

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

AGENDA

**REGULAR MEETING
November 12, 2014 @ 4:00 p.m.
District Office Board Room**

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on November 12, 2014**

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

- E. Approval of Minutes for Regular Meetings on October 14, 2014**

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

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

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

AGENDA

REGULAR MEETING
November 12, 2014 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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

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

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on November 12, 2014

E. Approval of Minutes for Regular Meeting on October 14, 2014

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

- General Comments
- Personnel Commissioner Recruitment Update
- ASCIP Training Review
- PTC-SC Conference Review
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update

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

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

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

1. SEIU Report
2. Board of Education Report

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

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	9
Children's Center Assistant 1	13
Children's Center Assistant 2	5
Children's Center Assistant 3	1
Instructional Assistant - Classroom	13
Paraeducator 1	4
Paraeducator 3	4
Technical Theater Technician	7
Technology Support Assistant	3

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approve the Advanced Step Placement for new employee Scott Allen in the classification of Physical Activities Specialist at Range: 26 Step: C
 - b. Approve the Advanced Step Placement for new employee Jimmy Belt in the classification of Paraeducator 3 at Range: 26 Step: C
 - c. Approve the Advanced Step Placement for new employee Tais Bohigas in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

- d. Approve the Advanced Step Placement for new employee Jill Cunningham in the classification of Paraeducator 3 at Range: 26 Step: C
- e. Approve the Advanced Step Placement for new employee Claudia Nava in the classification of Student Outreach Specialist at Range: 44 Step: C
- f. Approve the Advanced Step Placement for new employee Tanica Russell in the classification of Paraeducator 3 at Range: 26 Step: C
- g. Approve the Advanced Step Placement for new employee Adee Schoffman in the classification of Athletic Trainer at Range: 35 Step: C
- h. Approve the Advanced Step Placement for new employee Anthony Walker in the classification of Employee Benefits Technician at Range: 34 Step: C

C. Personnel Commission Annual Report

1. Receive the Personnel Commission Annual Report for FY 2013-2014
2. Submit to the Board of Education; per EC 45266.b

III. Action/Discussion Items/or Other Information:

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

1. Accelerated Hiring Rate:
Recommendation: *Approve*

- a. Approve the Accelerated Hiring Rate for Senior Technology Support Assistant classification at Range: 37 Step: F (\$ 25.83 per hour)
- b. Approve the Accelerated Hiring Rate for Technical Theater Coordinator classification at Range: 42 Step: E (\$27.80 per hour)

2. Classification Revisions:
Recommendation: *Approve*

- a. Approve the revisions to the Instructional Assistant – Classroom classification within the Instructional Support job family.
- b. Approve the revisions to the Paraeducator 1 classification within the Instructional Support job family.

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

- None

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

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.14 (for SMMUSD School Board Agenda)
 - October 16, 2014
- Classified Personnel – Merit Report - No. A.21
 - November 6, 2014
5. Classified Personnel – Non-Merit Report – No. A.15
 - October 16, 2014
- Classified Personnel – Non-Merit Report – No. A.22
 - November 6, 2014
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 - 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> -First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	March 2015
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	April 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	July 2015

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

Tuesday, December 9, 2014, at 4:00 p.m. - *District Office Board Room*

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

VI. **Closed Session:**

- No Closed Session

VII. **Adjournment:**

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

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 14 @ 4:00 p.m.
District Office Board Room**

Electronically Recorded

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

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

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:08 p.m.

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

B. Pledge of Allegiance: Commissioner Pertel led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: October 14, 2014

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

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

D. Motion to Approve Minutes: September 9, 2014

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

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

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

- General Comments
 - **Director Tietze commended Ms. Lamping, the new Human Resources Analyst, for her attribution to the Personnel Commission Department in the short amount of time she has been with the staff.**
 - **Director Tietze reported on the state of summer recruitments the Personnel Commission staff has been concluding. He also provided an update on the Personnel Commissioner recruitment to fill Commissioner Sidley's post. Commissioner Sidley inquired about the recruitment process. Director Tietze clarified requirements and minimum qualifications.**
 - **Director Tietze informed the Personnel Commission about the Education Foundation's contest for the best Halloween door decoration at the District Office. The Personnel Commission staff has created an elaborate set up including multimedia effects.**
 - **Director Tietze provided clarifications for the advanced step placement for Mr. William Kemp, Plant Supervisor, as well as revisions for a new classification of the Senior Technology Support in the area of desirable qualifications.**
- Santa Monica College Job Fair Highlights
 - **Director Tietze provided a brief report on the Personnel Commission staff's participation at the Santa Monica College Job Fair recruiting potential candidates for Instructional Assistant, Paraeducator, and Children's Center Assistant positions.**
- District Technology Team Update
 - **Director Tietze provided an update on the District Technology Team's progress. The Team's current focus is on phase one, which includes technology implementation and improvement in the classroom. Director Tietze will participate in phase two, which involves business applications.**
- Professional Growth and Training Committee Update
 - **Director Tietze informed the Personnel Commission about the committee's first meeting which addressed specific goals for this fiscal year and the master training calendar.**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee including recommendations to the Board of Education regarding specific work hours tracking systems.**
- Advisory Rules Committee Update
 - **Director Tietze informed the Personnel Commission that the committee will reconvene at the beginning of the new calendar year.**

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.

- **None**

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, informed the Personnel Commission about benefits from the collaborative effort of the District’s Senior Cabinet, the Personnel Commission, and SEIU.**

2. Board of Education Report

- **None**

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

- **None**

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

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

<u>Classification</u>	<u># Eligibles</u>
Athletic Trainer	7
Cafeteria Worker I	12
Custodian	26
Facilities Technician	1
Instructional Assistant - Classroom	8
Instructional Assistant – Physical Education	4
Paraeducator 1	7
Paraeducator 3	4
Student Information Systems Specialist	1
Utility Worker	3

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Terri Berman in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- b. Approval of Advanced Step Placement for new employee William Engle in the classification of Physical Activities Specialist at Range: 26 Step: C
- c. Approval of Advanced Step Placement for new employee Ashley Gibby in the classification of Paraeducator 3 at Range: 26 Step: D
- d. Approval of Advanced Step Placement for new employee Ramona Gonzalez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- e. Approval of Advanced Step Placement for new employee Maralee Grantham in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- f. Approval of Advanced Step Placement for new employee Hiroko Inoki in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- g. Approval of Advanced Step Placement for new employee Natalie Karaghosian in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- h. Approval of Advanced Step Placement for new employee William Kemp in the classification of Plant Supervisor at Range: 41 Step: ~~C~~ **D**
- i. Approval of Advanced Step Placement for new employee Gerardo Rodriguez in the classification of Library Assistant I at Range: 22 Step: B
- j. Approval of Advanced Step Placement for new employee Jeri Samuel in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- k. Approval of Advanced Step Placement for new employee Stacy Sanchez in the classification of Paraeducator 3 at Range: 26 Step: D
- l. Approval of Advanced Step Placement for new employee Endeya Simpson in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- m. Approval of Advanced Step Placement for new employee Hanzel Ubeda in the classification of Plumber at Range: 37 Step: C

- n. Approval of Advanced Step Placement for new employee Johanna Valadez in the classification of Instructional Assistant - Classroom at Range: 18 Step: E

It was moved and seconded to ratify the Consent Calendar with correction to the Advanced Step Placement for Mr. William Kemp, Plant Supervisor, step D.

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

III. Action Items/ Discussion/or Other Information:

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

1. Accelerated Hiring Rate:

Recommendation: *Approve*

- a. Approval of Accelerated Hiring Rate for Cafeteria Cashier classification at Range: 9 Step: F (\$ 13.05per hour)
- b. Approval of Accelerated Hiring Rate for Cafeteria Cook Baker classification at Range: 18 Step: B (\$ 13.37 per hour)
- c. Approval of Accelerated Hiring Rate for Cafeteria Worker I classification at Range: 11 Step: E (\$ 13.05 per hour)
- d. Approval of Accelerated Hiring Rate for Cafeteria Worker II classification at Range: 13 Step: D (\$ 13.05 per hour)
- e. Approval of Accelerated Hiring Rate for Cafeteria Worker/Transporter classification at Range: 13 Step: D (\$ 13.05 per hour)
- f. Approval of Accelerated Hiring Rate for Children’s Center Assistant 1 classification at Range: 17 Step: B (\$ 13.05 per hour)
- g. Approval of Accelerated Hiring Rate for Children’s Center Assistant 2 classification at Range: 18 Step: B (\$ 13.37 per hour)
- h. Approval of Accelerated Hiring Rate for Instructional Assistant - Classroom classification at Range: 18 Step: B (\$ 13.37 per hour)

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze stated that it is adhering to the new minimum rate for all permanent unit members. This accelerated hiring rate will properly align the salary schedule within the Children’s Center Assistant, Instructional Assistant - Classroom and Cafeteria Worker classifications.**

2. Classification Revisions:

Recommendation: *Approve*

- Approval of revisions to the Technical Theater Coordinator classification within the Performing Arts Services job family.

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief background. The minimum qualifications were revised based on the recommendations from the Director of Theater Operations and Facility Permits.**
- **Director Tietze pointed out that all the District’s classifications related to performing arts will be placed under the newly established Performing Arts Services job family.**

3. New Classifications:

Recommendation: *Approve*

- Approval of the new classification Senior Technology Support Assistant within the Information Services job family.

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze stated that this classification was developed based on the request from the Director of Information Services for a vacancy in Santa Monica High School. The expectations and requirements of this position exceed the duties performed by Technology Support Assistant.**

4. Reassignment:

Recommendation: *Approve*

- Approval of reassignment for employee Denise Peak from Paraeducator 1 into the classification of Library Assistant I at Range: 22 Step: E

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief background and rationale for the reassignment of this employee as a result of an accommodation process.**

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.

- Personnel Commission Annual Report FY 2013-2014

Director Tietze presented a comprehensive report of Personnel Commission activities for the last fiscal year introducing the most important responsibilities and duties as well as major accomplishments of the Personnel Commission in the past year. In addition to the statistical representation of these activities, he set forth the department’s goals for the current fiscal year. Director Tietze also compared the number of recruitments and processed applications in various agencies comparable in student enrollment with the Santa Monica-Monica Unified School District.

Director Tietze reviewed the SWOT Analysis which has been used to evaluate Strengths, Weaknesses, Opportunities, and Threats for the department.

Director Tietze expressed his appreciation of the Personnel Commission department’s efforts during the fiscal year 2013-2014.

Commissioners thanked Director Tietze for this extensive and informative report.

It will be placed on the next regular Personnel Commission meeting agenda as part of the Consent Calendar.

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

- Advanced Step Placement Status Report
- Open Personnel Requisitions Status Report
- Filled Personnel Requisitions Status Report

4. Classified Personnel – Merit Report - No. A.13 (for SMMUSD School Board Agenda)
 - September 18, 2014
 Classified Personnel – Merit Report - No. A.12
 - October 2, 2014
5. Classified Personnel – Non-Merit Report – No. A.14
 - September 18, 2014
 Classified Personnel – Non-Merit Report – No. A.13
 - October 2, 2014
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 - 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> -First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	March 2015
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	April 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	July 2015

V. Next Regular Personnel Commission Meeting:

Wednesday, November 12, 2014, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

- No Closed Session

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:47 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of Classified Personnel

The meeting was adjourned in memory of Frederick Lujan Sr., Personnel Commissioner, Bassett Unified School District, who recently passed away.

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

II. Consent Calendar

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

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

SUBJECT: Advanced Step Placement – Scott Allen

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Scott Allen	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable.	<ul style="list-style-type: none"> Scott meets the educational requirements established for this position. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YMCA, YWCA, etc.	<ul style="list-style-type: none"> Scott has over seven years of experience working with students as a camp counselor and activity specialist. 	3 (2-year periods) more than the required amount of experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 0 + 2 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Allen's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step C is \$17.07/hour. The net difference in pay is an approximate increase of \$1.59 per hour, \$206.25 per month, or \$2,063 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Scott Allen at Range 26, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

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

SUBJECT: Advanced Step Placement – Jimmy Belt

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Jimmy Belt	Calculation of Advanced Step Recommendation
Experience: <ul style="list-style-type: none"> At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> Jimmy has over 12 years of experience working with youth with exceptional needs and/or behavioral, social-emotional deficits. 	6 (2-year periods) of experience above the required level = <u>2 Step Advance</u> (Max. allowed)
<u>Total Advanced Steps: 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Belts's experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step C is \$17.07/hour. The net difference in pay is an approximate increase of \$1.59 per hour, \$206.25 per month, or \$2,063.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Jimmy Belt at Range 26, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

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

SUBJECT: Advanced Step Placement – Tais Bohigas

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Tais Bohigas	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and 	<ul style="list-style-type: none"> Tais has received a high school diploma as well as a Bachelor’s degree in Education. Tais has also passed the District’s Instructional Assistant examination. 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting. 	<ul style="list-style-type: none"> Tais meets the experience requirement established for the position of Instructional Assistant-Classroom. 	0 (2-year periods) more than the required amount of Experience = 0 Step Advance
<u>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Bohigas’ professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$.67 per hour, \$43.88 per month, or \$439.00 per year.

DIRECTOR’S RECOMMENDATION:

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

AGENDA ITEM NO: IL.B.1.d.

SUBJECT: Advanced Step Placement – Jill Cunningham

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Jill Cunningham	Calculation of Advanced Step Recommendation
Experience: <ul style="list-style-type: none"> At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> Jill has over 12 years of experience working with youth with exceptional needs and/or behavioral, social-emotional deficits. 	6 (2-year periods) of experience above the required level = <u>2 Step Advance</u> (Max. allowed)
<u>Total Advanced Steps: 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Cunningham's experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step C is \$17.07/hour. The net difference in pay is an approximate increase of \$1.59 per hour, \$206.25 per month, or \$2,063.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Jill Cunningham at Range 26, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

AGENDA ITEM NO: ILB.1.e.

SUBJECT: Advanced Step Placement – Claudia Nava

BACKGROUND INFORMATION:

Classification Title: Student Outreach Specialist	Employee: Claudia Nava	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> A Bachelor’s Degree in counseling, social work or a related field from an accredited college or university. 	<ul style="list-style-type: none"> Claudia has a bachelor’s degree in psychology. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Three (3) years working with youth in urban community-based activities, with at least one year working in cooperation with or in a high school. 	<ul style="list-style-type: none"> Claudia has 12 years working with youth in both community and school-based programs. 	3 (3-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = <u>STEP C</u></u>		

DIRECTOR’S COMMENTS:

Ms. Nava’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$24.02/hour; Step C is \$26.49/hour. The net difference in pay is an increase of \$2.47 per hour, \$428.00 per month, or \$4,280.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Claudia Nava at Range 44, Step C on the 2013-14 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

AGENDA ITEM NO: ILB.1.f.

SUBJECT: Advanced Step Placement – Tanica Russell

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Tanica Russell	Calculation of Advanced Step Recommendation
<p><u>Education:</u> Must have a high school diploma or its recognized equivalent and:</p> <ul style="list-style-type: none"> Completed 48 semester units (72 quarter units) at an institution of higher learning; or Obtained an Associate’s (or higher) degree; or Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> Tanica has a Bachelor’s degree in Media Studies 	<p>1 levels of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> Tanica has over 3 years of experience working with youth with exceptional needs and/or behavioral, social-emotional deficits. 	<p>1 (2-year period) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u></p>		

DIRECTOR’S COMMENTS:

Ms. Russell’s education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step C is \$17.07/hour. The net difference in pay is an approximate increase of \$1.59 per hour, \$206.25 per month, or \$2,063.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Tanica Ruseell at Range 26, Step C on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

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

SUBJECT: Advanced Step Placement – Adee Schoffman

BACKGROUND INFORMATION:

Classification Title: Athletic Trainer	Employee: Adee Schoffman	Calculation of Advanced Step Recommendation
<u>Education:</u> A Bachelor's degree from an accredited college or university.	<ul style="list-style-type: none"> Adee has a Master's Degree in Athletic Training. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> One year working in athletic training, physical therapy or a related area.	<ul style="list-style-type: none"> Adee has over 3 years experience in athletic training and physical therapy. 	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. Schoffman's education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$19.28/hour, while Step C is \$21.26/hour. The net difference in pay is an approximate increase of \$1.98 per hour, \$300.13 per month, or \$3001.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Adee Schoffman at Range 35, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

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

SUBJECT: Advanced Step Placement – Anthony Walker

BACKGROUND INFORMATION:

Classification Title: Employee Benefits Technician	Employee: Anthony Walker	Calculation of Advanced Step Recommendation
Education: Educational attainment equivalent to high school graduation, supplemented by coursework or training in benefits administration.	<ul style="list-style-type: none"> Anthony has a Bachelor’s Degree. 	2 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: Two (2) years of experience providing benefits information, processing employee benefits enrollment and benefits records.	<ul style="list-style-type: none"> Anthony has five and a half years of experience in benefits. 	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. Walker’s education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$18.82/hour, while Step C is \$20.75/hour. The net difference in pay is an approximate increase of \$1.93 per hour, \$334.00 per month, or \$4,008.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Anthony Walker at Range 34, Step C on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Barbara Inatsugu

Joseph Pertel

Michael Sidley

Jana Hatch
Cindy Johnston
Bryon Miller
Beth Papp
Brandon Tietze
Julie Younan

PERSONNEL COMMISSION

Annual Report

2013 - 2014

DEPARTMENT OVERVIEW

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PERSONNEL GROWTH





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. Establish and maintain 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.
2. Adopt guidelines to analyze jobs and develop valid employment examinations.
3. Adopt 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.

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.

MERIT SYSTEM PRINCIPLES

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.



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.

PRIMARY DUTIES

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



PC TEAM 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
Barbara Inatsugu (Chair), *Joseph Pertel* (Vice-Chair and Member), and *Michael Sidley* (Vice-Chair and 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
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; supervises, and evaluates the performance of assigned staff. The Director leads or participates in many committees dedicated to District initiatives.

PERSONNEL ANALYST
Bryon Miller
 Review, 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.

HUMAN RESOURCES TECHNICIANS
Cindy Johnston, Beth Papp, 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, such as the District Leadership Team and Safety Committee.

ADMINISTRATIVE ASSISTANT
Jana Hatch
 Prepare 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.

MAJOR ACCOMPLISHMENTS IN 2013-2014

1. Created and distributed a Classified Workforce Guidebook for managers, including process guides for discipline, evaluation, basic FRISK investigation, selection interviews, job descriptions, and other resources
2. Completed a contract-required comprehensive Compensation Study using multiple assessment structures
3. Further enhanced the PC meeting agenda structure for increased transparency and organization
4. Created unique classification elements to clarify the Paraeducator (special education) job family
5. Reestablished the Professional Growth & Training Committee to foster employee development
6. Completed a Technology Wish List Survey as part of the Business Applications Committee
7. Established a comprehensive responsibility workflow matrix for entire recruitment process
8. Established more expansive, flexible, and specific criteria for Advanced Step Placement
9. Coordinated the 2014 Classified Employee Appreciation Week Celebration
10. Created documentation to better clarify the summer assignment process
11. Created enhanced performance evaluation form template for managers
12. Updated all NEOGOV email notification templates for job candidates
13. Developed a department manual to establish expectations

GOALS FOR 2014 - 2015

1. Update all Merit Rules
2. Establish new job flyer format
3. Develop situational judgment testing
4. Create classified substitute handbook
5. Develop interview rater orientation video
6. Develop validated personality assessment
7. Update the PC Mission and Vision statements
8. Integrate laptop computers into interview rating
9. Establish feedback form for substitute performance
10. Establish desk manual for each department position
11. Establish desk manuals for most common classified positions
12. Participate in more Job Fairs and external networking/marketing
13. Develop reliable exit survey process to capture key turnover information
14. Enhance all minimum qualifications to be quantifiable with substitution options
15. Establish more expansive working conditions coding structure for classifications
16. Create feedback surveys for interview raters, interview candidates, and hiring managers
17. Create enhanced performance evaluation form for managers tailored to specific positions
18. Establish Universal Preferred Qualifications to emphasize personality fit with SMMUSD culture
19. Integrate highly-customized substitute list system in Subfinder to improve substitute assignment fit

Innovation in Compensation Analysis

The PC saved the District tens of thousands of dollars in 2013-2014 while also providing comprehensive salary analysis data for use in bargain unit negotiations and management discussion. Rather than contracting the required study out, the Personnel Director and Analyst used their training and experience to design a unique modernized salary study. The results were presented at the 3/11/14 PC Meeting.

Unique Aspects of 2014 Salary Study:

- Analyzed both minimum and maximum salary step data
- Provided repeat analysis of same agencies used in 2007 Study
- Analyzed data across separate small, medium, and large agency comparison groups to assess consistency in results
- Analyzed average and median salary data
- Used experience and education qualifications to establish comparable benchmark positions
- Provided flexible recommendations for salary adjustment by benchmark position, job family, or whole workforce



S.W.O.T. 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

- 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



WEAKNESSES

Negative internal characteristics that present a disadvantage

- 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)
- 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

OPPORTUNITIES

Positive external elements that could be utilized



- 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



THREATS

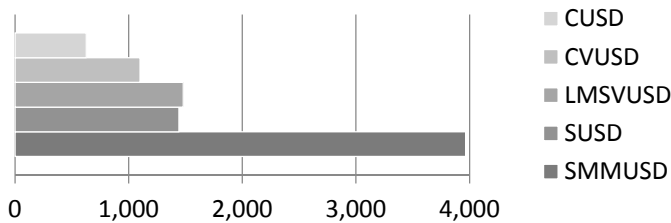
Negative external elements that could create difficulty

AGENCY COMPARISON

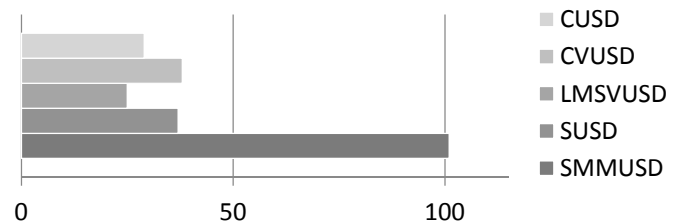
Total applications processed and recruitments conducted are key indicators of a Personnel Commission’s activity level. When compared with other similarly sized school districts in 2013-2014 across southern California, the SMMUSD PC is extremely active. However, more data is needed to compare overall efficiency and productivity relative to amount and type of vacancies filled.

California School District	Student Enrollment	Applications Processed	Recruitments Conducted
Carlsbad	10,993	627	29
Covina-Valley	12,558	1,100	38
La Mesa-Spring Valley	12,103	1,480	25
Sanger	11,140	1,443	37
Santa Monica-Malibu	11,341	3,966	101

Total Applications



Total Recruitments



STATISTICAL SUMMARY

One of the PC’s primary initiatives is the ongoing evolution of data capture and analysis. The PC collects information through multiple manual and automated tracking mechanisms. Information for the previous three fiscal years is provided where possible to show trends.

<i>Recruitment and Examination Activities</i>			
Activity	2011-2012	2012-2013	2013-2014
Position Control Forms Processed	1246	1227	1526
Requisitions	249	130	210
Transfer Bulletins	40	52	53
Job Interest Cards Submitted	490	1077	2720
Recruitments	53	64	101
Applications Received and Evaluated	3,513	2,539	3,966
Examination Stages Established (not including the number of administrations)	81	53	146
Written	46	26	56
Structured Interview	30	20	73
Performance	4	3	16
Training & Experience Evaluation	1	1	1
Eligibility Lists Promulgated	51	42	70
Number of Eligible Candidates	462	479	525



STATISTICAL SUMMARY

<i>Employment Activities</i>			
Activity	2011-2012	2012-2013	2013-2014
Job Offers	176	76	101
Advanced Step Requests	27	28	24
Summer Assignment Requests	661	685	338

<i>Classification Activities</i>			
Activity	2011-2012	2012-2013	2013-2014
Classifications Revised	10	8	13
Re-classifications	1	0	1
New Classifications			4

<i>Ancillary Activities</i>			
Category	2011-2012	2012-2013	2013-2014
Employee Layoff Meetings	13	45	34
Disciplinary Notices	6	7	12
Merit Rules/Chapters Revised	3	0	0
Rater Requests Received and Responded To	235	144	155
Rater Panel Participation	18	10	13
Personnel Commission Agendas	16	17	13

<i>Applicant EEO Summary Data</i>			
Category	2011-2012	2012-2013	2013-2014
Total	3,736	2,539	3966
Gender			
Female	2,010	1,520	2020
Male	1,557	872	1694
Unknown/Declined to State	169	47	252
Ethnicity			
White	878	657	954
Hispanic or Latino	994	732	1157
Filipino	58	54	85
Black or African American	1019	668	1071
Asian or Pacific Islander	175	119	186
American Indian or Alaska Native	9	11	25
Unknown/Declined to State	170	298	488

<i>Classified Employee Data</i>			
Type	7/1/2012	7/1/2013	7/1/2014
Classified Bargaining Unit Employees	749	772	729
Classified Confidential Employees	5	5	5
Classified Management Employees	27	28	27
Classified Substitute Employees	180	165	144
Total	961	970	905



STATISTICAL SUMMARY

<i>Merit Processing Report</i>	
Category	Total #
New Hires	81
Re-Employment	4
Promotion	16
Summer Assignments	338
Temp/Additional Assignments	564
Substitutes	284
Involuntary Transfer	65
Voluntary Transfer	6
Leave of Absence (Paid)	87
Leave of Absence (Unpaid)	35
Rescind Leave of Absence (Unpaid)	1
Professional Growth	58
Working Out of Class	38
Exercise Displacement Rights in Lieu of Layoff	1
Reduction in Hours in Lieu of Layoff	9
Voluntary Demotion/Transfer in Lieu of Layoff	12
Change in Assignment	26
Abolishment of Position	39

<i>Merit Processing Report</i>	
Category	Total #
Establishment of Position	2
Resignation	57
Rescind Resignation	1
Rescind Layoff	7
Rescind Termination	2
Retirement	17
Layoff	77
Suspension without Pay	7
Appointment of Commissioner-Renewal	1
Termination	10
Rescind Termination	2
Renewal of Assignment Per Collective Bargaining Agreement	1
Rescind Disqualification from Probation	2
Disqualification from Probation	5
Deceased	3
Total	1858

<i>Non-Merit Processing Report</i>	
Category	Total #
Noon Supervision Aide	130
Technical Specialist-Level I	28
Technical Specialist-Level II	55
Technical Specialist-Level III	14
Student Worker-Workability	23
Student Worker-Peer Tutor	6
Coaching Assistant	104
Avid Tutor	8
Educational Specialist-Level I	3
Educational Specialist-Level II	4
Educational Specialist-Level III	5
Total	380

The 2013-2014 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, 2013 through June 30, 2014.

Office of the Personnel Commission
1651 16th Street, 2nd floor
Santa Monica, CA 90404
(310) 450-8338 ext. 70279

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

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

SUBJECT: Accelerated Hiring Rate – Senior Technology Support Assistant

BACKGROUND INFORMATION:

Recent salary studies have repeatedly confirmed that the Technology Support Assistant classification is among the furthest below market average in terms of salary. A comprehensive analysis across all LA county school districts by CSEA in 2007 found the position to lower than 83% of other agencies. The 2014 salary study conducted by the PC conservatively found the position to be 10% below market average. The 2013-2014 negotiations between SEIU and SMMUSD resulted in a 4% increase for all salaries in the classified salary schedule. However, the Technology Support Assistant classification remains further below market average than most other classifications at SMMUSD.

The PC has found it increasingly difficult to attract qualified applicants for Technology Support Assistant vacancies. Therefore, the starting salary step was eventually accelerated to the top salary step of F on range 32 in order to improve recruitment efforts.

A new Senior Technology Support Assistant classification was recently established at salary range 37 in order to maintain the salary alignment within the Technology Support job family. In order to further maintain the alignment between the entry-level and Senior Technology Support Assistant, it is necessary to accelerate the hiring rate of the Senior Technology Support Assistant to step F on range 37. This will allow candidates for the senior position to start at least 10% above candidates for the entry-level position.

DIRECTOR’S COMMENTS:

The accelerated rate will increase the starting salary from \$20.25 to \$25.83 per hour, resulting in an initial fiscal impact of \$11,628 when assuming a workload of eight (8) hours per day over twelve (12) months a year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step F at Range 37 (\$25.83) on the 2013-14 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4. (A) for the classification of Senior Technology Support Assistant.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014

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

SUBJECT: Accelerated Hiring Rate – Technical Theater Coordinator

BACKGROUND INFORMATION:

The Technical Theater Technician is a unique position within a unique Performing Arts Services job family. After finding it increasingly difficult to attract qualified applicants for the position, the starting salary step was eventually accelerated to the top salary step of F on range 35 in order to improve recruitment efforts. However, the more senior Technical Theater Coordinator classification was not provided an accelerated hiring rate, which left the starting step of \$22.88 on range 42 lower than the accelerated starting step of \$24.61 for the Technician.

In order to maintain the salary alignment between the two Technical Theater classifications, it is necessary to accelerate the hiring rate of the Technical Theater Coordinator to step E on range 42. This will allow candidates for the more senior position to start 13% above candidates for the entry-level position.

DIRECTOR’S COMMENTS:

The accelerated rate will increase the starting salary from \$22.88 to \$27.80 per hour, resulting in an initial fiscal impact of \$11,628 when assuming a workload of eight (8) hours per day over twelve (12) months a year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step E at Range 42 (\$27.80) on the 2013-14 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4. (A) for the classification of Technical Theater Coordinator.

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014**

AGENDA ITEM NO: III.A.2.a.

SUBJECT: Classification Specification Revisions – Instructional Assistant-Classroom

BACKGROUND INFORMATION:

A request to update the qualifications for Instructional Assistant-Classroom was made by the Director of Classified Personnel.

METHODOLOGY:

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

- Reviewed comparable job descriptions regarding qualifications required.
- Reviewed Paraprofessional requirements stated in the No Child Left Behind Act.

ANALYSIS:

- No Child Left Behind Act Paraprofessional Requirements are as follows:
Title I paraprofessionals whose duties include instructional support must have:
 1. High school diploma or the equivalent; AND
 2. Completion of two years of college (48 units), OR
 3. Obtained an Associate’s (or higher) Degree, OR
 4. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).
- Salary analysis with comparable positions showed the average education requirement to follow the No Child Left Behind Act, and there was no experience requirement for 14 of the 16 agencies (see attached).

DISCUSSION:

Based on the analysis, the Personnel Commission’s findings are as follows:

- The education requirements for Instructional Assistant-Classroom should be revised to follow the No Child Left Behind Act.
- The experience requirements for Instructional Assistant-Classroom should be considered preferred qualifications instead of implied minimum qualifications.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant-Classroom classification specifications as provided.

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

SMMUSD Title: INSTRUCTIONAL ASSISTANT - CLASSROOM

Agency	Class Title	Range	First Step	Top Step	Education	Experience
Santa Monica-Malibu Unified	Instructional Assistant - Classroom	18	\$2,167.00	\$2,710.00	0*	0.00
Bellflower Unified*	N/A	N/A	N/A	N/A	N/A	N/A
Beverly Hills Unified^	Instructional Assistant	N/A	\$2,693.60	\$3,180.67	0*	0.00
Burbank Unified*	Instructional Assistant	30	\$2,032.00	\$2,602.00	0.00	0.00
Carlsbad Unified	Instructional Assistant	13	\$2,442.27	\$3,435.47	0*	0.00
Carpinteria Unified	Instructional Assistant I	104	\$1,918.00	\$2,734.00	0*	0.00
City of Culver City	N/A	N/A	N/A	N/A	N/A	N/A
City of Santa Monica*	N/A	N/A	N/A	N/A	N/A	N/A
City of West Hollywood	N/A	N/A	N/A	N/A	N/A	N/A
Culver City Unified*^	Instructional Assistant – Child Devel	11	\$2,260.32	\$2,765.22	0*	0.00
El Segundo Unified^	Instructional Assistant	6	\$2,319.20	\$2,820.13	N/A	N/A
Hawthorne Unified*	N/A	N/A	N/A	N/A	N/A	N/A
Inglewood Unified*	Instructional Aide	N/A	\$2,080.00	\$2,262.00	0*	0.00
Las Virgenes Unified*^	Instructional Assistant - Regular	16	\$2,321.00	\$2,866.00	0.00	0.00
Long Beach Unified	(See below)					
Manhattan Beach Unified*^	Instructional Assistant	11	\$2,199.68	\$2,806.30	0.00	0.00
Newport-Mesa Unified	Teacher Assistant	19	\$2,278.08	\$2,790.48	0.00	0.00
Oceanside Unified	N/A*	N/A	N/A	N/A	N/A	N/A
Palos Ver Pen Unified*^	Instructional Assistant	8	\$2,288.00	\$2,787.00	N/A	N/A
Paramount Unified*	Instructional Assistant	111	\$2,305.00	\$2,808.00	0*	0.00
Redondo Beach Unified*	Instructional Assistant	N/A	\$2,355.59	\$2,827.06	0*	0.00
Santa Barbara Unified	Instructional Assistant	20	\$2,189.19	\$2,697.06	0.00	1.00
Santa Monica College*	Instructional Assistant - English	23	\$3,174.00	\$3,859.00	0.50	1.00
Torrance Unified	Instructional Assistant	A4	\$2,339.00	\$2,840.00	0.00	0.00
Ventura Unified	Paraeducator	175	\$2,222.00	\$2,785.00	0*	0.00
2014 ALL AGENCIES (24)						
AVERAGE			\$2,318.64	\$2,874.43	0.07	0.13
MEDIAN			\$2,288.00	\$2,806.30	0.00	0.00
RANGE			\$1,256.00	\$1,597.00	0.50	1.00
STANDARD DEVIATION			\$271.93	\$339.03	0.19	0.34
SMMUSD PERCENTILE			21.00%	18.60%	#VALUE!	0.06
2007 EWING STUDY AGENCIES ONLY (12)						
AVERAGE			\$2,335.07	\$2,842.51	0.13	0.13
MEDIAN			\$2,288.00	\$2,806.30	0.00	0.00
RANGE			\$1,142.00	\$1,597.00	0.50	1.00
STANDARD DEVIATION			\$333.24	\$424.33	0.25	0.35
CERTIFICATED STUDY AGENCIES ONLY (6)						
AVERAGE			\$2,346.97	\$2,870.89	0.00	0.00
MEDIAN			\$2,303.60	\$2,813.22	0.00	0.00
RANGE			\$493.92	\$415.45	0.00	0.00
STANDARD DEVIATION			\$175.66	\$155.52	0.00	0.00
OTHER CLASSIFICATIONS THAT ARE INAPPROPRIATE FOR SALARY COMPARISON						
School District	Class Title		Monthly Max (Step	y Max w/ Lor		Other
Long Beach Unified	Instructional Assistant	20	\$3,177.12	\$3,937.94	0*	2.00



PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Instructional Support
JOB TITLE	Instructional Assistant-Classroom
SALARY RANGE	A18

INSTRUCTIONAL ASSISTANT - CLASSROOM

BASIC FUNCTION:

Under the general supervision of a certificated teacher and a site administrator, assists the teacher by providing instructional support to individuals and small groups of students in regular classrooms, monitors and reports student progress regarding performance and behavior and provides clerical and other support assistance related to instructional activities. The Instructional Assistant Classroom also assists students in becoming successful in their academic, social and emotional development.

DISTINGUISHING CHARACTERISTICS:

Positions in the Instructional Assistant Classroom classification are established to assist certificated teachers in creating successful learning opportunities for students in regular classrooms. Incumbents perform their duties with initiative and independent judgment within standardized procedures as directed by the classroom teacher. Incumbents serve as assistants to the teacher. The full responsibility for appropriate instruction, training, instructional materials and evaluation procedures remains with the teacher.

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Works with students in small groups and/or on an individual basis in regular classrooms to instruct, reinforce and follow up on learning activities.	IAC-1
Assists in the preparation, modification and implementation of lesson plans, instructional materials and learning aids as directed by the teacher, including scoring student reports and papers; and administering, monitoring and scoring a variety of tests (this does not include the administration of standardized assessment measures).	IAC-2
Observes students and assists in the supervision and modeling of appropriate student behavior through positive reinforcement techniques and implementation of a teacher designed behavior management system.	IAC-3
Confers with teachers concerning student progress and to determine programs, activities and materials to meet individual student needs.	IAC-4
Performs clerical support duties, such as preparing, typing and copying instructional materials; recording grades; preparing and maintaining student files, and records as necessary, including confidential records; and distributing and collecting paper, supplies and materials.	IAC-5

Task Statement	Code
Operates and assists students in the operation of a variety of instructional aids, media, and computer terminals and software programs.	IAC-6
Provides support to the teacher by setting up work areas, displays and exhibits, operating VCR, movie, slide, film strip and overhead projectors and other audio-visual equipment; and maintaining cassettes, tapes, etc.	IAC-7
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Certificated administrators and teachers
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Certificated administrators and teachers
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Certificated administrators and teachers
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic needs, characteristics and behavior of children and adolescents.
- Correct English usage, spelling, vocabulary, syntax, grammar and punctuation.
- Basic arithmetical concepts.
- Routine record keeping.

ABILITY TO:

- Be aware of and sensitive to the needs of all children, their cultures, languages, life styles and capabilities.
- Establish rapport with and gain the confidence of children and students.
- Learn basic teaching techniques and methods.
- Read, write and communicate effectively for the needs of the grade level(s) to which assigned.
- Learn safe practices and procedures for classroom and campus activities.
- Learn growth and development patterns of children and adolescents.
- Acquire a firm working knowledge of subjects taught in grade level(s) to which assigned.
- Learn to utilize appropriate instructional media and materials.
- Operate or learn to operate appropriate instructional media, materials, a computer terminal and use appropriate software.
- Understand and carry out oral and written directions.
- Read and comprehend instructional and related materials.
- Maintain confidentiality of matters related to students.
- Establish and maintain cooperative working relationships with those contacted during the normal course of work.
- Be flexible.

MINIMUM QUALIFICATIONS

EDUCATION: AND EXPERIENCE:

~~Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:~~

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.

~~Graduation from high school or equivalent evidence of proficiency at the high school level or six months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.~~

PREFERRED QUALIFICATIONS

EXPERIENCE:

Six months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

- Ability to safely lift and carry weights of up to 10 pounds.
- Ability to stand and sit for extended periods of time.
- Ability to reach above the shoulders.
- Visual acuity sufficient for observing and monitoring students and for reading, writing, typing and preparing instructional materials.
- Ability to hear and speak to exchange information and provide assistance to students.
- Manual dexterity sufficient to operate instructional media, copiers, computer terminals and to handle instructional materials and files.

Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential duties of this classification.

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Wednesday, November 12, 2014**

AGENDA ITEM NO: III.A.2.b.

SUBJECT: Classification Specification Revisions – Paraeducator-1

BACKGROUND INFORMATION:

A request to update the qualifications for Paraeducator-1 was made by the Director of Classified Personnel.

METHODOLOGY:

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

- Reviewed comparable job descriptions regarding qualifications required.
- Reviewed Paraprofessional requirements stated in the No Child Left Behind Act.
- Met and collaborated with Sara Woolverton, Director of Special Education, to discuss the requirements of the position.

ANALYSIS:

- No Child Left Behind Act Paraprofessional Requirements are as follows:
Title I paraprofessionals whose duties include instructional support must have:
 1. High school diploma or the equivalent; AND
 2. Completion of two years of college (48 units), OR
 3. Obtained an Associate’s (or higher) Degree, OR
 4. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).
- Salary analysis with comparable positions showed the average education requirement to comply with the No Child Left Behind Act, and there was no experience requirement for 14 of the 17 agencies (see attached).

DISCUSSION:

Based on the analysis and the collaboration with the Director of Special Education, the Personnel Commission’s findings are as follows:

- The education requirements for Paraeducator-1 should be revised to follow the No Child Left Behind Act.
- The experience requirements for Paraeducator-1 should be considered preferred qualifications instead of minimum qualifications.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Paraeducator-1 classification specifications as provided.

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

SMMUSD Title: PARAEDUCATOR-1

Agency	Class Title	Range	First Step	Top Step	Education	Experience
Santa Monica-Malibu Unified	Paraeducator-1	20	\$2,229.00	\$2,845.00	0*	0*
Bellflower Unified*	Instructional Assistant - Special Edu	N/A	\$2,405.80	\$2,924.13	0.00	1.00
Beverly Hills Unified^	Classroom Assistant - Special Educ	N/A	\$2,693.60	\$3,180.67	0.00	0.00
Burbank Unified*	Instructional Assistant - Special Edu	32	\$2,132.00	\$2,731.00	0.00	1.00
Carlsbad Unified	Instructional Assistant - Special Edu	13	\$2,442.27	\$3,435.47	0*	0*
Carpinteria Unified	Instructional Assistant II / Special Ed	105	\$2,022.00	\$2,882.00	0*	0.00
City of Culver City	Instructor of Programs for People wi	380	\$2,867.80	\$2,867.80	0.00	0.00
City of Santa Monica*	N/A	N/A	N/A	N/A	N/A	N/A
City of West Hollywood	N/A	N/A	N/A	N/A	N/A	N/A
Culver City Unified^	Instructional Assistant - Special Edu	14	\$2,448.00	\$2,984.52	0*	0.00
El Segundo Unified^	Instructional Assistant - Special Edu	7	\$2,378.13	\$2,891.20	N/A	N/A
Hawthorne Unified*	N/A	N/A	N/A	N/A	N/A	N/A
Inglewood Unified*	Instructional Assistant - Special Need	N/A	\$2,199.60	\$2,262.00	0*	0.00
Las Virgenes Unified*^	Instructional Assistant - Special Ed.	17	\$2,381.00	\$2,946.00	0.00	0.00
Long Beach Unified	Instructional Aide - Special Education	12	\$2,558.38	\$3,168.74	0.00	0.00
Manhattan Beach Unified*^	Instructional Assistant, Special Educ	12	\$2,252.61	\$2,876.49	N/A	N/A
Newport-Mesa Unified	(See below)					
Oceanside Unified	Instructional Assistant - Special Ed.	12	\$2,320.33	\$3,125.33	0.00	0.00
Palos Ver Pen Unified*^	Special Ed Assistant	10	\$2,399.00	\$2,921.00	N/A	N/A
Paramount Unified*	Instructional Assistant - Special Ed.	112	\$2,362.00	\$2,879.00	0*	0.00
Redondo Beach Unified*	Instructional Assistant - Special Ed.	125	\$2,487.28	\$2,981.27	0*	0.00
Santa Barbara Unified	(See below)					
Santa Monica College*	Instructional Assistant-Learning Disa	23	\$3,174.00	\$3,859.00	0.50	0.00
Torrance Unified	Paraeducator - Tier 1	A5	\$2,394.00	\$2,910.00	0.00	1.00
Ventura Unified	Paraeducator-Special Ed	180	\$2,286.00	\$2,863.00	0*	0.00
2014 ALL AGENCIES (24)						
AVERAGE			\$2,431.78	\$2,983.61	0.06	0.20
MEDIAN			\$2,394.00	\$2,921.00	0.00	0.00
RANGE			\$1,152.00	\$1,597.00	0.50	1.00
STANDARD DEVIATION			\$257.42	\$303.49	0.17	0.41
SMMUSD PERCENTILE			17.70%	14.30%	#VALUE!	#VALUE!
2007 EWING STUDY AGENCIES ONLY (12)						
AVERAGE			\$2,424.13	\$2,936.44	0.13	0.25
MEDIAN			\$2,390.00	\$2,922.57	0.00	0.00
RANGE			\$1,042.00	\$1,597.00	0.50	1.00
STANDARD DEVIATION			\$286.50	\$388.71	0.25	0.46
CERTIFICATED STUDY AGENCIES ONLY (6)						
AVERAGE			\$2,425.39	\$2,966.65	0.00	0.00
MEDIAN			\$2,390.00	\$2,933.50	0.00	0.00
RANGE			\$440.99	\$304.18	0.00	0.00
STANDARD DEVIATION			\$146.42	\$111.76	0.00	0.00
OTHER CLASSIFICATIONS THAT ARE INAPPROPRIATE FOR SALARY COMPARISON						
School District	Class Title		Monthly Max (Step	y Max w/ Lon		Other
Newport-Mesa Unified	Instructional Assistant - Special Ed.	28	\$2,723.28	\$3,334.80	0.00	2.00
Santa Barbara Unified	Instructional Assistant - Special Ed.	25	\$2,435.32	\$2,995.19	0*	2.00



PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Instructional Support
JOB TITLE	Paraeducator-1
SALARY RANGE	A20

PARAEDUCATOR-1
FORMERLY "INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION"

BASIC FUNCTION:

Under the general supervision of an administrator, the Paraeducator-1 provides instructional assistance to students individually and/or in groups according to state standards, classroom objectives and the individualized education program (IEP), including health and/or behavioral plans. The Paraeducator-1 provides ongoing basic or emergency health-related assistance to students as needed.

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Work 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, according to state standards, classroom objectives, and the Individualized Education Program (IEP).	PI-1
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.	PI-2
Accompany or assist 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 the school site and in off-campus and community settings.	PI-3
Provide ongoing basic or emergency medical assistance to students as needed using appropriate equipment; including, but not limited to, first aid, CPR, and emergency injections or suppositories.	PI-4
Assist students with basic personal hygiene; hand washing, eating, toileting (including diapering) and other basic personal care needs.	PI-5
Assist in monitoring the safety of students in various educational settings, including assisting in basic emergency procedures.	PI-6
Assist teacher in the implementation of students' Individualized Education Plans (IEPs), emergency health care plans, and classroom/individual behavioral plans.	PI-7
Assist in the physical material preparation, instructional delivery accommodation, instructional modification, and implementation of lesson plans/instructional materials as directed by the teacher.	PI-8
Assist students in using computer applications and related assistive technology.	PI-9

Task Statement	Code
Assist in monitoring of students' behavior, skills, and abilities, using basic note taking and data entry.	PI-10
Communicate student progress to teachers and designated service providers through logs and other data collection methods.	PI-11
Complete reports and records, such as accident and incident reports as needed.	PI-12
Perform routine sanitation duties to ensure a clean environment by cleaning dishes, tables, toys, therapy equipment, and other commonly used materials.	PI-13
Assist with cleaning personal equipment, such as glasses, hearing aids, orthopedic devices, etc.	PI-14
Attend trainings, workshops, and staff development meetings as required.	PI-15
Perform related duties as assigned.	GEN-1

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 Teacher, 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:

- Oral and written communication skills; correct English usage, vocabulary, spelling, punctuation, and grammar
- Basic instructional techniques and methods
- Basic principles and practices of child development and child guidance
- Basic child development as it relates to students with significant disabilities
- State standards specific to grade level(s) assigned
- Pertinent Federal, State and local laws, codes and regulations
- Basic mathematics
- Basic computer application practices (e.g., data entry)
- Basic assistive technology
- Health-related Standard Precautions

- Basic health and safety regulations (including First Aid and CPR procedures)
- Basic emergency procedures as they relate to obtaining professional medical and safety assistance
- Personal hygiene practices
- 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

ABILITY TO:

- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Recognize when to ask for assistance
- Follow District practices for reporting absences
- Refrain from using personal electronic devices for purposes unrelated to assigned duties
- Assist the teacher in responding to student health emergencies
- Demonstrate specialized emergency health care procedures after training
- Model appropriate behavior and conduct for students and staff
- Independently lift children weighing up to 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles
- Lift children weighing over 50 pounds into and out of wheelchairs, orthopedic equipment, and school transportation vehicles, using appropriate assistance from other personnel
- 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
- Recognize the need to provide for the personal privacy and dignity of handicapped children
- Demonstrate an understanding, patient and receptive attitude toward children with special needs
- Assist students by providing proper examples, emotional support, and general guidance
- Assist in the instruction of state standards, classroom management and behavior support plans
- Reinforce instruction to individual or small groups of students as directed by the teacher
- Assist in the supervision of children in the classroom and outdoors
- Assist in the discipline of assigned students according to staff direction and approved policy
- Assist in the preparation of instructional materials and maintain records as directed by teacher
- Use basic computer applications and assistive technology
- Assist in bathroom routines and feeding
- 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
- Maintain emotional control in difficult situations
- Efficiently and effectively react to emergencies
- Learn and adapt to new procedures and conditions
- Perform routine clerical duties and maintain records
- 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
- 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

- 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.~~

PREFERRED QUALIFICATIONS

EXPERIENCE:

EXPERIENCE:

- At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs.
- ~~Six (6) months experience working with students in a learning environment~~

LICENSES AND OTHER REQUIREMENTS:

- Must have CPR and First Aid certification within 30 days of start date and must maintain active certification while working in this classification. Training will be provided by designated District staff.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

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. 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.

III. Discussion Items

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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2014-2015														
9/9/2014	Facilities Technician	12	8	45	D	\$4,265	\$24.61	\$4,937	\$28.48	51,180	59,244	\$3.88	\$672.00	\$8,064
9/9/2014	Audio Visual Tech	12	8	26	D	\$2,684	\$15.48	\$3,106	\$17.92	32,208	37,272	\$2.43	\$422.00	\$5,064
10/14/2014	IA-Classroom	10	2	18	C	\$2,318	\$13.37	\$2,435	\$14.05	5,795	6,088	\$0.67	\$29.25	\$293
10/14/2014	IA-Classroom	10	5	18	C	\$2,318	\$13.37	\$2,435	\$14.05	14,488	15,219	\$0.67	\$73.13	\$731
10/14/2014	IA-Classroom	10	3.5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	10,141	11,743	\$2.11	\$160.13	\$1,601
10/14/2014	Library Asst. I	10	6	22	B	\$2,435	\$14.05	\$2,556	\$14.75	18,263	19,170	\$0.70	\$90.75	\$908
10/14/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
10/14/2014	Plumber	12	8	37	C	\$3,509	\$20.24	\$3,869	\$22.32	42,108	46,428	\$2.08	\$360.00	\$4,320
10/14/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
10/14/2014	Physical Activities Specialist	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
10/14/2014	Plant Supervisor	12	8	41	C	\$4,640	\$26.77	\$5,116	\$29.51	55,680	61,392	\$2.75	\$476.00	\$5,712
11/12/2014	Physical Activities Specialist	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Athletic Trainer	10	7	35	C	\$3,342	\$19.28	\$3,685	\$21.26	29,243	32,244	\$1.98	\$300.13	\$3,001
11/12/2014	Student Outreach Specialist	10	8	44	C	\$4,163	\$24.02	\$4,591	\$26.49	41,630	45,910	\$2.47	\$428.00	\$4,280
	Employee Benefits Technician	12	8	34	C	\$3,262	\$18.82	\$3,596	\$20.75	39,144	43,152	\$1.93	\$334.00	\$4,008
11/12/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
11/12/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
2014-2015 TOTAL														\$131,496
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/13)														\$199,211
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/12)														\$345,652
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/11)														\$459,381

Open Requisitions (as of 11/6/2014)

Req Number	Req Title	Department	Date From HR	Position Type	FTE%
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	9/8/2011	Vac	100
15-011	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	7/14/2014	Vac	43.75
15-044	CHILDREN'S CENTER ASSISTANT-3	MCKINLEY PRESCHOOL	8/22/2014	Vac	43.75
15-046	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	8/22/2014	Vac	43.75
14-129	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	5/14/2014	Vac	43.75
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	5/27/2014	Vac	43.75
15-069	COMMUNITY & PUBLIC RELATIONS OFFICER	DISTRICT-WIDE	9/12/2014	New	100
15-093	CUSTODIAN	M & O (Maintenance & Operations)		New	62.5
15-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	8/28/2014	Vac	62.5
15-075	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	9/19/2014	New	43.75
15-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL		New	37.5
15-084	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL		Vac	37.5
15-085	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY		Vac	37.5
15-094	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL		Vac	37.5
15-095	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL		Vac	37.5
14-112	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	4/7/2014	Vac	37.5

Req Number	Req Title	Department	Date From HR	Position Type	FTE%
15-086	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL		Vac	31.25
15-105	MAINTENANCE SUPERVISOR	FACILITIES MAINTENANCE		Vac	100
14-043	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	9/12/2013	Vac	56.25
15-055	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	8/27/2014	Vac	56.25
15-065	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	9/10/2014	New	62.5
15-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL		Vac	75
15-092	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL		New	50
15-096	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL		New	75
15-097	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL		Vac	75
15-099	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL		Vac	75
15-100	PARAEDUCATOR-3	SPECIAL EDUCATION		New	75
15-101	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY		New	50
15-076	TECHNICAL THEATER COORDINATOR	BUSINESS SERVICES	9/19/2014	Vac	100
15-082	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES		New	75
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	5/5/2014	New	100

Filled Requisitions (10/1/2014 – 11/1/2014)

Req Number	Req Title	Department	Last Updated Date By User
15-050	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	8/29/2014
15-028	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	7/31/2014
15-078	CAFETERIA CASHIER	EDISON LANGUAGE ACADEMY	9/29/2014
15-079	CAFETERIA CASHIER	GRANT ELEMENTARY SCHOOL	9/29/2014
15-047	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	10/21/2014
15-089	CUSTODIAN	M & O (Maintenance & Operations)	10/17/2014
15-042	CUSTODIAN	M & O (Maintenance & Operations)	9/23/2014
15-042	CUSTODIAN	ROOSEVELT ELEMENTARY SCHOOL	8/26/2014
15-051	CUSTODIAN	M & O (Maintenance & Operations)	8/29/2014
15-056	CUSTODIAN	M & O (Maintenance & Operations)	9/5/2014
15-057	CUSTODIAN	M & O (Maintenance & Operations)	9/5/2014
15-070	CUSTODIAN	BUSINESS SERVICES	9/22/2014
15-071	CUSTODIAN	BUSINESS SERVICES	9/22/2014
15-077	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	9/22/2014
14-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	6/13/2014
15-016	INSTRUCTIONAL ASSISTANT-CLASSROOM	PT DUME ELEMENTARY SCHOOL	9/29/2014

Req Number	Req Title	Department	Last Updated Date By User
15-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	9/5/2014
15-072	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	9/22/2014
15-073	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	9/22/2014
15-074	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	9/22/2014
15-080LT	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	9/30/2014
15-087	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	10/13/2014
15-091	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	10/17/2014
14-222	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	7/8/2014
15-010	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	7/10/2014
15-049	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	8/26/2014
14-223	PARAEDUCATOR-3	DISTRICT-WIDE	7/8/2014
14-226	PARAEDUCATOR-3	DISTRICT-WIDE	7/8/2014
15-039	PARAEDUCATOR-3	SPECIAL EDUCATION	8/15/2014
15-060	PARAEDUCATOR-3	SPECIAL EDUCATION	9/5/2014
15-067	PARAEDUCATOR-3	DISTRICT-WIDE	9/15/2014
15-088	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	10/23/2014
15-027	UTILITY WORKER	M & O (Maintenance & Operations)	7/29/2014

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

ACTION/CONSENT
 10/16/14

RECOMMENDATION NO. A.14

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Arriola, Olga FNS-Rogers ES	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: E	9/19/14
Cobbs, Rufus Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/1/14
Engle, William Roosevelt ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A	9/15/14
Flenoy, Jazmon Child Develop Svcs-Grant ES	Children's Center Assistant 2 3.5 Hrs/SY/Range: 18 Step: B	9/29/14
Gomez, Monica Child Develop Svcs-Wash West	Children's Center Assistant 2 3.5 Hrs/SY/Range: 18 Step: B	9/29/14
Gonzalez, Jose Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/1/14
Gonzalez, Ramona Grant ES	Inst Assistant - Classroom 2 Hrs/SY/Range: 18 Step: B	9/22/14
Grantham, Maralee Olympic HS	Inst Assistant - Classroom 5 Hrs/SY/Range: 18 Step: B	9/29/14
Hanson, Holly Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	9/22/14
Jimenez, Paul Operations	Gardener 5.6 Hrs/12 Mo/Range: 24 Step: A	9/17/14
Korduner, Justin Special Ed-Santa Monica HS	Paraeducator 1 5.5 Hrs/SY/Range: 20 Step: A	10/6/14
Leonard, Deborah Special Ed-Malibu HS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: C	9/29/14
Lyons, Debra Health Svcs-Roosevelt ES	Health Office Specialist 3 Hrs/SY/Range: 25 Step: A	8/18/14
Matos, Lorena Facility Improvement Projects	Facilities Technician 8 Hrs/12 Mo/Range: 45 Step: D	9/22/14
McGowan, Zakesha Transportation	Bus Driver 7 Hrs/10 Mo/Range: 28 Step: C	10/1/14

Miller, Maurice Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/1/14
Murillo, Joel Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/1/14
Neal, Christal Information Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 32 Step: 6	10/1/14
Pulido, Adriana Student Services	Student Information Systems Specialist 8 Hrs/12 Mo/Range: 49 Step: E	9/17/14
Rodriguez, Gerardo Lincoln MS	Library Assistant I 6 Hrs/10 Mo/Range: 22 Step: A	9/29/14
Shaw, Johnathan Child Develop Svcs-Roosevelt ES	Children's Center Assistant 1 3.5 Hrs/SY/Range: 18 Step: B	8/18/14
Sibley, Ronne Special Ed-Malibu HS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: C	8/18/14
Smith, Denise Facility Improvement Projects	Office Specialist 4 Hrs/12 Mo/Range: 22 Step: A	9/22/14
Stewart, Erik Child Develop Svcs-Cabrillo ES	Children's Center Assistant 2 3.5 Hrs/SY/Range: 18 Step: B	9/15/14
Woodard, Arieus McKinley ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/1/14

SUMMER ASSIGNMENTS

EFFECTIVE DATE

De Noya, Michael Special Education	Speech Language Pathology Assistant	8/13/14
Hunter, Katherine Special Education	Occupational Therapist	8/13/14
Keck, Caroline Special Education	Occupational Therapist	8/13/14
Martino, Jesica Special Education	Occupational Therapist	8/13/14
Nam, Jeong Special Education	Occupational Therapist	8/13/14
Ockner, Sari Special Education	Occupational Therapist	8/13/14
Riedmiller, Jill Special Education	Occupational Therapist	8/13/14
Rosenbaum, Joyce Special Education	Physical Therapist	8/13/14
Sloboda, Jaclyn Special Education	Physical Therapist	8/13/14
Smith, Angeliq Special Education	Occupational Therapist	8/13/14

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

Bakhyt, Peter FNS-Santa Monica HS	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/19/14-6/5/15
Belt, Jimmy Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Castaneda, Laura Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Chocha, Puja Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Chulack, Sarah Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-10/17/14
Davis, John Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Day, Wayne Facility Use	Lead Custodian [overtime; Facility Use events]	9/10/14-6/30/15
Doty, Ken Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Fazio, Christopher Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Flores, Ana District-Student Svcs	Administrative Assistant [overtime; translation]	8/19/14-6/5/15
Gaylor, Amanda Educational Services	Office Specialist [additional hours; data entry]	9/19/14
Gaylor, Amanda Human Resources	Senior Office Specialist [limited term; Affordable Care Act data tracking]	9/8/14-3/8/15
Greene, Milton Malibu HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Hansberry, Angie Educational Services	Office Specialist [additional hours; data entry]	9/19/14
Hansberry, Angie Special Education	Office Specialist [additional hours; assistance with records]	9/8/14
Ingle, Jennifer Special Education	Administrative Assistant [overtime; assistance with log of contracts]	9/5/14-6/5/15
Mamon, Steven Malibu HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Martin, Eric Malibu HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Martinez, Melinda Special Ed-Roosevelt ES	Paraeducator 1 [additional hours; student support]	8/28/14-6/5/15

Mederos, Eden Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Mederos, Eden Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; bus ride supervision]	9/10/14-6/5/15
Meline, Lore Webster ES	Administrative Assistant [additional hours; clerical assistance]	9/22/14-12/19/14
Miller, Patrina Special Education	Special Education Data Technician [overtime; assistance with records]	9/5/14-6/5/15
Monjaraz, Gabby Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Morales, Stephany Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Myles Sr., Donald Facility Use	Custodian [additional hours; Facility Use events]	9/14/14-6/30/15
Omari, Saleem Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Osaki, Brenda Educational Services	Office Specialist [additional hours; data entry]	9/19/14-9/22/14
Peoples, Jeff Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Perez-Madera, Salomon Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Perez-Madera, Salomon Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; bus ride supervision]	8/25/14-6/5/15
Pittman, Angela FNS-Santa Monica HS	Cafeteria Worker I [additional hours; assistance in cafeteria]	9/2/14-6/5/15
Plascencia, Henry Facility Use	Lead Custodian [overtime; Facility Use events]	9/1/14-6/30/15
Plascencia, Henry Santa Monica HS	Custodian [overtime; custodial assignments]	7/28/14-6/30/15
Preciado, Edwin Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Reid, Shuntoria Special Ed-Lincoln MS	Paraeducator 3 [additional hours; student support]	8/28/14-6/5/15
Sanchez, Cecilia Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Smith, Denise Special Education	Office Specialist [additional hours; clerical assistance]	9/22/14-6/5/15
Smith, Luz Facility Use	Translator [additional hours; translation of forms]	9/9/14-6/30/15
Smith, Sabrina Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15

Soloway, Beth Malibu HS	Senior Office Specialist [additional hours; assistance with attendance]	9/1/14-6/30/15
Stewart, April Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Suaste, Eduardo Facility Use	Lead Custodian [overtime; Facility Use events]	9/10/14-6/30/15
Suaste, Eduardo Malibu HS	Lead Custodian [overtime; custodial assignments]	9/1/14-6/30/15
Taylor, Candice Malibu HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; data reports]	9/17/14-6/5/15
Vasquez, Grace Malibu HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Viesca, Joseph Facility Use	Custodian [additional hours; Facility Use events]	9/14/14-6/30/15
Wade, Byron Special Education	Paraeducator 3 [additional hours; professional development]	8/19/14-6/5/15
Watkins, Ernest Malibu HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Widner, Kimberly Malibu HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Alvarez, Amanda Special Education	Paraeducator 1	8/19/14-6/5/15
Ansite, Shawn Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Ayala, Patricia Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Campos, Karla Child Develop Services	Children's Center Assistant	9/18/14-6/30/15
Castro, Caroline Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Clark, Cheryl District	Office Specialist	9/1/14-6/30/15
Cole, Victor Special Education	Paraeducator 1	9/2/14-6/5/15
Coleman, Deval Operations	Custodian	8/28/14-6/30/15

Duhalde, Lavonne Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Erikson, Anna Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Galstian, Arrousiak Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Garcia, Norma Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Gaylor, Amanda Health Services	Health Office Specialist	8/18/14-6/5/15
Gonzalez, Andrea Child Develop Services	Children's Center Assistant	9/18/14-6/30/15
Gonzalez, Diane Health Services	Health Office Specialist	8/18/14-6/5/15
Graciano, Luis Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Hamm, Gregg Health Services	Health Office Specialist	8/18/14-6/5/15
Haro, Frank Operations	Custodian	8/28/14-6/30/15
Hernandez, Wendy Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Hiroki, Inoki McKinley ES	Inst Assistant - Classroom	9/17/14-6/5/15
Homami, Christina Health Services	Health Office Specialist	8/18/14-6/5/15
Ighani, Roshanak Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Krstic, Nadine Special Education	Paraeducator 1	9/26/14-6/5/15
Lazo, Noreen Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Lucero, Amy Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Marinez, Nicolas District	Inst Assistant - Physical Education	9/16/14-6/30/15
Martinez, Martha Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Matthews, Camille Child Develop Services	Children's Center Assistant	9/1/14-6/5/15

McGrath, Barry Information Services	Technology Support Assistant	9/5/14-6/30/15
Miller, Brenda Health Services	Health Office Specialist	8/18/14-6/5/15
Moore, Markeda Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Morales, Daniel Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Morrison, Robert Operations	Custodian	9/29/14-6/30/15
Nixon, Robert Operations	Custodian	8/28/14-6/30/15
Noori, Sara Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Pernell, Jade Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Peterson, Erin Health Services	Health Office Specialist	8/18/14-6/5/15
Portillo, Cristina Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Preciado, Violeta Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Ramirez, Lidia SMASH	Inst Assistant - Classroom	9/8/14-6/5/15
Smith, Terry Operations	Custodian	8/28/14-6/30/15
Sumaria, Urvashi Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Taylor, Sara Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Tucker, Jane Special Education	Paraeducator 1	9/26/14-6/5/15
Tumari, Rowshanak Child Develop Services	Children's Center Assistant	8/18/14-6/5/15
Walker, Heidi Child Develop Services	Children's Center Assistant	9/1/14-6/5/15
Ward, Frances Food and Nutrition Services	Cafeteria Worker I	9/16/14-6/5/15
Zmuda, Rachel Special Education	Paraeducator 1	9/26/14-6/5/15

INVOLUNTARY TRANSFERHofland, Keri
Special EducationParaeducator 1
6 Hrs/SY/ Special Education - Floater
From: 6 Hrs/SY/Franklin ES**EFFECTIVE DATE**

8/25/14

Villa, Yoana
Special Ed-Rogers ESParaeducator 1
4.5 Hrs/SY
From: 4.5 Hrs/SY/Roosevelt ES

8/19/14

CHANGE IN ASSIGNMENTBoyer, Liliana
SMASHInst Assistant - Classroom
6 Hrs/SY
From: 5 Hrs/SY**EFFECTIVE DATE**

9/1/14

Fuentes, Mario
OperationsGardener
5.6 Hrs/12 Mo
From: 4 Hrs/12 Mo

9/15/14

Hernandez, Steven
Santa Monica HSParaeducator 1
6.2 Hrs/ SY
From: 6 Hrs/SY

8/19/14

Lopez, Maribel
Santa Monica HSParaeducator 2
7.9 Hrs/ SY
From: 7.25 Hrs/SY

9/8/14

Morris, Sean
Adams MSCustodian
8 Hrs/12 Mo
From: 6 Hrs/12 Mo

9/15/14

Murphy, Tony
SMASHPhysical Activities Specialist
6 Hrs/SY
From: 4 Hrs/SY

8/18/14

Nguyen, ChieQuan
McKinley ESParaeducator 2
6 Hrs/ SY
From: 5 Hrs/SY

8/19/14

Payton, Tawny
Santa Monica HSParaeducator 3
6.2 Hrs/ SY
From: 6 Hrs/SY

8/19/14

Romero, Fredy
Cabrillo ESPhysical Activities Specialist
6 Hrs/SY
From: 5 Hrs/SY

8/18/14

Wade, Byron
Santa Monica HSParaeducator 3
6.2 Hrs/ SY
From: 6 Hrs/SY

8/19/14

LEAVE OF ABSENCE (PAID)Ganelis, Inna
Santa Monica HSAccompanist
Maternity**EFFECTIVE DATE**

10/6/14-11/25/14

Ganelis, Inna
Santa Monica HSAccompanist
CFRA Leave

11/26/14-2/17/15

Green, Shanna Child Develop Svcs-Adams MS	Children's Center Assistant Maternity	8/18/14-10/11/14
Pacheco, Patricia FNS-Lincoln MS	Cafeteria Worker I Maternity	10/9/14-11/20/14
Padilla, Gloria Santa Monica HS	Paraeducator 1 Medical	8/18/14-12/12/14

PROFESSIONAL GROWTH

EFFECTIVE DATE

Cooper, Dee Dee Pt. Dume ES	Elementary Library Coordinator	10/1/14
Everage, Askia Special Education	Paraeducator 3	10/1/14
Martinez, Melinda Roosevelt ES	Paraeducator 1	10/1/14
Mollmann, Irene Santa Monica HS	Paraeducator 1	10/1/14
Soloway, Beth Malibu HS	Senior Office Specialist	10/1/14

WORKING OUT OF CLASS

EFFECTIVE DATE

Bakhyt, Peter Food and Nutrition Svcs	Cafeteria Worker II From: Cafeteria Worker I	8/19/14-6/5/15
Ballat, Nawal Food and Nutrition Svcs	Cafeteria Worker II From: Cafeteria Worker I	8/19/14-6/5/15
Gibson, Leticia Food and Nutrition Svcs	Cafeteria Worker II From: Cafeteria Worker I	8/19/14-6/5/15
Jackson, Lynn Special Ed-Santa Monica HS	Paraeducator 2 From: Paraeducator 1	8/19/14-6/5/15
Mercado, Carmen Food and Nutrition Svcs	Cafeteria Worker II From: Cafeteria Worker I	8/19/14-6/5/15
Reinbold, Linda Webster ES	Administrative Assistant From: Senior Office Specialist	9/9/14-12/19/14
Torres, Victor Special Ed-Santa Monica HS	Paraeducator 2 From: Paraeducator 1	8/19/14-10/12/14

RESIGNATION

Flores, Angela
Roosevelt ES

Inst Assistant - Classroom

EFFECTIVE DATE

9/24/14

Villa, Yoanna
Rogers ES

Paraeducator 1

9/30/14

SUSPENSION WITHOUT PAY

HR 9416169

Physical Activities Specialist

EFFECTIVE DATE

10/1/14; 10/2/14

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

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

ACTION/CONSENT
 11/06/14

RECOMMENDATION NO. A.21

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Adams, Toni Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/1/14
Bohigas, Tais Pt. Dume ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/15/14
Cage, Ramondo Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/20/14
Donaldson, Adee Santa Monica HS	Athletic Trainer 7 Hrs/10 Mo/Range: 35 Step: A	10/13/14
Gibby, Ashley Special Ed-Cabrillo ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D	10/13/14
Glaser, Christie Adams MS	Inst Assistant - Music 6 Hrs/SY/Range: 20 Step: A	10/13/14
Heiderman, Daniel Operations	Utility Worker 8 Hrs/12 Mo/Range: 27 Step: F	10/10/14
James, Marc Facility Use	Custodian 3 Hrs/12 Mo/Range: 22 Step: A	10/4/14
Myles, Donald Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/20/14
Orozco, Rosa Facility Use	Custodian 3 Hrs/12 Mo/Range: 22 Step: A	10/11/14
Russell, Tanica Special Ed-Santa Monica HS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	10/13/14
Valadez, Luz FNS-Edison ES	Cafeteria Cashier 2 Hrs/SY/Range: 9 Step: F	9/2/14

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Bazouzi-Palmer, Roula Grant ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: D From: Inst Asst – Classroom: 3 Hrs/SY	10/6/14

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Gardea-Perez, Guadalupe Superintendent's Office	Inst Asst - Bilingual [overtime; translations]	7/1/14-6/30/15

Gonzalez, Gary Maintenance	Plumber [overtime; plumbing assignments]	7/28/14-6/30/15
Reaber, Winifred FNS-Grant ES	Cafeteria Cashier [additional hours; assistance in cafeteria]	9/1/14-6/5/15
Saad, Metias Santa Monica HS	Custodian [overtime; custodial assignments]	9/1/14-6/5/15
Scahill, Melissa Special Education	Occupational Therapist [limited term; therapy sessions]	10/14/14-2/14/15
Ubeda, Hanzel Maintenance	Plumber [overtime; plumbing assignments]	9/10/14-6/30/15
Villalobos, Elizabeth Maintenance	Carpenter [overtime; carpentry assignments]	9/15/14-6/30/15
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Guzman, Yelena Special Education	Paraeducator 1	8/19/14-6/5/15
Nava, Virginia Food and Nutrition Svcs	Cafeteria Worker II	8/19/14-6/5/15
<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Gonzalez, April Santa Monica HS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Lincoln MS	8/19/14
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Anderson, Bruno Santa Monica HS	Custodian Medical	10/8/14-11/28/14
Cortez Arevalo, Alicia Food and Nutrition Svcs	Cafeteria Worker I Maternity	10/10/14-10/23/14
Flores, Ana Olympic HS	Paraeducator 1 Maternity	11/20/14-1/1/15
Gray, Carlos Malibu HS	Paraeducator 1 Medical	10/8/14-10/20/14
Padilla, Ramiro Operations	Equipment Operator Medical	9/27/14-10/20/14
Simmonds, Hugh Operations	Gardener Medical	10/2/14-1/1/15
Vasquez, Graciela Malibu HS	Campus Security Officer Medical	10/7/14-10/22/14
Washington, Chanee Santa Monica HS	Administrative Assistant Medical	10/21/14-12/1/14

LEAVE OF ABSENCE (UNPAID)

Klenk, Heather Lincoln MS	Inst Asst - Music Personal	<u>EFFECTIVE DATE</u> 9/17/14-10/11/14
Pacheco, Patricia Food and Nutrition Svcs	Cafeteria Worker I Personal	9/24/14-10/9/14
Ramirez, Carol Edison ES	Elementary Library Coordinator Intermittent FMLA	10/6/14-6/5/15

PROFESSIONAL GROWTH

Chocha, Puja Special Education	Paraeducator 3	<u>EFFECTIVE DATE</u> 11/1/14
Hedges, Eric Maintenance	Electrician	11/1/14
Watts, Anne Adams MS	Paraeducator 1	11/1/14

WORKING OUT OF CLASS

Bonilla, Leroy FNS-Malibu HS	Cafeteria Worker/Transporter From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 8/18/14-6/5/15
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DISQUALIFICATION FROM PROBATION

RY2773778 Operations & Grounds		<u>EFFECTIVE DATE</u> 11/6/14
DT0723326 Information Services		11/7/14

RESIGNATION

Mendoza, Leonel Roosevelt ES	Inst Assistant - Classroom	<u>EFFECTIVE DATE</u> 10/4/14
Reichenthal, Sarah Malibu HS	Inst Assistant - Music	9/16/14
Sibley, Ronne Malibu HS	Paraeducator 1	10/8/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/16/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.15

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

AVID TUTOR

Barba, Eduardo	Adams MS	9/8/14-6/5/15
Cordero, Rebecca	Adams MS	9/8/14-6/5/15
Diaz, Wendy	Lincoln MS	8/29//14-6/5/15
Hart, Bret	Lincoln MS	8/27//14-6/5/15
Macatangay, Janna	Lincoln MS	9/26//14-6/5/15
Martin, Michael	Adams MS	8/27/14-6/5/15
Medina, Christian	Lincoln MS	9/11//14-6/5/15
Scott, Treeanna	Adams MS	9/8/14-6/5/15

COACHING ASSISTANT

Bald, Daniel	Santa Monica HS	9/5/14-6/30/15
Brandis, Ellesse	Santa Monica HS	9/10/14-6/30/15
Canales, Carrie	Malibu HS	9/5/14-6/30/15
Gallegos, Erika	Santa Monica HS	9/5/14-6/30/15
Hodges, Austin	Santa Monica HS	9/2/14-6/30/15
Johnson, Joseph	Santa Monica HS	8/18/14-6/30/15
LeFebvre, Maggie	Santa Monica HS	8/25/14-6/30/15
Politzer, Noah	Santa Monica HS	9/8/14-6/30/15
Skehan, Niall	Santa Monica HS	9/5/14-6/30/15
Tabbara, Tala	Malibu HS	9/12/14-6/30/15
Waco, Shawn	Malibu HS	7/1/14-6/30/15
Weston, Sean	Santa Monica HS	9/5/14-6/30/15

NOON SUPERVISION AIDE

De Leon, Adrian	Adams MS	9/9/14-6/5/15
Germain, Katherine	Rogers ES	8/19/14-6/5/15
Gunasekara, Chandra	Adams MS	8/19/14-6/5/15
Hanson, Holly	Roosevelt ES	9/22/14-6/5/15
Inoki, Hiroko	McKinley ES	8/18/14-6/5/15
Jiwani, Rahim	McKinley ES	9/23/14-6/5/15
Mejia, Maura	Cabrillo ES	9/22/14/14-6/5/15
Mesrobian, Krikor	Rogers ES	8/19/14-6/5/15
Moore, Tenisha	Adams MS	9/9/14-6/5/15
Morales, Rosa	McKinley ES	9/23/14-6/5/15
Morales, Samantha	Cabrillo ES	9/29/14/14-6/5/15
Muller, Larissa	McKinley ES	8/18/14-6/5/15
Schlierman, John	Muir ES	9/12/14-6/5/15
Sencio, Heidi	Rogers ES	8/22/14-6/10/15

TECHNICAL SPECIALIST – LEVEL II

Bordal, Finn	Ed Svcs/Santa Monica HS [Violin Coach] - Funding: Santa Monica Arts Parents Association	9/26/14-6/5/15
Granger, Alexander	Ed Svcs/Lincoln MS [Violin Coach] - Funding: Gifts	9/19/14-6/5/15
Hsu, Grace	Ed Svcs/Adams MS [Cello Instructor] - Funding: Gifts	9/2/14-6/5/15
LaTuchie, Norma	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Leon, Maria	Ed Svcs/Edison/Grant/McKinley/Muir Rogers ES [Voice Coach] - Funding: Gifts	9/15/14-5/29/15
Michael, Matthew	Ed Svcs/Grant ES [STEM Program Support] - Funding: VSS: Stretch Grant	8/27/14-6/5/15
Mitcheltree, Dennis	Ed Svcs/Santa Monica HS [Jazz Band Coach] - Funding: Santa Monica Arts Parents Association	9/10/14-6/5/15
Senchuk, Peter	Ed Svcs/Adams MS [Music Instructor] - Funding: Gifts	9/2/14-6/5/15
Stout, Lewis	Facility Permits [Facility Permits events] - Funding: Permits	9/1/14-6/30/15
Turner, Meghan	Ed Svcs/Edison/McKinley/Muir/Rogers ES [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Weaver, Kelly	Ed Svcs/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15

TECHNICAL SPECIALIST – LEVEL III

Call, Emily	Ed Svcs/Adams MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
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Dress, Stephen	Ed Svcs/Lincoln MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Hsu, Grace	Ed Svcs/Adams MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Kahn, Diana	Ed Svcs/Santa Monica HS [Voice Coach] - Funding: SM Arts Parents Association	8/29/14-6/5/15
Lamell, Guido	Ed Svcs/Santa Monica HS [Violin Coach] - Funding: SM Arts Parents Association	9/26/14-6/5/15
Dr. Moerschel, Josephine	Ed Svcs/Adams MS [Music Clinician] - Funding: Formula & Old Tier III	9/2/14-6/5/15
Dr. Moerschel, Josephine	Ed Svcs/Adams MS [Strings Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Orman, Javier	Ed Svcs/Santa Monica HS [Violin Coach] - Funding: SM Arts Parents Association	9/26/14-6/5/15
Parise, Chris	Ed Svcs/Adams MS [Music Clinician] - Funding: Formula & Old Tier III	9/2/14-6/5/15
Parise, Chris	Ed Svcs/Adams MS [Band Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Senchuk, Emily	Ed Svcs/Adams MS [Band Coach] - Funding: SMMEF – Dream Winds	9/26/14-6/5/15
Senchuk, Peter	Ed Svcs/Adams/Lincoln MS [Band Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Strand-Polyak, Lindsey	Ed Svcs/Santa Monica HS [Viola Coach] - Funding: SM Arts Parents Association	9/10/14-6/5/15
Turner, Meghan	Ed Svcs/Adams MS [Music Clinician] - Funding: Formula & Old Tier III	9/2/14-6/5/15

Turner, Meghan	Ed Svcs/Adams MS [Brass/Woodwind Coach] - Funding: SMMEF – Dream Winds	9/2/14-6/5/15
Tyler, Charles	Ed Svcs/Santa Monica HS [Cello Coach] - Funding: SM Arts Parents Association	9/10/14-6/5/15

EDUCATIONAL SPECIALIST – LEVEL II

Carter, Sandra	Pt. Dume ES [Marine Science Instructor] - Funding: Unrestricted Resource	9/8/14-5/29/15
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STUDENT WORKER – WORKABILITY

Becerra, Aileen	Special Education	9/10/14-6/30/15
Ceballos, Sergio	Special Education	9/26/14-6/30/16
De La Mora, Manuel	Special Education	9/10/14-6/30/16
Fischer, Ermond	Special Education	9/18/14-6/30/16
Godinez, Crystal	Special Education	9/26/14-6/30/16
Jimenez, Nereida	Special Education	9/10/14-6/30/16
Kruis-Grant, Ethan	Special Education	9/10/14-6/30/16
Lockhart, Remy	Special Education	9/10/14-6/30/16
Marroquin, Jessica	Special Education	9/26/14-6/30/16
Perez, Roberto	Special Education	9/10/14-6/30/15

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

TO: BOARD OF EDUCATION ACTION/CONSENT
11/06/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.22

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

COACHING ASSISTANT

Kempainen, Edward	Malibu HS	8/1/14-6/30/15
Murray, Bianca	Santa Monica HS	9/19/14-6/30/15

NOON SUPERVISION AIDE

Gonzalez, Ramona	Grant ES	9/22/14-6/5/15
Graciano, Luis	Edison ES	9/10/14-6/3/15
Richards, Michelle	McKinley ES	8/18/14-6/5/15
Santos, Maria	Edison ES	9/10/14-6/3/15
Silvern, Zack	Rogers ES	9/2/14-6/5/15

EDUCATIONAL SPECIALIST – LEVEL II

Baker, Elizabeth	Muir ES [Music Instructor] - Funding: VSS: Stretch Grant	9/19/14-4/24/15
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TECHNICAL SPECIALIST – LEVEL I

Joy, Michael	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	9/1/14-12/19/14
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TECHNICAL SPECIALIST – LEVEL II

Gottesman, Judith	Ed Svcs/Muir ES [Voice Coach] - Funding: Gifts – Ella Fitzgerald Foundation SMMEF – Dream Winds	9/2/14-6/5/15
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Hsu, Grace	Ed Svcs/Muir/Rogers ES [Strings Coach] - Funding: Gifts – Gail Dorin Foundation	9/2/14-6/30/15
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Naziemiec, Karolina

Ed Svcs/Edison/McKinley/Rogers ES
[Strings Coach]
- Funding: Gifts – Gail Dorin Foundation

9/2/14-6/30/15

Rubin, Jody

Ed Svcs/Edison/McKinley/Muir ES
[Strings Coach]
- Funding: Gifts – Gail Dorin Foundation

9/2/14-6/30/15

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

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

Date	Time	Location	Notes
2014			
July 8, 2014	4:00 p.m.	Board Room – District Office	
August 12, 2014	4:00 p.m.	Board Room – District Office	
September 9, 2014	4:00 p.m.	Board Room – District Office	
October 14, 2014	4:00 p.m.	Board Room – District Office	
November 12, 2014	4:00 p.m.	Board Room – District Office	
December 9, 2014	4:00 p.m.	Board Room – District Office	
2015			
January 13, 2015	4:00 p.m.	Board Room – District Office	
February 10, 2015	4:00 p.m.	Board Room – District Office	
February 2015	Daily Conference	TBD	CSPCA 2015 Annual Conference
March 10, 2015	4:00 p.m.	Board Room – District Office	
April 14, 2015	4:00 p.m.	Board Room – District Office	2015–16 Budget Discussion and Development,
May 12, 2015	4:00 p.m.	Board Room – District Office	2015-16 Budget Adoption
June 9, 2015	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2014-2015

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

July through December 2014					
Month	1st Thursday	2nd Thursday	3rd Thursday	4th Thursday	Special Note:
July			7/16* DO		*Wednesday, 7/16
August		8/13* DO		8/28 DO	*Wednesday: 8/13 First day of school: 8/19
September	9/4* DO		9/18 DO	9/25* DO	*9/4: MS Back to School Night *9/25: Admissions Day Holiday
October	10/2 M		10/16 DO	10/30* DO	*10/30: 5 th Thursday
November	11/6 M		11/20 DO		Thanksgiving: 11/27-28
December		12/11 DO		winter break	
Winter Break: December 22 – January 2					
January through June 2015					
Winter Break: December 22 – January 2					
January	winter break	1/15 DO			
February	2/5 M		2/19 DO		
March	3/5 DO		3/19 M		
Spring Break: March 30 – April 10					
April	spring break	spring break		4/23 DO	
May	5/7 M		5/21 DO		
June		6/11 DO		6/24* DO	Last day of school: 6/5 *Wednesday: 6/24

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> -First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	March 2015
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	April 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	July 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, December 9, 2014, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

No Closed Session

VII. Adjournment:

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