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**I. General Functions:**

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda**

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							

**E. Approval of Minutes**

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu							
Joseph Pertel							
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**  
**March 12, 2013 @ 4:00 p.m.**  
**District Office Board Room**

Electronically Recorded

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

**Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commission's 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:**

**E. Approval of Minutes:** February 12, 2013

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

- General Comments

**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.

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.

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

1. SEIU Report
2. Board of Education Report

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

**II. Approval of Classified Personnel Eligibility List(s):** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

**A. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	8
Elementary Library Coordinator	17
Health Office Specialist	4

**III. Action/Discussion Items/or Other Information:**

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

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee John Lang in the classification of Instructional Assistant – Classroom.
- b. Approval of Advanced Step Placement for new employee Susan Reardon in the classification of Specialized Instructional Assistant.

**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. Advanced Step Placement Process, including Financial Impact on the District's Budget

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

1. Personnel Requisition Status Report
2. Classified Personnel – Merit Report - No. A.21
  - February 21, 2013
 Classified Personnel – Merit Report - No. A. 12
  - March 5, 2013
3. Classified Personnel – Non-Merit Report – No. A.22
  - February 21, 2013
 Classified Personnel – Non-Merit Report – No. A.13
  - March 5, 2013
4. Personnel Commission’s Twelve-Month Calendar of Events
  - 2012 – 2013

**IV. Personnel Commission Business:**

**A. Future Items:**

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	April 2013 May 2013
Preliminary Budget – Fiscal Year 2013-2014	First Reading	April 2013
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	May 2013      June 2013
Classified Employees Appreciation Reception		May 2013

V. **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:** None

VII. **Next Regular Personnel Commission Meeting:**  
Tuesday, April 9, 2013, at 4:00 pm - *District Office Board Room*

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

**TIME ADJOURNED:** \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Brandon Tietze  
Secretary to the Personnel Commission  
Director, Classified Personnel

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

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

**MINUTES**

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

Electronically Recorded

**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, Pertel and Sidley were present.**
- C. Pledge of Allegiance: Mr. Brandon Tietze, Director of Classified Personnel led all in attendance in the Pledge of Allegiance.**
- Commissioner Inatsugu reported out of the Closed Session from January 9, 2013. At its meeting of January 9, 2013, in Closed Session, the Personnel Commission approved the appointment of Brandon Tietze as the Director of Classified Personnel for the Santa Monica-Malibu Unified School District pending his acceptance. The vote was two to zero (2 ayes: 0 noes) with Commissioner Pertel not in attendance.
  - Commissioner Inatsugu welcomed Mr. Tietze and formally presented him as the new Director of Classified Personnel.

**D. Motion to Approve Agenda:**

Motion by: **Michael Sidley**  
Seconded by: **Joe Pertel**  
Vote: **3 – 0**

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

**E. Motion to Approve Minutes:**

1. Special Personnel Commission Meeting – January 9, 2013

Motion by: **Michael Sidley**  
Seconded by: **Barbara Inatsugu**  
Vote: **2 – 0**

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

2. Regular Personnel Commission Meeting – January 15, 2013

Motion by: **Joe Pertel**  
Seconded by: **Barbara Inatsugu**  
Vote: **2 – 0**

**It was moved and seconded to approve the minutes with revisions on page 5.**

**F. 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 are 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

**None**

**G. 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. Anette Bolan, the SEIU Steward, on behalf of Ms. Keryl Cartee-McNeely, reported to the Personnel Commission on SEIU's current events and political activities including improvement of processes and communication with various District departments.**
- **She welcomed Mr. Tietze to the District.**
- **SEIU has been preparing for negotiations with the District. The full contract is open at this time.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, welcomed Mr. Tietze to the District.**
  - **She informed the Personnel Commission about the District's current events and activities including staffing for the next school year, student enrollment projections, summer school, and the Board of Education budget seminar.**
  - **The District administration is also conducting meetings with each department and school site to discuss their budget for the next school year.**
  - **The District is currently engaged in the negotiations with the SMMCTA. Negotiations with SEIU will follow in the near future.**
- 
- **Commissioner Sidley welcomed Mr. Tietze to the Personnel Commission. On behalf of the Personnel Commissioners, he stated that they are very pleased to have selected Mr. Tietze as the incoming Director of Classified Personnel and Secretary to the Personnel Commission. Commissioner Sidley is enthusiastic about Mr. Tietze's direction of leadership for the department.**

**II. 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.

**A. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**

- Ms. Elizabeth Baker, Technical Specialist II, Music Instructor, from December 3, 2012 to June 11, 2013, Grant Elementary School
- Ms. Catherine Cassone, Technical Specialist II, Instructor for Science, Art, Music and Computer, from January 22, 2013 to June 24, 2013, Cabrillo Elementary School
- Mr. Stephen Hufford, Technical Specialist II, Band Coach, from January 18, 2013 to June 30, 2013, Educational Services
- Ms. Norma LaTuchie, Technical Specialist II, Voice Coach, from December 10, 2012 to June 30, 2013, Educational Services
- Ms. Norma LaTuchie, Technical Specialist II, Music Coach, from January 8, 2013 to June 11, 2013, Santa Monica School House
- Ms. Kelly Weaver, Technical Specialist II, Band Instructor, from January 8, 2013 to June 11, 2013, Lincoln Middle School
  
- Mr. Tietze presented a prepared statement:  
First, I would like to thank the Personnel Commissioners for giving me the opportunity to manage this critical, yet often misunderstood department. It is my goal that you never regret that decision.

For this meeting, I felt that it was important for me to outline some initial thoughts and observations to provide a vision of what I see and where I'd like to go based on my preliminary findings. Please note that I don't plan on making many long statements like this in the future and will typically try to be brief. This is an exception.

Over the last week I've been fortunate to meet with many managers, staff members, labor leaders, and the Superintendent. Although I've only begun to scratch the surface in terms of gathering perspectives in the District, I'm confident that I already have a good sense of the big picture as many see it. The primary theme that almost everyone seems to agree with is that this is a unique and amazing school district and I have to agree. I have frankly never seen anything quite like it. The amount of attention and care put into the smallest nuances of the student experience is very impressive. Many employees have given me highlights about how the District is nationally ranked in this or best in the state at that and how they are well known for countless achievements in countless areas. In my opinion, this District has managed to take the best of both public and private education and sew it into the fabric of two unique communities. This is a District that I would be proud to send my kids and that is exactly what I've heard from literally everyone. The amount of pride and care displayed by the community and staff has affected me deeply as I now feel the weight of the District regarding where the Personnel Commission may contribute to the District's success in its own ways.

Another thing that has hit me in my conversations is that many managers, and probably staff members, view the Commission as just that department dealing with Merit something or other. Many have mentioned Merit system at the beginning of our



discussion as the primary association with my department. I would like to submit a new understanding of what the Personnel Commission is and can be. In my mind, the PC is the ultimate authority on most classified employee issues that just happens to follow Merit system principles, which is typically a good thing. The PC is a critical department for so many reasons that I fear go unnoticed. For employees, the PC addresses duty or classification concerns, serves as the appeal body for discipline, protects their rights regarding job opportunities, and ensures objective fairness with position control and due process. For the District, the PC fills classified vacancies, creates new positions, modifies positions, and importantly protects the District from legal liability regarding recruitment processes. Just one case of an applicant suing for unvalidated testing or biased selection can lead to massive legal costs or settlements. For the community, the PC ensures that their tax money is being used appropriately in terms of job opportunities, pay rates, and position control.

The PC is ultimately a critical tool that should be properly utilized by employees, managers, and the public to basically keep things fair and operational. However, even though the PC has a critical role in so many important areas, it is easy to minimize its reputation to just Merit system enforcer, which is simply an incomplete understanding. The Merit rules do guide many of our processes, but so do best practices in organizational development and innovation in personnel selection. At the end of the day, the PC just wants to protect employee rights and District operations, and I refuse to believe that the architects of the Education Code felt otherwise. The Code is clear that the District, through its Board, determines what positions and duties are needed to run a successful school district, and that the PC is simply there to make sure it happens in an appropriate and efficient manner. I believe the philosophy behind this structure is that many employment issues deserve a neutral caretaker. For example, if there is a disagreement about what duties should be performed or what compensation rate the duties should warrant, it is easy to perceive bias if a neutral body is not present. If a District representative was in charge of the decision, the employee group may feel any decision is biased towards management, even if unbiased. If the Union had the final say, the District could argue they are overly biased towards the employee. Sometimes, it simply makes good sense to have a neutral person make the decision who is not susceptible to negative consequences by a certain stakeholder group. The public deserves to have a neutral body monitoring employment issues without pressure to lean a certain way. This is exactly why the Commission Director answers to Commissioners rather than the District administration or union leadership. Moreover, the neutral body minimizes the appearance of bias for both the Union and the District, which helps to protect their delicate relations.

Beyond all the difficult classification and compensation issues, someone needs to fill classified vacancies whether you're a merit system or not, and there are always vacancy issues. On the certificated end, teachers and counselors come in with their credentials, ready to start after a selection interview. On the classified side, we must validate applicants through multiple levels of qualification and assessment. To do well, this takes a great deal of time and work, and I assume everyone wants this done well. In fact, I feel most people want the exact same thing we want and just don't realize how much we're on the same page. We simply want to bring in the best new classified workers possible and to protect the rights of our current classified employees. I'd be interested to hear from anyone who doesn't share this goal. Unless you're asking for me to ignore someone's

rights or look out for a favorite cousin, we probably all literally want the same thing for our District.

I feel that the best support for a merit system is a well-run PC and that is what I intend to produce. I'm already very encouraged by my staff, who I've quickly grown to value on a professional and personal level. I thank Dr. Young and previous Directors for helping to get the PC this far, sincerely, but it is now time to take it above and beyond. I would like the PC to maintain its independence and neutrality, while also working closer with both District management and SEIU to serve as a strategic partner on the big picture level. I believe we can prevent lost time and money through collaboration and compromise on difficult issues. Sometimes the law is simply the law and must be followed precisely, but often there is room for creative solutions that still meet legal requirements.

Over the next year, I will be proposing tweaks and changes to ensure that we're operating at our optimal level of effectiveness. I need to first establish where we are before determining where to go, so I will be continuing my research into what has and has not worked regarding department practices. I encourage input and feedback from everyone, including employees, Commissioners, SEIU, Principals, Managers, Administrators, and Board Members. Our department reaches District wide and we must consider equally wide feedback. For this purpose we will be introducing an online feedback survey in addition to paper surveys that will be provided to applicants, interview raters, and hiring managers. As feedback accumulates we will bring to the Commissioners and include in our annual report. I will be bringing many ideas and suggestions to the Commission over the coming months and I look forward to receiving input.

Our PC deserves to be appreciated for the important role it plays and I will aim to make that easy for others to do. The PC does not want to tie our District's hands. It only wants to keep them clean.

**III. Consent List:** It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

**A. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Physical Education	15

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

Custodian	22
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Motion by: **Michael Sidley**  
Seconded by: **Joseph Pertel**  
Vote: **3 – 0**

**It was moved and seconded to approve the Eligibility List and the List Extension as submitted.**

**IV. Action Items/ Discussion/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placements:

- a. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Steve Brown in the classification of Bus Driver pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

- b. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Tyrone Lockett in the classification of Gardener pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

- c. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Brandon Tietze in the classification of Director of Classified Personnel pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

Motion by: **Michael Sidley**

Seconded by: **Joseph Pertel**

Vote: **3 – 0**

**The entire agenda item was moved and seconded to approve the recommendation as submitted in one motion.**

- **Commissioner Sidley shared his concern with the annual fiscal impact of the Advanced Step Placement approval on the District. He requested a report from this time moving forward regarding this issue.**

**Commissioner Pertel inquired from Ms. Washington about how the Personnel Commission obtains information regarding the fiscal impact of approved Advanced Step Placements.**

**Ms. Washington stated that the District expressed its concern with the frequency of approved Advanced Step Placements for new classified employees. The District doesn't have cumulative data related to this matter.**

**Commissioner Pertel asked Mr. Tietze about his experience in his previous District.**

**Mr. Tietze stated that in his previous experience, the Advanced Step Placement was rare. It was granted only if high educational and experience criteria were met. Based on his observations, the District faces compensation issues related to the current job market because the salaries are below market. Eventually,**

**Professional Expert and substitute assignments as well as the Advanced Step Placement will have to be addressed as they relate to the compensation matter.**

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

1. Discussion of Monthly Exam Bulletin per California Education 45278

- **Mr. Tietze presented the Monthly Exam Bulletin of current vacancies as an example of how the Personnel Commission can expedite recruitments as needed. The Bulletin can substitute for the fifteen day posting requirement as it is electronically distributed to school sites and District's departments. The need to shorten the job posting period may be due to strategic position that needs to be filled immediately, or when a large number of applications is anticipated. The procedure for shortening the posting period using the Monthly Exam Bulletin is also described in the Merit Rules 4.4.**

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

1. Personnel Requisition Status Report
2. Classified Personnel – Merit Report - No. A.18
  - January 17, 2013Classified Personnel – Merit Report - No. A. 16
  - February 7, 2013
3. Classified Personnel – Non-Merit Report – No. A.19
  - January 17, 2013Classified Personnel – Non-Merit Report – No. A.17
  - February 7, 2013
4. Personnel Commission's Twelve-Month Calendar of Events
  - 2012 – 2013

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments:** 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 Sidley requested additional information in Personnel Requisition Status Report for vacancies that present specific challenges.**
- **Commissioner Inatsugu suggested moving the Personnel Commissioner Comments section before the Public Comments.**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	March 2013 April 2013
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2013  May 2013  June 2013

**VI. 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.

**VII. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - ND0687668

Motion by: **Joseph Pertel**  
 Seconded by: **Michael Sidley**  
 Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 4:47 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 5:30 p.m.**

**The Commission reported out of Closed Session at 5:30 p.m. The Personnel Commission adopted The Findings and Decision of the Personnel Commission as submitted.**

Motion by: **Michael Sidley**  
 Seconded by: **Joseph Pertel**  
 Vote: **3 – 0**

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

Tuesday, March 12, 2013, at 4:00 pm - *District Office Board Room*

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

Motion by: **Joseph Pertel**  
Seconded by: **Michael Sidley**  
Vote: **3 – 0**

**TIME ADJOURNED: 5:32 p.m.**

Submitted by:

\_\_\_\_\_  
Brandon Tietze  
Secretary to the Personnel Commission  
Director of Classified Personnel

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

### **A. Approve Classified Personnel Eligibility List(s):**

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Bus Drive	8
Elementary Library Coordinator	17
Health Office Specialist	4

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						

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### **III. Action Items**



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

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

SUBJECT: Advanced Step Placement – John Lang

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant- Classroom	<b>Employee:</b> John Lang	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:</li> <li>Graduation from high school or equivalent evidence of proficiency at the high school level, or</li> </ul>	<ul style="list-style-type: none"> <li>John received his high school diploma from New Mexico Military Institute;</li> <li>John received a Bachelor's degree from Northern Arizona University; and</li> <li>John received a Master of Fine Arts degree in Writing from Columbia University</li> </ul>	<b>2</b> levels of education above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>John has worked as a substitute teacher for Santa Monica-Malibu Unified School District for two (2) years</li> <li>John has been a volunteer and classroom parent in his children's classes at Juan Cabrillo Elementary School for three (3) years</li> </ul>	<b>1</b> (2 year period) more than the required amount of Experience = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span>
<b><u>Total Advanced Steps:</u> 2 + 1 = 3 Advanced Steps = <u>STEP D</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Lang's professional training and experience significantly exceed the minimum requirements specified for this classification. His education is two levels greater than required and his experience exceeds the required amount of experience by one (2 year period). Pay rate at Step A is \$12.25/hour; Step D is \$14.18/hour. The net difference in pay is an increase of \$1.93 per hour.

**DIRECTOR'S RECOMMENDATION:**

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

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

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

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

SUBJECT: Advanced Step Placement – Susan Reardon

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant- Specialized	<b>Employee:</b> Susan Reardon	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; or</li> <li>Obtained an Associate's (or higher) degree; or</li> <li>Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.</li> </ul>	<ul style="list-style-type: none"> <li>Susan has the qualifications for the position in education; he has obtained a Bachelor's degree in Child and Adolescent Development from California State University, Northridge.</li> <li>She has passed the District' examination.</li> </ul>	<b>1</b> level of education above the required level = <b>1</b> Step Advance
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior management within the last five (5) years.</li> </ul>	<ul style="list-style-type: none"> <li>Susan has over 2,880 contact hours working with individuals with exceptional needs and/or behavioral, social-emotional deficits specifically from non-public agencies.</li> </ul>	<b>6+</b> times more than the required amount of Experience = <b>6</b> Step Advances
<b><u>Total Advanced Steps:</u> 1 + 6 = 7 Advance Steps, or the highest available = <u>STEP F</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Reardon's professional training and experience significantly exceed the minimum requirements specified for this classification. Her education is one level greater than required and her experience is more than six times greater than required. Pay rate at Step A is \$14.89/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour.

**DIRECTOR'S RECOMMENDATION:**

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

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

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

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

### 16.3 Step Advancement

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

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

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

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

### 16.4 Advanced Step Placement:

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

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

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

### 16.5 Salary on Promotion

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

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

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

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

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### **III. Discussion Items**

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

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

SUBJECT: Discussion of Advanced Step Placement Including Financial Impact on the District's Budget

**BACKGROUND INFORMATION:**

At its February 12, 2013 meeting, all three Personnel Commissioners expressed interest in placing discussion of Advanced Step Placement (ASP) on a future agenda. Concerns were raised regarding the process by which ASP is approved and the potential financial impact on the District. A review of both issues is provided below.

Responsibility of PC Regarding ASP

It is important to note that the PC is primarily tasked with ensuring that a fair and legal process exists to determine if ASP is warranted. The PC is authorized by both the Merit Rules and SEIU contract to approve ASP. However, the PC is not officially tasked with considering how ASP may financially impact the District. Information on this latter issue is provided as a reference for discussion, but the Commissioners are advised to separate the two issues and more specifically address the ASP approval process.

ASP Approval Process

Upon review of the issue, it was observed that the existing language in both the Merit Rules and SEIU contract is minimal with important clarification information missing. Article 12.2.4.B in the Merit Rules states that an employee may request ASP in writing within the first sixty days of employment pending a recommendation by the Director and approval by the PC. There is no guidance provided on how the Director may determine the specific step of advancement beyond consideration of experience and qualifications that substantially exceed the classification qualifications (see below).

Article 12.2.4 Salary On Employment:

- B. 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 recommendation on a determination that the new employee's previous **experience and qualifications substantially exceed the qualifications of the classification**.

Similarly, Article 16.4 in the SEIU contract does not state criteria or guidance for how a specific advanced step or recommendation may be determined. The contract does require the request for ASP within the first sixty working days and provides guidance for ASP with current employees under promotional opportunities:

Article 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.

Upon further review, it was determined that the PC staff has been consistently using a model for determining ASP from another school district, which has become the unofficial practice. The steps for determining a recommended advanced step are provided in a Procedure Manual (see attached).

The Procedure Manual basically recommends one advanced step for every two years of additional experience and for every higher degree of education (Associates, Bachelors, Masters, etc.). For example, if the requirement is two years of experience and an Associate's Degree, an individual with four years of experience and a Bachelor's degree would likely be recommended for two advanced steps to Step 3 on the salary range. The recommendations for specific step advances have followed this structure for the last few years and have become standard practice. However, the guidelines for this ASP practice with such an important impact on employee income and the District budget is not officially part of the Merit Rules as it is in many other Commissions.

#### ASP Financial Impact on District

The issue of ASP impacting the District Budget is broad and interrelated with many other issues. In order to provide an idea of what fiscal impact ASP is having, a summary of the approved ASP over the previous and current fiscal years is attached. The last column identifies the fiscal impact on the District by position and then by the total for the year. Please note that, for the sake of simplicity and time, the numbers are close approximations of total hours worked and not the exact numbers. Many of the 10-month positions identified have slightly shorter work periods in reality and are therefore slightly overestimated in terms of the fiscal impact. Accounting for the overestimation, the total annual impact should be considered to be within five to ten thousand dollars of the true amount.

The fiscal impact summary shows that the ASP for the 2011-2012 school year was around \$113,000. This means that if the PC had not approved any ASP that the District

would have saved around \$120,000. Currently, in the 2012-2013 school year, the fiscal impact is estimated at around \$108,000.

It is critical to note that the primary concern for the PC is to determine whether ASP is warranted and not to base the decision on other extraneous issues. This is because doing so creates an inconsistent and unfair labor practice. If two people requesting ASP are equally overqualified and one receives compensation for it while another does not, the reason for the inconsistency should be justified. The only criteria established for determining ASP are the experience and education of the individual, along with the difficulty of recruitment. If the PC considers other variables for ASP it must consider those variables for everyone in a precise manner. Specifically, in order for fiscal impact to be considered when approving ASP, it needs to be listed as an official criterion in the Merit Rules, which needs to go through the traditional approval process.

#### Other Related Factors

Based on the findings of the most recent classification studies by Ewing, the classified position salaries are generally below the market rate in comparable working environments. Moreover, the communities of Santa Monica and Malibu have a notoriously high cost of living and issues with traffic difficulty, or commuting. Considering that classified positions are advertised with relatively low starting salaries in locations that create living and transportation hardships, the PC sometimes encounters difficulty with attracting highly qualified and competitive applicant pools, especially in part-time positions. It appears that the ASP option has been used to counteract the identified disadvantages by creating the incentive of a higher than advertised starting salary. In fact, Merit Rule 12.2.4.A allows for an “accelerated hiring rate,” in which all new employees within a classification start at an advanced step, when “recruitment efforts have indicated difficulty in recruiting at that step.”

It is the responsibility of the PC to assure appropriate pay for appropriate work through action and recommendations to the Board of Education. If salary schedules are not adjusted by the Board to meet market standards and positions remain less attractive to highly qualified candidates, the PC will either lose some highly qualified candidates or designate the recruitment as difficult in order to justify a rate that will attract the desired candidates. In reality, the low pay rate may balance out with either a less qualified candidate that eventually costs the District more money through unexceptional performance, or with a more qualified candidate from a difficult recruitment (warranting a higher step) that immediately costs more money. In other words, the decision to have an artificially low starting salary will likely cost the district something; either now or later.

Although these related factors exist, the PC is only authorized with determining the ASP procedures and approving ASP actions. For this reason, the recommendations for action are limited to functions within the PC.



## **DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends consideration of a quantitative system based on criteria similar to that outlined in the attached and aforementioned Procedure Manual with a detailed structure that assigns a certain amount of step advances for experience, education, and difficulty of the recruitment.

The Director recommends that the Personnel Commission discuss the ASP approval process and direct the Director to work with the Merit Rules Advisory Committee regarding how to more clearly identify the procedures and criteria related to ASP. This process will ensure that feedback is included from SEIU, District management, and the Director of Classified Personnel, which should produce a balanced official approach moving forward.

Santa Monica-Malibu Unified School District  
PERSONNEL COMMISSION

**How to Handle Advanced Step Requests**

**THE PROCEDURE**

When the hiring authority recommends (or prospective employee requests) advanced step placement, the following procedure is followed:

- 1. The designated recruiter will evaluate the application documents to determine if advanced step placement is warranted.**

**Important: The Personnel Commission Guidelines for Advanced Step Placement will be used for the evaluation process. (See below.)**

[Guidelines - Page A](#)

TO: PERSONNEL COMMISSION

FROM: JANE ELLISON

RE: PERSONNEL COMMISSION GUIDELINES  
FOR ADVANCED STEP PLACEMENT

RECOMMENDATION:

It is recommended that the Commission approve the following guidelines to establish criteria and procedures for the administration of Personnel Commission Rule 12.2.4.B - Advanced Step Placement. The Rule reads as follows:

"A new employee may be granted advanced placement on the salary schedule upon recommendation of the Director of Classified Personnel and the 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 class."

BASES OF RECOMMENDATION:

1. It is the responsibility of the Commission to oversee the Salary Schedule for the Classified service, assuring that the salary range allocated to each job classification in the classification plan is appropriate to the level of duties and responsibilities of the classification and that the salary range is competitive with wages and salaries paid for comparable work in the public and private sectors within the District's recruitment area.
2. To carry out its oversight duties in general and in particular with regard to implementation of Rule 12.2.4.B., the Commission will benefit from guidelines that allow the Rule to be administered so that the Commission exercises its oversight responsibility, the appointing authority is afforded reasonable and flexible bases on which to request advanced step placement and that Classified employees receive equitable treatment.

## How to Handle Advanced Step Requests

[Guidelines Page A-1](#)

**GUIDELINES: Personnel Commission Rule 12.2.4.B: ADVANCED STEP PLACEMENT**

The Personnel Commission will consider advanced step placement for new employees in job classifications that are minimally at the journey level. Advanced step placement within the salary range of the job classification may be granted if one or more of the following criteria are met:

**1. EXPERIENCE**

- A. Where either the employee's directly related or closely related work experience exceeds that indicated as the employment standard on the appropriate classification description. "Directly related" means employment in a comparable position with a public school district (K-12); "closely related" means employment in a comparable position with private or other public employers.
- B. Where the employee's experience has been determined to be either directly or closely related, the Commission will consider the needs of the employing District agency vis a vis the type and length of the employee's experience, e.g., is the experience that of a generalist or a specialist and does it fit the needs of the position?
- C. If the employee's experience meets the criteria of B above, the Commission will generally regard two years experience per step in excess of minimum experience qualifications as a minimum requirement for advancement on the appropriate salary range.
- D. The time limit for consideration of directly or closely related experience is the most recent ten years, as shown on the employee's completed employment application form, with the exception that, in technical, craft and professional fields, the industry standard for recency will be applied.

**2. EDUCATION AND TRAINING**

- A. Where the employee's directly or closely related educational or training background exceeds that indicated as the employment standard on the appropriate classification description, and where it exceeds that of the candidate pool.
- B. The employee must provide the Commission with verification that he or she holds the Degrees in question or that he or she has successfully completed the course of training in question.

## How to Handle Advanced Step Requests

[Guidelines Page A-2](#)

### ADVANCED STEP GUIDELINES Page Two

- C. Where the employee's educational or training background is determined to be either directly or closely related, the Commission generally will consider advanced placement of one step for possession of a Master's Degree where a Bachelor's Degree is the employment standard; advanced placement of two steps for possession of a Doctorate where a Master's Degree is the employment standard and advanced step placement of one step for two years of training from an accredited institution or professionally recognized organization.
3. LICENSES AND CERTIFICATES
    - A. Where the employee has technical expertise, as evidenced by a current and valid applicable license or certificate, that is not required in the employment standards of his or her job classification. Such expertise must provide a clear and direct monetary benefit to the District in that work performed by the employee would otherwise have to be completed by an independent contractor or vendor.
    - B. The appointing authority must substantiate the District's need for and use of such expertise.
    - C. The employee must provide the original license or certificate to the Commission to verify currency and validity.
    - D. The Commission generally will consider advanced placement of one step for each license or certificate held by the employee.
  4. SALARY HISTORY
    - A. Where the employee has been in a comparable position with his or her most recent employer, the Commission will consider the individual's immediate past salary history as a basis for advanced step placement.
    - B. Salary history for purposes of Advanced Step Placement covers total compensation which includes employer paid benefits from the immediate past employer and from current District employment.
    - C. The employee must provide documentation as required by the Commission before consideration will be given to advanced step placement.

Santa Monica-Malibu Unified School District  
PERSONNEL COMMISSION

**How to Handle Advanced Step Requests**

2. The designated recruiter will prepare the Agenda Item (see sample below).

<b>SAMPLE AGENDA ITEM</b>	
<b>PERSONNEL COMMISSION SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT Regular Meeting: <b>Tuesday, January March 13, 2012</b></b>	
<b>AGENDA ITEM NO: <u>IV.A.1.a.</u></b>	
SUBJECT: Advanced Step Placement – <b>Pat Doe</b>	
<b><u>BACKGROUND INFORMATION:</u></b>	
<b>Classification Title:</b>  <b>Health Office Specialist</b>	<b>Employee:</b>  <b>Pat Doe</b>
Education <ul style="list-style-type: none"><li>• Educational attainment equivalent to a high school diploma or its recognized equivalent</li></ul> Experience: <ul style="list-style-type: none"><li>• One (1) year of clerical support experience and some experience or certificate in a medically-related field.</li></ul> Licenses and other Requirements <ul style="list-style-type: none"><li>• Valid First Aid, CPR and AED Certification.</li><li>• A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites may be required.</li></ul>	<ul style="list-style-type: none"><li>• Pat has a Bachelor's degree in Nursing.</li><li>• Pat has three (3) years of clerical experience. He also has a Medical Assistant certificate.</li><li>• Pat is First Aid, CPR and AED (automated external defibrillator) certified and possesses a valid California Driver's License.</li></ul>
<b><u>DIRECTOR'S RECOMMENDATION:</u></b>	
<p><b>Mr. Doe's</b> professional training and experience significantly exceed the minimum requirements specified for this classification. The Director of Classified Personnel recommends that the Personnel Commission <b>approve/disapprove</b> this request for Advanced Step Placement at Range <b>25, Step D on the 2006-07 Classified Employee's Salary Schedule</b> pursuant to Merit Rule <b>§12.2.4. (B) Salary on Employment</b> (attachments).</p>	
Motion by:	_____
Second by:	_____
Vote:	_____

### How to Handle Advanced Step Requests

3. The following will be emailed to the Director for review **at least ten (10) working days** prior to upcoming Personnel Commission meeting:
  - ❑ the Agenda Item
  - ❑ the prospective/new employee's application documents
4. Upon review, the Director will notify the prospective/new employee of the Agenda Item as follows:

**SAMPLE EMAIL NOTIFICATION TO EMPLOYEE**

**From:**  
**Sent:**  
**To:** Prospective/New Employee  
**Cc:** Hiring Authority, Analyst  
**Subject:** Advanced Step Placement – Pat Doe

Hello Pat,

Pursuant to Merit Rule *12.2.4.B – Salary on Employment*, Personnel Commission staff has made a tentative recommendation for your request. This recommendation will be presented to the Personnel Commission at its **March 13, 2012** meeting. Please let me know if you would be supportive of this recommendation.

Thank you,

Director's Signature Block

5. The Director will include the Advance Step Recommendation at the earliest possible meeting of the Personnel Commission.

**Important: Agenda Items should be presented to the Director for review at least ten (10) working days prior to the date of the Personnel Commission meeting.**

Santa Monica-Malibu Unified School District  
PERSONNEL COMMISSION

**How to Handle Advanced Step Requests**

**SAMPLE CONFIRMATION MEMO EMPLOYEE**

PERSONNEL COMMISSION:  
Barbara Inatsugu  
Shane McCloud  
Michael Sidley

Office of the Personnel Commission  
Wilbert Young, Ph.D.  
Director of Classified Personnel  
Secretary to the Personnel Commission

**MEMORANDUM**

**To: Hiring Authority**  
**From: Wilbert Young, Director of Classified Personnel**  
**Date: March 15, 2012**  
**Subject: Advanced Step Placement Approval – Pat Doe – Health Office Specialist**

At the March 13, 2012 regular meeting of the Personnel Commission, the following was approved:

Advanced Step Placement at Range 23, Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Personnel Commission Rule – *Salary on Employment* §12.2.4. (B).

Cc: Carmen Larios, Human Resources Specialist  
Pat Ho, Director of Fiscal Services  
**Pat Doe, Health Office Specialist**  
File

## How to Handle Advanced Step Requests

### Related Personnel Commission Merit Rules

#### **12.2.4 SALARY ON EMPLOYMENT**

A. New employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set with the approval of the Board and the Commission at any step of the schedule for the class. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

B. 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.

Personnel Commission Merit Chapter XII; Rule 12.2.4 – Approved by the Personnel Commission: January 12, 2010



Fiscal Impact of Advanced Step Placement

PC Meeting Approval Date	Position	Months	Hours	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	Annual Fiscal Impact
<b>2011-2012</b>												
7/12/2011	Elem Library Coor	10	7	26	B	\$2,581	15	\$2,710	16	22,584	23,713	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	18	\$3,813	22	31,370	38,130	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	19	\$4,306	25	40,488	51,672	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	26	\$4,685	27	53,544	56,220	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	15	\$3,294	19	15,486	19,764	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	13	\$2,845	16	8,359	10,669	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	14	\$3,060	18	28,776	36,720	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	35	\$7,014	40	66,649	77,154	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	13	\$2,845	16	13,931	17,781	\$3,850
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	13	\$2,710	16	5,418	6,775	\$1,358
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
3/13/2012	Health Off Spec	10	3.5	25	B	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	16	\$2,914	17	33,312	34,968	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	13	\$2,229	13	8,126	8,359	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	13	\$2,845	16	11,145	14,225	\$3,080
											<b>TOTAL</b>	<b>\$113,729</b>

Fiscal Impact of Advanced Step Placement

PC Meeting Approval Date	Position	Months	Hours	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	Annual Fiscal Impact
<b>2012-2013</b>												
7/11/2012	Senior Buyer	12	8	41	F	\$3,720	21	\$4,747	27	44,640	56,964	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	26	\$5,165	30	53,544	61,980	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	15	\$2,710	16	22,584	23,713	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	19	\$3,720	21	40,488	44,640	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	14	\$3,060	18	23,980	30,600	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	14	\$3,060	18	14,988	19,125	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	21	\$4,101	24	44,640	49,212	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
10/10/2012	Physical Activities Specialist	10	5	26	F	\$2,581	15	\$3,294	19	16,131	20,588	\$4,456
10/10/2012	Stock and Delivery Clerk	10	7	26	B	\$2,581	15	\$2,710	16	22,584	23,713	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	15	\$2,845	16	19,358	21,338	\$1,980
2/12/2013	Bus Driver	10	7	28	E	\$2,710	16	\$3,294	19	23,713	28,823	\$5,110
2/12/2013	Gardener	12	3	24	F	\$2,458	14	\$3,137	18	11,061	14,117	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	45	\$8,682	50	94,488	104,184	\$9,696
											<b>TOTAL</b>	<b>\$108,122</b>

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### **III. Information Items**

## Personnel Requisition Executive Summary as of March 7, 2013

### REQUISITION STATUS

<u>Req Status</u>	<u>Count</u>
* <b>Cert. List</b> [Selection interviews held/scheduled for xx positions.]	<b>5</b>
* <b>Open</b> [There are no positions on Transfer Bulletins.]	<b>8</b>
<b>Total:</b>	<b>13</b>

### REQUISITION ACTIVITY

	<u>Count</u>
* <b>Previous Requisition Total (02/07/13)</b>	<b>15</b>
* <b>Requisitions Received (+)</b>	<b>9</b>
* <b>Requisitions Filled (-)</b>	<b>11</b>
* <b>Requisitions Cancelled/On Hold (-)</b>	
* <b>Current Requisition Total (03/07/13)</b>	<b>13</b>

Personnel Commission

## Personnel Requisition Monthly Comparison

Req Status	3/7/2012	4/11/2012	5/2/2012	6/6/2012	7/2/2012	8/9/2012	9/6/2012	10/2/2012	11/5/2012	12/5/2012	1/9/2013	2/7/2013	3/12/2013
<b>Cert. List</b>	6	3	3	4	4	10	5	4	8	6	3	6	5
<b>Open</b>	9	7	5	5	9	6	7	7	8	12	10	9	8
<b>Total</b>	<b>15</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>13</b>	<b>16</b>	<b>12</b>	<b>11</b>	<b>16</b>	<b>18</b>	<b>13</b>	<b>15</b>	<b>13</b>

**Req Status:** "Cert. List" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "Open" indicates that the appointing authority has not received a Cert. List.

Personnel Requisition Detailed Report  
As of March 7, 2013

#	Req ID	Date From HR	Requisition Title	Dept/Site	FTE%	Hrs Per Day	Position Type <sup>1</sup>	Replacing	Transfer Bulletin #	PC Status <sup>2</sup>	Cert Date	Comments	3+ Ranks
1	13-081	2/15/13	ACCOUNTANT	CHILD DEVELOPMENT SERVICES	100.00	8	NEW		32	CERT	3/4/2013	SELECTION INTERVIEWS SCHEDULED 3/25/2013 TRANSFER BULLETIN CLOSES 02/21/13.	YES
2	13-071	1/28/13	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	37.5	3	VAC	PETER BAKHYT	29	OPEN		RECRUITMENT OPENED 01/17/13, PERFORMANCE EXAM CONDUCTED 2/28/2013. CLOSED 2/8/2013 [TRANSFER BULLETIN #29 CLOSED 02/03/13.]	
3	12-103	09/08/11	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL ED	100.00	8.00	VAC	KARI ISACKSON	7	OPEN		RECRUITMENT OPENED 09/08/11 UNTIL FILLED. POSITION ADVERTISED WITH A VARIETY OF SOURCES. POSITION RE-POSTED ON EDJOIN 09/11/12. STAFF IS IN COMMUNICATION WITH THE HIRING AUTHORITY REGARDING RECRUITMENT STATUS. [TRANSFER BULLETIN #7 CLOSED 09/14/11.]	
4	13-024	01/07/13	ELEMENTARY LIBRARY COORD	SMASH (ALTERNATIVE) SCHOOL	25.00	2.00	VAC	CLAIRE SCHWARTZ-MILLER	5	CERT	9/10/2012	'POSITION FILLED DECEMBER, 2012. CANDIDATE CALLED AND RESCINDED ACCEPTANCE JANUARY, 2013. RECRUITMENT RE-OPENED 1/11/13, CLOSED 2/4/13. TESTING COMPLETED ON 2/12/13. ON 2/27/2013 HIRING MANAGER CONTACTED FOR INTERVIEW DATE, AND WAS ADVISED TO PLACE POSITION ON HOLD DUE TO PENDING BUDGET CUTS. [TRANSFER BULLETIN #5 CLOSED 08/30/12.]	YES
5	13-085	03/01/13	CUSTODIAN	M & O	100.00	8.00	VAC	MITCHELL JACKSON	35	OPEN		3/4/2013 HIRING MANAGERS CONTACTED FOR INTEVIEW DATE TRANSFER BULLETIN CLOSES 3/11/13.	
6	13-074	02/05/13	HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	100.00	8.00	VAC	PAULA BRADLEY	30	OPEN		RECRUITMENT OPENED 01/29/13, CLOSED 2/20/2013 WRITTEN EXAM SCHEDULED 3/18/2013 [TRANSFER BULLETIN #30 CLOSED 02/11/13.]	
7	13-064	01/08/13	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY	37.50	3.00	NEW	-	25	CERT	1/17/2013	OFFER EXTENDED AND DECLINED 2/13/2013. ADDITIONAL RANK AND NEW INTERVIEW DATE REQUESTED 2/14/2013.'SELECTION INTERVIEW CONDUCTED 1/23/2013. OFFER OF EMPLOYMENT DECLINED 2/13/13. ON 2/14/2013 ADDITIONAL RANK OF CANDIDATES OFFERED. WAITING INTERVIEW DATE [TRANSFER BULLETIN #25 CLOSED 01/14/13.]	Yes
8	13-060	12/05/12	INSTRUCTIONAL ASST-DEVELOPMENTAL HEALTH	SPECIAL ED	81.25	6.50	NEW	-	23	OPEN		RECRUITMENT OPENED 1/29/2013. 1/28/2013 RECEIVED NOTICE FROM DIRECTOR OF SPECIAL EDUCATION TO MOVE FORWARD WITH RECRUITMENT, WITHOUT CLASS SPEC REVISIONS. CLASS SPEC REVISION TO BE SUBMITTED TO PERSONNEL COMMISSION FOR APPROVAL. WRITTEN EXAM CONDUCTED 3/7/2013. QAI SCHEDULED 3/14/2013.[TRANSFER BULLETIN #23 CLOSED 12/12/12.]	

**Personnel Requisition Detailed Report  
As of March 7, 2013**

9	13-052	11/05/12	INSTRUCTIONAL ASST- PHYSICAL ED (BILINGUAL- SPANISH)	EDISON LANGUAGE ACADEMY	40.63	3.25	VAC	JOSE BARRON	18	OPEN	BILINGUAL EXAM ADMINISTERED 1/28/13. REQUESTED INTERVIEW DATE FROM ADMINISTRATOR ON 1/28/13. TESTING PROVIDED NO ELIGIBLE BILINGUAL (SPANISH) CANDIDATES. RECRUITMENT RE-OPENED ON 11/19/12 AS "CONTINUOUS". RECRUITMENT CLOSED ON 12/17/12. EXAM ADMINISTERED 01/17/13 WITH BILINGUAL TESTING TO BE SCHEDULED. FOLLOW UP ON INTERVIEW DATE WITH ADMINISTRATOR ON 2/1, 2/4 AND 2/22. ADMINISTRATOR RESPONDED ON 3/4/13 THAT SHE WANTED THE PAS TO PARTICIPATE IN THE INTERVIEW AND SHE WILL INTERVIEW ONCE HE RETURNS FROM HIS LEAVE.NOTE: BILINGUAL ELIGIBLES REQUIRED FOR THE EDISON VACANCY. [TRANSFER BULLETIN #18 CLOSED 11/11/12.]
10	13-082	02/11/13	INSTRUCTIONAL ASST- SPECIAL ED	MCKINLEY ELEMENTARY	75.00	6.00	NEW	-	32	OPEN	3/6/2013 HIRING MANAGER CONTACTED FOR INTERVIEW DATE [TRANSFER BULLETIN #32 CLOSED 2/21/2013]
11	12-230	12/13/12	JOB DEVELOPMENT & PLACEMENT SPECIALIST	SPECIAL ED	62.50	5.00	VAC	KELLE LE DUFF	0	OPEN	CLASS SPEC REVISION APPROVED BY PERSONNEL COMMISSION ON 12/11/12. RECRUITMENT OPENED 12/14/12 TO 01/11/13. WRITTEN EXAM ADMINISTERED 01/25/13. QAI SCHEDULED 2/15/2013.
12	13-072	01/28/13	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY	62.50	5.00	VAC	RYAN VAN OTTEN	29	CERT	SELECTION INTERVIEWS SCHEDULED FOR 2/4/13 WERE REQUESTED TO BE RESCHEDULED TO 2/13/13. SELECTION INTERVIEWEDREQUESTED TO BE RESCHEDULED TO 3/13/2013[TRANSFER BULLETIN #29 CLOSED 02/03/12]
13	13-034	09/24/12	SPRINKLER REPAIR TECHNICIAN	MAINTENANCE & OPERS	100.00	8.00	NEW	-	8	OPEN	RECRUITMENT OPENED 01/10/13 TO 02/13/13. WRITTEN EXAM TO BE ADMINISTERED 2/14/2013. STAFF COLLABORATING WITH SMEs to DEVELOP PERFORMANCE EXAM.

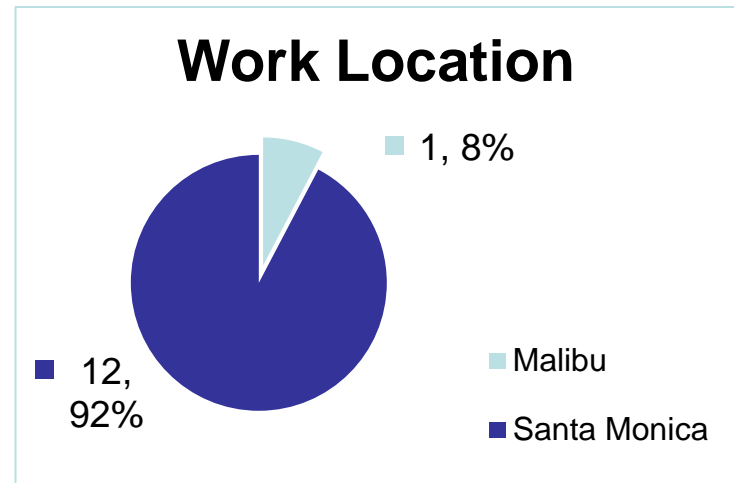
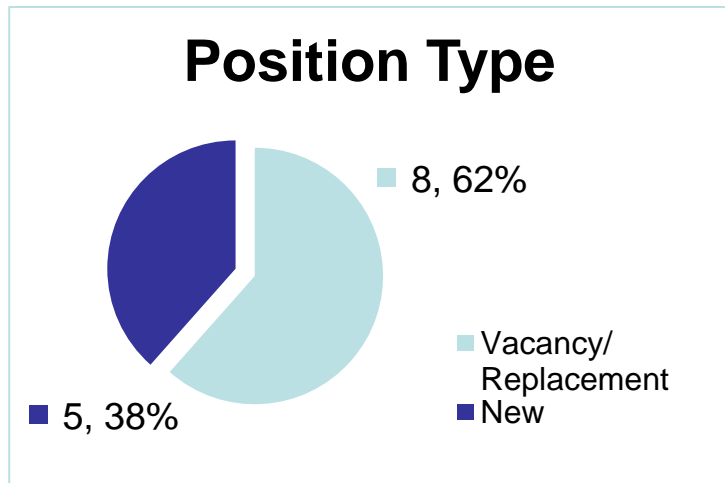
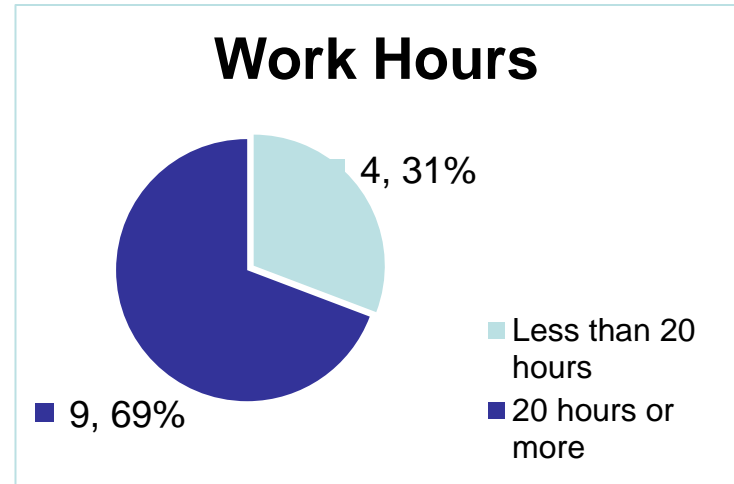
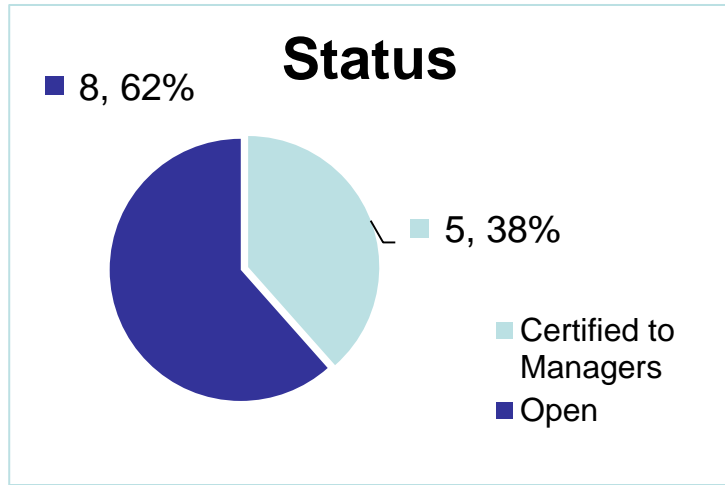
**NOTES:**

**1 Position Type:** "VAC" (Vacancy) refers to a personnel requisition initiated to replace a separated employee. "NEW" refers to a personnel requisition initiated for a newly established position.

**2 Req Status:** "CERT LIST" indicates that the Personnel Commission staff has submitted a list of names of persons who have qualified in all parts of the appropriate examination process to the appointing authority. "OPEN" indicates that the appointing authority has not received a CERT LIST.

# Personnel Requisition Graphic Summary

as of March 7, 2013



**Total Requisitions = 13**



TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
 02/21/13

RECOMMENDATION NO. A.21

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Brown, Steve Transportation	Bus Driver 7 Hrs/10 Mo /Range:28 Step: A	2/4/13
Guthrie, Stephanie Cabrillo ES	Inst Asst – Classroom 3.9 Hrs/SY /Range:18 Step: A	1/22/13
Lopez, Sandy Grant ES	Senior Office Specialist 4 Hrs/10 Mo /Range: 25 Step: A	1/22/13
Spitzer, Sarah Special Education-Grant ES	Inst Asst - Specialized 6 Hrs/SY /Range: 26 Step: F	1/29/13
Williams, Jason Special Education-Franklin ES	Inst Asst - Specialized 6 Hrs/SY /Range: 26 Step: F	1/29/13
Zaitoon, Raed Special Education-Cabrillo ES	Inst Asst - Specialized 6 Hrs/SY /Range: 26 Step: C	1/29/13
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Aldana, Monica Health Services	Health Office Specialist [additional hours, special health procedures]	12/1/12-6/11/13
Calderon, Bianca Facility Permits	Swim Instructor/Lifeguard [additional hours; school events]	12/20/12-6/30/13
Herrada, Joe Lincoln MS	Senior Office Specialist [overtime, ASB events]	1/8/13-6/1/13
Leavitt, Lynn Lincoln MS	Library Assistant I [additional hours; ASB events]	1/11/13-6/1/13
McGee, Leslee Santa Monica HS	Administrative Assistant [overtime, basketball games ticket sales]	1/2/13-6/30/13
Perez, Salomon Special Ed-Santa Monica HS	Inst Asst – Specialized [additional hours, bus ride supervision]	12/3/12-6/11/13
Rodriguez, Sarah Rogers ES	Inst Asst – Special Ed [additional hours, school events]	1/14/13-3/11/13
Ruddy, Colleen Lincoln MS	Inst Asst – Music [additional hours; orchestra assistance]	1/8/13-6/11/13
Saavedra, Astrid Child Develop Svcs	Bilingual Community Liaison [additional hours, school projects]	1/22/13-2/19/13

Savage, Stephanie Santa Monica HS	Senior Office Specialist [overtime, basketball games ticket sales]	1/15/13-6/30/13
Sea, Shannon Rogers ES	Inst Asst – Classroom [additional hours, school events]	1/14/13-3/11/13
Thomas, William Malibu HS	Inst Asst – Special Ed [additional hours, Math Intervention Program]	1/7/13-6/30/13
Tirado, Leticia Edison ES	Cafeteria Worker II [additional hours, school staff meeting]	12/19/12

**SUBSTITUTES**

**EFFECTIVE DATE**

Ansite, Shawn Food and Nutrition Svcs	Cafeteria Worker I	1/7/13-6/30/13
Boradeh, Fattaneh Special Education	Inst Asst – Special Ed	1/31/13-6/30/13
Burkett, Deena District	Office Specialist	1/23/13-6/30/13
Burleigh, David Facility Permits	Campus Security Officer	1/10/13-6/30/13
Day, Germyna Pt. Dume ES	Inst Asst – Classroom	1/8/13-4/22/13
Dudley, David Food and Nutrition Svcs	Cafeteria Worker I	1/7/13-6/30/13
Fuller, Herbert District	Inst Asst – Physical Ed	1/7/13-6/30/13
Garduno, Alejandro Operations	Custodian	1/21/13-6/30/13
Osaki, Brenda District	Office Specialist	1/14/13-6/30/13

**LEAVE OF ABSENCE (PAID)**

**EFFECTIVE DATE**

Badlissi, Mary Santa Monica HS	Inst Asst – Special Ed Medical	1/8/13-3/1/13
De La Rosa Isaac, Johanna Child Develop Svcs	Bilingual Community Liaison Medical	12/13/12-2/11/13
Franks, Shanelle McKinley ES	Inst Asst – Developmental Health Medical	11/16/12-12/22/12 1/7/13-3/3/13
Lopez, Victoria Santa Monica HS	Campus Security Officer Medical	2/2/13-3/24/13
Narain, Chandra Educational Svcs	Administrative Assistant Catastrophic	2/5/13-5/5/13
Perez, Maria Olympic HS	Custodian Medical	12/29/12-2/13/13

Tate, Alia  
Webster ES

Inst Asst – Classroom  
Maternity

3/4/13-4/15/13

**LEAVE OF ABSENCE (UNPAID)**

Kahle, Peter  
Franklin ES

Physical Activities Specialist  
CFRA

**EFFECTIVE DATE**

2/4/13-2/25/13

**PROFESSIONAL GROWTH**

Santiago, Guillermo  
Roosevelt ES

Inst Asst – Special Ed

**EFFECTIVE DATE**

2/1/13

**LAYOFF**

Fiscal Program Supervisor  
8 Hrs/12 Mo; Child Develop Svcs

**EFFECTIVE DATE**

4/22/13

**ESTABLISHMENT OF POSITION**

Inst Asst- Special Ed  
6 Hrs/SY; Special Education

**EFFECTIVE DATE**

1/23/13

Inst Asst – Specialized  
6 Hrs/SY; Special Education

1/8/13

Inst Asst – Specialized  
6 Hrs/SY; Special Education

1/8/13

Inst Asst – Specialized  
6 Hrs/SY; Special Education

1/8/13

Accountant  
8 Hrs/12 Mo; Child Develop Svcs

3/1/13

**ABOLISHMENT OF POSITION**

Senior Office Specialist  
1 Hr/SY; Cabrillo ES

**EFFECTIVE DATE**

12/19/12

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST)

FF1196940

Special Education

Inst Asst – Developmental Health

**EFFECTIVE DATE**

3/4/13

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

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

ACTION/CONSENT  
 03/05/13

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.

<b><u>NEW HIRES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Avalos, Michelle Malibu HS	Inst Asst – Special Ed 6 Hrs/SY /Range: 20 Step: D	2/11/13
Castaneda, Laura Special Education	Inst Asst - Specialized 6 Hrs/SY /Range: 26 Step: A	2/19/13
Foote, Alma Educational Svcs-Lincoln MS	Inst Asst - Bilingual 3.5 Hrs/SY /Range: 20 Step: A	2/11/13
Gaur, Chandini Rogers ES	Inst Asst – Classroom 3 Hrs/SY /Range:18 Step: A	2/19/13
Johnson, Joseph Santa Monica HS	Inst Asst – Special Ed 4 Hrs/SY /Range: 20 Step: A	2/11/13
Mack, Juliane Special Education	Inst Asst - Specialized 3 Hrs/SY /Range: 26 Step: A	2/20/13
Reardon, Susan Special Education	Inst Asst - Specialized 6 Hrs/SY /Range: 26 Step: A	2/19/13
<b><u>PROMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Martinez, Isabel Special Education	Inst Asst - Specialized 6 Hrs/SY/Range: 26 Step: D Fr: Inst Asst – Special Ed; 4.5 Hrs/SY	2/19/13
Romero, Fredy Special Education	Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: B Fr: Inst Asst – Physical Ed; 4 Hrs/SY	2/19/13
<b><u>TEMP/ADDITIONAL ASSIGNMENTS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bonilla, Leroy Food & Nutrition Svcs-Malibu HS	Cafeteria Worker I [additional hours, extra duties]	1/22/13-6/30/13
Coleman, Dawn Grant ES	Inst Asst - Specialized [overtime, camp assistance]	1/22/13-1/23/13
Gardea-Perez, Lupe Educational Svcs	Bilingual Community Liaison [overtime, SARCS translation]	1/14/13-1/31/13
Hernandez, Steven Lincoln MS	Inst Asst – Special Ed [additional hours, extra assignment]	9/1/12-1/18/13

Jorgenson, Stephanie Special Education	Office Specialist [additional hours, department projects]	2/1/13-2/28/13
Lopez, Sandy Grant ES	Senior Office Specialist [additional hours, extra duties]	1/22/13-6/15/13
Minca, Robin Lincoln MS	Administrative Assistant [overtime, facility permits]	12/19/12-6/30/13
Rams, Florencia Educational Svcs	Bilingual Community Liaison [overtime, Stairway translation]	1/16/13-3/8/13

**SUBSTITUTES**

**EFFECTIVE DATE**

Castaneda, Laura Special Education	Inst Asst - Specialized	1/28/13-6/30/13
Cisneros-Garcia, Margarita District	Office Specialist	2/1/13-6/30/13
Mack, Juliane Special Education	Inst Asst - Specialized	1/28/13-6/30/13
Reaber, Lisa District	Office Specialist	2/6/13-6/30/13
Shirley, Shavine Operations	Custodian	2/20/13-6/30/13

**INVOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Martinez, Daniel Child Develop Svcs – McKinley ES	Children’s Center Assistant 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Muir ES	9/25/12
Rodgers, Rodney Special Education –McKinley ES	Inst Asst – Developmental Health 6 Hrs/SY Fr: 6 Hrs/SY/Lincoln MS Preschool	2/11/13
Sandoval, Vanessa Child Develop Svcs – Adams MS	Children’s Center Assistant 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs – Woods	1/28/13

**PROFESSIONAL GROWTH**

**EFFECTIVE DATE**

Perez, Elena Fiscal Svcs	Accountant	3/1/13
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**ESTABLISHMENT OF POSITION**

**EFFECTIVE DATE**

Inst Asst – Special Ed 6 Hrs/SY; Special Education	2/4/13
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**RESIGNATION**

Bradley, Paula  
Human Resources

Human Resources Technician

**EFFECTIVE DATE**

2/1/13

Martinez, Ricardo  
Santa Monica HS

Athletic Trainer

2/13/13

Marzulli, Margaret  
Cabrillo ES

Inst Asst – Special Ed

2/1/13

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
02/21/13  
 FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / WILBERT YOUNG  
 RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.22

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

**COACHING ASSISTANT**

VASQUEZ, ANGEL	SANTA MONICA HS	9/4/12-6/30/13
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**NOON SUPERVISION AIDE**

HINKLE, ERIN	CABRILLO ELEMENTARY	1/15/13-6/11/13
KELLY, PATRICIA	ROOSEVELT ELEMENTARY	1/7/13-6/11/13
LEFEBVRE, MAGGIE	ROOSEVELT ELEMENTARY	1/9/13-6/11/13
PEREZ, SHARON	GRANT ELEMENTARY	1/11/13-6/11/13
RODRIGUEZ, OFELIA	EDISON ELEMENTARY	12/20/12-6/11/13
RODRIGUEZ, SERGIO	EDISON ELEMENTARY	12/20/12-6/11/13

**TECHNICAL SPECIALIST – LEVEL II**

LA TUCHIE, NORMA	EDUCATIONAL SERVICES [Voice Coach] - Funding: Gifts	12/10/12-6/30/13
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WEAVER, KELLY	LINCOLN MS [Band Coach] - Funding: Gifts	1/8/13-6/11/13
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**EDUCATIONAL SPECIALIST – LEVEL II**

BAKER NEWELL, ELIZABETH	GRANT ELEMENTARY [Music Instructor] - Funding: Reimbursement by PTA	12/3/12-6/11/13
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**STUDENT WORKER – WORKABILITY**

PILAVJIAN, HRAAGH	SPECIAL EDUCATION	1/16/13-6/30/13
SALAMANCA, KIMBERLY	SPECIAL EDUCATION	1/16/13-6/30/13

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
03/05/13  
 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**

DE OLIVEIRA, MARK	MALIBU HS	7/1/12-6/30/13
GRAY, CARLOS	MALIBU HS	7/1/12-6/30/13
LOWE, TAYLOR	MALIBU HS	7/1/12-6/30/13
O'NEIL, STEVEN	MALIBU HS	7/1/12-6/30/13
RODRIGUEZ, SERAFIN	SANTA MONICA HS	1/1/13-6/30/13
WIDEMAN, KRYSTAL	SANTA MONICA HS	2/20/13-6/30/13

**NOON SUPERVISION AIDE**

GONDO, JANET	MCKINLEY ELEMENTARY	2/1/13-6/11/13
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**TECHNICAL SPECIALIST – LEVEL III**

LA TUCHIE, NORMA	SMASH [Music Instructor] - Funding: Reimbursed by PTA	1/8/13-6/11/13
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**STUDENT WORKER – WORKABILITY**

KLARENBECK, JORDAN	SPECIAL EDUCATION	2/5/13-6/30/13
LEE, LAWRENCE	SPECIAL EDUCATION	2/11/13-6/30/14
NOSSRAT, ARYAH	SPECIAL EDUCATION	2/4/13-6/30/14
SOLORZA, DANIEL	SPECIAL EDUCATION	2/4/13-6/30/14

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



**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2012 – 2013**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Discussion Item</b>
<b>2012</b>			
July 11, 2012	5:00 p.m.	Board Room – District Office	
August 14, 2012	5:00 p.m.	Board Room – District Office	
September 11, 2012	5:00 p.m.	Board Room – District Office	
October 9, 2012	5:00 p.m.	Board Room – District Office	
November 13, 2012	5:00 p.m.	Board Room – District Office	
December 11, 2012	5:00 p.m.	Board Room – District Office	
<b>2013</b>			
January 15, 2013	4:00 p.m.	Board Room – District Office	
February 12, 2013	4:00 p.m.	Board Room – District Office	
February 21 – 24, 2013	Daily Conference	Anaheim, CA	CSPCA 2013 Annual Conference
March 12, 2013	4:00 p.m.	Board Room – District Office	
April 9, 2013	4:00 p.m.	Board Room – District Office	2013–14 Budget Discussion and Development,
May 14, 2013	4:00 p.m.	Board Room – District Office	2013-14 Budget Adoption
June TBD, 2013	4:00 p.m.	Board Conference Room – District Office	Progress Review of Strategic Goals - Director of Classified Personnel
June 11, 2013	4:00 p.m.	Board Room – District Office	

**SMMUSD Board of Education Meeting Schedule 2012-2013**

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

July through December 2012					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/18* DO		*Wednesday, 7/18
August	8/1* M		8/15* DO		*Wednesday, 8/1 *Wednesday, 8/15 First day of school: 8/22
September	9/6 DO	9/15* DO	9/20 DO		*Saturday, 9/15: Retreat
October	10/4 M		10/18 DO		
November	11/1 M		11/15 DO		Thanksgiving: 11/22-23
December		12/13 DO 12/15* DO		winter break	*Saturday, 12/15: Retreat
<b>Winter Break: December 24 – January 4</b>					
January through June 2013					
<b>Winter Break: December 24 – January 4</b>					
January		1/17 DO			
February	2/7 M 2/98 DO		2/21 DO		*Saturday, 2/9: Special Meeting
March	3/7 <del>3/7</del> 3/5*DO		3/21 M	spring break	*Tuesday, 3/5
<b>Spring Break: March 25 – April 5</b>					
April	spring break		4/18 DO		
May	5/2 M		5/16 DO		
June	6/6 DO			6/26* DO	Last day of school: 6/11 *Wednesday: 6/26

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23825 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: February 7, 2013

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## IV. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	April 2013 May 2013
Preliminary Budget – Fiscal Year 2013-2014	First Reading	April 2013
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	May 2013  June 2013
Classified Employees Appreciation Reception		May 2013

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**V. 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.

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**VI. Closed Session: None**

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

Tuesday, April 9, 2013, at 4:00 pm - *District Office Board Room*

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**VIII. Adjournment:**