
I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on April 9, 2013**

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

- E. Approval of Minutes for Regular Meeting on March 12, 2013**

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

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

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

AGENDA

REGULAR MEETING
April 9, 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 for Regular Meeting on April 9, 2013

E. Approval of Minutes for Regular Meeting on March 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>
Administrative Assistant	20
Athletic Trainer	11
Cafeteria Worker I	19
Instructional Assistant – Developmental Health	8
Job Development and Placement Specialist	4

III. Action/Discussion Items/or Other Information:

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

1. Personnel Commission Staff Approval

Approval of Bryon Miller to the Commission staff as the Human Resources Analyst, effective April 29, 2013

2. Accelerated Hiring Rate

Approval of Accelerated Hiring Rate for the classification of Technical Theater Technician at Range: 35 Step: E (\$3,906 per month)

3. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Bryon Miller in the classification of Human Resources Analyst at Range: 46 Step: C (\$5,566 per month)

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. Proposed Budget - Personnel Commission Fiscal Year 2013/14 – First Reading

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.13
 - March 21, 2013
3. Classified Personnel – Non-Merit Report – No. A.14
 - March 21, 2013
4. Approved Professional Experts (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
 - Mr. Walter Hughes, Technical Specialist II, from February 5, 2013 to June 30, 2013, Facility Permits Department
 - Mr. Lewis Stout, Technical Specialist II, from February 5, 2013 to June 30, 2013, Facility Permits Department
5. 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	May 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>	May 2013 June 2013

	<i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
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, May 14, 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
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 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 4:05 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Ms. Keryl Cartee-McNeely, Chief Steward, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**

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

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

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

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

It was moved and seconded to approve the minutes with revisions on page 8 – removal of a voting block within the Closed Session.

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

- General Comments

Mr. Tietze commended the Personnel Commission staff for their dedication during this period of the new leadership and during the absence of the Human Resources Analyst. He has been in the process of reviewing processes and practices in the department. Mr. Tietze has been soliciting input from managers, school site administrators and the SEIU Chief Steward, Ms. Cartee-McNeely to better understand the District needs, so that he can develop strategies to meet them. He expressed his appreciation for the District's support. Mr. Tietze shared his experience attending the Stairway to the Stars concert. He was very impressed with the level of professionalism the young musicians demonstrated. This week, Mr. Tietze will start visiting the school sites and meeting with the principals to discuss their classified staffing needs.

Mr. Tietze also provided a brief report on the CSPCA conference he attended in February. He is planning to implement some of the new ideas regarding testing practices.

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 shared her experience at the CSPCA conference including a workshop for commissioners. She brought a binder with PowerPoint presentations for the other Personnel Commissioners and the Personnel Commission staff.

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

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, officially welcomed Mr. Tietze to the District. She expressed her appreciation of working with him on several matters.**
- **Ms. Cartee-McNeely reported to the Personnel Commission on SEIU's current events and political activities including the SEIU elections.**
- **SEIU has been preparing for negotiations with the District. A key subject will be classification and compensation in order to resolve the challenge with the Advanced Step Placement.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's current events and activities with a major focus on centralized fundraising.**
- **The District administration is conducting meetings with each department and school site to discuss their budget for the next fiscal year requesting reduction of two percent (2%).**

- **The District is currently in a process of hiring new principals for Rogers Elementary School and SAMOHI.**
- **Ms. Washington shared her experience attending the CSPCA conference.**
- **Ms. Washington expressed her appreciation of working with Mr. Tietze. He has been participating in weekly meetings with the Assistant Superintendent of HR as well as attending the Senior Cabinet meetings to discuss his vision for the classified employees in the District.**
- **The District is preparing for negotiations with SEIU.**

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

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

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

III. Action Items/ Discussion/or Other Information:

A. Action Item(s):

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

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

Mr. Tietze provided an explanation of the calculation used to determine the appropriate step based on education and experience.

- b. Approval of Advanced Step Placement for new employee Susan Reardon in the classification of Specialized Instructional Assistant.

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

The agenda item was moved and seconded to approve the recommendation as submitted.

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

- **Mr. Tietze provided an outline of what is officially designated under the Personnel Commission purview in regards to granting Advanced Step Placement. The Personnel Commission's responsibility is to determine if the new employee meets the criteria, not to assess the fiscal impact on the District. However, it is very important to be aware of the fiscal implication when awarding the Advanced Step Placement.**
- **Commissioner Sidley expressed his concern regarding the difficulties in recruitment due to being below the current job market with salaries. He suggested examining the benefit package and communicating its value to the new hires.**
- **Ms. Julie Younan, Human Resources Technician, stated that the benefits are included on the job postings but without the specific dollar amount. It would be difficult to specify the exact monetary amount due to the fact that the part-time positions vary in the length of individual assignments.**
- **Mr. Tietze stated that public agencies rarely disclose the benefit's monetary amounts for consistency purposes. He also indicated the disadvantages of being in this in-demand location which has a high cost of living and commuting as well as the compensation issue.**
- **Ms. Washington shared her experience from her previous District, noting that SMMUSD provides comprehensive benefit package, which is not the case in all Districts.**

- **Mr. Tietze recommended submitting the Merit Rule 12.2.4. to the Merit Rules Advisory Committee to clearly identify the procedures making them consistent and also defining fair criteria.**
- **Mr. Tietze mentioned the Accelerated Hiring Rate for specific classifications, in which all new employees receive an advanced step due to the difficulty of recruiting suitable applicants. Ultimately, the compensation matter will have to be addressed instead of using the Advanced Step Placement in its place.**
- **Commissioner Sidley inquired about the Advanced Step Placement request process. Ms. Younan provided the specific steps in the process. The request can be made either by the employee and/or the hiring authority within sixty (60) days.**
- **Commissioner Sidley also inquired about the Personnel Commission’s discretion to award the Advanced Step Placement based on the budget reality of the District even when the criteria for education and experience are met. Mr. Tietze indicated that based on the Merit Rule 12.2.4., the fiscal state of the District is not a decisive factor for the Personnel Commission to use for making their determination.**
- **Commissioner Pertel inquired about the possibility of freezing the Advanced Step Placement for a limited time in dire fiscal circumstance.**
- **Ms. Cartee-McNeely stated that the current challenge regarding the Advanced Step Placement is directly related to the classification and compensation studies in the past fifteen (15) years that were not implemented; hence, the District’s current salaries are not competitive with the job market. When the salaries were comparable with the job market, there were hardly any Advanced Step Placement requests, and if so, there were mostly for step B.**
- **Ms. Washington inquired if the Personnel Commission would be requesting the history of classification and compensation studies.**
- **Commissioner Pertel commended Mr. Tietze for his recommendation to present the Merit Rule regarding the Advanced Step Placement to the Merit Rules Advisory Committee for revision on procedures and criteria.**
- **Commissioner Sidley suggested that Mr. Tietze provides the District with a report regarding the difficulties of recruiting highly qualified candidates related to the classification and compensation study.**

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

Commissioner Sidley requested Merit Rules to be red-lined to see the revisions clearly.

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.

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

TIME ADJOURNED: 5:32 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. Approval of Classified Personnel Eligibility List(s):

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	20
Athletic Trainer	11
Cafeteria Worker I	19
Instructional Assistant – Developmental Health	8
Job Development and Placement Specialist	4

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

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 9, 2013

AGENDA ITEM NO: III.A.1.

SUBJECT: Approval of Commission Staff – Human Resources Analyst

BACKGROUND INFORMATION:

The Personnel Commission has legal authority to appoint its own staff per Education Code 45264. The Human Resources Analyst position plays a critical role within an effective Personnel Commission. The position is instrumental for proper classification, examination, and organizational development. Bryon Miller has been selected by the Director of Classified Personnel to fill the current vacancy in this assignment.

DIRECTOR’S COMMENTS:

Mr. Miller is an extremely competent and qualified candidate to fill this position. His professional experience has been specialized in the areas of innovative recruitment and selection making him an ideal fit for a personnel department wanting to adopt best practices in these core areas. He has developed a deep understanding of the complex balance between legal and operational concerns regarding job analysis and personnel selection. Through his experience at two large heavily-bureaucratic agencies he has developed a tactful and professional approach to working with difficult issues related to recruitment and classification issues. Mr. Miller possesses a Master’s degree in Industrial-Organizational Psychology and is close to completing his Doctorate in the same field. He also serves as an Adjunct Faculty Member for Graduate level courses on job analysis and employee selection at The Chicago School of Professional Psychology. Mr. Miller will play a key role in creating the Personnel Commission culture that Commissioners have indicated they desire.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the appointment of Bryon Miller to Human Resources Analyst, effective April 29, 2013.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 9, 2013

AGENDA ITEM NO: III.A.2.

SUBJECT: Accelerated Hiring Rate – Technical Theater Technician

BACKGROUND INFORMATION:

The Director of Facility Permits, Carey Upton, has requested the Personnel Commission to adopt an accelerated hiring rate of Step E at Range 35 (\$3,906 per month) for the Technical Theater Technician classification. Mr. Upton has expressed concern regarding the ability of the District to maintain and attract the needed services of highly qualified Theater Technicians due to the relatively low starting pay rate.

DIRECTOR’S COMMENTS:

Per Merit Rule §12.2.4. (A), the PC is responsible for approving an accelerated hiring rate “where recruitment efforts have indicated difficulty in recruiting at that step.” In 2012, a recruitment for the position resulted in 30 applicants; of whom 17 were disqualified, 10 failed the testing, and only 3 made it to the final eligibility list. These results combined with the concerns of Mr. Upton warrant the review of an accelerated hiring rate. The fiscal impact will be relatively minimal as there is currently only one position in the classification. The primary concern is ensuring a sufficient applicant pool for the next recruitment to avoid the difficulties previously experienced. The Director of Facility Permits expects to fill at least one more Theater Technician position in the near future.

The most important issues for the PC to consider are whether the accelerated hiring rate has merit and how the change may affect other classification alignment. In this case, the difficulty to recruit is established, but the impact on alignment is a concern. The Technical Theater Coordinator position is the next higher classification in the Theater support job family at Range 42. With a starting salary of \$3,906 per month, the Technician position will start above the first step of the Coordinator position (\$3,813 per month). Therefore, an accelerated hiring rate for the Coordinator position will need to be considered before the position is vacant, which is not anticipated in the near future.

The request from the Director of Facility Permits for an accelerated hiring rate is reasonable and valid. The accelerated rate will increase the starting salary from \$3,294 to \$3,906 per month, resulting in an initial fiscal impact of \$7,344 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 will likely 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.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve this request for an Accelerated Hiring Rate of Step E at Range 35 on the 2007-08 Classified Employee Salary Schedule pursuant to Merit Rule §12.2.4. (A) for the position of Technical Theater 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, April 9, 2013

AGENDA ITEM NO: III.A.3.

SUBJECT: Advanced Step Placement – Bryon Miller

BACKGROUND INFORMATION:

Classification Title: Human Resources Analyst	Employee: Bryon Miller	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from an accredited college or university with a bachelor's degree in Industrial/Organizational Psychology, Public Administration, or Personnel Administration 	<ul style="list-style-type: none"> Bryon received a Bachelor's degree in Business Management and Human Resources Bryon received a Master of Arts degree in Industrial-Organizational Psychology 	<p>1 levels of education above the required level = 1 Step Advance</p>
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years of technical personnel experience, including at least one (1) year in examination development, preferably in a public agency, merit or civil service system. 	<ul style="list-style-type: none"> Bryon has worked at LAUSD as a HR Specialist III for 1.5 years Bryon teaches a Masters and Doctoral level course on "Job Analysis & Employee Selection" at the Chicago School of Professional Psychology Bryon worked for the City of LA as an Examination Analyst for 1.5 years Bryon worked as an HR Associate at Polar Ice LLC for 10 years, in which a large portion of duties involved personnel work. Through partial fulfillment, the Director of Classified Personnel rounds the experience to 5 years. 	<p>1 (3 year period) more than the required amount of Experience = 1 Step Advance</p>
<u>Total Advanced Steps: 1 + 1 = 2 Advanced Steps = <u>STEP C</u></u>		

DIRECTOR'S COMMENTS:

Mr. Miller's professional training and experience significantly exceed the minimum requirements specified for this classification. His education is one levels greater than required and his experience exceeds the required amount of experience by one (3 year period). Pay rate at Management Range 46 - Step A is \$29.11/hour; Step C is \$32.11/hour. The net difference in pay is an increase of \$3.00 per hour, \$520.00 per month, or \$6,240.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Bryon Miller, Human Resources Analyst, at Range 46, Step C on the 2007-08 Management Salary Schedule pursuant to Merit Rule §12.2.4. (B).

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Discussion Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, April 9, 2013

AGENDA ITEM NO: IILB.1.

SUBJECT: Proposed Budget – Personnel Commission FY 2013-2014 - First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission's FY 2012-2013 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2013. (Please see the attached Proposed Budget)

The proposed budget reflects a two percent (2%) decrease from the 2012-2013 adopted budget. A District-wide initiative exists to reduce all site and department budgets by 2% to prevent a fiscal deficit. Although the Commission has the legal authority to expect no less than the previously approved budget, the Director recommends that the Commission show solidarity with the District by reducing its anticipated expenditures by the 2% target amount.

The Commission has two options for reducing its budget:

1. Request the same budget amount for 2013-2014 as 2012-2013, but anticipate returning at least 2% to the District at the end of the 2013-14 fiscal year. This will provide room to grow as expenses increase in 2014-2015, without the need to request an official increase.
2. Officially reduce the budget by 2% for 2013-2014. If necessary, the Commission will need to request an official increase in its budget for 2014-2015, which is not guaranteed.

With either option, the Commission will be returning at least 2% of its budget (\$11,700) to the District's general fund.

In anticipation of the reduced 2013-2014 budget, it is recommended that funds for the current 2012-13 budget be reallocated to provide the Commission with needed equipment, including the following:

- Scantron Machine, for scoring tests (\$4,000-\$6,000)
- Laptop computers x 4, for interview raters, training, performance testing, etc. (\$5,000)
- Desktop computer for public use of the online application system (\$300-\$500)
- Office Scanner/Printer (\$300-\$600)

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 14, 2013.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission receive and review the proposed budget for 2012-2013 for a first reading. Specifically, it is recommended that the Commission discuss whether to officially reduce the budget by 2% or to maintain the 2012-2013 budget while agreeing to return at least 2% to the District.

Personnel Commission 2013-2014 Proposed Budget (Option 1)

Object Code	Expenditure by Object	2012-2013 Approved (dollars only)	2012-2013 Expected (dollars only)	2013-2014 Proposed (dollars only)	1 Year Difference Actual or Estimated \$+/-
2000	Classified Salaries¹	382,239	375,693	372,000	-10,239
2319	Commission Members ²	1,800	2,000	2,000	200
2300	Director	112,499	117,525	108,000	-4,499
2317-2410	Personnel Analyst/ Technicians/Admin.	267,940	254,168	260,000	-7,940
---	Other ³	0	2,000	2,000	2,000
					0
3000	Employee Benefits	159,592	147,731	154,200	-5,392
3212	PERS, Classified Employees	45,144	42,881	45,000	-144
3312	OASDI, Classified Employees	24,515	23,811	23,000	-1,515
3332	Medicare	5,733	6,094	6,000	267
3412	Health/Welfare	59,913	49,728	55,000	-4,913
3512	SUI	4,350	4,630	4,700	350
3612	Workers Comp	9,490	9,589	9,500	10
3712	OPEB	4,943	4,988	5,000	57
3812	PERS Reduction	6,338	6,010	6,000	-338
					0
4000	Supplies and Equipment Replacement	8,000	17,000	6,000	-2,000
4310	General Supplies and Materials	8,000	11,000	5,000	-3,000
4400	Non-Capital Equipment	0	6,000	1,000	1,000
					0
5000	Operating Expenses	14,800	13,520	21,100	6,300
5210	Mileage Reimbursement	200	200	400	200
5220	Conference/Travel Expense	300	300	2,250	1,950
5300	Dues and Memberships	800	820	850	50
5640	Repair by Vendor	0	0	1,000	1,000
5650	Maintenance Agreement	8,500	800	1,000	-7,500
5710	Direct Cost TRF-Intrafund	1,500	1,400	2,500	1,000
5750	FNS Receptions	0	0	0	0
5802	Independent Contractors/Consultants	0	0	0	0
5810	Advertising	2,500	0	2,000	-500
5820	Legal Costs	1,000	0	1,000	0
5890	Other Operating Expenses	0	9,500	10,000	10,000
5910	Postage and Postage Meters	0	500	100	100
					0
6000	Equipment	0	6,000	0	0
			6,000		0
					0
2000-3000 Subtotal		541,831	523,424	526,200	-15,631
4000-6000 Subtotal		22,800	36,520	27,100	4,300
					0
	Appropriation for Contingencies ⁴		0	0	0
					0
		564,631	559,944	553,300	-11,331

Personnel Commission 2013-2014 Proposed Budget (Option 2)

Object Code	Expenditure by Object	2012-2013 Approved (dollars only)	2012-2013 Expected (dollars only)	2013-2014 Proposed (dollars only)	1 Year Difference Actual or Estimated \$/-
2000	Classified Salaries¹	382,239	375,693	372,000	-10,239
2319	Commission Members ²	1,800	2,000	2,000	200
2300	Director	112,499	117,525	108,000	-4,499
2317- 2410	Personnel Analyst/ Technicians/Admin.	267,940	254,168	260,000	-7,940
---	Other ³	0	2,000	2,000	2,000
					0
3000	Employee Benefits	159,592	147,731	154,200	-5,392
3212	PERS, Classified Employees	45,144	42,881	45,000	-144
3312	OASDI, Classified Employees	24,515	23,811	23,000	-1,515
3332	Medicare	5,733	6,094	6,000	267
3412	Health/Welfare	59,913	49,728	55,000	-4,913
3512	SUI	4,350	4,630	4,700	350
3612	Workers Comp	9,490	9,589	9,500	10
3712	OPEB	4,943	4,988	5,000	57
3812	PERS Reduction	6,338	6,010	6,000	-338
					0
4000	Supplies and Equipment Replacemen	8,000	17,000	13,000	5,000
4310	General Supplies and Materials	8,000	11,000	8,000	0
4400	Non-Capital Equipment	0	6,000	5,000	5,000
					0
5000	Operating Expenses	14,800	13,520	21,100	6,300
5210	Mileage Reimbursement	200	200	400	200
5220	Conference/Travel Expense	300	300	2,250	1,950
5300	Dues and Memberships	800	820	850	50
5640	Repair by Vendor	0	0	1,000	1,000
5650	Maintenance Agreement	8,500	800	1,000	-7,500
5710	Direct Cost TRF-Intrafund	1,500	1,400	2,500	1,000
5750	FNS Receptions	0	0	0	0
5802	Independent Contractors/Consultants	0	0	0	0
5810	Advertising	2,500	0	2,000	-500
5820	Legal Costs	1,000	0	1,000	0
5890	Other Operating Expenses	0	9,500	10,000	10,000
5910	Postage and Postage Meters	0	500	100	100
					0
6000	Equipment	0	6,000	4,331	4,331
			6,000	4,331	4,331
					0
2000-3000 Subtotal		541,831	523,424	526,200	-15,631
4000-6000 Subtotal		22,800	36,520	38,431	15,631
					0
	Appropriation for Contingencies ⁴		0	0	0
					0
		564,631	559,944	564,631	0

III. Information Items

Personnel Requisition Detailed Report – As of 4/5/13

Req ID	Position	Dept/Site	New or Replacing Who?	Active Elig List?	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 Expire Date	# of Days to establish list from date rec'd	NOTES
12-103	Certified Occupational Therapist	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous			33	32	IN PROGRESS					Salary is extremely below market.
12-230	Job Development and Placement Specialist	Special Education	Kellie LeDuff	NO	12/13/12	2/22/12	12/14/12	1/11/13	27	90	72	1	8	4	3/22/14	99	Pending interview with hiring manager
13-024	Elementary Library Coordinator	SMASH	Claire Schwartz-Miller	YES 6 Ranks	8/23/12	8/30/12	9/20/12 1/11/13	10/13/12 2/4/13	33 25	76 95	59 61	4 5	--	3 14	10/31/13 2/26/14	190	Low Hour Position; Pending interview with hiring manager
13-034	Sprinkler Repair Technician	M&O	NEW	NO	9/24/12	10/1/12	1/10/13	2/1/13	21	30	21	2	IN PROGRESS				Performance test in mid-April
13-043	Instructional Assistant – Special Education	Grant	New	YES 8 Ranks	10/12/12	10/21/12	Not Applicable										Filed from Eligibility List
13-052	Instructional Assistant-Physical Education	Edison	Jose Barron	YES 14 Ranks	11/5/12	11/11/12	3/22/13	4/12/13	20	IN PROGRESS							Need more Bilingual candidates
13-060	Instructional Assistant-Developmental Health	Special Education	NEW	YES 4 Ranks	12/5/12	12/12/12	1/29/13	2/20/13	30	42	25	1	8	7	3/7/14	37	Pending interview with hiring manager
13-064	Instructional Assistant-Classroom	McKinley	NEW	YES 24 Ranks	1/8/13	1/14/13	Not Applicable										Pending interview with hiring manager
13-067	Fiscal Services Supervisor	Fiscal Services	Charles Decuir	YES 4 Ranks	1/10/13	1/16/13	Not Applicable										Filed by Reemployment
13-070	Senior Office Specialist	Grant	Mary Smith	YES 13 Ranks	1/26/13	2/1/13	Not Applicable										Filed from Transfer List
13-071	Cafeteria Worker I	SAMOHI	Peter Bakhyt	YES	1/28/13	2/3/13	1/17/13	2/8/13		82	36	4	--	19	3/8/14	38	Pending interview with hiring manager
13-072	Physical Activities Specialist	Cabrillo	Ryan Van Otten	YES 14 Ranks	1/28/13	2/3/13	Not Applicable										Filed from Eligibility List
13-074	Human Resources Technician	Human Resources	Paula Bradley	NO	2/5/13	2/11/13	1/29/13	2/20/13	31	206	169	7	IN PROGRESS				Pending interview with hiring manager
13-081	Accountant	Business	NEW	YES 6 Ranks	2/15/13	2/21/13	Not Applicable										Filed from Eligibility List

Req ID	Position	Dept/Site	New or Replacing Who?	Active Elig List?	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 Expire Date	# of Days to establish list from date rec'd	NOTES
13-082	Instructional Assistant – Special Education	McKinley	NEW	YES 8 Ranks	2/11/13	2/21/13	Not Applicable										Filled through Transfer
13-083	Athletic Trainer	SAMOHI	Ricardo Martinez	YES 3 Ranks	2/21/13	3/2/13	2/1/13	2/22/13	21	31	24	0	--	5	3/19/13	30	Interview will be in mid-April
13-084	Instructional Assistant-Physical Education	Cabrillo	Fredy Romero	YES 14 Ranks	2/28/13	3/5/13	3/22/13	4/12/13	20	IN PROGRESS						Need more Bilingual candidates	
13-086	Senior Office Specialist	Roosevelt	Robin Gordon	YES 13 Ranks	3/1/13	3/14/13	Not Applicable										Filled by Reemployment
13-087	Bus Driver	Transport.	Evangelina Girion	YES 4 Ranks	3/14/13	3/20/13	Not Applicable										Filled from Eligibility List
13-088	Instructional Assistant-Music	Lincoln	Colleen Ruddy	YES 8 Ranks	3/14/13	3/20/13	Not Applicable										Interview will be in mid-April
13-089	Physical Activities Specialist	John Muir	Reginald St. Claire	YES 14 Ranks	3/14/13	3/20/13	Not Applicable										Pending interview with hiring manager
13-090	Administrative Assistant	Child Dev	Lori Ebner	YES 13 Ranks	3/20/13	3/26/13	Not Applicable										Pending interview with hiring manager
13-091	Sports Facility Attendant	Business	Joshue Anderson	NO	3/20/13	3/26/13	3/15/13	4/8/13	IN PROGRESS						Active		
13-092	Instructional Assistant-Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	IN PROGRESS						Only 3 active left on current elig list
13-093	Instructional Assistant-Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	IN PROGRESS						Only 3 active left on current elig list
13-094	Instructional Assistant-Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	IN PROGRESS						Only 3 active left on current elig list

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

ACTION/CONSENT
 03/21/13

RECOMMENDATION NO. A.13

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>
Ortega-Maya, Lisa Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY/Range:20 Step: D	3/4/13

Trepagnier, Bryant Grant ES	Inst Asst – Special Ed 5 Hrs/SY/Range:20 Step: A	3/1/13
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<u>TEMP/ADDITIONAL ASSIGNMENTS</u>	<u>EFFECTIVE DATE</u>
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Cuevas, Jose Lincoln MS	Custodian [overtime, theater performances]	2/22/13-2/24/13
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Green, Joe Lincoln MS	Custodian [overtime, theater performances]	2/22/13-2/24/13
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Herrada, Joe Lincoln MS	Custodian [overtime, theater performances]	2/22/13-2/24/13
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Martin, Charles Lincoln MS	Campus Security Officer [overtime, theater performances]	2/22/13-2/24/13
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Nao, Kim Santa Monica HS	Student Outreach Specialist [overtime, the Village Nation meeting]	1/28/13
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Nunez, Sherry Lincoln MS	Campus Security Officer [overtime, theater performances]	2/22/13-2/24/13
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Oyenoki, Elizabeth Grant ES	Senior Office Specialist [additional hours, office projects]	2/25/13-3/1/13
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Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours, Kindergarten Round Up]	2/25/13-2/27/13
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Rams, Florencia Superintendent's Office	Bilingual Community Liaison [additional hours, translation for SMMEF]	1/28/13
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Smith, Luz-Stella Student Svcs	Translator [overtime, permit forms translation]	2/1/13-6/11/13
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<u>SUBSTITUTES</u>	<u>EFFECTIVE DATE</u>
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Borjas, Melissa District	Inst Asst – Physical Education	2/20/13-6/30/13
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Calderon, Bianca Operations	Custodian	3/4/13-6/30/13
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Faust, Stacy Special Education	Inst Asst – Special Ed	2/20/13-6/30/13
Homami, Christina District	Office Specialist	2/20/13-6/30/13
Jorgenson, Stephanie District-Special Education	Office Specialist	3/1/13-3/22/13
Martinez, Jonathan District	Office Specialist	2/20/13-6/30/13
Menchaca, Brittany Santa Monica HS	Athletic Trainer	2/11/13-6/30/13
Miller, Brenda District	Office Specialist	2/20/13-6/30/13
Ortiz, Alondra District	Office Specialist	2/20/13-6/30/13
Plascencia, Beatriz Operations	Custodian	3/4/13-6/30/13
Rodriguez, Alejandra District	Inst Asst – Physical Education	2/20/13-6/30/13
Solano, Gabriela Food and Nutrition Svcs	Cafeteria Worker I	1/22/13-6/30/13
Upchurch, Courtney Special Education	Inst Asst – Special Ed	2/20/13-6/30/13
Vander Meyden, Marike Special Education	Inst Asst – Special Ed	2/20/13-6/30/13

VOLUNTARY TRANSFER

Gordon-Johnson, Robin Grant ES	Senior Office Specialist 8 Hrs/10Mo+10 Fr: 8 Hrs/10Mo+10/Roosevelt ES	<u>EFFECTIVE DATE</u> 2/25/13
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TRANSFER IN LIEU OF LAYOFF

Cruz, Gerardo Fiscal Svcs	Fiscal Services Supervisor, Fiscal Svcs 8 Hrs/12 Mo Fr: 8 Hrs/12 Mo / Fiscal Program Supervisor, Child Develop Svcs	<u>EFFECTIVE DATE</u> 3/11/13
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LEAVE OF ABSENCE (PAID)

Franks, Shanelle McKinley ES	Inst Asst – Developmental Health Medical	<u>EFFECTIVE DATE</u> 3/4/13-4/1/13
Gutierrez, Corina Child Develop Svcs	Children's Center Asst Maternity	4/14/13-6/24/13
Hope, Judith Child Develop Svcs	Children's Center Asst Medical	2/25/13-3/11/13
Hope, Judith Child Develop Svcs	Children's Center Asst Catastrophic	3/12/13-6/30/13

Mena, Mariam Franklin ES	Inst Asst – Special Ed Medical	2/11/13-3/23/13
Phillips, Ledoree Child Develop Svcs	Children's Center Asst Medical	2/12/13-2/28/13
Zaki, Emil Food Svcs	Cafeteria Worker I Medical	1/16/13-3/7/13

LEAVE OF ABSENCE (UNPAID)

Badlissi, Mary Santa Monica HS	Inst Asst – Special Ed Personal	<u>EFFECTIVE DATE</u> 3/2/13-5/30/13
Hernandez, Patricia Adams MS	Senior Office Specialist FMLA Leave	2/13/13-6/30/13 7/1/13-2/13/14
Kahle, Peter Franklin ES	Physical Activities Specialist CFRA Leave	2/28/13-6/11/13

PROFESSIONAL GROWTH

Marmolejo, David Computer Svcs	Network Engineer/Comp System Specialist	<u>EFFECTIVE DATE</u> 3/1/13
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WORKING OUT OF CLASS

Allen, Lisa Special Education	Administrative Assistant Fr: Senior Office Specialist	<u>EFFECTIVE DATE</u> 1/7/13-6/30/13
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RESIGNATION

Ruddy, Colleen Lincoln	Inst Asst - Music	<u>EFFECTIVE DATE</u> 3/6/13
Ebner, Lori Special Education	Administrative Assistant	2/28/13

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

TO: BOARD OF EDUCATION ACTION/CONSENT
03/21/13
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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

CARY, WENDY	MALIBU HS	2/1/13-6/30/13
CURSON-MAYORGA, LOUIS	MALIBU HS	2/1/13-6/30/13
HALL, ADAM	MALIBU HS	1/1/13-6/30/13
HUMPHREY, REGENCE	MALIBU HS	7/1/12-6/30/13
LUPI, PAUL	SANTA MONICA HS	2/15/13/6/30/13
SHAHER, ANTHONY	MALIBU HS	7/1/12-6/30/13
TENORIO, ROBERT	MALIBU HS	1/1/13-6/30/13

TECHNICAL SPECIALIST – LEVEL II

HUFFORD, STEPHEN	EDUCATIONAL SVCS [Band Coach] - Funding: SM Arts Parents Association	1/18/13-6/30/13
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STUDENT WORKER – WORKABILITY

HAMILTON, KYLE	SPECIAL EDUCATION	2/25/13-9/1/13
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

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

Date	Time	Location	Discussion Item
2012			
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	
2013			
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 st Thursday	2 nd Thursday	3 rd Thursday	4 th 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
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M 2/98 DO		2/21 DO		*Saturday, 2/9: Special Meeting
March	3/7 3/7 3/5*DO		3/21 M	spring break	*Tuesday, 3/5
Spring Break: March 25 – April 5					
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 16th 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

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	May 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

**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.

VI. Closed Session:

- None

VII. Next Regular Personnel Commission Meeting:

Tuesday, May 14, 2013, at 4:00 pm - *District Office Board Room*

VIII. Adjournment: