

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

AGENDA

REGULAR MEETING
February 11, 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 February 11, 2014

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

E. Approval of Minutes for Regular Meetings

- 1. December 10, 2013
- 2. January 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
February 11, 2014 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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

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

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

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on February 11, 2014

E. Approval of Minutes for Regular Meetings

1. December 10, 2013
2. January 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
- Agenda Item IV. A. (Future Items)
- Department Position Guidebooks

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.

- Personnel Commission Website Feedback Update
- 2013-2014 Compensation Study Update
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update

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>
Bus Driver	1
Gardener	8
Instructional Assistant – Bilingual (Spanish)	5
Instructional Assistant – Classroom	5

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

Bus Driver	4
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B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. None

III. Action/Discussion Items/or Other Information:

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

1. Accelerated Hiring Rate for the classification of Accounting Technician at Range: 29 Step: D (\$3,213 per month)
2. Classification Revisions to the Sports Facilities Attendant classification within the Facility Use 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.

1. Mission and Vision Statement

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

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Classified Employees Appreciation Reception		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

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

Tuesday, March 11, 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.

TIME ADJOURNED: _____

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting is adjourned in memory of Joe Porter, Custodian and fifteen year employee of our 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.

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

MINUTES

REGULAR MEETING
December 10, 2013 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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

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

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:07 p.m.
- B. Roll Call:** Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent due to a personal commitment.
- C. Pledge of Allegiance:** Mr. Bryon Miller, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** December 10, 2013

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

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

- E. Motion to Approve Minutes:** November 12, 2013

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 informed the Personnel Commission about the demanding recruiting and testing schedule before winter holidays. He commended staff members for their dedication and focus during this busy time.**
 - **Director Tietze commented on the environmental studies at Malibu High School. He expressed his respect for the Superintendent's leadership in this complex matter.**
- 2013-2014 Classification and Compensation Study Update
 - **Director Tietze reported on the progress of the classification and compensation study he is conducting with Mr. Bryon Miller, the Personnel Analyst. They enhanced criteria for and expanded the number of comparable agencies. The District and SEIU have been provided opportunities for feedback on the agency selection.**
- District Technology Team Update
 - **Director Tietze provided a brief report on his involvement with the District Technology Team, indicating the District's need to expand its use of technology. He chairs the business applications committee which is responsible for technological upgrades within business practices across the District. Director Tietze noted future plans for a paperless requisition system.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on his participation on the Professional Growth and Training committee. The committee works to identify the mandated in-service training across different job families and to differentiate the Professional Growth opportunities that go beyond required training.**
- Affordable Care Act Committee Update
 - **Director Tietze notified the Personnel Commission about the efforts of the Affordable Care Act committee. The Personnel Commission has the responsibility of providing substitutes to meet the needs of the District and must consider ACA guidelines. He has been meeting with administrators whose departments will be impacted by this initiative to provide strategies for meeting the work needs while being fiscally responsible.**
- Personnel Testing Council - Southern California Training Conference Report
 - **Director Tietze informed the Personnel Commission about his experience attending the Personnel Testing Council – Southern California Training Conference, highlighting a new approach of candidate selection used to assess attitude and demeanor as a function of job success.**

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.

- **Commissioners Inatsugu and Sidley commended the Personnel Commission staff for their dedication and hard work wishing them happy holidays.**
- **Commissioner Inatsugu shared her observations from the PTA Holiday Breakfast.**

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

- **None**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also shared her appreciation of speakers' contributions made at the PTA Holiday Breakfast.**
- **Ms. Washington commended the Personnel Commission for its leadership and assistance with classification specification revisions within the Special Education department.**
- **Ms. Washington commended the Personnel Commission for their recruitment efforts for Human Resources Technician position in the Human Resources department.**
- **Ms. Washington reported on the Superintendent's implementation of Vision for Student Success and her involvement in the environmental studies conducted at Malibu High School.**
- **Ms. Washington informed the Personnel Commission about the District's Wellness Day that will take place on December 18, 2013. The Human Resources department will invite various health experts to speak to District staff about healthy lifestyles and strategies to relieve stress.**
- **Ms. Washington updated the Personnel Commission about the District's initiatives and data collection related to the Affordable Care Act.**
- **Commissioner Sidley inquired about the impact of the Affordable Care Act on future collective bargaining. Ms. Washington replied that the Affordable Care Act will be a supplement of the benefits provided by the District.**

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.

J. Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair: **Barbara Inatsugu**

It was moved and seconded to approve Commissioner Inatsugu as the Personnel Commission Chair.

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

b. Nomination of Vice-Chair: **Michael Sidley**

It was moved and seconded to approve Commissioner Sidley as the Personnel Commission Vice-Chair.

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

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>
Cafeteria Worker I	7
Custodian	15
Instructional Assistant – Classroom	3
Instructional Assistant – Music	4

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

Children’s Center Assistant	41
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B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

a. Approval of Advanced Step Placement for new employee Angelica Gonzalez in the classification of Administrative Assistant at Range: 29 Step: B

- b. Approval of Advanced Step Placement for new employee Nicole Homerin in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- c. Approval of Advanced Step Placement for new employee Cecilia Sanchez, in the classification of Instructional Assistant - Specialized at Range: 26 Step: C
- d. Approval of Advanced Step Placement for new employee Renee Yi, in the classification of Instructional Assistant - Specialized at Range: 26 Step: C

It was moved and seconded to approve the Consent Calendar as submitted.

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. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant classification within the Student Support job family
- b. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant - Preschool classification within the Student Support job family

It was moved and seconded to approve the Classification Revisions for Children’s Center Assistant and Children’s Center Assistant - Preschool as submitted.

Discussion: Director Tietze provided a brief background to the proposed revisions in education requirements for the Children’s Center Assistant classifications.

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

- c. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Special Education classification within the Special Education job family

- d. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Developmental Health classification within the Special Education job family
- e. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Specialized classification within the Special Education job family

It was moved and seconded to approve the Classification Revisions for Instructional Assistant – Special Education, Instructional Assistant – Developmental Health, and Instructional Assistant - Specialized as submitted.

Discussion: Director Tietze commented on the complexity of the revisions for job descriptions within the Special Education department, gaining input from various subject matter experts across the Special Education department and several school sites.

Commissioner Inatsugu inquired about the skills and abilities category – specifically, about “refraining from usage of personal electronic devices.” Director Tietze stated that this requirement will be clarified further in order to avoid incorrect interpretation, explaining that employees are expected to use the personal electronic devices only when it is work related.

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

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

- 1. No Discussion Item(s)

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

- 1. Advanced Step Placement Status Report
- 2. Personnel Requisitions Status Report
- 3. Classified Personnel – Merit Report - No. A.17 (for SMMUSD School Board Agenda)
 - November 21, 2013
- 4. Classified Personnel – Non-Merit Report – No. A.18
 - November 21, 2013
- 5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014
- 6. Board of Education Meeting Schedule
 - 2013 – 2014

Commissioner Sidley informed the Personnel Commission about his absence at the January 14, 2014 regular Personnel Commissioner meeting.

IV. Personnel Commission Business:

A. Future Items

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

V. Next Regular Personnel Commission Meeting:

Tuesday, January 14, 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.

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

TIME ADJOURNED: 4:49 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of Classified Personnel

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

MINUTES

REGULAR MEETING
January 14 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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

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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 4:05 p.m.
- B. Roll Call:** Commissioners Inatsugu and Pertel were present. Commissioner Sidley was absent due to a personal commitment.
- C. Pledge of Allegiance:** Ms. Cindy Johnston, Human Resources Technician, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** January 14, 2014

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

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

- E. Motion to Approve Minutes:** December 10, 2013

Postponed till the next Regular Personnel Commission meeting on February 11, 2014

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 informed the Personnel Commission about completing the intense recruiting activities that took place before the winter break. He thanked the Personnel Commission staff for their hard work. Director Tietze expressed his appreciation of receiving complimentary feedback from several hiring authorities regarding highly qualified candidates in the selection interviews. Also, external raters have complimented the Personnel Commission's examination process.**
 - **Director Tietze was pleased to announce that one of the recent hires for a custodian position studied in the District's Special Education workability program.**
- Commissioner Reappointment Confirmation from State Superintendent of Public Instruction, Mr. Tom Torlakson
 - **Director Tietze formally noted that he received Commissioner Pertel's reappointment confirmation letter from State Superintendent of Public Instruction Tom Torlakson.**
- 2013-2014 Classification and Compensation Study Update
 - **Director Tietze reported on the data collection for the classification and compensation study he is conducting with Mr. Bryon Miller, the Personnel Analyst. This phase will be completed at the end of January 2014. Its conclusions will be presented to the District and SEIU by mid-February 2014.**
- District Technology Team Update
 - **Director Tietze provided a brief report on his involvement with the District Technology Team. He chairs the business applications committee which is responsible for technological upgrades of business applications and software. Director Tietze noted that the committee will be collecting feedback from District managers and principals in terms of what particular business applications are essential for their operation. The District Technology Team aims to present the District with recommendations in May or June 2014.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's scheduling.**
- Affordable Care Act Committee Update
 - **Director Tietze reported to the Personnel Commission on the progress of the Affordable Care Act committee. The consultant's official analysis will be given at the end of January 2014.**

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

- **Commissioner Inatsugu expressed her appreciation for the Personnel Commission staff and the notes of thanks received after the holidays. She is looking forward to a successful new year continuing to build upon last year's advancements in achieving a model Personnel Commission in the State of California.**

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
 - **None**
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>
Administrative Assistant	5
Instructional Assistant – Special Education	2
Instructional Assistant – Special Education (Malibu)	3
Instructional Assistant – Specialized	1
Stock and Delivery Clerk	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approval of Advanced Step Placement for new employee Crystal Honore in the classification of Campus Security Officer at Range: 25 Step: C
 - b. Approval of Advanced Step Placement for new employee Natalie Spotts in the classification of Instructional Assistant – Music at Range: 18 Step: C

It was moved and seconded to approve the Consent Calendar as submitted.

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. No Action Item(s)

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

1. No Discussion Item(s)

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

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.15 (for SMMUSD School Board Agenda)
 - December 12, 2013
4. Classified Personnel – Non-Merit Report – No. A.16
 - December 12, 2013
5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014
6. Board of Education Meeting Schedule
 - 2013 – 2014

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant–Classroom	February 2014
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> Chapter XIV: <i>Disciplinary Action and Appeal</i>	February 2014
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	March 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, February 11, 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:

The Commission adjourned to closed session at 4:15 p.m. pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 Title: Director of Classified Personnel

The Commission reconvened into open session at 5:01 p.m. and reported on the following action taken in closed session:

The Personnel Commission met in Closed Session to conduct the third evaluation of the Director of Classified Personnel, Brandon Tietze.

It was moved and seconded to approve the evaluation, in which it was determined that Director Tietze has passed the probationary period performing at a level that significantly exceeds standards.

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

- 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 approve to adjourn the meeting.

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

TIME ADJOURNED: 5:03 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						

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Special Meeting: Tuesday, February 11, 2014

AGENDA ITEM NO: III.A.1.

SUBJECT: Accelerated Hiring Rate – Accounting Technician

BACKGROUND INFORMATION:

The Director of Classified Personnel is concerned that the exceptionally low salary for the Accounting Technician will have a negative impact on current recruitment efforts and the ability to retain employees hired into the position. The 2007 Compensation Study conducted by the Ewing consulting group recommended that the salary be increased six ranges from Range 29 to Range 35 to at least approach the market average for similar positions in other comparable agencies. Moreover, it is reasonable to assume that the market average has only increased since the Ewing recommendation was made six years ago. Therefore, the six range increase is relatively conservative assuming that the current rate is likely further below the current market average.

The upcoming 2014 Compensation Study will provide an updated comparison with the market average, which will include recommendations for changes to the base salary range.

DIRECTOR'S COMMENTS:

The accelerated rate will increase the starting salary from \$2,776 to \$3,213 per month, resulting in an initial fiscal impact of \$5,244 when assuming a normal start rate at first step. If the higher rate is not approved, advanced step placement will likely still be requested by future final candidates. However, the lower advertised rate could potentially decrease the amount of viable candidates and increase the likelihood of awarding a higher pay rate to an applicant in a less competitive applicant pool.

The accelerated rate would have no fiscal impact on other District employees as all other Accounting Technicians are already receiving compensation above Step D.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step D at Range 29 (\$3,213) on the 2007-08 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4. (A) for the position of Accounting Technician.

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, February 11, 2014**

AGENDA ITEM NO: III.A.2.

SUBJECT: Classification Specification Revisions – Sports Facilities Attendant

BACKGROUND INFORMATION:

The Director of Facility Use requested a classification study to determine if the current job description accurately portrayed the position. The classification description was last revised in 2011. The study included several interviews and surveys with current incumbents, supervisors of the position, and current employees that collaborate with Sports Facility Attendants. In addition, a series of observations were conducted to collect information not obtainable from interviews or surveys. The following changes were needed:

- Enhancements / updates to task statements in terms of clarity and grammatical correctness.
- Added task statements regarding locking/unlocking doors and turning lights on/off. These tasks have always been performed by the position and are considered a main component of the job. The addition of these task statements do not represent an increase in workload.
- Added tasks regarding general cleaning and maintaining facilities which are main functions of the position; this is outlined in the basic function statement of the classification description. The addition of these task statements is offset since tasks such as providing first aid treatment and maintaining athletic equipment inventory are very rarely performed.
- Expanded Knowledge and Abilities – Explains more specifically and comprehensively the actual abilities that will be necessary for successful work performance
- Education requirement were updated in terms of clarity and grammatical correctness. Experience requirements were broadened to depict the value of event coordinating experience for this classification.
- A requirement regarding the possession of a California driver license has been added. A valid license always been a requirement of the job but was not represented in the job description. Although public transportation may be utilized in certain situations, there are no public transportation means available in certain areas of District operation.
- A preferred qualifications section was included to depict the background and training that has been most beneficial for the department.
- Supervision Matrix – Separates and clarifies supervision, work direction, and evaluation to provide managers and staff with clear expectations. Certain classification titles have changed and now the classification description resembles those changes.

Based on the analysis of the position, the changes to the job description are not significantly different than what is currently being performed and therefore do not warrant a change in salary. The changes were mainly to provide more description and clarify the duties and responsibilities of the position.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Sports Facilities Attendant classification specification.

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

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPORTS FACILITY ATTENDANT

Classified Employee's Salary Range: A-22

BASIC FUNCTION:

Under general supervision, prepare fields and other venues for school and community use; ensure facility permit use rules and regulations are followed; maintain facilities in a clean and safe manner.

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
Prepare fields and other athletic venues for sports activities and events for school and community use; assist in the set-up of athletic equipment; prepare playing surfaces for use.	<u>SFA-1</u>
Assist in the set-up of athletic equipment; <u>and</u> prepare playing surfaces for use	<u>SFA-2</u>
Monitor athletic facility use and <u>ensure proper</u> utilization of permits	<u>SFA-3</u>
Observe and enforce permit regulations, rules of use, and measures to assure health and safety	<u>SFA-4</u>
Monitor buildings, grounds, <u>parking lots</u> and other properties of the school campus	<u>SFA-5</u>
<u>Pick up litter and empty trash cans on sports facilities, parking lots, and in restrooms</u>	<u>SFA-6</u>
<u>Clean facilities by sweeping, mopping spills, wiping countertops, and removing debris</u>	<u>SFA-7</u>
<u>Turn facility lights on and off as needed to accommodate facility use</u>	<u>SFA-8</u>
<u>Lock and unlock doors and gates to maintain security on school facility grounds</u>	<u>SFA-9</u>
Prepare and maintain daily activity logs and reports. Enter information and maintain daily activity logs and reports using specified computer databases	<u>SFA-10</u>
Provide positive customer service and inform supervisor of any concerns <u>regarding safety, facility use, event scheduling, and permit use</u>	<u>SFA-11</u>
Maintain inventory of athletic equipment and request replacements and repairs as needed	<u>SFA-12</u>
Provide first aid <u>treatment</u> and assist during other emergency situations as necessary	<u>SFA-13</u>
<u>Assist custodial personnel under emergency cleanup circumstances</u>	<u>SFA-14</u>
Perform routine clerical duties	<u>SFA-15</u>
Perform related duties as assigned	

SUPERVISION:

Supervision is received from the Director of Theater Operations and Facility Permits or Facility Permit Supervisor. Technical and functional work direction is provided by the Sports Facility Coordinator. No supervision of other staff is exercised.

SUPERVISION MATRIX:

Supervision:	<u>Establishing overall expectations, goals and objectives, and aligning departmental resources</u>
<u>Received from:</u>	<u>Director of Facility Use</u>
<u>Given to:</u>	<u>None</u>
Work Direction:	<u>Providing specific instruction and expectations on how to complete daily activities</u>
<u>Received from:</u>	<u>Sports Facility Coordinator; Facility Permits Supervisor</u>
<u>Given to:</u>	<u>None</u>
Work Evaluation:	<u>Assessing the performance outcomes based on work direction and supervision expectations</u>
<u>Collaborators:</u>	<u>Director of Director of Facility Use with input from Facility Permits Supervisor and Sports Facility Coordinator</u>
<u>Given to:</u>	<u>None</u>

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic skills and rules of organized sports and recreational activities
- Basic knowledge of computer applications including word processing, database, email, and calendar and scheduling programs
- Safety precautions used in community service, /recreation, and sports-related programs
- Non-physical methods of conflict resolution and problem solving
- First aid treatment methods
- Customer service principles and techniques, and methods appropriate for various age groups
- Basic mathematics and recordkeeping techniques

ABILITY TO:

- Communicate effectively and work cooperatively with students, co-workers, supervisors, management and the public.
- Provide exemplary customer service regarding matters of facility use and general District matter~~effective customer service~~
- Learn to properly prepare fields and a gymnasium for sports activities
- Understand and follow oral and written instructions in English
- Demonstrate flexibility and respond to changing requirements and job assignments and adhere to schedules
- Understand and explain regulations, policies, and procedures regarding sport facility use
- Examine alternatives when problem solving and determine the most appropriate course of action to meet the needs of the District
- Work independently and with minimal supervision to ensure effective and efficient department operation
- Identify various work needs and provide support to other department and District employees
- Perform basic mathematics including addition, subtraction, and multiplication
- Prepare and maintain basic records using electronic and non-electronic devices

- Establish and maintain cooperative working relationships with students, coworkers, supervisors, management, and the public~~those contacted in the course of work.~~

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of recognized equivalent educational proficiency
~~Educational attainment equivalent to a high school diploma or its recognized equivalent.~~

EXPERIENCE:

At least one thousand (1,000) hours of paid, verifiable experience working with organized sports or in an organized setting which required coordinating small to large events

LICENSES AND OTHER REQUIREMENTS:

During the probationary period, incumbents are required to obtain and to subsequently maintain a valid First Aid Certificate issued by an authorized agency and provide proof of certification to the Personnel Commission. ~~Incumbents during the probationary period are required to obtain and to subsequently maintain a valid First Aid Certificate issued by an authorized agency and provide proof of certification to the Personnel Commission.~~

Possession of a valid and current California driver license

Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam

PREFERRED QUALIFICATIONS

EDUCATION:

Experience working and interacting with diverse populations and school-aged children is preferable

EXPERIENCE:

Six (6) months or more

WORKING CONDITIONS:

ENVIRONMENT:

Work is regularly performed indoors and outside in seasonal climate and weather conditions.

PHYSICAL DEMANDS:

Physical demands include lifting, carrying, pushing and pulling equipment which may weigh up to fifty (50) pounds; stooping, crouching, standing, bending at the waist, kneeling or walking; must have hand and finger dexterity to operate equipment; visual and auditory acuity to maintain safety standards; hearing and speaking sufficient to exchange information.

HAZARDS:

Incumbent will be exposed to dust, fumes, water and noise.

DUTIES APPROVED
BOARD OF EDUCATION:
June 30, 2011

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
July 12, 2011

III. Discussion Items

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, February 11, 2014**

AGENDA ITEM NO: III.B.1.

SUBJECT: Mission and Vision Statement

BACKGROUND INFORMATION:

The Personnel Commission has a very unique and important role in our District, which should be represented in its signature departmental branding. Typically, such identification is expressed through mission and vision statements in professional contexts. In recent years, the PC has listed “Guided Principles” at the top of meeting agendas as a way to express its identity:

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

In an effort to update the PC identity or brand, and reformat into the mission and vision structure, below are recommendations for new statements:

Mission (What we do): To advance the student experience through strategic coordination of our District’s classified workforce by enforcing reasonable work expectations, appropriate compensation, and due process rights for employees.

Vision (What we aim for): To provide a model personnel selection operation built on best practices, innovation, transparency, and fairness.

The mission statement is intended to capture the core purposes of why the PC exists and to highlight the connection the PC has with the student experience. The vision statement is written to simply express a broad view of what matters most to the PC itself.

RECOMMENDATION:

It is recommended that the Personnel Commission review the current Guiding Principles and proposed Mission and Vision statements in order to discuss and provide feedback on the following:

1. Should the Guiding Principles be modified or retired?
2. Should the Mission and Vision statements replace the Guiding Principles?
3. What edits are recommended for the Mission and Vision statements?
4. What statement, if any, should be on the PC Meeting Agenda?
5. What statement, if any, should be on the PC website?

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2013-2014														
8/13/2013	Athletic Trainer	10	7	35	B	\$3,213	\$18.54	\$3,374	\$19.47	28,114	29,530	\$0.93	\$20.23	\$1,416
8/13/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,700	\$4.11	\$534.29	\$5,343
9/13/2013	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.47	66,649	77,164	\$5.51	\$955.91	\$10,515
9/13/2013	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$2.52	\$437.65	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$4.32	\$654.55	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$5.93	\$1,027.67	\$12,332
11/12/2013	Physical Activities Specialist	9.5	5.4	26	D	\$2,581	\$14.89	\$2,987	\$17.23	16,551	19,154	\$2.34	\$274.05	\$2,603
11/12/2013	IA-Physical Education	9.5	4	20	C	\$2,229	\$12.86	\$2,458	\$14.18	10,588	11,676	\$1.32	\$114.50	\$1,088
11/12/2013	IA-Classroom	9.5	3	18	D	\$2,123	\$12.50	\$2,458	\$14.18	7,719	8,757	\$1.68	\$109.24	\$1,038
11/12/2013	IA-Classroom	9.5	3	18	C	\$2,123	\$12.50	\$2,341	\$13.51	7,719	8,340	\$1.01	\$65.36	\$621
11/12/2013	IA-Classroom	9.5	3	18	B	\$2,123	\$12.50	\$2,229	\$12.86	7,719	7,941	\$0.36	\$23.36	\$222
11/12/2013	Elementary Library Coord.	10	7	26	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	IA-Specialized	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	IA-Specialized	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
													TOTAL	\$63,432

Personnel Requisition Detailed Report – 2/11/14 PC Meeting

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH – (At time of Agenda distribution)															
PC Meeting Date	12/11/12	1/8/13	2/12/13	3/12/13	4/9/13	5/14/13	6/4/13	7/2/13	8/13/13	9/10/13	10/8/13	11/12/13	12/10/13	1/14/14	2/11/14
Top 3 Ranks Available: <i>Able to select from eligibility list</i>	6	3	6	5	10	6	10	8	8	14	6	1	5	15	14
Top 3 Ranks Not Available: <i>Recruitment necessary</i>	12	10	9	8	8	5	6	9	7	14	18	9	6	5	4
TOTAL	18	13	15	13	18	11	16	17	15	28	24	10	11	20	18

OPEN REQUISITIONS – (At time of Agenda distribution)																	
Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
12-103	Certified Occupational Therapist Assistant	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous	-	34	33	-	-	-	-	-	-	Will be contracted out for 13-14 school year. Salary change recommendation will follow salary study
14-043	Instructional Assistant – Special Education	Pt. Dume	Nicholas Griego	YES	09/12/13	9/19/13	8/30/13	9/16/13	17	44	11	21	6	6	8/2/13	-	Recruitment in IN PROGRESS to generate more candidates
14-048	Instructional Assistant - Special Education	SAMOHI	Sabrina Smith	YES	9/30/13	10/07/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-050	Children's Center Assistant	Child Developmnt	Lynn Sturgis	YES	8/16/13	10/13/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-054	Instructional Assistant-Classroom	McKinley	Tashia Buccioni	NO	10/11/13	10/20/13	10/14/13	10/25/13	12	73	16	16	11	7	12/13/13	31	Pending Final Selection Interview by Hiring Manager

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-064	Children's Center Assistant	Child Development	Katya Hess	YES	11/19/13	11/26/13	-	-	-	-	-	-	-	-	-	-	Recruitment in IN PROGRESS to generate more candidates due to change in qualifications
14-069	Children's Center Assistant	Child Development	NEW	YES	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-071	Instructional Assistant – Special Education	Special Education	NEW	YES	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-076	Instructional Assistant – Special Education	Webster	NEW	YES	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-077	Instructional Assistant – Special Education	Webster	NEW	YES	12/19/13	-	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-078	Instructional Assistant – Specialized	Special Education	Wendy Castillo	YES	1/6/14	1/13/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-079	Custodian	M & O	Tyrone Lockett	YES	1/9/14	1/15/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-081	Accounting Technician	Fiscal Services	Vida Kamkar	NO	1/24/14	1/30/14	1/15/14	1/27/14	12	61	9	11	-	-	-	-	IN PROGRESS
14-083	Children's Center Assistant	Child Development Services	Armida Ramirez	YES	1/21/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-084	Custodian	M & O	Joe Porter	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-085	Instructional Assistant – Physical Education	Roosevelt	Michael Lardo	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-086	Stock and Delivery Clerk	Food Services	Leonardo Marrujo	YES	2/5/14	2/12/14	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-087	Paraeducator-1	Pt. Dume	NEW	NO	1/22/14	1/30/14	1/28/13	2/10/13	-	-	-	-	-	-	-	-	IN PROGRESS

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
13-119	Cafeteria Worker I	Food Services	Amanda Stowell	YES	6/5/13	6/13/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-042	Occupational Therapist	Special Education	Jennifer Morgan	NO	9/09/13	9/18/13	8/28/13	10/09/13	42	7	1	-	-	-	11/01/13	52	Filled from Eligibility List
14-047	Instructional Assistant – Music	SAMOHI	Julia Barnett	YES	9/30/13	10/7/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-055	Instructional Assistant – Special Education	McKinley	Jessica Purser	YES	10/11/13	10/20/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-057	Instructional Assistant – Specialized	Special Education	NEW	YES	10/4/13	10/21/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-058	Administrative Assistant	Student Services	Dana Hartley	NO	11/7/13	11/13/13	11/20/13	11/29/13	9	156	64	24	20	5	12/23/13	46	Pending Final Selection Interview by Hiring Manager

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Were there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Begin Date	# of Days to establish list from date rec'd	NOTES
14-061	Instructional Assistant – Special Education	Special Education	NEW	YES	11/5/13	11/13/13	-	-	-	-	-	-	-	-	-	-	Filled as displacement option after position elimination
14-062	Instructional Assistant - Special Education	Grant	Dana Hartley	YES	11/07/13	11/13/13	10/15/13	10/25/13	11	37	7	2	-	-	-	-	Pending Final Selection Interview by Hiring Manager
14-063	Instructional Assistant – Classroom	Franklin	Shirin Khoadadadi	YES	11/12/13	11/21/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-065	Custodian	McKinley	Philip Ramirez	NO	11/20/13	11/26/13	10/2/13	10/10/13	8	62	8	16	-	15	11/15/13	45	Filled from Eligibility List
14-066	Human Resources Technician	Human Resources	Judy Popovich	NO	11/20/13	11/26/13	11/19/13	12/2/13	14	75	32	20	10	5	12/17/13-	27	Filled from Eligibility List
14-067 14-073	Instructional Assistant - Bilingual	Lincoln	Alma Foote	NO	11/21/13 12/19/13	11/28/13 12/25/13	12/10/13	12/30/13	20	26	10	1	-	-	-	-	IN PROGRESS
14-068	Instructional Assistant – Developmental Health	Special Education	Ana Hall	YES	11/21/13	11/28/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-070	Custodian	McKinley	Lamont Odom	YES	12/10/13	12/18/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-072	Instructional Assistant – Music	Lincoln	Laura Kim	YES	12/16/13	12/22/13	-	-	-	-	-	-	-	-	-	-	Pending Final Selection Interview by Hiring Manager. May need to reopen for specialized music experience
14-074	Gardener	M & O	Oscar Campos	YES	12/19/13	12/25/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-075	Technical Theater Technician	Business Services	Lucas Capra	YES	12/19/13	12/25/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-082	Administrative Assistant	Webster	Melva Colter	YES	1/24/14	1/30/14	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

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

ACTION/CONSENT
 01/16/14

RECOMMENDATION NO. A.16

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>
Ernst, Amanda Child Develop Svcs-Franklin ES	Children's Center Asst 3.5 Hrs/SY/Range: 18 Step: A	12/2/13
Hunter, Katherine Special Education	Occupational Therapist 8 Hrs/SY/Range: 78 Step: E	12/2/13
Sanchez, Cecilia Special Ed-Adams MS	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A	11/18/13

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Reid, Shuntoria Special Ed-Lincoln MS	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A Fr: Inst Asst – Special Ed: 6 Hrs/SY	11/18/13
Yi, Renee Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A Fr: Inst Asst – Special Ed: 6 Hrs/SY	11/18/13

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Avina, Fernando Facility Permits	Sprinkler Repair Technician [overtime; school events]	11/9/13-6/30/14
Brooks, Latricia Roosevelt ES	Inst Asst – Special Ed [additional hours; classroom support]	12/2/13-12/13/13
Burkett, Deena Facility Permits	Senior Office Specialist [additional hours; clerical assistance]	10/1/13-6/30/14
Cruz, Cindy Santa Monica HS	Inst Asst – Bilingual [additional hours; assistance with tutoring]	10/1/13-10/30/13
Gaur, Smirti Special Education	Office Specialist [additional hours; clerical assistance]	11/7/13
Gonzalez, Jose Facility Permits	Campus Security Officer [additional hours; school events]	11/14/13-6/30/14
Gonzalez, Monica Facility Permits	Campus Security Officer [additional hours; school events]	11/14/13-6/30/14
Jorgenson, Stephanie Roosevelt ES	Inst Asst – Special Ed [additional hours; classroom support]	12/2/13-12/13/13
Miller, Karen Educational Svcs	Office Specialist [additional hours; assistance with auditions]	11/16/13

Minca, Robin Facility Permits	Administrative Assistant [additional hours; school events]	11/15/13-6/30/14
Monte, Peri Webster ES	Elementary Library Coordinator [additional hours; Homework Club supervision]	11/18/13-5/30/14
Putt, Marissa Roosevelt ES	Inst Asst – Special Ed [additional hours; classroom support]	12/2/13-12/13/13
Quon, Rosemary Educational Svcs	Office Specialist [additional hours; assistance with auditions]	11/16/13
Sargent, Darren Santa Monica HS	Campus Security Officer [additional hours; construction security]	11/20/13-12/20/13
Sebastiani, Guido Facility Permits	Gardener [overtime; school events]	11/1/13-6/30/14
Smith, Luz Facility Permits	Translator [additional hours; form translation]	10/24/13-6/30/14
Wilson, Terry Facility Permits	Campus Security Officer [additional hours; school events]	11/14/13-6/30/14
Worthington, Jamie Muir ES	Inst Asst – Special Ed [additional hours; classroom support]	10/15/13

SUBSTITUTES

Arrington, Antoinette Child Develop Svcs	Children's Center Asst	<u>EFFECTIVE DATE</u> 11/14/13-6/30/14
Davis, Sharonn District	Campus Security Officer	11/14/13-6/30/14
Gonzalez, Jose District	Campus Security Officer	11/13/13-6/30/14
Gsoell, Valerie Food and Nutrition Svcs	Cafeteria Worker I	11/15/13-6/10/14
Lynch, Margaret Child Develop Svcs	Children's Center Asst	12/1/13-6/30/14
Preciado, Violeta Child Develop Svcs	Children's Center Asst	12/6/13-6/30/14
Ramirez, Armida Food and Nutrition Svcs	Cafeteria Worker I	12/6/13-6/10/14

INVOLUNTARY TRANSFER

Gonzalez, April Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	<u>EFFECTIVE DATE</u> 11/21/13
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VOLUNTARY TRANSFER

Morris, Diane McKinley ES	Inst Asst – Classroom 3 Hrs/SY Fr: Inst Asst – Classroom: 2.5 Hrs/SY	11/4/13
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VOLUNTARY TRANSFER IN LIEU OF LAYOFF

Kidwell, Lachell Adams MS	Inst Asst – Special Ed 5 Hrs/SY Fr: 5 Hrs/SY/Olympic HS	11/15/13
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LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Cornell, Constance Santa Monica HS	Inst Asst – Special Ed Medical	12/2/13-2/28/14
Gonzalez, Jessica Child Develop Svcs-SAMOH	Children's Center Asst Maternity	12/6/13-1/1/14
Martinez, Kim Roosevelt ES	Inst Asst – Special Ed Personal	11/18/13-1/5/14
McAlpin, Michael Operations	Custodian Medical	11/25/13-1/5/14
Narain, Chandra Educational Svcs	Administrative Assistant Medical	12/1/13-12/23/13
Porter, Joe Operations	Custodian Medical	12/1/13-2/23/14
Simmonds, Hugh Operations	Gardener Medical	11/25/13-1/1/14

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Godinez, Lorena Child Develop Svcs-SAMOH	Children's Center Asst	1/1/14
Gonzalez-Mortensen, Simona Roosevelt ES	Physical Activities Specialist	1/1/14
Kamkar, Vida Fiscal Svcs	Accounting Technician	1/1/14
Martinez, Isabel Special Ed-Santa Monica HS	Inst Asst – Specialized	1/1/14
Savage, Stephanie Santa Monica HS	Senior Office Specialist	1/1/14

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Hartley, Logan Rogers ES	Physical Activities Specialist Fr: Inst Asst – Physical Education	11/4/13-11/30/13

ABOLISHMENT OF POSITION

	<u>EFFECTIVE DATE</u>
Children's Center Asst 8 Hrs/SY; Adams MS	10/23/13
Inst Asst – Special Ed 6 Hrs/SY; Special Education – McKinley ES	11/18/13

Inst Asst – Special Ed 5 Hrs/SY; Special Education – Olympic HS	11/12/13
Inst Asst – Specialized 6 Hrs/SY; Special Education	11/4/13
Inst Asst – Specialized 6 Hrs/SY; Special Education	11/14/13

RESCIND DISQUALIFICATION FROM PROBATION

DV 8994279	Custodian	<u>EFFECTIVE DATE</u> 12/13/13
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RESCIND TERMINATION

DV 8994279	Gardener	<u>EFFECTIVE DATE</u> 12/13/13
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RESIGNATION

Campos, Oscar Operations	Gardener	<u>EFFECTIVE DATE</u> 12/4/13
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Capra, Lucas Facility Permits	Technical Theater Technician	12/31/13
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Kim, Laura Lincoln MS	Inst Asst – Music	12/20/13
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Lockett, Tyrone Operations	Custodian Gardener	12/13/13
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**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES
(39-MONTH MEDICAL REEMPLOYMENT LIST)**

MJ 7428162	Administrative Assistant	<u>EFFECTIVE DATE</u> 12/24/13
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SUSPENSION WITHOUT PAY

TA 5256331	Maintenance	<u>EFFECTIVE DATE</u> 1/8/14; 1/15/14
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MOTION MADE BY:
 SECONDED BY:
 STUDENT ADVISORY VOTE:
 AYES:
 NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

01/16/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.17

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

Bower, Alan	Malibu HS	11/1/13-6/30/14
Humphrey, Ray	Malibu HS	7/1/13-6/30/14
O'Doherty, Annelise	Malibu HS	11/15/13-6/30/14
Pasion, Joel	Malibu HS	11/26/13-6/30/14
Pineda, Edgar	Malibu HS	12/5/13-6/30/14
Wein, David	Malibu HS	11/20/13-6/30/14

NOON SUPERVISION AIDE

Alvarez, Maryke	McKinley ES	11/1/13-6/10/14
Gomez, Noelia	McKinley ES	11/1/13-6/10/14
Lucas, Ralph	McKinley ES	11/1/13-6/10/14
Marion, Rosa	McKinley ES	11/1/13-6/10/14
Mendoza, Ana	McKinley ES	8/22/13-6/10/14
Morris, Diane	McKinley ES	11/4/13-6/10/14
Oyenoki, Aimee	McKinley ES	11/1/13-6/10/14
Reyes, Modesta	McKinley ES	11/1/13-6/10/14
Rodriguez, Ofelia	Educational Svcs	11/20/13-6/30/14
Shahmoradi, Sima	Franklin ES	11/19/13-6/10/14
Sotoj, Maria	McKinley ES	11/4/13-6/10/14

TECHNICAL SPECIALIST – LEVEL II

Brown, Kim	Cabrillo ES	11/25/13-3/26/14
	[Intervention Specialist]	
	- Funding: Economic Impact Aid LEP	

STUDENT WORKER – PEER TUTOR

Bernstein, Mollie	Santa Monica HS	10/1/13-6/10/14
Dunn, Katie	Santa Monica HS	10/1/13-6/10/14
Oharian, Sarah	Santa Monica HS	10/1/13-6/10/14
Pak, Peter	Santa Monica HS	10/1/13-6/10/14
Pitsker, Jones	Santa Monica HS	10/1/13-6/10/14
Qi, Jerry	Santa Monica HS	10/1/13-6/10/14

STUDENT WORKER – WORKABILITY

Michaelson, Jordan	Special Education	11/18/13-6/30/14
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MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

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

SMMUSD Board of Education Meeting Schedule 2013-2014

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

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

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

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Classified Employees Appreciation Reception		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, March 11, 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						