

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

AGENDA

**REGULAR MEETING
December 9, 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 December 9, 2014

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

- E. Approval of Minutes for Regular Meetings on November 12, 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
December 9, 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 December 9, 2014

E. Approval of Minutes for Regular Meeting on November 12, 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
- Winter Break Schedule
- Personnel Commissioner Recruitment Update
- LACOE BEST Project Update
- 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>
Health Office Specialist	9
Instructional Assistant - Classroom	6
Office Specialist	13
Paraeducator 2	8
Senior Office Specialist	7
Technical Theater Coordinator	6

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Nivia Alvarado in the classification of Bilingual Community Liaison at Range: 25 Step: C
- b. Approve the Advanced Step Placement for new employee Kim Howard in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- c. Approve the Advanced Step Placement for new employee Lauren Humphrey in the classification of Instructional Assistant – Physical Education at Range: 20 Step: D
- d. Approve the Advanced Step Placement for new employee Paul Jimenez in the classification of Gardener at Range: 24 Step: C

- e. Approve the Advanced Step Placement for new employee Eunice Kim in the classification of Paraeducator 1 at Range: 20 Step: D
- f. Approve the Advanced Step Placement for new employee John Vecchiotti in the classification of Paraeducator 1 at Range: 20 Step: D
- g. Approve the Advanced Step Placement for new employee Rachel Zmuda in the classification of Paraeducator 1 at Range: 20 Step: D

III. Action/Discussion Items/or Other Information:

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

- None

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. Technical Correction for Children’s Center Assistant Classifications
2. Advanced Step Placement Status Report
3. Open Personnel Requisitions Status Report
4. Filled Personnel Requisitions Status Report
5. Classified Personnel – Merit Report - No. A.12 (for SMMUSD School Board Agenda)
 - November 20, 2014
6. Classified Personnel – Non-Merit Report – No. A.13
 - November 20, 2014
7. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
8. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Introduction of the New Personnel Commissioner		February 2015
Election of Personnel Commission Officers		February 2015

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, January 20, 2015, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

- No Closed Session

VII. Adjournment:

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

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
November 12 @ 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 4:09 p.m.

Roll Call: Commissioners Inatsugu and Sidley were present.

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

C. Motion to Approve Agenda: November 12, 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: October 14, 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 reported on recruitments the Personnel Commission staff is currently conducting.**
 - **Director Tietze addressed the need for comprehensive onboarding (also known as organizational socialization, refers to the mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members and insiders) support of new classified employees, particularly in the Operations Department.**
 - **Director Tietze informed the Personnel Commission about the department's participation in LACOE's Business Enhancement System Transformation (BEST) Project, together with 125 other public agencies. The multi-year BEST Project will replace the People Soft Financial System (PSFS) and Human Resource System (HRS) with an integrated Enterprise Resource Planning (ERP) system with budget development, finance, human resources, and payroll functionality. In the first meeting with the LACOE representatives and Human Resources Department, several essential processes, including the requisition process, were laid out and described in a great detail. Regular reports on the project's progress will be given to the Personnel Commission.**
 - **Director Tietze reported about his involvement on the safety committee headed up by Mr. Gary Bradbury, Risk Manager, to address important matters such as worker's compensation and prevention of work injuries. Commissioner Inatsugu inquired about a correlation between initial training for new employees and work place injuries. Director Tietze stated that data is not currently available.**
 - **Director Tietze provided clarification regarding the Personnel Commission Annual Report for fiscal year 2013 – 2014. He slightly revised the text and added Sanger Unified School from the Fresno area. It is comparable in size with the Santa Monica – Malibu Unified School District. As with the other agencies, the data shows that our department conducted nearly twice as many recruitments and processed twice as many applications as the other school districts. He also included the California Education Code 45266.b with the report.**
 - **Director Tietze informed the Personnel Commission about the department winning the Education Foundation's contest for the best Halloween door decoration at the District Office.**
 - **Director Tietze congratulated newly elected board members, Mr. Craig Foster and Dr. Richard Tahvildaran-Jesswein, and re-elected board members, Ms. Laurie Lieberman and Mr. Oscar de la Torre, wishing them all the best in the new term. He was invited by the Superintendent to participate at the new board member orientation on December 1, 2014 to explain the Merit System and the Personnel Commission's role within the District. Director Tietze also expressed best wishes for Mr. Ben Allen for his election to the State Senate.**
- Personnel Commissioner Recruitment Update
 - **Director Tietze updated the Personnel Commission on the Personnel Commissioner recruitment. Advertisements were placed in the Santa Monica**

Daily Press, Malibu Times, and the Santa Monica and Malibu Patch websites as well as at Government Jobs and EdJoin. Currently, there are two applicants.

- ASCIP Training Review
 - **Director Tietze provided a brief review of the Alliance of Schools for Cooperative Insurance Programs training to address insurance and risk management issues. One training focused on exempt and non-exempt employees and their proper classification. Another training addressed mental disabilities and how they are being approached by agencies developing specific procedures, accommodations, and Merit System guidelines.**
- PTC-SC Conference Review
 - **Director Tietze reported on the Personnel Testing Council of Southern California conference he attended on November 7, 2014. It focused on personnel selection and testing. The discussion evolved around processing large amounts of data into meaningful reports. The Personnel Commission Office has been already implementing some of the practices using Scantron for item analysis and developing comprehensive tracking systems to collect data in three major areas of productivity, efficiency, and quality.**
- District Technology Team Update
 - **Director Tietze provided an update on the District Technology Team's progress. Director Tietze noted that the District is hiring a new credentialed position- Director of Education Technology.**
- Professional Growth and Training Committee Update
 - **Director Tietze noted that he would like to develop an employee success center to provide various training resources and test and interview preparation tools on the Personnel Commission website.**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee. Based on discussion with other agencies, the District is relatively ahead in preparation for the Affordable Care Act.**
 - **Director Tietze informed the Personnel Commission about the department's initiative assisting the Operations and Special Education Departments with initial training of new employees. Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, commended Director Tietze for his initiative and encouraged further development of a comprehensive initial on-job-training.**

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, congratulated the newly elected board members and Mr. Ben Allen.
- Ms. Cartee-McNeely thanked the Personnel Commission for assisting employees with interview preparation.
- Ms. Cartee-McNeely informed the Personnel Commission about the safety committee's focus on prevention of work injuries.
- Ms. Cartee-McNeely updated the Personnel Commission about SEIU's activities including discussions with the District regarding the salary study.
- Ms. Cartee-McNeely informed the Personnel Commission about SEIU's meetings with the Operations Department to develop a written plan capturing best custodial practices and training.

2. Board of Education Report

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's activities including Districtwide training on leaves of absence on November 14, 2014. In this training, one of the District's attorneys will define and clarify different types of leaves for principals, office staff, payroll, and Human Resources staff.
- Ms. Washington also attended a Professional Learning Communities training that covered employee – employer intervention.
- Ms. Washington updated the Personnel Commission on the District's initiative to monitor employee's work hours. Several vendors presented their products that could assist the District in efficient recording of work time.
- Ms. Washington also reported on the progress of the calendar development committee that is creating school calendars for the next two fiscal years.
- Ms. Washington informed the Personnel Commission about the Director of Research and Evaluation recruitment.
- Ms. Washington also reported on an ACSA conference she attended. One of the major take-away was the rapid development in educational technology and how it impacts classroom instruction.

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- 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>
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. Approve the 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**

It was moved and seconded to ratify the Consent Calendar with the addition to agenda item II.C.2. – California Education Code 45266.b

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. 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)

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 both classifications need to be placed above the entry level counterpart; hence being properly aligned within their job families.**

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.

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 to the revisions. The No Left Child Behind requirements are formally re-established regarding qualifications for Paraeducators and Instructional Assistants.**

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.

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:16 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of Classified Personnel

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

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: Tuesday, December 9, 2014

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

SUBJECT: Advanced Step Placement – Nivia Alvarado

BACKGROUND INFORMATION:

Classification Title: Bilingual Community Liaison	Employee: Nivia Alvarado	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. 	<ul style="list-style-type: none"> Nivia has a Bachelor’s Degree in Spanish and Political Science. 	2 level of education above the required level = 2 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One year paid or volunteer experience working with a school or other community service organization, preferable in a leadership role. 	<ul style="list-style-type: none"> Nivia has over two years of experience working with a school or community service organization. 	0 (2 year periods) more than the required amount of Experience = 0 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 2 + 0 = 1 Advanced Steps = <u>STEP C</u>		

DIRECTOR’S COMMENTS:

Ms. Alvarado’s education significantly exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.11/hour; Step C is \$16.66/hour. The net difference in pay is an increase of \$1.55 per hour, \$134.00 per month, or \$1,340.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Nivia Alvarado at Range 25, 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: Tuesday, December 9, 2014

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

SUBJECT: Advanced Step Placement – Kim Howard

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Kim Howard	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's 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"> • Kim has received a high school diploma, a Bachelor's degree, and has earned a Teaching Credential. Kim also passed the District's Instructional Assistant examination. 	1 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <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"> • Kim has ten (10) years of experience working as a classroom teacher. 	4 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP E</u>		

DIRECTOR'S COMMENTS:

Ms. Howard' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step E is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$160.13 per month, or \$1,601.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kim Howard at Range 18, Step E 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: Tuesday, December 9, 2014

AGENDA ITEM NO: ILB.1.c.

SUBJECT: Advanced Step Placement – Lauren Humphrey

BACKGROUND INFORMATION:

Classification Title: IA-Physical Education	Employee: Lauren Humphrey	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or equivalent. 	<ul style="list-style-type: none"> Lauren has a Master’s in public health and a Bachelor’s in Philosophy/Education 	3 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Six (6) months paid or volunteer experience working with school aged children or young people in organized group activities. 	<ul style="list-style-type: none"> Lauren has over seven years of experience implementing and analyzing physical activity programs for summer camps for children. 	3 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Humphrey’s professional training and experience significantly exceed the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour; Step D is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$274.50 per month, or \$2,745.00 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Lauren Humphrey at Range 20, Step D 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: Tuesday, December 9, 2014

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

SUBJECT: Advanced Step Placement – Paul Jimenez

BACKGROUND INFORMATION:

Classification Title: Gardener	Employee: Paul Jimenez	Calculation of Advanced Step Recommendation
Experience: <ul style="list-style-type: none"> • One year of full-time, paid experience in gardening and/or general grounds maintenance work. • Any combination of training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered. 	<ul style="list-style-type: none"> • Paul has 7 years of experience working as a Gardener. 	3 (2-year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 2 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Jimenez's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$14.75/hour; Step C is \$16.26/hour. The net difference in pay is an increase of \$1.51 per hour, \$183.40 per month, or \$2,201.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Paul Jimenez at Range 24, 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: Tuesday, December 9, 2014

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

SUBJECT: Advanced Step Placement – Eunice Kim

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Eunice Kim	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <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"> • Eunice has a Bachelor’s degree in Liberal Studies 	1 levels of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • (PREFERRED) At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> • Eunice has over 4 years of experience working with individuals with special needs. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Kim’s professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step D is \$15.48/hour. The net difference in pay is an approximate increase of \$2.11 per hour, \$274.50 per month, or \$2,745 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Eunice Kim at Range 20, Step D on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, December 9, 2014

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

SUBJECT: Advanced Step Placement – John Vecciotti

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: John Vecciotti	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent and: <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"> • John has a Bachelor’s degree in History 	1 levels of education above the required level = 1 Step Advance
Experience: <ul style="list-style-type: none"> • (PREFERRED) At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> • John has over 10 years of experience working with individuals with special needs. 	5 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Mr. Vecciotti’s professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step D is \$15.48/hour. The net difference in pay is an approximate increase of \$2.11 per hour, \$274.50 per month, or \$2,745 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement John Vecciotti at Range 20, Step D on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, December 9, 2014

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

SUBJECT: Advanced Step Placement – Rachel Zmuda

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Rachel Zmuda	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent and: <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"> • Rachel has a Bachelor’s degree in Psychology and a Master’s degree in Education 	2 levels of education above the required level = 1 Step Advance
Experience: <ul style="list-style-type: none"> • (PREFERRED) At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> • Rachel has over 8 years of experience working with individuals with special needs. 	4 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Zmuda’s professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step D is \$15.48/hour. The net difference in pay is an approximate increase of \$2.11 per hour, \$274.50 per month, or \$2,745 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Rachel Zmuda at Range 20, Step D on the Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
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

III. Action Items

III. Discussion Items

III. Information Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, December 9, 2014

AGENDA ITEM NO: III.C.1.

SUBJECT: Technical Correction for Children's Center Assistant classifications

BACKGROUND INFORMATION:

The Children's Center Assistant classifications have recently been revised to incorporate three different levels of qualification for the purpose of meeting standards for child development programs under different funding sources.

During the approval of revisions process, the following previously approved duty statement was mistakenly excluded from the revised classification specifications.

Works with children in the Infant/Toddler Preschool Program (ages 3 months to 5 years) or with students in the School Aged Program (ages 5 to 13 years) in small groups and/or on an individual basis in a structured learning environment to instruct, reinforce and follow up on instructional and other learning activities and with specific tasks to stimulate the individual child's cognitive, creative, emotional and social skills and capabilities.

DIRECTOR'S COMMENTS:

This item is intended to inform the Personnel Commission and all relevant parties that the duty statement in question is an approved component of the Children's Center Assistant 1, 2, and 3 classification specifications.

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2014-2015														
12/9/2014	IA-Classroom	10	3.5	18	E	\$2,318	\$13.37	\$2,684	\$15.48	10,141	11,743	\$2.11	\$160.13	\$1,601
													2014-2015 TOTAL	\$147,618
													CUMULATIVE 2-YEAR TOTAL (FROM 7/1/13)	\$215,333
													CUMULATIVE 3-YEAR TOTAL (FROM 7/1/12)	\$361,774
													CUMULATIVE 4-YEAR TOTAL (FROM 7/1/11)	\$475,503

Open Requisitions (as of 12/5/2014)

Req Number	Req Title	Department	Date From HR	Position Type	FTE%
15-102	ADMINISTRATIVE ASSISTANT	MCKINLEY ELEMENTARY SCHOOL	11/06/14	Vac	100
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	09/08/11	Vac	100
15-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	07/14/14	Vac	43.75
15-044	CHILDREN'S CENTER ASSISTANT-2	MCKINLEY PRESCHOOL	08/22/14	Vac	43.75
15-046	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	08/22/14	Vac	43.75
14-129	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	05/14/14	Vac	43.75
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	05/27/14	Vac	43.75
15-069	COMMUNITY & PUBLIC RELATIONS OFFICER	DISTRICT-WIDE	09/12/14	New	100
15-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	08/28/14	Vac	62.5
15-075	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	09/19/14	New	43.75
15-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	10/07/14	New	37.5
15-085	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/07/14	Vac	37.5
15-094	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	10/31/14	Vac	37.5
15-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	11/19/14	Vac	43.75
15-086	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	10/07/14	Vac	31.25
14-043	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	09/12/13	Vac	56.25

Req Number	Req Title	Department	Date From HR	Position Type	FTE%
15-055	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	08/27/14	Vac	56.25
15-065	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	09/10/14	New	62.5
15-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	11/05/14	Vac	75
15-100	PARAEDUCATOR-3	SPECIAL EDUCATION	10/31/14	New	75
15-101	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	10/31/14	New	50
15-076	TECHNICAL THEATER COORDINATOR	BUSINESS SERVICES	09/19/14	Vac	100
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	05/05/14	New	100

Filled Requisitions (11/1/2014 – 11/30/2014)

Req Number	Req Title	Department	Last Updated Date By User
15-068	ADMINISTRATIVE ASSISTANT	WEBSTER ELEMENTARY SCHOOL	11/4/2014
14-180	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	11/4/2014
15-029	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	11/4/2014
15-093	CUSTODIAN – NS	M & O (Maintenance & Operations)	11/17/2014
15-103	IA – CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	11/13/2014
15-084	IA – CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	11/13/2014
15-095	IA – CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	11/13/2014
14-112	IA – MUSIC	SANTA MONICA HIGH SCHOOL	11/13/2014
14-158	IA – PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	11/4/2014
15-099	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	11/26/2014
15-096	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	11/24/2014
15-106	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	11/13/2014
15-082	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	11/20/2014

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

ACTION/CONSENT
 11/20/14

RECOMMENDATION NO. A.12

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Alvarado, Nivia Franklin ES	Bilingual Community Liaison 4 Hrs/10 Mo/Range: 25 Step: A	10/27/14
Bransford-Bennett, Elizabeth Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/27/14
Cunningham, Jill Special Ed-Santa Monica HS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	10/27/14
Fregoso, Anabel Roosevelt ES	Inst Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	10/27/14
Hall, Caitlin Child Develop Svcs-Franklin ES	Children's Center Assistant 1 3.5 Hrs/SY/Range: 17 Step: B	10/27/14
Harry, Elisa Operations	Administrative Assistant 8 Hrs/12 Mo/Range: 29 Step: A	10/23/14
Hernandez, Wendy Child Develop Svcs-Muir ES	Children's Center Assistant 1 3.5 Hrs/SY/Range: 17 Step: B	10/21/14
Myles, Donald Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/20/14
Rogers, Arshon Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/27/14
Tate, Jarrell Operations	Custodian 5 Hrs/12 Mo/Range: 22 Step: A	10/27/14
Vecchiotti, John Special Ed-Santa Monica HS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	10/22/14
Walker, Anthony Human Resources	Employee Benefits Technician 8 Hrs/12 Mo/Range: 34 Step: A	10/27/14
Zmuda, Rachel Special Ed-Rogers ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	10/30/14
<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Mikhail, Christine Special Ed-Lincoln MS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: B From: Paraeducator 1: 6 Hrs/SY	10/27/14

Webster, Ryan
Special Education

Paraeducator 3
6 Hrs/SY/Range: 26 Step: A
From: Paraeducator 1: 6 Hrs/SY

10/27/14

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator 1 [additional hours; ASB dance concession sale]	10/10/14-6/5/15
Alaniz, Federico Food and Nutrition Svcs	Stock and Delivery Clerk [additional hours; cafeteria support]	8/18/14-6/5/15
Alaniz, Federico Food and Nutrition Svcs	Stock and Delivery Clerk [overtime; cafeteria support]	8/18/14-6/5/15
Alvarez, Guillermina Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Anderson, Janice Health Svcs-Franklin ES	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Aranda, Antonio McKinley ES	Inst Assistant - Classroom [additional hours; parent meeting attendance]	10/10/14
Arongoa, Isabel Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Bakhyt, Peter Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Ballat, Nawal Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Benjamin, Jacquita Special Ed-Lincoln MS	Paraeducator 3 [additional hours; after school computer lab assistance]	9/2/14-6/5/15
Bolan, Anette Santa Monica HS	Administrative Assistant [overtime; PSAT proctoring]	10/18/14
Brown, Lincoln Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Burns, Robert Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Carbajal, Patricia Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Carpenter, Eddie Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Castro, Esperanza Food and Nutrition Svcs	Site Food Services Coordinator [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Ceron, Gloria Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Chocha, Puja Special Education	Paraeducator 3 [additional hours; classroom setup]	8/15/14

Cisneros, Yolanda Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Clayton, Mercille Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Coburn, Sharon Food and Nutrition Svcs	Cafeteria Cook Baker [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Cojan, Carmen Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Coria-Alvarez, Connie Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Cornejo, Ana Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Cortez, Alicia Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
De La Rosa, Johanna Superintendent's Office	Bilingual Community Liaison [overtime; translations]	9/1/14-6/30/15
Escobar, Victoria Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Fernandez, Ramona Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Fowler, Damon Food and Nutrition Svcs	Cafeteria Cook Baker [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Gibson, Leticia Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Girgis, Salwa Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Gomez, Jose Food and Nutrition Svcs	Production Kitchen Coordinator [overtime; assistance in cafeteria]	8/18/14-6/5/15
Gonzalez, Diane Health Svcs-Roosevelt ES	Health Office Specialist [additional hours; health office support]	10/22/14-6/5/15
Gonzalez, Jessica Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Gonzalez, Martina Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Gonzalez-Ortiz, Luz Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Griffis, Denise Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Hansberry, Angie District	Office Specialist [additional hours; clerical assistance]	10/2/14-6/5/15

Havas, Mai Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Herrada, Joe Lincoln MS	Custodian [overtime; school events]	8/12/14-6/5/15
Holloway, Shirlene Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Holsome, Dorothy Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Honore, Crystal Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Hunter-Sallustio, Dominique Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Islas, Gloria Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Jimenez, Maria Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Jimenez, Paul Facility Use	Gardener [additional hours; Facility Use events]	9/23/14-6/30/15
Jimenez, Paul Facility Use	Gardener [overtime; Facility Use events]	9/23/14-6/30/15
Johnson, Lore Child Develop Svcs	Children's Center Assistant [additional hours; classroom support]	8/18/14-6/5/15
Kaur, Kulwinder Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Lai, Chong Food and Nutrition Svcs	Production Kitchen Coordinator [overtime; assistance in cafeteria]	8/18/14-6/5/15
Laird, Monica Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Lopez de Luis, Asuncion Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library assistance]	9/2/14-6/5/15
Luis, Noemi Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Manjarrez, Lisette Special Ed-McKinley ES	Paraeducator 2 [additional hours; bus ride supervision]	8/19/14-6/5/15
Manjarrez, Maria Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Martin, Charles Lincoln MS	Campus Security Officer [overtime; ASB events]	10/10/14-6/5/15

Martin, Charles Lincoln MS	Campus Security Officer [overtime; night time school events]	8/12/14-6/5/15
Martinez, Daniel Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Medina, Elvia Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Mercado, Carmen Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Minca, Robin Lincoln MS	Administrative Assistant [overtime; ASB dance concession sale]	10/10/14-6/5/14
Mirabal, Jessica Special Ed-Adams MS	Paraeducator 1 [additional hours; student support]	10/9/14-10/30/14
Miranda, Karla Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Moore, Sandra Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Morris, Terry Santa Monica HS	Administrative Assistant [overtime; PSAT proctoring]	10/18/14
Naranjo, Debbie Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator 2 [additional hours; bus ride supervision]	8/19/14-6/5/15
Nolen, Henry Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; ASB events]	10/10/14-6/5/15
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; night time school events]	8/12/14-6/5/15
Pacheco, Patricia Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Palmore, Renata Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Perez, Grace Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Pongas, Dorothea Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Quiroz, Timothy Food and Nutrition Svcs	Site Food Services Coordinator [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Richards, Ingrid Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Richards, Michelle McKinley ES	Inst Assistant - Classroom [additional hours; classroom support]	8/18/14-10/8/14

Ridley, Tischa Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Rodriguez, Maria Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Rodriguez, Sergio Facility Use	Custodian [additional hours; Facility Use events]	9/23/14-6/30/15
Rodriguez, Sergio Facility Use	Custodian [overtime; Facility Use events]	9/23/14-6/30/15
Roller, Yolanda Special Ed-McKinley ES	Paraeducator 2 [additional hours; bus ride supervision]	8/19/14-6/5/15
Romo, Jeniffer Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Rosa, Lucy Special Ed- Santa Monica HS	Paraeducator 2 [additional hours; bus ride supervision]	10/3/14-6/5/15
Rosas, Rosemarie Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Ruiz, Juliana Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Ruiz de Cortez, Maria Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Sampson, Claudia Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Sanchez, Cecilia Special Ed-Adams MS	Paraeducator 3 [additional hours; student support at science seminars]	10/21/14-10/23/14
Sanchez, Lucas Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Sargent, Darren Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Shaw, Johnathan Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Smith, Darlene Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Smith, Zekaia Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Stewart, Erik Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Suaste, Eduardo Operations	Lead Custodian [overtime; custodial assignments]	8/1/14-8/31/14

Tate, John Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Taylor, Christian Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Taylor, Georgia Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Tirado, Leticia Food and Nutrition Svcs	Cafeteria Worker II [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Ucan, Abraham Special Education	Paraeducator 3 [additional hours; classroom setup]	8/15/14
Valdivia, Brenda Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Vielman-Hernandez, Miriam Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Villa, Maria Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Villegas, Lorena Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Walsh, Leslie Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime; PSAT proctoring]	10/18/14
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Webster-Joseph, Shirley Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk [additional hours; cafeteria support]	8/18/14-6/5/15
Wilson, Terry Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Wingfield, Janet Special Ed- Santa Monica HS	Paraeducator 2 [additional hours; bus ride supervision]	8/19/14-6/5/15
Wingfield, Janet Special Ed- Santa Monica HS	Paraeducator 2 [overtime; bus ride supervision]	8/19/14-6/5/15
Womack, Raven Child Develop Svcs	Children's Center Assistant 2 [additional hours; classroom support]	8/18/14-6/5/15
Woolridge, Traci Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
Yamamoto, Mikiko Special Education	Paraeducator 3 [additional hours; classroom setup]	8/15/14

Yeh, Wendy Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school computer lab assistance]	9/10/14-6/5/15
Zaldivar, Guadalupe Food and Nutrition Svcs	Cafeteria Worker I [additional hours; assistance in cafeteria]	8/18/14-6/5/15
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Aquino, Gilda Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Bill, Andrew Santa Monica HS	Inst Assistant - Music	9/1/14-6/5/15
Brigham, Dolores Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Burns, Robert Operations	Custodian	10/21/14-6/30/15
Casiano, Delfina Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Cruz, Stephen Special Education	Paraeducator 1	10/8/14-6/5/15
Fernandez, Angelica Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Flores, Rachel Food and Nutrition Svcs	Cafeteria Worker I	10/16/14-6/5/15
Fountain, Maresa Grant ES	Inst Assistant - Classroom	9/22/14-6/5/15
Garcia, Sara Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Gonzalez, Cecilia Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Green, Doshawn Operations	Custodian	10/6/14-6/30/15
Hardin, Tamara Food and Nutrition Svcs	Cafeteria Worker I	10/31/14-6/5/15
Jackson, Donte Food and Nutrition Svcs	Cafeteria Worker I	10/16/14-6/5/15
Kim, Eunice Special Education	Paraeducator 1	10/8/14-6/5/15
Levy, Robin Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Long, Lakesha Child Develop Svcs	Children's Center Assistant 2	8/19/14-6/30/15

Luis, Noemi Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Meyers, Nicole Special Education	Paraeducator 1	10/10/14-6/5/15
Monroe, Shelley District	Office Specialist	11/3/14-6/30/15
Mooser, Zoe Grant ES	Inst Assistant - Classroom	9/24/14-6/5/15
Muhammad, Baheera Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Pernell, Barbara Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Plascencia, Beatrice Operations	Custodian	10/1/14-6/30/15
Rodriguez, Cecilia Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Rodriguez, Frances Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Santillan Morales, Samantha Special Education	Paraeducator 1	10/8/14-6/5/15
Stafford, LaTanya Child Develop Svcs	Children's Center Assistant 2	8/18/14-6/5/15
Tolliver, Devari Special Education	Paraeducator 3	10/27/14-6/5/15
Velarde-Perez, Catherine Rogers ES	Inst Assistant - Classroom	10/6/14-6/5/15
Windt, Neil Santa Monica HS	Accompanist	10/2/14-6/5/15

INVOLUNTARY TRANSFER

Woodard, Arieus Rogers ES	Inst Assistant - Classroom 3.5 Hrs/SY From: 3 Hrs/SY/McKinley ES
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EFFECTIVE DATE

10/28/14

VOLUNTARY TRANSFER

Torres, Victor Special Ed-McKinley ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Santa Monica HS
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EFFECTIVE DATE

10/13/14

CHANGE IN ASSIGNMENT

Gonzalez, Ramona Grant ES	Inst Assistant - Classroom 3.4 Hrs/SY From: 2 Hrs/SY
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EFFECTIVE DATE

9/22/14

Tirado, Leticia FNS - Edison ES	Cafeteria Worker II 6.25 Hrs/SY From: 6 Hrs/SY	10/1/14
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LEAVE OF ABSENCE (PAID)

Anderson, Amanda Adams MS	Paraeducator 1 Medical	<u>EFFECTIVE DATE</u> 10/22/14-11/19/14
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Gonzalez, Angelica Santa Monica HS	Administrative Assistant Maternity	11/11/14-1/20/15
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Mederos, Eden Special Education	Paraeducator 3 Medical	9/28/14-10/17/14
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LEAVE OF ABSENCE (UNPAID)

Arevalo, Alicia Food and Nutrition Svcs	Cafeteria Worker I Child Care	<u>EFFECTIVE DATE</u> 10/23/14-1/4/15
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Circenis, Anita Computer Svcs	Technology Support Assistant Intermittent FMLA	7/1/14-6/30/15
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Garcia, Irene Rogers ES	Inst Assistant - Classroom Personal - Partial	9/15/14-10/28/14
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Gonzalez, Angelica Santa Monica HS	Administrative Assistant CFRA	1/21/15-2/17/15
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Klenk, Heather Lincoln MS	Inst Assistant - Music Personal	10/12/14-10/27/14
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Villa, Maria Food and Nutrition Svcs	Cafeteria Worker I Personal	10/18/14-1/7/15
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PROFESSIONAL GROWTH

Buendia, Carolina McKinley ES	Paraeducator 1	<u>EFFECTIVE DATE</u> 11/1/14
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WORKING OUT OF CLASS

Mamon, Steven Operations – Malibu HS	Lead Custodian From: Custodian	<u>EFFECTIVE DATE</u> 10/22/14
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Martin, Eric Operations – Malibu HS	Lead Custodian From: Custodian	10/21/14
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DISQUALIFICATION FROM PROBATION

JS8270859 Child Development Svcs		<u>EFFECTIVE DATE</u> 11/21/14
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RESCIND DISQUALIFICATION FROM PROBATION

DT0723326 Information Services		<u>EFFECTIVE DATE</u> 11/7/14
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RESIGNATION

DiDario, Joann
Grant ES

Paraeducator 1

EFFECTIVE DATE

10/31/14

Kovach, Keith
Maintenance

Maintenance Supervisor

11/30/14

Miller, Karen
McKinley ES

Administrative Assistant

11/30/14

Solomon, Eric
Information Services

Tech Support Assistant

11/7/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

11/20/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.13

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

COACHING ASSISTANT

Armendariz, Raymond	Santa Monica HS	9/19/14-6/30/15
Armendariz, Richard	Santa Monica HS	9/19/14-6/30/15
Burdick, Bart	Santa Monica HS	9/19/14-6/30/15
Cockrell, Cheyenne	Santa Monica HS	9/19/14-6/30/15
Craig, Jack	Malibu HS	7/1/14-6/30/15
De La Torre, Jose	Santa Monica HS	9/19/14-6/30/15
Donohoe, Chris	Santa Monica HS	9/19/14-6/30/15
Doyle, Joe	Santa Monica HS	9/19/14-6/30/15
Fukuyama, Les	Santa Monica HS	9/19/14-6/30/15
Groezinger, Hannah	Santa Monica HS	10/13/14-6/30/15
Higgins, Shaun	Santa Monica HS	9/19/14-6/30/15
Hulbert, Daniel	Santa Monica HS	9/19/14-6/30/15
Jozkowicz, Arthur	Santa Monica HS	9/19/14-6/30/15
Keiser, Ben	Santa Monica HS	9/19/14-6/30/15
Lupi, Paul	Santa Monica HS	9/19/14-6/30/15
Miller, Jenna	Malibu HS	10/21/14-6/30/15
Moreno, Ashley	Santa Monica HS	9/19/14-6/30/15
Murray, Bianca	Santa Monica HS	9/19/14-6/30/15
Part, Brian	Santa Monica HS	9/19/14-6/30/15
Politzer, Noah	Santa Monica HS	9/19/14-6/30/15
Prost, Corey	Santa Monica HS	9/19/14-6/30/15
Ramos, Dan	Santa Monica HS	9/19/14-6/30/15
Sutton, Mike	Santa Monica HS	9/19/14-6/30/15
Vasquez, Angel	Santa Monica HS	9/19/14-6/30/15
Von Hanzlik, Julius	Santa Monica HS	10/13/14-6/30/15
Washington, Marquis	Santa Monica HS	9/19/14-6/30/15

NOON SUPERVISION AIDE

Bazouzi-Palmer, Roula	Rogers ES	9/15/14-10/6/14
Bohigas Amigo, Tais	Pt. Dume ES	10/20/14-6/5/15
Bransford-Bennett, Elizabeth	Roosevelt ES	10/27/14-6/5/15
Davis, Melissa	Grant ES	10/20/14-6/5/15
Fregoso, Anabel	Roosevelt ES	10/27/14-6/5/15
Gridley, Jake	Roosevelt ES	10/14/14-6/5/15
Hansbery, Felicia	Rogers ES	9/2/14-6/5/15
Hinton, Lisa	Rogers ES	9/8/14-6/5/15
Le, Corinne	Webster ES	9/15/14-6/15/15
Moore, Tenisha	Rogers ES	10/1/14-6/5/15
Orban, Marie	Grant ES	9/24/14-6/5/15
Pilgrim, James	Rogers ES	9/15/14-6/5/15
Preston, Deborah	Grant ES	10/14/14-6/5/15

Ross, Madelyn	Rogers ES	9/8/14-6/5/15
Schweers, Ryan	Edison ES	10/10/14-6/5/15
Stern, Ellen	Webster ES	9/15/14-6/15/15
Valadez, Johanna	Rogers ES	9/15/14-6/5/15
Walley, Dayne	Webster ES	9/15/14-6/15/15

TECHNICAL SPECIALIST – LEVEL II

LaTuchie, Norma	Ed Svcs/Edison/McKinley/Rogers ES [Voice Coach] - Funding: Gifts – Ella Fitzgerald Foundation SMMEF – Dream Winds	9/2/14-6/5/15
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Vallejo, Jessie	Ed Svcs [Strings Coach] - Funding: SMMEF – Dream Winds	10/30/14-6/5/15
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TECHNICAL SPECIALIST – LEVEL III

Dress, Steve	Ed Svcs/Santa Monica HS [Music Coach] - Funding: SM Arts Parents Association	11/1/14-6/5/15
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EDUCATIONAL SPECIALIST – LEVEL II

Rattan, Alana	Grant ES [STEAM Program Coordinator] - Funding: VSS: Stretch Grant	9/26/14-6/5/15
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STUDENT WORKER – WORKABILITY

Kanev, Apostol	Special Education	10/10/14-6/30/15
Moreno, Anthony	Special Education	10/27/14-6/30/17
Olivares, Timothy	Special Education	10/15/14-6/30/15
Rankin, Ben	Special Education	9/1/14-6/5/15
Safo, Keandra	Special Education	10/14/14-6/30/15

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
Introduction of the New Personnel Commissioner		February 2015
Election of Personnel Commission Officers		February 2015
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, January 20, 2015 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						