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**I. General Functions:**

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

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

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

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

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

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

**AGENDA**

**REGULAR MEETING**  
**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 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 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 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>
Instructional Assistant - Specialized	9

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

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

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee 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. Personnel Commission Business:**

**A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Production Kitchen Coordinator Site Food Services Coordinator Sports Facility Attendant Occupational Therapist	July 2013      August 2013
Merit Rules Revisions	First 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> <i>Chapter I: Preliminary Statement and Definition of Terms</i>	July 2013     August 2013 September 2013
Personnel Commission Annual Report		September 2013

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

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**

**REGULAR MEETING**  
**May 14, 2013 @ 4:30 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 4:37 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

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:** April 9, 2013

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

**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 agendaize 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 are 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. 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>
Human Resources Technician	5
Sports Facility Attendant	8
Sprinkler Repair Technician	2



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

- **TIME OPENED: 5:21 p.m.**

Motion to Close Public Hearing:

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

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

- **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:

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

- **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. 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	June 2013  July 2013
Merit Rules Revisions	First 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>	June 2013  July 2013
Performance Evaluation of Director		June 2013
<b>Personnel Commission's Twelve-Month Calendar of Events</b>		<b>June 2013</b>

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

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

VII. **Closed Session:**

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. **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: 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.

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

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

**Classification**

**# Eligibles**

Instructional Assistant - Specialized

9

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

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### **III. Action Items**

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, June 4, 2013**

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

SUBJECT: Advanced Step Placement – Jorge Bracamonte

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Custodian	<b>Employee:</b> Jorge Bracamonte	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education and Experience:</u></b> <ul style="list-style-type: none"> <li>• Knowledge Of: Basic cleaning methods, procedures, and techniques. Cleaning materials, supplies, and equipment. Safe working methods and procedures.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Jorge has over 16 years of experience working in custodial services.</li> </ul>	5 levels of education and experience above the required level = <span style="border: 1px solid black; padding: 2px;">5 Step Advance</span>
<b><u>Total Advanced Steps: 5 Advanced Steps = STEP F</u></b>		

**DIRECTOR’S COMMENTS:**

Mr. Bracamonte’s professional training and experience significantly exceed the minimum requirements specified for this classification. His experience exceeds the required amount of experience by five (over 6 years). 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	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Michael Sidley							



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

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

### 16.3 Step Advancement

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

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

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

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

### 16.4 Advanced Step Placement:

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

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

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

### 16.5 Salary on Promotion

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

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

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

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

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### **III. Discussion Items**

**PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Regular Meeting: Tuesday, 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.”

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### **III. Information Items**





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

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH															
Status When Rec'd	4/2012	5/2012	6/2012	7/2012	8/2012	9/2012	10/2012	11/2012	12/2012	1/2013	2/2013	3/2013	4/2013	5/2013	6/2013
Top 3 Ranks Available: Pending selection from existing eligibility list	3	3	4	4	10	5	4	8	6	3	6	5	10	6	10
Top 3 Ranks Not Available: Recruitment necessary	7	5	5	9	6	7	7	8	12	10	9	8	8	5	6
<b>TOTAL</b>	10	8	9	13	16	12	11	16	18	13	15	13	18	11	16

OPEN REQUISITIONS																		
Req ID	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	
12-103	Certified Occupational Therapist Assistant	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous			33	32	IN PROGRESS					New recruitment strategy and possible accelerated hiring rate	
13-052	Instructional Assistant-Physical Education	Edison	Jose Barron	NO	11/5/12	11/11/12	3/22/13	4/12/13	20	41	14	IN PROGRESS					Delayed to revise testing and now in progress	
13-064	Instructional Assistant-Classroom	McKinley	NEW	YES	1/8/13	1/14/13	Not Applicable											Pending interview with hiring manager
13-084	Instructional Assistant-Physical Education	Cabrillo	Fredy Romero	NO	2/28/13	3/5/13	3/22/13	4/12/13	20	41	14	IN PROGRESS					Delayed to revise testing and now in progress	
13-088	Instructional Assistant-Music	Lincoln	Colleen Ruddy	YES	3/14/13	3/20/13	Not Applicable											Working with dept to strategize targeted recruitment for strings
13-089	Physical Activities Specialist	John Muir	Reginald St. Claire	YES	3/14/13	3/20/13	Not Applicable											Pending interview with hiring manager May require supplemental recruitment



# OPEN REQUISITIONS

Req ID	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 Applicable						Pending interview with hiring manager	
13-101	Custodian PM	M&O	Mitchel Jackson	YES	4/17/13	4/23/13				Not Applicable						On hold, pending layoff	
13-105	Physical Therapist	Special Education	Lauren Cowan	NO	4/26/13	5/5/13	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 Applicable						Pending interview with hiring manager	
13-109	Administrative Assistant	Webster	Eleonore Meline	YES	5/21/13	5/30/13				Not Applicable						Pending interview with hiring manager	
13-110	Administrative Assistant	McKinley	Miyoun Michelle Lin	YES	5/24/13	5/30/13				Not Applicable						Pending interview with hiring manager	
13-111	Cafeteria Worker I	Will Rogers	Rasmin Sewani	YES	5/21/13	5/30/13				Not Applicable						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 PROGRESS						Active	
13-113	Instructional Assistant-Specialized	Special Education	NEW	NO	5/24/13	5/30/13	5/23/13	6/3/13		IN PROGRESS						Active	

# FILLED REQUISITIONS

Req ID	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 Applicable										Filled by Reemployment
13-087	Bus Driver	Transport.	Evangelina Girion	YES	3/14/13	3/20/13	Not Applicable										Filled from Eligibility List
13-090	Administrative Assistant	Child Dev	Lori Ebner	YES	3/20/13	3/26/13	Not Applicable										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 Applicable										Filled from Eligibility List
13-098	Bilingual Community Liason	Education Services	Astrid Saavedra	YES	4/8/13	4/14/13	Not Applicable										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&O	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

## CANCELLED REQUISITIONS

Req ID	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
13-104	Instructional Assistant – Special Education	Special Education	NEW	YES	4/30/13	5/5/13	Not Applicable										CANCELLED
13-107	Instructional Assistant-Special Education	Malibu High	NEW	YES	5/14/13	5/27/13	Not Applicable										CANCELLED

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

ACTION/CONSENT  
 05/16/13

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.

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Ingle, Jennifer Special Education	Administrative Assistant 8 Hrs/12 Mo/Range:29 Step:A	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

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Anderson, Sally Malibu HS	Senior Office Specialist [additional hours, assistance with STAR testing]	3/1/13-6/30/13
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

Olfert, Rebecca Rogers ES	Inst Asst – Classroom [additional hours, AIMSweb assistance]	4/29/13-5/3/13
Peterson, Erin Health Services	Health Office Specialist [additional hours, special health procedures]	4/1/13-6/11/13
Quon, Rosemary Superintendent's Office	Administrative Assistant [additional hours, clerical assistance]	4/15/13-4/26/13
Roper-Conley, Carolyn Superintendent's Office	Office Specialist [additional hours, clerical assistance]	4/8/13-4/12/13
Thomas, William Malibu HS	Inst Asst – Special Ed [additional hours, camp assistance]	3/18/13-3/21/13
Thomas, William Malibu HS	Inst Asst – Special Ed [overtime, camp assistance]	3/18/13-3/21/13
Vila, Florinda Santa Monica HS	Bilingual Community Liaison [additional hours, translation]	4/10/13
Villegas, Bibiana Health Services	Health Office Specialist [additional hours, special health procedures]	3/1/13-3/22/13

**SUBSTITUTES**

Jorgenson, Stephanie Special Education	Inst Asst – Special Ed	<b><u>EFFECTIVE DATE</u></b> 5/1/13-6/30/13
Quon, Rosemary Superintendent's Office	Administrative Assistant	4/29/13-6/30/13

**CHANGE IN ASSIGNMENT**

Gonzalez, Monica Special Ed-Lincoln MS	Specialized Inst Asst 7 Hrs/SY Fr: 6 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 2/7/13
Higgins, Shaun Special Ed-Grant ES	Specialized Inst Asst 7 Hrs/SY Fr: 6 Hrs/SY	3/18/13

**LEAVE OF ABSENCE (PAID)**

Anderson, Amanda Adams MS	Inst Asst – Special Ed Medical	<b><u>EFFECTIVE DATE</u></b> 3/26/13-5/1/13
Boston, Kimberly McKinley ES	Inst Asst – Special Ed Medical	4/14/13-4/29/13
Glover, Tomita Santa Monica HS	Administrative Assistant Medical	3/19/13-4/14/13
Hernandez, Diane Fiscal Svcs	Accounting Technician Medical	3/25/13-5/1/13
Osaki, Brenda McKinley ES	Inst Asst – Classroom Medical	4/8/13-6/11/13
Thomas, Craig Special Education	Inst Asst – Special Ed Medical	4/15/13-5/6/13

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

**LEAVE OF ABSENCE (UNPAID)**

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**

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

**EFFECTIVE DATE**

4/8/13

**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

**RETIREMENT**Sember, Judy  
Rogers ES

Administrative Assistant

**EFFECTIVE DATE**

9/20/13

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES  
(39-MONTH MEDICAL REEMPLOYMENT LIST)**ES9341849  
Santa Monica HS

Inst Asst – Special Ed

**EFFECTIVE DATE**

5/30/13

VF3864574  
Adams MS

Custodian

5/17/13

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
05/16/13  
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	SANTA MONICA HS	4/15/13-6/30/13
ARMENDARIZ, RICHARD	SANTA MONICA HS	4/12/13-6/30/13
CANTANESE, SETH	MALIBU HS	4/15/13-6/30/13
DE LA TORRE, JOSE	SANTA MONICA HS	4/12/13-6/30/13

**TECHNICAL SPECIALIST – LEVEL II**

GONZALEZ, JUAN	ED SERVICES/SANTA MONICA HS [Colorguard/Winterguard - Choreography] - Funding: SM Arts Parents Association	1/1/13-6/30/13
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**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
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MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:



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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Discussion Item</b>
<b>2013</b>			
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	
<b>2014</b>			
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**

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

July through December 2012					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/18* DO		*Wednesday, 7/18
August	8/1* M		8/15* DO		*Wednesday, 8/1 *Wednesday, 8/15 First day of school: 8/22
September	9/6 DO		9/20 DO		
October	10/4 M		10/18 DO		
November	11/1 M		11/15 DO		Thanksgiving: 11/22-23
December		12/13 DO		winter break	
Winter Break: December 24 – January 4					
January through June 2013					
Winter Break: December 24 – January 4					
January		1/17 DO			
February	2/7 M		2/21 DO		
March	3/7 DO		3/21 M	spring break	
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 16<sup>th</sup> Street, Santa Monica.  
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

If you will require accommodation to participate in the Board meeting, please notify the Superintendent's Office **at least one day prior to the meeting.**  
 Board of Education Meeting AGENDA: June 27, 2012

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## **IV. Personnel Commission Business:**

### **A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist	July 2013
Merit Rules Revisions	First 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> <i>Chapter I: Preliminary Statement and Definition of Terms</i>	July 2013  August 2013 September 2013
Personnel Commission Annual Report		September 2013

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

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**VI. Closed Session:**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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**VII. Adjournment:**

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