I. <u>General Functions:</u>

- A. Call To Order
- **B. Roll Call**
- C. Pledge Of Allegiance
- D. Approval of Agenda for Regular Meeting on June 4, 2013

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

E. Approval of Minutes for Regular Meeting on May 14, 2013

Commissioner	Μ	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

<u>REGULAR MEETING</u> June 4, 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 <u>not</u> 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. <u>General Functions:</u>

- A. Call to Order:
- **B. Roll Call:**
- C. Pledge of Allegiance:
- D. Approval of Agenda for Regular Meeting on June 4, 2013
- E. Approval of Minutes for Regular Meeting on May 14, 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 <u>are</u> 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. <u>Approval of Classified Personnel Eligibility List(s)</u>: 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>
Instructional Assistant - Specialized	9

III. <u>Action/Discussion Items/or Other Information:</u>

- 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 Jorge Bracamonte in the classification of Custodian at Range: 22 Step: F (\$2,987.00 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. Scheduling and Process Expectations for Pre-hearing Conferences
 - Personnel Commission will discuss the process for establishing stipulations, exhibit lists and witness lists for appeal hearings.

- **C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.
 - 1. Advanced Step Placement Status Report
 - 2. Personnel Requisitions Status Report
 - 3. Classified Personnel Merit Report No. A.17
 - May 16, 2013
 - 4. Classified Personnel Non-Merit Report No. A.18
 - May 16, 2013
 - 5. 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
 - 6. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel
 - Mr. Michael Jackson, Gardener, in the position of the Equipment Operator/Tree Trimmer, from April 22, 2013 to May 20, 2013
 - 7. Personnel Commission's Twelve-Month Calendar of Events
 - 2013 2014

IV. <u>Personnel Commission Business:</u>

A. Future Items:

Subject	Action Steps	Tentative Date
Classification	Instructional Assistant – Developmental	July 2013
Specification	Health	
Revisions	Instructional Assistant – Special Education	
	Production Kitchen Coordinator	
	Site Food Services Coordinator	
	Sports Facility Attendant	
	Occupational Therapist	August 2013
Merit Rules	First Reading of Changes to Merit Rules:	July 2013
Revisions	Chapter XI: Vacation, Leaves of Absence and	
	Holidays	
	Chapter XII: Salaries, Overtime Pay, and	
	Benefits	
	Chapter XIV Disciplinary Action and Appeal	August 2013
	Chapter XV: Resignation and Reinstatement	September 2013
	Chapter XVI: Grievance Procedure	
	Chapter I: Preliminary Statement and	
	Definition of Terms	
Personnel		September 2013
Commission		
Annual Report		

V. <u>Next Regular Personnel Commission Meeting:</u>

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

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

VI. <u>Closed Session:</u>

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Director of Classified Personnel

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

VII. Adjournment:

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

TIME ADJOURNED: _____

Submitted by:

Brandon Tietze Secretary to the Personnel Commission Director, Classified Personnel

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

<u>REGULAR MEETING</u> <u>May 14, 2013 @ 4:30 p.m.</u> 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 <u>before</u> consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but <u>not</u> 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. <u>General Functions:</u>

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:37 p.m.
- B. Roll Call: Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance: Human Resources Analyst, Mr. Bryon Miller, led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda: May	14, 2013
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Commissioner	Μ	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		\checkmark	\checkmark			
Michael Sidley	\checkmark		\checkmark			

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

E. Motion to Approve Minutes: April 9, 2013

Commissioner	Μ	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		\checkmark			
Michael Sidley		\checkmark	\checkmark			

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

- **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
 - Technology Update
 - Mr. Tietze commended the Personnel Commission staff for the well-organized classified employees' reception. It was the best attended classified employees' appreciation since the tradition started in 2006.
 - Mr. Bryon Miller, the new Human Resources Analyst, introduced himself providing a brief professional background.
 - Mr. Tietze informed the Personnel Commission about the comprehensive revisions of classification descriptions.
 - Mr. Tietze stated that with the newly acquired technology, the Personnel Commission is on a track to become a cutting edge department in the state of California. He recounted the upgrade including a candidate's application kiosk, Scantron scanner with the item analysis function, and Biddle integration with NEOGOV which will involve testing for clerical positions. Mr. Tietze also spoke about integrating OPAC on new laptops during examinations in various locations.
 - Mr. Tietze discussed his plan to record videos on YouTube that will present potential candidates a realistic preview of jobs as well as the working environment within the District. In addition to the job presentations, Mr. Tietze plans to develop an engaging video instructing raters about "do's" and "don'ts" during interviews. This interactive tool will be beneficial for consistency purposes and for easier retention of presented information.
 - Mr. Tietze informed the Personnel Commission about developing a program for very precise rating during oral interviews.
 - Commissioner Sidley inquired about the flexibility in rating during interviews. Mr. Tietze provided a general overview of the current flexibility. Commissioner Inatsugu suggested to agendize this topic at a future meeting due to its complexity.
 - Commissioner Inatsugu commended Mr. Tietze for his comprehensive reports.
- **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 welcomed Mr. Miller to the Personnel Commission.
 - Commissioner Inatsugu commended staff for the reception honoring classified employees.
 - Commissioner Inatsugu shared her experience from the John Adams Middle School musical production called Seussical, the Musical.
- **H. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports <u>are</u> limited to 5 minutes or less.

- 1. SEIU Report
 - Ms. Cartee-McNeely, Chief Steward, thanked the Personnel Commission and its staff for honoring classified employees by hosting a great reception.
 - Ms. Cartee-McNeely reported on the first IBB meeting with the District's administration.
 - Ms. Cartee-McNeely provided SEIU's informational brochure.
 - Ms. Cartee-McNeely informed the Personnel Commission about SEIU's political activities in Sacramento including summer employment for less than twelve months employees.
 - Ms. Cartee-McNeely expressed her gratitude to the Personnel Commission for scheduling classification specification revisions and collaborative working relationships with its staff.
- 2. Board of Education Report
 - Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, extended her gratitude to the Personnel Commission staff for the classified employees' reception.
 - The District is currently developing the 2014-2015 school year calendar. Next school year's calendar has been already approved.
 - The District is currently engaged in negotiations with SMMCTA. Negotiations with SEIU have just started also using the IBB process.
 - Ms. Washington informed the Personnel Commission about the hiring process for new House Principals at Santa Monica High School, Principals for Rogers and Webster Elementary Schools, and Assistant Principal of Lincoln Middle School.
 - Staff reductions will take place in the Child Development Services due to state budget cuts.
- **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. <u>Approval of Classified Personnel Eligibility List(s)</u>: 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>
Human Resources Technician	5
Sports Facility Attendant	8
Sprinkler Repair Technician	2

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

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

III. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Public Hearing: Fiscal Year 2013–2014 Proposed Personnel Commission Budget: See attached

Motion to Open Public Hearing regarding the Personnel Commission Budget:

Commissioner	Μ	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		\checkmark	✓			
Michael Sidley	\checkmark		\checkmark			

• TIME OPENED: 5:21 p.m.

Motion to Close Public Hearing:

Commissioner	Μ	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		\checkmark	✓			
Michael Sidley	\checkmark		✓			

• TIME CLOSED: 5:22 p.m.

2. Adoption: Fiscal Year 2013–2014 Proposed Personnel Commission Budget Director's Recommendation: *Adopt*

Motion to Adopt Personnel Commission Budget for 2013 - 2014:

Commissioner	Μ	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		✓			
Michael Sidley		\checkmark	\checkmark			

• Mr. Tietze expressed his gratitude to Ms. Maez, Assistant Superintendent of Business and Fiscal Services, Ms. Ho, Director of Business and Fiscal Services, and Mr. Bunayog, Accountant, for their tremendous assistance with the budget development.

• Mr. Tietze provided a brief background of the process. The proposed budget reflects a period of transition, technological evolution, and a good faith attempt to be in fiscal solidarity with the District, reducing spending by at least one percent (1%). Savings, generated from department's vacancies, were used to provide the department's upgrades, with the intention of enhancing the Commission's effective and efficient use of technology.

In order to obtain the desired reductions, funds for professional development and training will be essentially eliminated in the 2013-2014 budget. The Director and Analyst will provide in-house training for staff and Commissioners on a wide range of relevant topics that typically warrant payment.

- In addition, the Personnel Commission will perform the SEIU-mandated classification and compensation study in-house, through analysis provided by the Director and Analyst.
- Commissioner Sidley inquired about allocation of any additional funds for the classification and compensation study. Mr. Tietze responded that he doesn't anticipate any extra expenses. If so, it would be handled via an invoice type process.
- Commissioner Sidley inquired about the difference in the Director's salary. Mr. Tietze replied that it is due to the vacation payoff to the former Director.
- Commissioner Inatsugu suggested monitoring of staff's vacation time. Ms. Maez provided a detailed explanation of the SEIU rules and Board policies related to taking vacation as well as vacation payoff for classified management and staff.
- Commissioner Inatsugu requested staff to present to the Personnel Commission a mid-year budget report.

It was moved and seconded to adopt the Personnel Commission Budget for 2013-2014 as submitted.

- 3. Advanced Step Placements:
 - a. Approval of Advanced Step Placement for new employee Fernando Avina in the classification of Sprinkler Repair Technician at Range: 33 Step: F (\$3,906 per month)
 - b. Approval of Advanced Step Placement for new employee Elizabeth Brown in the classification of Instructional Assistant Special Education at Range: 20 Step: F (\$2,845per month)
 - c. Approval of Advanced Step Placement for new employee Jennifer Ingle in the classification of Administrative Assistant at Range: 29 Step: C (\$3,060 per month)

Commissioner	Μ	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			~			
Joseph Pertel		\checkmark	\checkmark			
Michael Sidley	\checkmark		\checkmark			

- Mr. Tietze stated that for the next fiscal year, the Merit Rules regarding Advanced Step Placement will be reviewed and revised to set comprehensive criteria to improve the process.
- Mr. Tietze drew attention to the Advanced Step Placement report that captures the accumulative financial impact of all approved Advanced Step Placements in the current fiscal year.

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

- **B.** Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.
 - None
- C. Information Item(s): These items are placed on the agenda as information and do not require discussion.
 - 1. Advanced Step Placement Status Report
 - Commissioner Inatsugu commended Mr. Tietze for developing this comprehensive report.
 - 2. Personnel Requisition Status Report
 - Mr. Tietze provided a brief overview of the report.
 - Commissioner Sidley inquired about the Human Resources Technician recruitment and an active eligibility list. Mr. Tietze replied that at the time of the request to recruit for this position, there was not an active eligibility list.
 - Commissioner Pertel asked about Mr. Tietze's perception of the current recruitments including timelines. Mr. Tietze expressed his appreciation of staff's effort to implement new approaches with recruitment processes. In certain recruitments, Personnel Commission staff faces delays in hiring by the hiring authorities. Mr. Tietze is working with the Superintendent and SEIU to resolve this matter.
 - 3. Merit System Education Code Guide
 - Mr. Tietze provided a brief overview of this reference guide.
 - 4. Classified Personnel Merit Report No. A.13
 - April 18, 2013
 - Classified Personnel Merit Report No.A.16
 - May 2, 2013
 - 5. Classified Personnel Non-Merit Report No. A.17
 - May 2, 2013
 - 6. 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. Juan Gonzalez, Technical Specialist II, from January 1, 2013 to June 30, 2013, Santa Monica High School/Educational Services
 - Dr. Josephine Moerschel, Technical Specialist III, from January 1, 2013 to June 30, 2013, Santa Monica High School/Educational Services

- 7. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 2013
 - Commissioner Inatsugu requested a Personnel Commission meeting calendar for the next fiscal year.
 - Commissioner Sidley inquired about statutory requirements for the Personnel Commission to meet every month. The Personnel Commission may schedule one less meeting in the summer months.

Ms. Maez mentioned the need to ratify eligibility lists so that the District is able to complete hiring for the next fiscal year.

Mr. Tietze noted that the Personnel Commission meetings can be limited in content.

IV. <u>Personnel Commission Business:</u>

A. Future Items

Subject	Action Steps	Tentative
		Date
Classification	Instructional Assistant – Developmental Health	June 2013
Specification	Instructional Assistant – Special Education	
Revisions	Occupational Therapist	
	Production Kitchen Coordinator	July 2013
	Site Food Services Coordinator	
Merit Rules	First Reading of Changes to Merit Rules:	June 2013
Revisions	Chapter XI: Vacation, Leaves of Absence and	
	Holidays	
	Chapter XII: Salaries, Overtime Pay, and Benefits	July 2013
	Chapter XIV Disciplinary Action and Appeal	
	Chapter XV: Resignation and Reinstatement	
	Chapter XVI: Grievance Procedure	
	First Reading of Changes to Merit Rules:	
	Chapter I: Preliminary Statement and Definition of	
	Terms	
D		1 2012
Performance		June 2013
Evaluation of		
Director		
Personnel		June
Commission's		2013
Twelve-Month		
Calendar of Events		

V. <u>Next Regular Personnel Commission Meeting:</u> Tuesday, June 4, 2013, at 4:00 pm - *District Office Board Room*

VI. <u>Public Comments for Closed Session Items ONLY:</u> 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. <u>Closed Session:</u>

The Commission adjourned to closed session at 5:47 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Director of Classified Personnel

The Commission reconvened into open session at 6:09 p.m. and reported on the following action taken in closed session: **No action was taken.**

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

Commissioner	Μ	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		\checkmark	\checkmark			
Michael Sidley	\checkmark		\checkmark			

TIME ADJOURNED: 6:10 p.m.

The meeting was adjourned in memory of Sandra Lyon's mother.

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. <u>Approval of Classified Personnel Eligibility List(s):</u>

A. Approve Classified Personnel Eligibility List(s):

Classification

<u># Eligibles</u>

Instructional Assistant - Specialized

9

Commissioner	Μ	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, June 4, 2013

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

SUBJECT: Advanced Step Placement - Jorge Bracamonte

BACKGROUND INFORMATION:

Classification Title:	Employee:	Calculation of
Custodian	Jorge Bracamonte	Advanced Step Recommendation
 Education and Experience: Knowledge Of: Basic cleaning methods, procedures, and techniques. Cleaning materials, supplies, and equipment. Safe working methods and procedures. Ability To: Efficiently and effectively use cleaning materials, supplies, and equipment. Understand and carry out oral and written instructions. Establish and maintain cooperative working relationships with others. Perform simple and repetitive tasks. Be flexible. Education and Experience: Sufficient training and experience to demonstrate knowledge and abilities listed above. 	• Jorge has over 16 years of experience working in custodial services.	5 levels of education and experience above the required level = 5 Step Advance

DIRECTOR'S COMMENTS:

Mr. Bracamonte's professional training and experience significantly exceed the minimum requirements specified for this classification. His experience <u>exceeds the required amount of experience by five (over 6 years)</u>. Pay rate at Classified Range 22 - Step A is \$13.51/hour; \$2,341.00/month; Step F is \$17.23/hour: \$2,987.00/month. The net difference in pay is an increase \$3.72 per hour, \$646.00 per month, or \$7,752.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jorge Bracamonte, Custodian, at Range 22, Step F on the 2007-08 Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B).

Commissioner	Μ	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, June 4, 2013

AGENDA ITEM NO: III.B.1.

SUBJECT: Scheduling and Process Expectations for Pre-hearing Conferences

BACKGROUND INFORMATION:

The Personnel Commission has recently allowed for a "pre-hearing conference" to take place at a separate time before an official appeal hearing occurs. In order to ensure consistency and transparency there is a need to discuss expectations for how the process should work, who should be involved, and what actions are allowable at the pre-hearing.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission discuss the process for establishing stipulations, exhibit lists, and witness lists at "pre-hearing conferences."

III. Information Items

Impact Report
Placement Fiscal
Advanced Step

Annual Cost at Adv Step 1 Step 1 Step For Step 1 Step 1 Step 53,544 61,980 56,964 5 53,544 61,980 37,13 30,600 19,358 24,705 30,600 30,600 14,988 19,125 44,640 49,212 19,358 24,705 19,358 24,705 14,988 19,125 36,705 19,358 14,988 19,125 24,705 36,705 16,718 21,338 19,125 36,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 24,705 19,358 21,338 19,358 24,705 19,358 21,338 19,358 24,705 19,358 21,338 19,358										Adv		Annual	
10 Adv Monthy Hourh Monthy Hourh Monthy Hourh Monthy Hourh Kate Step Tate Step Tate Adv Adv Position Monthy Hours Range Step Rate Rate Step 1 Step <t< td=""><td>PC Meeting</td><td></td><td></td><td></td><td></td><td></td><td>Sten A</td><td>Sten A</td><td>Adv Sten</td><td>Sten</td><td>Annual</td><td>Cost at</td><td>Annual</td></t<>	PC Meeting						Sten A	Sten A	Adv Sten	Sten	Annual	Cost at	Annual
	Approval				Salary	Adv	Monthly	Hourly	Monthly	Hourly	Cost at	Adv	Fiscal
2012-2013 Solution: 21 S4,747 27 4,640 5,644 Fixeal Sves Supv 12 8 41 F 53,720 21 54,747 27 4,640 55,644 5 Fixeal Sves Supv 12 8 M11 0 54,462 53,710 51 23,710 51 23,731 51 53,710 51 23,733 21 84,460 51,561 53,710 51 53,733 21,506 33,713 21,506 34,660 130 53,538 14,560 130,358 24,705 130 53,738 21,705 21,338 24,705 21,338 24,705 23,581 15 23,581 15,313 20,588 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 24,705 21,338 <td>Date</td> <td>Position</td> <td>Months</td> <td>Hours</td> <td>Range</td> <td>Step</td> <td>Rate</td> <td>Rate</td> <td>Rate</td> <td>Rate</td> <td>Step 1</td> <td>Step</td> <td>Impact</td>	Date	Position	Months	Hours	Range	Step	Rate	Rate	Rate	Rate	Step 1	Step	Impact
Serior Buyer 12 8 41 F 53,720 21 54,471 27 44,640 56,964 5 Fiscal Svers Supv 12 8 M41 D 54,462 26 55,165 30 35,344 61,909 Fiscal Svers Supv 12 8 37 5 35,314 19 53,770 21 44,640 93,571 Hew Uth 10 6 26 5 35,328 19 53,770 21 44,640 93,213 Accountant 10 6 26 5 35,328 19 53,770 21 44,640 93,125 Accountant 10 6 23 7 2,3370 21 44,640 93,125 Accountant 10 5 23 7 2 44,640 93,125 Accountant 10 10 5 25 15 5,3244 19 19,135 Accountant 10 10					20;	12-20	13						
Fiscal Svcs Supv 12 8 Ma1 D 54,462 25,516 33 23 23 21 21,360 Iem Ubbrary Coord 10 7 26 B \$2,581 15 \$3,770 16 23,374 13 34,640 I HVX Cond 10 6 26 F \$2,581 15 \$3,700 16 23,382 24,705 I ADev Hith 10 8 23 F \$2,398 14 \$3,060 18 19,358 24,705 A Dev Hith 12 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 A Dev Hith 12 6 5 26 F \$2,581 15 \$3,294 19 19,358 24,705 A Dev Hith 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 2 Stoconationelineed 10 6 26 F	7/11/2012	Senior Buyer	12	8	41	L.	\$3,720	21	\$4,747	27	44,640	56,964	\$12,324
Image: light of the	7/11/2012	Fiscal Svcs Supv	12	∞	M41	٥	\$4,462	26	\$5,165	30	53,544	61,980	\$8,436
HVAC Mechanic 12 8 37 C 53,374 19 53,720 21 40,488 44,640 Ac-Specialized 10 6 26 7 5,3,391 14 53,290 18 13,938 24,705 Ac-Dev H1th 10 6 26 7 5,3,391 14 53,000 18 14,968 19,125 Accountant 10 5 26 7 5,3,391 15 5,3,294 19 19,358 24,705 2 Accountant 10 5 26 7 5,3,291 15 5,3,294 19 19,358 24,705 2 Acspecialized 10 6 26 7 5,3,291 15 5,3,294 19 19,338 24,705 2 Acspecialized 10 6 20 7 25,324 19 16,313 21,338 2 Acspecialized 10 6 20 7 25,324 19	8/14/2012	Elem Library Coord	10	7	26	В	\$2,581	15	\$2,710	16		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
An-Dev Hith 10 8 23 F \$2,398 14 \$3,060 18 23,988 30,600 A Noument 10 5 23 F \$2,398 14 53,060 18 14,688 93,125 A Noument 10 5 23 F \$2,398 15 53,294 19 16,131 20,588 13,175 2 Physical Activities Specialist 10 5 26 F \$2,581 15 53,794 19 16,131 20,588 13,175 2 Stock and Delivery Clerk 10 6 26 F \$2,581 15 \$3,713 13 25,888 13,132 24,705 2 A-Specialized 10 6 26 F \$2,211 15 \$3,713 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755 14,755	8/14/2012	IA-Specialized	10	9	26	4	\$2,581	15	\$3,294	19		24,705	\$5,348
IA-Dev Hith 10 5 23 F \$2,398 14 \$5,060 18 14,988 19,125 Accountant 12 8 41 C \$3,720 21 \$4,001 24 44,968 19,358 16,131 20,588 Physical Activities Specialist 10 5 26 F \$2,581 15 \$3,294 19 16,131 20,588 Stock and Delivery Clerk 10 7 26 B \$2,581 15 \$3,294 19 16,131 20,588 IA-Specialized 10 6 26 F \$2,581 15 53,294 19 19,358 24,705 IA-Specialized 10 6 20 F \$2,581 15 53,794 19 19,358 24,705 IA-Specialized 10 6 20 F \$2,581 15 53,794 19 19,358 24,705 IA-Specialized 10 10 6 20	8/23/2012	IA-Dev Hith	10	8	23	Ч	\$2,398	14	\$3,060	18		30,600	\$6,620
Accountant 12 8 41 C $33,720$ 21 $54,101$ 24 $44,640$ $49,212$ IA-Specialized 10 6 26 F $53,731$ 19 16,118 24,705 Stock and Delivery Clerk 10 7 26 B $52,581$ 15 $53,294$ 19 19,358 $24,705$ A-Specialized 10 6 26 F $52,581$ 15 $53,294$ 19 19,358 $24,705$ IA-Specialized 10 6 26 F $52,581$ 15 $53,294$ 19 19,358 $24,705$ IA-Specialized 10 6 26 F $52,581$ 15 $53,294$ 19 19,358 $24,705$ IA-Specialized 10 6 26 F $52,581$ 15 $53,294$ 19 19,358 $24,705$ IA-Specialized 10 6 26 F $52,581$ 15 $53,294$ </td <td>9/11/2012</td> <td>IA-Dev Hlth</td> <td>10</td> <td>5</td> <td>23</td> <td>Ŀ</td> <td>\$2,398</td> <td>14</td> <td>\$3,060</td> <td>18</td> <td></td> <td>19,125</td> <td>\$4,138</td>	9/11/2012	IA-Dev Hlth	10	5	23	Ŀ	\$2,398	14	\$3,060	18		19,125	\$4,138
In-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 Physical Activities Specialist 10 5 26 F \$2,581 15 \$3,294 19 19,358 24,705 Stock and Delivery Clerk 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 20 F \$2,529 13 \$2,845 16 16,718 21,338 IA-Specialized 10 6 20 F \$2,529 13 \$2,845 16 16,718 21,338 IA-Specialized 10 6 20 F \$2,521 15 \$2,324 19 13,358 24,705 IA-Specialized 10 6 20 F \$2,511 15 \$2,324 19 13,358 24,705 IA-Specialized 10 7 28 \$2,521 15 \$2,3244	9/11/2012	Accountant	12	8	41	С	\$3,720	21	\$4,101	24		49,212	\$4,572
Physical Activities Specialist 10 5 26 F 32,581 15 33,294 19 16,131 20,588 Stock and Delivery Clerk 10 7 26 B 32,581 15 53,294 19 19,358 24,705 IA-Specialized 10 6 26 F 5,581 15 53,294 19 19,358 24,705 IA-Specialized 10 6 20 F 5,231 15 53,294 19 19,358 24,705 IA-Specialized 10 6 26 F 5,251 15 53,294 19 19,358 24,705 IA-Specialized 10 6 26 F 5,531 15 53,234 19 13,358 24,705 IA-Specialized 10 6 26 F 5,531 15 53,234 19 13,358 24,705 IA-Specialized 10 10 6 26 75,531 15	10/10/2012	IA-Specialized	10	9	26	ш	\$2,581	15	\$3,294	19		24,705	\$5,348
Stock and Delivery Clerk 10 7 26 B \$2,581 15 \$2,710 16 22,584 23,713 IA-FE 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-FE 10 6 20 F \$2,581 15 \$3,294 19 19,358 24,705 IA-FE 10 6 20 F \$2,581 15 \$3,294 19 19,358 24,705 IA-FE 10 6 20 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 7 \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 7 \$2,581 15 19,358 24,705 IA-Specialized 10 15 \$2,581 15 \$2,334 19 19,358 24,705 IA-Speciali	10/10/2012	Physical Activities Specialist	10	5	26	Ľ.	\$2,581	15	\$3,294	19		20,588	\$4,456
IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 IA-Specialized 10 6 20 F \$2,231 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 7 \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 7 28 E \$2,710 16 \$3,294 19 19,358 24,705 IA-Specialized 10 7 28 E \$2,710 16 \$3,234 19 19,358 24,705 IA-Specialized 10 7 28 F \$2,458 14 \$3,713	10/10/2012	Stock and Delivery Clerk	10	7	26	В	\$2,581	15	\$2,710	16		23,713	\$1,129
2 IA-Specialized 10 6 26 7 $32,381$ 19 19,358 $24,705$ IA-FE IA-FE 10 6 20 F $52,229$ 13 $52,845$ 16 $16,718$ $21,338$ IA-FE IA-Specialized 10 6 20 F $52,229$ 13 $52,845$ 16 $16,718$ $21,338$ IA-Specialized 10 6 26 F $52,581$ 15 $53,294$ 19 $19,358$ $24,705$ IA-Specialized 10 6 26 C $52,781$ 15 $53,294$ 19 $19,358$ $24,705$ IA-Specialized 10 7 28 E $52,710$ 16 $53,294$ 19 $13,117$ Bus Dirclass Pers 110 7 28 $53,324$ 13 $14,117$ Gardener 12 8 M64 C $57,458$ 14 $8,1,104$ $14,117$	11/13/2012	IA-Specialized	10	9	26	ш	\$2,581	15	\$3,294	19		24,705	\$5,348
IA-PE 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 IA-SE IA-SE 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 IA-Specialized 10 6 20 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 7 28 E \$2,710 15 \$3,294 19 19,358 24,705 Bus Driver 10 7 28 K \$5,563 14 8,726 14,117 IA-Specialized 10 3 18 D \$2,168 14 8,726 14,117 IA-Specialized 10 10 5 25,458 14 8,104,187 14,117 IA-Specialized 10	11/13/2012	IA-Specialized	10	6	26	ч	\$2,581	15	\$3 , 294	19		24,705	\$5,348
IA-SE IA-SE 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 F \$5,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 C \$5,581 15 \$3,294 19 19,358 24,705 Bus Driver 110 7 28 E \$5,710 16 \$3,3294 19 19,358 24,705 Bus Driver 112 3 N64 C \$5,731 15 \$3,294 19 19,1361 14,117 Gardener 10 6 26 F \$2,453 14 \$1,4113 28,232 24,705 28,232 24,705 28,232 24,705 28,232 24,705 28,232,69 19 19,133,126	1/15/2013	IA-PE	10	6	20	F	\$2,229	13	\$2,845	16		21,338	\$4,620
IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 IA-Specialized 10 6 26 C \$2,581 15 \$3,294 19 19,358 24,705 Bus Driver 10 7 28 E \$2,710 16 \$3,234 19 19,358 24,705 Bus Driver 112 3 24 F \$2,458 14 \$3,137 18 11,061 14,117 Gardener 10 7 28 M64 C \$7,874 45 \$8,683 24,705 91,184 IA-Specialized 10 3 18 D \$2,545 14 \$8,126 92,18 IA-Classroom 10 6 26 5 \$2,843 14 \$8,126 92,488 14,43 14	1/15/2013	IA-SE	10	9	20	ш	\$2,229	13	\$2,845	16		21,338	\$4,620
IA-Specialized 10 6 26 7 5,5,581 15 5,3,294 19 19,358 24,705 IA-Specialized 10 6 26 C \$2,581 15 \$3,294 19 19,358 24,705 Bus Driver 10 7 28 E \$2,710 16 \$3,324 19 23,713 28,823 24,705 Bus Driver 12 3 24 F \$2,458 14 \$3,137 18 11,061 14,117 Dir Class Pers 12 3 24 F \$2,458 14 \$8,126 9,138 IA-Ussroom 10 5 18 Dir Class Pers 14 \$3,137 18 10,4184 Dir Class Pers 10 3 18 Dir Class 9,3458 14 \$8,104,184 IA-Disciolized 10 13 15 52,458 14 \$8,1705 16 IA-Secialized 12 8 33 <td< td=""><td>1/15/2013</td><td>IA-Specialized</td><td>10</td><td>6</td><td>26</td><td>Ŧ</td><td>\$2,581</td><td>15</td><td>\$3,294</td><td>19</td><td></td><td>24,705</td><td>\$5,348</td></td<>	1/15/2013	IA-Specialized	10	6	26	Ŧ	\$2,581	15	\$3,294	19		24,705	\$5,348
IA-Specialized 10 6 26 C \$2,581 15 \$2,845 16 19,358 21,338 Bus Driver 10 7 28 E \$2,710 16 \$3,294 19 23,713 28,823 Bus Driver 12 3 24 F \$2,458 14 \$3,137 18 11,061 14,117 Dir Class Pers 12 8 M64 C \$7,874 45 \$8,682 50 94,488 104,184 IA-Class room 10 3 18 D \$2,167 13 \$2,458 14 \$1,061 14,117 IA-Specialized 10 6 26 F \$2,581 13 \$2,458 14 \$1,26 9,218 24,705 IA-Specialized 12 8 M46 C \$5,763 13 \$2,705 14 \$1,26 9,218 IA-Specialized 12 8 33 F \$2,581 15	1/15/2013	IA-Specialized	10	6	26	F	\$2,581	15	\$3,294	19		24,705	\$5,348
Bus Driver10728E $$2,710$ 16 $$3,294$ 19 $$2,713$ $$2,823$ Gardener12324F $$2,458$ 14 $$3,137$ 18 $11,061$ $14,117$ Dir Class Pers128M64C $$7,874$ 45 $$8,682$ 50 $94,488$ $104,184$ IA-Classroom10318D $$2,167$ 13 $$2,458$ 14 $8,126$ $9,218$ IA-Classroom10626F $$2,581$ 15 $$2,458$ 14 $8,126$ $9,218$ IA-Specialized10626F $$2,561$ 13 $$2,458$ 14 $8,126$ $9,218$ IA-Specialized128M46C $$5,048$ 29 $$5,565$ 32 $60,576$ $66,780$ Sprinkler Repair Technician12833F $$5,563$ 13 $$6,720$ $46,872$ $$6IA-SE10620F$5,26113$5,72016,718$21,338Administrative Assistant12829C$2,2341$51$2,8451616,718$21,338Administrative Assistant12822F$5,2341$51$51$2,906$18$3,312$6,720Administrative Assistant12822F$2,341$51$2,987$17$0,927$5,844$16Lostodian$	1/15/2013	IA-Specialized	10	6	26	C	\$2,581	15	\$2,845	16		21,338	\$1,980
Gardener12324F $$2,458$ 14 $$3,137$ 18 $11,061$ $14,117$ Dir Class Pers128M64C $$7,874$ 45 $$8,682$ 50 $94,488$ $104,184$ A-Classroom10318D $$2,167$ 13 $$2,458$ 14 $$8,126$ $9,218$ A-Classroom10626F $$5,581$ 15 $$5,294$ 19 $19,358$ $24,705$ A-Specialized128M46C $$5,048$ 29 $$5,565$ 32 $60,576$ $66,780$ Ar Analyst12833F $$5,048$ 29 $$5,565$ 32 $60,576$ $66,780$ Ar Analyst12833F $$5,048$ 2923 $$60,576$ $66,780$ Ar Analyst12833F $$5,048$ 2923 $$60,576$ $$6,780$ Ar Analyst12833F $$5,048$ 2923 $$60,576$ $$6,780$ Ar Analyst12829C $$5,020$ 18 $$3,312$ $$60,576$ $$66,780$ Ar Analyst12829C $$5,229$ 13 $$5,845$ 16 $$1,718$ $$21,338$ Administrative Assistant12829C $$5,776$ 16 $$5,706$ $$3,312$ $$6,720$ Administrative Assistant12822F $$2,341$ $$14$ $$2,987$ $$17$ $$2,992$ <td< td=""><td>2/12/2013</td><td>Bus Driver</td><td>10</td><td>7</td><td>28</td><td>Ш</td><td>\$2,710</td><td>16</td><td>\$3,294</td><td>19</td><td></td><td>28,823</td><td>\$5,110</td></td<>	2/12/2013	Bus Driver	10	7	28	Ш	\$2,710	16	\$3,294	19		28,823	\$5,110
Dir Class Pers 12 8 M64 C \$7,874 45 \$8,682 50 94,488 104,184 IA-Classroom 10 3 18 D \$2,167 13 \$2,458 14 \$,126 9,218 IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 HR Analyst 12 8 M46 C \$5,048 29 \$5,565 32 60,576 66,780 Sprinkler Repair Technician 12 8 33 F \$3,060 18 \$3,306 23 36,720 46,872 \$ IA-SE 1A-SE 10 6 20 F \$2,239 13 36,720 46,872 \$ IA-SE 1A-SE 10 6 20 F \$2,229 13 36,720 46,872 \$ IA-SE Administrative Assistant 12 8 22 F \$2,2341	2/12/2013	Gardener	12	3	24	ш	\$2,458	14	\$3,137	18		14,117	\$3,056
	2/12/2013	Dir Class Pers	12	8	M64	U	\$7,874	45	\$8,682	50		104,184	\$9,696
IA-Specialized 10 6 26 F \$2,581 15 \$3,294 19 19,358 24,705 HR Analyst 12 8 M46 C \$5,048 29 \$5,565 32 60,576 66,780 Sprinkler Repair Technician 12 8 33 F \$3,060 18 \$3,906 23 36,720 46,872 \$ IA-SE 10 6 20 F \$3,060 18 \$3,906 23 36,720 46,872 \$ IA-SE 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 Administrative Assistant 12 8 29 C \$2,776 16 \$3,060 18 33,312 36,720 46,872 \$ Custodian 12 8 29 C \$2,341 \$14 \$ \$ 17 28,092 35,844 \$ Custodian 12 8 22 F \$2,341 \$14 \$ \$ 17 28,092 35,8	3/12/2013	IA-Classroom	10	З	18	۵	\$2,167	13	\$2,458	14		9,218	\$1,091
HR Analyst 12 8 M46 C \$5,048 29 \$5,565 32 60,576 66,780 Sprinkler Repair Technician 12 8 33 F \$3,906 18 \$3,906 23 36,720 46,872 \$5 IA-SE 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 Administrative Assistant 12 8 29 C \$2,776 16 \$3,060 18 33,312 36,720 46,872 \$5 Administrative Assistant 12 8 29 C \$2,776 16 \$16 16,718 21,338 Custodian 12 8 22 F \$2,341 \$14 \$2,902 35,844 \$6 Custodian 12 8 22 F \$2,3341 \$14 \$2 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$6 \$7 \$6 \$6 \$6 \$6	3/12/2013	IA-Specialized	10	9	26	ш	\$2,581	15	\$3,294	19		24,705	\$5,348
Sprinkler Repair Technician 12 8 33 F \$3,060 18 \$3,906 23 36,720 46,872 \$ IA-SE 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 Administrative Assistant 12 8 29 C \$2,776 16 \$5,3,060 18 33,312 36,720 46,872 \$ Administrative Assistant 12 8 29 C \$2,776 16 \$16 \$3,312 36,720 \$ <t< td=""><td>4/9/2013</td><td>HR Analyst</td><td>12</td><td>8</td><td>M46</td><td>U</td><td>\$5,048</td><td>29</td><td>\$5,565</td><td>32</td><td></td><td>66,780</td><td>\$6,204</td></t<>	4/9/2013	HR Analyst	12	8	M46	U	\$5,048	29	\$5,565	32		66,780	\$6,204
IA-SE 10 6 20 F \$2,229 13 \$2,845 16 16,718 21,338 Administrative Assistant 12 8 29 C \$2,776 16 \$3,060 18 33,312 36,720 Custodian 12 8 22 F \$2,341 \$14 \$2,987 \$17 28,092 35,844 \$5 Custodian 12 8 22 F \$2,341 \$14 \$2,987 \$17 28,092 35,844 \$5 Custodian 12 8 22 F \$2,341 \$14 \$2,987 \$17 28,092 35,844 \$5 Vestor 10	5/14/2013	Sprinkler Repair Technician	12	8	33	ш	\$3,060	18	\$3,906	23		46,872	\$10,152
Administrative Assistant 12 8 29 C \$2,776 16 \$3,060 18 33,312 36,720 Custodian 12 8 22 F \$2,341 \$14 \$2,987 \$17 28,092 35,844 \$5 Custodian 12 8 22 F \$2,341 \$14 \$2,987 \$17 28,092 35,844 \$5 Image: State Sta	5/14/2013	IA-SE	10	6	20	Ľ	\$2,229	13	\$2,845	16		21,338	\$4,620
Custodian 12 8 22 F \$2,341 \$14 \$2,987 \$17 28,092 35,844 Image: Second state	5/14/2013	Administrative Assistant	12	8	29	U	\$2,776	16	\$3,060	18	33,312	36,720	\$3,408
	6/4/2013	Custodian	12	8	22	ш	\$2,341	\$14	\$2,987	\$17	28,092	35,844	\$7,752
												TOTAL	\$146,697

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PC Meeting						Step A	Step A	Adv Step	Step	Annual	Cost at	Annual
Approval				Salary	Adv	Monthly	Hourly	Monthly	Hourly	Cost at	Adv	Fiscal
Date	Position	Months	Hours	Range	Step	Rate	Rate	Rate	Rate	Step 1	Step	Impact
				20:	2011-2012	12	-					-
7/12/2011	Elem Library Coor	10	7	26	8	\$2,581	15	\$2,710	16	22,584	23,713	\$1,129
8/9/2011	IA-Specialized	10	9	26	Ľ	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
8/9/2011	Licensed Vocational Nurse	10	∞	34	ш	\$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	9	26	Ľ	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	В	\$4,462	26	\$4,685	27	53,544	56,220	\$2,676
12/13/2011	Accounting Asst II	12	4	26	ц.	\$2,581	15	\$3,294	19	15,486	19,764	\$4,278
1/10/2012	IA-Specialized	. 10	9	26	Ľ.	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
1/10/2012	IA-SE	10	9	20	L	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
1/10/2012	IA-Specialized	10	9	26	ц	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
3/13/2012	Health Off Spec	10	3.5	25		\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
3/13/2012	IA-Music	10	£	20	ш	\$2,229	13	\$2,845	16	8,359	10,669	\$2,310
3/13/2012	Reprographics Operator	12	8	23	Ľ	\$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	Ч	\$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	9	20	Ŀ	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
3/13/2012	IA-Classroom	10	2	18	ш.	\$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	В	\$2,518	15	\$2,914	17	11,016	12,749	\$1,733
4/17/2012	Admin Asst	12	8	29	В	\$2,776	16	\$2,914	17	33,312	34,968	\$1,656
4/17/2012	IA-Specialized	10	9	26	ш	\$2,581	15	\$3,294	19	19,358	24,705	\$5,348
5/8/2012	IA-PE	10	9	20	Ľ.	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	9	20	Ч	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-Classroom	10	3	18	В	\$2,167	13	\$2,229	13	8,126	8,359	\$233
5/8/2012	IA-SE	10	9	20	ш	\$2,229	13	\$2,845	16	16,718	21,338	\$4,620
5/8/2012	IA-SE	10	4	20	Ľ	\$2,229	13	\$2,845	16	11,145	14,225	\$3 , 080
											TOTAL	\$113,729
					1							

Personnel Requisition Detailed Report – 6/4/13 PC Meeting

OPE	N REQU	IISITI	ON AC	τινιτγ (OMP	ARISO	ON BY	MON	TH											
Status W	/hen Rec'd	4/2012	5/2012	6/2012	7/2012	8/2012	9/2012	10/2012	11/2012	12/2012	2 1	/2013	2	2/2013	3	/2013	4/2	2013	5/2013	6/2013
Pending s	nks Available: election from ligibility list	3	3	4	4	10	5	4	8	6		3		6		5	1	10	6	10
Top 3 Rar Available Recruitme		7	5	5	9	6	7	7	8	12		10		9		8	:	8	5	6
TOTAL		10	8	9	13	16	12	11	16	18		13		15		13	1	18	11	16
OPE	N REQU	IISTIC	ONS								1	1	–		Γ	1			[
Req ID	Position		Dept/Site	New or Replacing Who?	Was there Ranks a Time o Reques	nt Date f Rec'o	Close	n Postir	ng Postii n Clos	of Day	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig L Expi Dat	re	<pre># of Days to establish list from date rec'd</pre>	NC	DTES
12-103	Certified Occupational Therapist Ass		Special Education	Kari Isackson	NO	9/8/11			ontinuous		33	32			IN PR	OGRESS			New recr strategy a possible a	uitment and accelerated
13-052	Instructional Assistant-Phy Education	vsical	Edison	Jose Barron	NO	11/5/1	2 11/11/1	.2 3/22/2	13 4/12/	13 20	41	14			IN PF	ROGRESS	S		hiring rate Delayed to revise testing and now in progress	
13-064	Instructional Assistant-Clas	ssroom	McKinley	NEW	YES	1/8/13	1/14/1	3			No	t Applio	able						Pending i with hirin	nterview Ig manager
13-084	Instructional Assistant-Phy Education	vsical	Cabrillo	Fredy Romero	NO	2/28/1	3 3/5/13	3/22/2	13 4/12/	13 20	41	14			IN PF	ROGRESS	S		Delayed t testing ar progress	
13-088	Instructional Assistant-Mu	sic	Lincoln	Colleen Ruddy	YES	3/14/1	3 3/20/1	3			No	t Applic	cable						Working to strateg targeted recruitme strings	
13-089	Physical Activ Specialist	vities	John Muir	Reginald St. Claire	YES	3/14/1	3 3/20/1	3			No	t Applic	cable						Pending i with hirin May requ suppleme recruitme	ng manager Jire ental

OPE	N REQUISTI	ONS															
Req	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
13-097	Physical Activities Specialist	Franklin	Aaron Kahle	YES	4/8/13	4/14/13				Not	Applic	able					Pending interview with hiring manager
13-101	Custodian PM	M&O	Mitchel Jackson	YES	4/17/13	4/23/13				Not	Applic	able					On hold, pending layoff
13-105	Physical Therapist	Special Education	Lauren Cowan	NO	4/26/13	5/5/13	5/3/13	5/3/13 5/17/13 IN PROGRESS								Active	
13-106	Administrative Assistant	Will Rogers	Judith Sember	YES	5/13/13	5/19/13		Not Applicable								Pending interview with hiring manager	
13-108	Administrative Assistant	John Muir	Karen Dahlem	YES	5/21/13	5/30/13				Not	Applic	able					Pending interview with hiring manager
13-109	Administrative Assistant	Webster	Eleonore Meline	YES	5/21/13	5/30/13				Not	Applic	able					Pending interview with hiring manager
13-110	Administrative Assistant	McKinley	Miyoun Michelle Lin	YES	5/24/13	5/30/13				Not	Applic	able					Pending interview with hiring manager
13-111	Cafeteria Worker I	Will Rogers	Rasmin Sewani	YES	5/21/13	5/30/13				Not	Applic	able					Pending interview with hiring manager
13-112	Instructional Assistant- Specialized	Special Education	NEW	NO	5/24/13	5/30/13	5/23/13	6/3/13				IN	PROGF	RESS			Active
13-113	Instructional Assistant- Specialized	Special Education	NEW	NO	5/24/13	5/30/13	5/23/13	6/3/13				IN	PROGF	RESS			Active

FILLI	FILLED REQUISTIONS																
Req	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
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	Filled from Eligibility List
13-086	Senior Office Specialist	Roosevelt	Robin Gordon	YES	3/1/13	3/14/13				Not	Applie	cable			·		Filled by Reemployment
13-087	Bus Driver	Transport.	Evangelina Girion	YES	3/14/13	3/20/13				Not	Appli	cable					Filled from Eligibility List
13-090	Administrative Assistant	Child Dev	Lori Ebner	YES	3/20/13	3/26/13				Not	Appli	cable					Filled from Eligibility List
13-091	Sports Facility Attendant	Business	Joshue Anderson	NO	3/20/13	3/26/13	3/15/13	4/8/13	23	95	63	2		8	4/29/14	40	Filled from Eligibility List
13-092	Instructional Assistant- Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-093	Instructional Assistant- Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-094	Instructional Assistant- Specialized	Special Education	NEW	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-096	Health Office Specialist	Student Services	Eva Villalobos	YES	4/8/13	4/14/13				Not	Appli	cable					Filled from Eligibility List
13-098	Bilingual Community Liason	Education Services	Astrid Saavedra	YES	4/8/13	4/14/13				Not	Appli	cable					Filled from Eligibility List
13-099	Instructional Assistant – Specialized	Special Education	Jason Williams	NO	3/20/13	3/26/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-100	Custodian	M&0	Sean McArthur	YES	4/17/13	4/23/13	Not Applicable								Filled from Eligibility List		
13-102	Instructional Assistant – Special Education	SAMOHI	Mayra Garcia	YES	4/17/13	4/23/13	Not Applicable							Filled from Eligibility List			
13-103	Instructional Assistant – Specialized	Special Education	Renee Hurtado	NO	4/17/13	4/23/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List

CAN	CANCELLED REQUISTIONS																
Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	Rec'd	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
13-104	Instructional Assistant – Special Education	Special Education	NEW	YES	4/30/13	5/5/13	Not Applicable CANCELLED						CANCELLED				
13-107	Instructional Assistant-Special Education	Malibu High	NEW	YES	5/14/13	5/27/13				Not	Appli	cable					CANCELLED

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

RECOMMENDATION NO. A.17

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.

NEW HIRES Ingle, Jennifer Special Education	Administrative Assistant 8 Hrs/12 Mo/Range:29 Step:A	EFFECTIVE DATE 4/18/13
Phan, Huy Child Develop Svcs	Accountant 8 Hrs/12 Mo/Range:41 Step:A	4/15/13
Rams, Florencia Child Develop Svcs	Bilingual Community Liaison 4.8 Hrs/10 Mo/Range:25 Step:A	4/29/13
TEMP/ADDITIONAL ASSIGNMENTS Anderson, Sally Malibu HS	Senior Office Specialist [additional hours, assistance with STAR testi	EFFECTIVE DATE 3/1/13-6/30/13 ing]
Casillas, Veronica Santa Monica HS	Student Outreach Specialist [overtime, Youth Police Academy]	2/13/13-4/4/13
Dixon, Crystal Special Ed-Roosevelt ES	Inst Asst – Special Ed [additional hours, individualized assistance]	4/24/13-6/11/13
Hendler, Nanette Muir ES	Inst Asst – Special Ed [additional hours, camp assistance]	2/25/13-3/1/13
Hendler, Nanette Muir ES	Inst Asst – Special Ed [overtime, camp assistance]	2/25/13-3/1/13
Hughes, Michael Facility Permits	Campus Security Officer [additional hours; school events]	10/17/12-6/30/13
Jorgenson, Stephanie Special Education-SMASH	Inst Asst – Special Ed [additional hours, classroom assistance]	5/1/13-6/11/13
Jorgenson, Stephanie Special Education	Office Specialist [additional hours, clerical assistance]	4/8/13-4/30/13
Kellett, Greville Facility Permits	Technical Theater Technician [additional hours; FUD events]	4/24/13-6/30/13
Langley, Bhakti Malibu HS	Inst Asst – Special Ed [additional hours, performance events]	1/1/13-6/30/13
Llosa, Silvia Edison ES	Inst Asst – Special Ed [additional hours, intervention assistance]	3/4/13-5/17/13
Mendoza, Dina Santa Monica HS	Senior Office Specialist [overtime, basketball games ticket sales]	4/12/13-6/30/13

Board of Education Meeting AGENDA: May 16, 2013

Olfert, Rebecca Rogers ES

Peterson, Erin Health Services

Quon, Rosemary Superintendent's Office

Roper-Conley, Carolyn Superintendent's Office

Thomas, William Malibu HS

Thomas, William Malibu HS

Vila, Florinda Santa Monica HS

Villegas, Bibiana Health Services

<u>SUBSTITUTES</u>

Jorgenson, Stephanie Special Education

Quon, Rosemary Superintendent's Office

CHANGE IN ASSIGNMENT Gonzalez, Monica Special Ed-Lincoln MS

Higgins, Shaun Special Ed-Grant ES

LEAVE OF ABSENCE (PAID)

Anderson, Amanda Adams MS

Boston, Kimberly McKinley ES

Glover, Tomita Santa Monica HS

Hernandez, Diane Fiscal Svcs

Osaki, Brenda McKinley ES

Thomas, Craig Special Education Inst Asst – Classroom [additional hours, AIMSweb assistance]

Health Office Specialist [additional hours, special health procedures]

Administrative Assistant [additional hours, clerical assistance]

Office Specialist [additional hours, clerical assistance]

Inst Asst – Special Ed [additional hours, camp assistance]

Inst Asst – Special Ed [overtime, camp assistance]

Bilingual Community Liaison [additional hours, translation]

Health Office Specialist [additional hours, special health procedures]

Inst Asst - Special Ed

EFFECTIVE DATE

5/1/13-6/30/13

3/1/13-3/22/13

4/29/13-5/3/13

4/1/13-6/11/13

4/15/13-4/26/13

4/8/13-4/12/13

3/18/13-3/21/13

3/18/13-3/21/13

4/10/13

Administrative Assistant

4/29/13-6/30/13

EFFECTIVE DATE 2/7/13

2///13

3/18/13

Specialized Inst Asst 7 Hrs/SY Fr: 6 Hrs/SY

Specialized Inst Asst

7 Hrs/SY Fr: 6 Hrs/SY

<u>)</u>	Inst Asst – Special Ed Medical	EFFECTIVE DATE 3/26/13-5/1/13
	Inst Asst – Special Ed Medical	4/14/13-4/29/13
	Administrative Assistant Medical	3/19/13-4/14/13
	Accounting Technician Medical	3/25/13-5/1/13
	Inst Asst – Classroom Medical	4/8/13-6/11/13
	Inst Asst – Special Ed Medical	4/15/13-5/6/13

Board of Education Meeting AGENDA: May 16, 2013

Wahrenbrock, Sarah Superintendent's Office	Assistant to Superintendent Medical	4/8/13-6/11/13
Wahrenbrock, Sarah Superintendent's Office	Assistant to Superintendent Maternity	5/1/13-6/26/13
Wahrenbrock, Sarah Superintendent's Office	Assistant to Superintendent CFRA	6/27/13-8/5/13
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	4/12/13-5/30/13
<u>LEAVE OF ABSENCE (UNPAID)</u> Pacheco, Patricia Food and Nutrition Svcs	Cafeteria Worker I Child Care	EFFECTIVE DATE 2/27/13-6/11/13
PROFESSIONAL GROWTH Bryant, Cheryl Human Resources	Employee Benefits Technician	EFFECTIVE DATE 5/1/13
Cuevas, Jose Operations	Custodian	5/1/13
Delgado, Eduardo Malibu HS	Inst Asst – Special Ed	5/1/13
Nao, Kimberly Santa Monica HS	Student Outreach Specialist	5/1/13
Papp, Beth Personnel Commission	Human Resources Technician	5/1/13
WORKING OUT OF CLASS Boyd, Katherine Grounds	Plant Supervisor Fr: Custodian	EFFECTIVE DATE 4/2/13-4/5/13
Campos, Oscar Grounds	Equipment Operator/Tree Trimmer Fr: Gardener	4/15/13-4/16/13
Gonzalez, Arturo Grounds	Sprinkler Repair Technician Fr: Custodian	3/26/13-4/19/13
Jackson, Michael Grounds	Equipment Operator/Tree Trimmer Fr: Gardener	4/22/13-6/28/13
Lopez, Jose Grounds	Equipment Operator/Tree Trimmer Fr: Gardener	3/26/13-3/31/13
ESTABLISHMENT OF POSITION		EFFECTIVE DATE
	Inst Asst – Special Ed	4/8/13

Inst Asst – Special Ed 3 Hrs/SY; Special Ed-Pt. Dume ES

RESIGNATION Cowan, Lauren Special Education	Physical Therapist	EFFECTIVE DATE 6/11/13
Lewis, Lefifia Pt. Dume ES	Inst Asst - Classroom	3/13/13
Moore, Deborah McKinley ES	Inst Asst - Classroom	4/30/13
Schlierman, John Grant ES	Inst Asst - Classroom	4/19/13
<u>RETIREMENT</u> Sember, Judy Rogers ES	Administrative Assistant	EFFECTIVE DATE 9/20/13
TERMIMATION DUE TO EXHAUSTIO		EFFECTIVE DATE
(39-MONTH MEDICAL REEMPLOYME ES9341849 Santa Monica HS	NT LIST) Inst Asst – Special Ed	5/30/13
VF3864574 Adams MS	Custodian	5/17/13

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

Board of Education Meeting AGENDA: May 16, 2013

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.18

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

COACHING ASSISTANT

ARMENDARIZ, RAMON ARMENDARIZ, RICHARD CANTANESE, SETH DE LA TORRE, JOSE SANTA MONICA HS SANTA MONICA HS MALIBU HS SANTA MONICA HS 4/15/13-6/30/13 4/12/13-6/30/13 4/15/13-6/30/13 4/12/13-6/30/13

TECHNICAL SPECIALIST – LEVEL II

GONZALEZ, JUAN ED SERVICES/SANTA MONICA HS 1/* [Colorguard/Winterguard - Choreography] - Funding: SM Arts Parents Association

1/1/13-6/30/13

TECHNICAL SPECIALIST – LEVEL III

DR. MOERSCHEL, JOSEPHINE

ED SERVICES/SANTA MONICA HS [Viola Coach] - Funding: SM Arts Parents Association 1/1/13-6/30/13

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

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

Date	Time	Location	Discussion Item
2013			
July 9, 2013	4:00 p.m.	Board Room – District Office	
August 13, 2013	4:00 p.m.	Board Room – District Office	
September 10, 2013	4:00 p.m.	Board Room – District Office	
October 8, 2013	4:00 p.m.	Board Room – District Office	
November 12, 2013	4:00 p.m.	Board Room – District Office	
December 10, 2013	4:00 p.m.	Board Room – District Office	
2014			
January 14, 2014	4:00 p.m.	Board Room – District Office	
February 11, 2014	4:00 p.m.	Board Room – District Office	
February 2014	Daily Conference	TBD	CSPCA 2014 Annual
			Conference
March 11, 2014	4:00 p.m.	Board Room – District Office	
April 8, 2014	4:00 p.m.	Board Room – District Office	2014–15 Budget Discussion
			and Development,
May 13, 2014	4:00 p.m.	Board Room – District Office	2014-15 Budget Adoption
June 10, 2014	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2012-2013

1

Closed Session begins at 4:30pm Public Meetings begin at 6:00pm

July through December 2012												
Month	1 st Thursday	2 ⁿ Thurs		3" Thurs		4 th Thurs		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	ĺ		9/20	DO							
October	10/4 M			10/18	DO							
November	11/1 M			11/15	DO		•	Thanksgiving: 11/22-23				
December		12/13	DO			winter I	oreak					
Winter Break	December 2	4 — Janu	iary 4									
	-		Janu	ary thro	ough J	lune 201	3.					
Winter Break	December 2	4 – Janu	iary 4									
January		1/17	DO									
February	2/7 M			2/21	DO							
March	3/7 DO			3/21	М	spring l	brēak -					
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): 23815 Stuart Ranch Road, Malibu, CA

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office avii least one day prior to the meeting.

Board of Education Meeting AGENDA: June 27, 2012

IV. <u>Personnel Commission Business</u>:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification	Instructional Assistant – Developmental Health	July 2013
Specification	Instructional Assistant – Special Education	
Revisions	Occupational Therapist	
Merit Rules	First Reading of Changes to Merit Rules:	July 2013
Revisions	Chapter XI: Vacation, Leaves of Absence and	-
	Holidays	
	Chapter XII: Salaries, Overtime Pay, and Benefits	
	Chapter XIV Disciplinary Action and Appeal	August
	Chapter XV: Resignation and Reinstatement	2013
	Chapter XVI: Grievance Procedure	September
	Chapter I: Preliminary Statement and Definition of	2013
	Terms	
Personnel		September
Commission		2013
Annual Report		

V. <u>Next Regular Personnel Commission Meeting:</u> Tuesday, July 9, 2013, at 4:00 pm - *District Office Board Room*

VI. <u>Closed Session:</u>

PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Director of Classified Personnel

VII. Adjournment:

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