HS	Campus Security Officer [additional hours; crossing guard]	10/9/13-6/10/14
Skowlund, Carol Superintendent's Office	Senior Administrative Assistant [overtime; assistance to Superintendent]	10/1/13-6/30/14
Smith, Sabrina Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Wade, Byron Special Education	Inst Asst – Specialized [additional hours, professional development]	8/22/13-6/10/14
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime; PSAT assistance]	9/25/13-10/19/13
Wingfield, Janet Special Ed-Santa Monica HS	Inst Asst – Developmental Health [additional hours, bus ride supervision]	9/15/13-6/10/14
Wright, Lewis Malibu HS	Campus Security Officer [additional hours; crossing guard]	10/14/13-6/10/14
<u>SUBSTITUTES</u> Alexander, Jason Operations	Custodian	<u>EFFECTIVE DATE</u> 9/1/13-6/30/14

Ansite, Shawn Child Develop Svcs	Children's Center Asst	10/22/13-6/30/14
Davidson, Nicholas District	Inst Asst – Physical Education	10/17/13-6/30/14
Guardado, Francisco Operations	Custodian	9/1/13-6/30/14
Vasquez, Melvin Special Education	Inst Asst – Special Ed	9/1/13-6/30/14

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Parra, Yvette Franklin ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	9/30/13
Thomas, Craig Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Webster ES	9/16/13
Yi, Renee Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Special Education	9/27/13

VOLUNTARY TRANSFER

Persinger, Lisa Special Education	Administrative Assistant 8 Hrs/12 Mo Fr: Administrative Assistant: 6.4 Hrs/12 Mo	10/15/13
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CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Davis, Jessica McKinley ES	Inst Asst – Classroom 3 Hrs/SY Fr: 2.5 Hrs/SY	8/21/13
Davidson, Diane Pt. Dume ES	Inst Asst – Classroom 5 Hrs/SY Fr: 4.8 Hrs/SY	8/21/13
Lucas, Ralph McKinley ES	Inst Asst – Classroom 3.5 Hrs/SY Fr: 3 Hrs/SY	9/21/13
Gutierrez, Adriana McKinley ES	Inst Asst – Physical Education 3.5 Hrs/SY Fr: 3 Hrs/SY	8/21/13

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Chulack, Sarah McKinley ES	Inst Asst – Specialized Medical	10/8/13-11/14/13
Cornell, Constance Santa Monica HS	Inst Asst – Special Ed Medical	10/5/13-12/9/13
Hernandez, Rita Child Develop Svcs-Rogers ES	Children's Center Asst Maternity	11/1/13-12/29/13

Porter, Joe Pt. Dume ES	Custodian Medical	9/23/13-11/30/13
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	9/16/13-10/28/13

LEAVE OF ABSENCE (UNPAID)

Hernandez, Rita
Child Develop Svcs-Rogers ES

Children's Center Asst
CFRA

EFFECTIVE DATE

12/30/13-2/28/14

RESCIND LEAVE OF ABSENCE (UNPAID)

Richardson, Melvin
Adams MS

Inst Asst – Physical Ed
Personal
(7-24-13 Agenda)

EFFECTIVE DATE

9/1/13-10/7/13

PROFESSIONAL GROWTH

Burdick, Barton
Operations

Equipment Operator/Sports Facilities

EFFECTIVE DATE

11/1/13

Gold, Kathleen
Information Svcs

Technology Support Assistant

11/1/13

Hedges, Eric
Maintenance

Electrician

11/1/13

Watts, Anne
Operations

Inst Asst – Special Ed

11/1/13

WORKING OUT OF CLASS

Coleman, Daniel
Webster ES

Physical Activities Specialist
Fr: Inst Asst – Physical Education

EFFECTIVE DATE

8/21/13-6/10/14

Lamont, Odom
Operations

Utility Worker
Fr: Custodian

9/28/13-10/31/13

McAlpin, Michael
Operations

Utility Worker
Fr: Custodian

9/28/13-10/31/13

ABOLISHMENT OF POSITION

Children's Center Asst
3.5 Hrs/SY; Child Develop Svcs – Washington West

8/21/13

Elementary Library Coordinator
2 Hrs/10 Mo; SMASH

8/15/13

Inst Asst – Special Ed
6 Hrs/SY; Franklin ES

8/21/13

Inst Asst – Special Ed
5 Hrs/SY; Pt. Dume ES

8/22/13

REDUCTION OF HOURS IN LIEU OF LAYOFF

EFFECTIVE DATE

Gerhardt, Debra Inst Asst – Classroom 10/14/13
Franklin ES 2.9 Hrs/SY
Fr: Inst Asst – Classroom: 3 Hrs/SY

Marquez, Lilia Bilingual Community Liaison 10/14/13
McKinley ES 7 Hrs/10 Mo
Fr: Bilingual Community Liaison: 8 Hrs/10 Mo

RESIGNATION

EFFECTIVE DATE

McKeown, Carol Children's Center Asst 10/18/13
Child Develop Svcs - Franklin ES

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

TO: BOARD OF EDUCATION ACTION/CONSENT
10/17/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.16

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

AVID TUTOR

Barba, Eduardo	Adams MS	9/30/13-6/10/14
Cordero, Rebecca	Adams MS	9/17/13-6/10/14

COACHING ASSISTANT

Gallegos, Erika	Santa Monica HS	9/20/13-6/30/14
Hall, Rachel	Malibu HS	9/19/13-6/30/14
Padda, Airess	Malibu HS	9/23/13-6/30/14

NOON SUPERVISION AIDE

Bonilla, Reina	Edison ES	8/21/13-6/10/14
Palacios, Veronica	Muir ES	9/11/13-6/10/14
Pates, Rodney	Franklin ES	9/25/13-6/10/14
Perez, Carmen	Franklin ES	9/25/13-6/10/14
Sanchez, Erik	Muir ES	9/20/13-6/10/14
Santin, Aura	Roosevelt ES	9/16/13-6/10/14
Yadegari, Shiva	Franklin ES	9/16/13-6/10/14

TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Ed Svcs/Edison ES [Strings Coach] - Funding: Gifts	9/20/13-6/30/14
Hughes, Walter	Facility Permits [Facility Permits events] - Funding: Permits	7/1/13-6/30/14
Moerschel, Josephine	Adams MS [Music Clinician] - Funding: Tier III Programs Cat Flex	8/22/12-6/10/14
Parise, Chris	Adams MS [Music Clinician] - Funding: Tier III Programs Cat Flex	8/22/12-6/10/14
Roth, Jennifer	Adams MS [Music Clinician] - Funding: Tier III Programs Cat Flex	8/22/12-6/10/14

Senchuk, Peter Adams MS 8/22/12-6/10/14
[Music Clinician]
- Funding: Gifts

Stout, Lewis Facility Permits 7/1/13-6/30/14
[Facility Permits events]
- Funding: Permits

Turner, Meghan Adams MS 8/22/12-6/10/14
[Music Clinician]
- Funding: Tier III Programs Cat Flex

TECHNICAL SPECIALIST – LEVEL III

Gamma, Lorenz Ed Svcs/Santa Monica HS 9/30/13-6/30/14
[Orchestra Coach]
- Funding: SM Arts Parents Association

STUDENT WORKER – WORKABILITY

Frelix, Macguire Special Education 9/17/13-6/30/14

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

TO: BOARD OF EDUCATION ACTION/CONSENT
11/07/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.19

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

COACHING ASSISTANT

Cannon, Kermit	Santa Monica HS	9/18/13-6/30/14
Frazier, Ashley	Santa Monica HS	10/14/13-6/30/14
Goldberg, Hayden	Malibu HS	7/1/13-6/30/14
Goldberg, Vincent	Malibu HS	10/8/13-6/30/14
Hall, Adam	Malibu HS	7/1/13-6/30/14
Lipps, Laura	Santa Monica HS	10/10/13-6/30/14
Martin, Daniel	Santa Monica HS	10/14/13-6/30/14
Murray, Bianca	Santa Monica HS	10/10/13-6/30/14
Padda, Airess	Malibu HS	9/23/13-6/30/14
Padilla, Adam	Santa Monica HS	10/4/13-6/30/14
Quevedo, Enzo	Malibu HS	10/14/13-6/30/14
Richards, James	Santa Monica HS	9/18/13-6/30/14
White, Zach	Santa Monica HS	9/18/13-6/30/14

NOON SUPERVISION AIDE

Cooper, Bertran	Webster ES	10/1/13-6/10/14
Germain, Katherine	Rogers ES	8/22/13-6/10/14
Medina, Rocio	Rogers ES	8/22/13-6/10/14
Overton, Christopher	Muir ES	10/15/13-6/10/14
Rodriguez, Maria	Muir ES	9/30/13-6/10/14
Rodriguez, Ofelia	Santa Monica HS	9/21/13
Schlierman, Eddie	Muir ES	10/7/13-6/10/14
Schlierman, John	Muir ES	10/7/13-6/10/14

TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Ed Svcs/Adams MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/10/13-6/30/14
Cloud, Lindsey	Ed Svcs/Edison/Grant/McKinley/Muir ES Rogers ES [Vocal Coach] - Funding: Gifts	9/9/13-5/31/14
Hsu, Grace	Ed Svcs/Adams MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14

Hsu, Grace	Ed Svcs/Lincoln MS [Cello Coach] - Funding: Gifts	10/7/13-6/10/14
LaTuchie, Norma	Ed Svcs [Vocal Coach] - Funding: Gifts	9/25/13-6/30/14
LaTuchie, Norma	Ed Svcs/Edison/McKinley/Muir/Rogers ES SMASH [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/25/13-6/30/14
Moerschel, Josephine	Ed Svcs/Adams MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14
Naziemiec, Karolina	Ed Svcs/McKinley/Rogers ES [Strings Coach] - Funding: Gifts	9/4/13-6/30/14
Naziemiec, Karolina	Ed Svcs/Lincoln MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14
Parise, Chris	Ed Svcs/Adams MS [Band Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14
Reaves, Teag	Ed Svcs/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14
Roth, Jennifer	Ed Svcs/Adams MS [Band Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14
Rubin, Jody	Ed Svcs/Edison/McKinley/Muir ES [Strings Coach] - Funding: Gifts	9/4/13-6/30/14
Senchuk, Peter	Ed Svcs/Adams/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14
Turner, Meghan	Ed Svcs/Adams MS/Edison/McKinley ES Muir/Rogers ES [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/3/13-6/11/14
Weaver, Kelly	Ed Svcs/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	9/9/13-6/11/14

Weaver, Kelly	Ed Svcs/Lincoln MS [Band Coach] - Funding: Gifts	9/19/13-6/5/14
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TECHNICAL SPECIALIST – LEVEL III

Anderson, Robbie	Ed Svcs/Santa Monica HS [Substitute Orchestra Coach] - Funding: SM Arts Parents Association	9/3/13-6/30/14
Bauer, Alisha	Ed Svcs/Santa Monica HS [Orchestra Coach] - Funding: SM Arts Parents Association	8/26/13-6/30/14
Dress, Stephen	Ed Svcs/Santa Monica HS [Substitute Orchestra Coach] - Funding: SM Arts Parents Association	9/3/13-6/30/14
Hsu, Grace	Ed Svcs/Muir/Rogers ES [Strings Coach] - Funding: Gifts	9/4/13-6/30/14
Lysy, Margaret	Ed Svcs/Santa Monica HS [Orchestra Coach] - Funding: SM Arts Parents Association	9/9/13-6/30/14
Moerschel, Josephine	Ed Svcs/Santa Monica HS [Viola Coach] - Funding: SM Arts Parents Association	8/26/13-6/30/14
Reaves, Teag	Ed Svcs/Santa Monica HS [Orchestra Coach] - Funding: SM Arts Parents Association	8/26/13-6/30/14
Reddish, Kate	Ed Svcs/Santa Monica HS [Substitute Orchestra Coach] - Funding: SM Arts Parents Association	9/3/13-6/30/14
Thomason, Marshall	Ed Svcs/Santa Monica HS [Substitute Orchestra Coach] - Funding: SM Arts Parents Association	9/3/13-6/30/14
Young, David	Ed Svcs/Santa Monica HS [Orchestra Coach] - Funding: SM Arts Parents Association	8/26/13-6/30/14

EDUCATIONAL SPECIALIST – LEVEL III

Baker - Newell, Elizabeth	Muir ES [Vocal Music Instructor] - Funding: Reimbursement by PTA	8/26/13-6/10/14
Baker - Newell, Elizabeth	Webster ES [Vocal Music Instructor] - Funding: Reimbursement by PTA	8/21/13-6/10/14

Carter, Sandra	Pt. Dume ES [Reading Support Specialist] - Funding: Reimbursement by PTA	9/9/13-5/30/14
Farlow, Diane	Pt. Dume ES [Reading Support Specialist] - Funding: Reimbursement by PTA	9/9/13-5/9/14
Whitman, Angela	Pt. Dume ES [Reading Support Specialist] - Funding: Reimbursement by PTA	9/9/13-5/9/14

STUDENT WORKER – WORKABILITY

Hamilton-Larrabee, Wyatt	Special Education	10/9/13-6/30/14
Mejia, Eric	Special Education	10/9/13-6/30/15
Nanjee, Amyna	Special Education	10/9/13-2/7/14

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

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

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

SMMUSD Board of Education Meeting Schedule 2013-2014

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

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

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

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office at least one day prior to the meeting.
 Board of Education Meeting AGENDA: November 7, 2013

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Children's Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant–Specialized Sports Facility Attendant	December 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	January 2014
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	February 2014
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	March 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, December 10, 2013, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

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

PUBLIC EMPLOYEE DISCIPLINE
Employee #: RD2623521

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

VII. Adjournment:

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