

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

**AGENDA**

**REGULAR MEETING**  
**August 13, 2013 @ 4:00 p.m.**  
**District Office Board Room**

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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 August 13, 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 Special Meeting on July 2, 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**  
**August 13, 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 August 13, 2013**

**E. Approval of Minutes for Special Meeting on July 2, 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>
Accounting Technician	4
Gardener	7
Instructional Assistant – Classroom	7
Instructional Assistant – Physical Education	4

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

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

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Joshua Michael in the classification of Athletic Trainer at Range: 35 Step: B (\$3,374 per month)
- b. Approval of Advanced Step Placement for new employee Madeilaine Palma in the classification of Instructional Assistant - Specialized at Range: 26 Step: F (\$2,470 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.

- No Discussion Items

**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.21
  - July 24, 2013
4. Approved Professional Experts (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
  - Mr. Mark Harris, Technical Specialist III, from August 22, 2013 to June 10, 2014, Olympic High School
  - Ms. Josephine Moerschel, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Ms. Julianna Ostrovsky, Technical Specialist II, from May 1, 2013 to May 20, 2013, Point Dume Marine Science Elementary School
  - Mr. Chris Parise, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Ms. Jennifer Roth, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Mr. Peter Senchuk, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Ms. Meghan Turner, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
5. 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. Oscar Campos, Gardener, in the position of the Equipment Operator/Tree Trimmer, from June 3, 2013 to June 28, 2013
  - Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from May 13, 2013 to May 31, 2013
  - Mr. Steven Williams, Cafeteria Worker I, in the position of the Stock and Delivery Clerk, from May 29, 2013 to June 6, 2013
6. Personnel Commission’s Twelve-Month Calendar of Events
  - 2013 - 2014
7. Board of Education Meeting Schedule
  - 2013 - 2014

**IV. Personnel Commission Business:**

**A. Future Items:**

Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	September 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and</i>	September 2013

	<i>Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	October 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	November 2013
Personnel Commission Annual Report		September 2013

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

Tuesday, September 10, 2013, at 4:00 pm - *District Office Board Room*

**Next Special Personnel Commission Meeting:**

Thursday, September 12, 2013, at 9:00 am - *District Office Board Conference Room*

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

VI. **Closed Session:**

- No Closed Session

VII. **Adjournment:**

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

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

Submitted by: \_\_\_\_\_

Brandon Tietze  
Secretary to the Personnel Commission  
Director, Classified Personnel

The meeting is adjourned in memory of Diane Hernandez, Accounting Technician and twenty-six year employee of our District who recently passed away.

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

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

**MINUTES**

**SPECIAL MEETING**

**July 2, 2013**

**CLOSED SESSION: 1:00 p.m.**

**District Office Board Conference Room**

**OPEN SESSION: 2:00 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

**Call to Order: The Special Meeting of the Personnel Commission was called to order at 1:00 p.m.**

**I. Closed Session:**

The Commission moved to closed session at **1:03 p.m.** pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE DISCIPLINARY PRE-HEARING CONFERENCE**

Employee #: RD2623521

The Commission reconvened into open session at **1:55 p.m.** and reported on the following action taken in closed session:

NO REPORT

**II. General Functions:**

**A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 2:05 p.m.**

**B. Roll Call: Commissioners Inatsugu, Pertel and Sidley were present.**

- C. **Pledge of Allegiance:** Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.

Personnel Commission report from the closed session: At its meeting on June 4, 2013, the Personnel Commission, in closed session, completed its initial evaluation of Director Brandon Tietze and found that he exceeds expectations. This was his first of three evaluations that will take place during his probationary year of service.

- D. **Motion to Approve Agenda:** July 2, 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:** June 4, 2013

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

It was moved and seconded to approve the minutes as amended with the following corrections:

Commissioner Inatsugu inquired about the possibility of avoiding staff cuts within the Special Education department if the state ~~governor~~ legislature decides to backfill the budgetary cuts that were made to the Special Education programs.

~~In the past,~~ As part of the last pre-hearing process, the Personnel Commission engaged in conducting a pre-hearing conference in order to schedule the hearing itself and most importantly to provide the involved parties with the Personnel Commission's expectations.

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

- General Comments
  - Mr. Tietze provided the Personnel Commission with updates on recruitments, classification specification revisions and test development. He commended Mr. Bryon Miller, Human Resources Analyst, for all his hard work with classification and exam creation.

- 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.

- None

**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, informed the Personnel Commission about SEIU’s negotiations with the District.
- Ms. Cartee-McNeely commended the Personnel Commission and the District on the team effort in regards to the layoff process in the Child Development Services and Special Education Departments.

2. Board of Education Report

- None

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

**III. 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>
Children’s Center Assistant	78
Instructional Assistant – Specialized	18

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

Campus Security Officer	19
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Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

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



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

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

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Joshua Michael in the classification of Athletic Trainer at Range: 35 Step: D (\$3,720 per month)

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

- **Commissioner Sidley requested additional information regarding the employee’s previous work experience.**
- **Ms. Cartee-McNeely stated that it is the hiring authority that is typically validating employees’ references and past work experience, not the Personnel Commission office- unless the hiring manager specifically requests Personnel Commission staff to assist with the reference check.**
- **Mr. Tietze reminded the Personnel Commission that he intends to work with the Advisory Rules Committee to revise the Merit Rules on Advanced Step Placement so that the criteria can be well defined.**
- **Mr. Tietze will review and verify the employee’s past work experience.**

**The agenda item was tabled till the next regular Personnel Commission meeting on August 13, 2013.**

2. Accelerated Hiring Rate

Approval of Accelerated Hiring Rate for the classification of Certified Occupational Therapy Assistant (COTA) at Range: 34 Step: D (\$3,631 per month)

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

- **Mr. Tietze provided a brief background on the difficulties in recruitment for this position.**

3. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to Cafeteria Worker I classification specification within the Food and Nutrition Services

- b. It is recommended that the Personnel Commission approve the revision to Cafeteria Worker II classification specification within the Food and Nutrition Services
- c. It is recommended that the Personnel Commission approve the revision to Production Kitchen Coordinator classification specification within the Food and Nutrition Services
- d. It is recommended that the Personnel Commission approve the revision to Site Food Services Coordinator classification specification within the Food and Nutrition Services

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

- **Mr. Tietze explained the methodology used in the revision process including coding structure and supervision matrix.**
- **Mr. Miller, Human Resources Analyst, elaborated on his approach to clarify specific roles and reporting structure of each job classification within the job families.**
- **Ms. Cartee-McNeely commended the Personnel Commission staff for creating a new format. She requested Production Kitchen Coordinator’s representative duty number nine to have identical language as the Site Food Services Coordinator’s representative duty number four.**

- 4. Personnel Commission’s Twelve-Month Calendar of Events
  - 2013 - 2014

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

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

- **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
2. Personnel Requisition Status Report
3. Classified Personnel – Merit Report - No. A.16 (for SMMUSD School Board Agenda)
  - June 6, 2013
 Classified Personnel – Merit Report – No. A.19
  - June 26, 2013

- **Commissioner Inatsugu congratulated Ms. Cartee-McNeely on the renewal of her assignment effective July 1, 2013.**
4. Classified Personnel – Non-Merit Report – No. A.17
    - June 6, 2013
 Classified Personnel – Non-Merit Report – No. A.20
    - June 26, 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. Robert Anderson, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
    - Ms. Elizabeth Baker Newell, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
    - Mr. Andrew Bill, Technical Specialist II, from July 1, 2013 to July 4, 2013, Santa Monica High School/Educational Services
    - Ms. Mersedeh Farokzadeh, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
    - Ms. Nicole Fisher, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
    - Ms. Marni Gittleman, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
    - Mr. Juan Gonzalez, Technical Specialist II, from July 1, 2013 to July 4, 2013, Santa Monica High School/Educational Services
    - Ms. Cathy Hutchinson, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
    - Mr. Michael Hyziak, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
    - Ms. Yolanda Martinez, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
    - Ms. Julianna Ostrovsky, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
    - Ms. Kristy Pace, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
    - Ms. Andrea Philipson-Slosberg, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
    - Ms. Shannon Sukovaty, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
  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. Oscar Campos, Gardener, in the position of the Equipment Operator/Tree Trimmer, from June 3, 2013 to June 28, 2013
    - Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from May 13, 2013 to May 31, 2013
    - Mr. Thomas O'Rourke, Custodian, in the position of the Plant Supervisor, from June 12, 2013 to August 16, 2013
  7. Board of Education Meeting Schedule
    - 2013 - 2014

**V. 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 Instructional Assistant – Specialized Sports Facility Attendant	August 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	August 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	September 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	October 2013
Personnel Commission Annual Report		September 2013

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

Tuesday, August 13, 2013, at 4:00 pm - *District Office Board Room*

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

<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	✓		✓			

**TIME ADJOURNED: 2:51 p.m.**

Submitted by:

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

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

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

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

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Accounting Technician	4
Gardener	7
Instructional Assistant – Classroom	7
Instructional Assistant – Physical Education	4

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

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### **III. Action Items**

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, August 13, 2013**

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

SUBJECT: Advanced Step Placement – Joshua Michael

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Athletic Trainer	<b>Employee:</b> Joshua Michael	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>A Bachelor's degree from an accredited college or university.</li> </ul>	<ul style="list-style-type: none"> <li>Joshua has a Master's Degree in Organizational Leadership: Higher Education and a Bachelor's degree in Athletic Training.</li> </ul>	<b>1</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>One (1) year working in athletic training, physical therapy or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>Joshua has two years of experience working concurrently as an Athletic Trainer and Graduate Assistant Athletic Trainer performing the full scope of Athletic Trainer work.</li> </ul>	<b>0</b> (2 year period of experience) more than the required amount of Experience = <span style="border: 1px solid black; padding: 2px;">0 Step Advances</span>
<b><u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Step = <u>STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Michael's professional training and experience exceed the minimum requirements specified for this classification. His education is one level greater than required. Pay rate at Range 35 Step A is \$18.54/hour; Step B is \$19.47/hour. The net difference in pay is an increase of \$.93 per hour, \$161 per month, or \$1,416 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Joshua Michael at Range 35, Step B on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, August 13, 2013**

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

SUBJECT: Advanced Step Placement – Madeilaine Palma

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant-Specialized	<b>Employee:</b> Madeilaine Palma	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent and <ul style="list-style-type: none"> <li>· Completed 48 units at an institution of higher learning; or</li> <li>· Obtained an Associate's (or higher) degree; or</li> <li>· Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Madeilaine has obtained a Bachelor's Degree in Nursing from California State University, San Bernardino</li> </ul>	<b>1</b> levels of education above the required level = <b>1 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</li> </ul>	<p>Madeilaine has over 17 years or approximately 24,000 hours (with a conservative estimate of vacations and hours worked respectively) of experience working with individuals with exceptional needs, which does include a focus on behavioral modification.</p>	<b>8+</b> (2 year periods) more than the required amount of Experience = <b>8 Step Advances</b>
<b><u>Total Advanced Steps:</u> 1 + 8 = 9 (reduced to maximum of 5) Advanced Steps = <b><u>STEP F</u></b></b>		

**DIRECTOR'S COMMENTS:**

Ms. Palma's professional training and experience significantly exceed the minimum requirements specified for this classification. Her experience exceeds the required amount of experience by over eight 2-year periods (17 yrs). Pay rate at Classified Range 26 - Step F is \$14.89/hour; Step F is \$19.00/hour. The net difference in pay is an increase of \$4.11 per hour, \$534.75 per month, or \$5,347.50 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Madeilaine Palma, Instructional Assistant- Specialized, at Range 26, 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**

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### **III. Information Items**

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	Months	Hours	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Annual Fiscal Impact
<b>2012-2013</b>												
7/11/2012	Senior Buyer	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,964	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	\$25.74	\$5,165	\$29.80	53,544	61,980	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	\$19.47	\$3,720	\$21.46	40,488	44,640	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	23,980	30,600	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	\$13.83	\$3,060	\$17.65	14,988	19,125	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	\$21.46	\$4,101	\$23.66	44,640	49,212	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
10/10/2012	Physical Activities Specialist	10	5	26	F	\$2,581	\$14.89	\$3,294	\$19.00	16,131	20,588	\$4,456
10/10/2012	Stock and Delivery Clerk	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1,980
2/12/2013	Bus Driver	10	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	23,713	28,823	\$5,110
2/12/2013	Gardener	12	3	24	F	\$2,458	\$14.18	\$3,137	\$18.10	11,061	14,117	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	\$45.43	\$8,682	\$50.09	94,488	104,184	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	\$12.50	\$2,458	\$14.18	8,126	9,218	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	\$29.12	\$5,565	\$32.11	60,576	66,780	\$6,204
5/14/2013	Sprinkler Repair Technician	12	8	33	F	\$3,060	\$17.65	\$3,906	\$22.53	36,720	46,872	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$4,620
5/14/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$3,060	\$17.65	33,312	36,720	\$3,408
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$7,752
											<b>TOTAL</b>	<b>\$146,697</b>

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	Months	Hours	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Annual Fiscal Impact
<b>2013-2014</b>												
8/13/2013	Athletic Trainer	10	7	35	B	\$3,213	\$18.54	\$3,374	\$19.47	28,114	29,530	\$1,416
8/13/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,700	\$5,343
											<b>TOTAL</b>	<b>\$6,759</b>







## FILLED REQUISTIONS – (Within previous 2 months)

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
13-052	Instructional Assistant-Physical Education	Edison	Jose Barron	NO	11/5/12	11/11/12	7/17/13	8/6/13	20	41	14	0	10	4	1/9/14		Filled from Eligibility List.
13-084	Instructional Assistant-Physical Education	Cabrillo	Fredy Romero	NO	2/28/13	3/5/13	7/17/13	8/6/13	20	41	14	0	10	4	1/9/14		Filled from Eligibility List.
13-089	Physical Activities Specialist	John Muir	Reginald St. Claire	YES	3/14/13	3/20/13	7/12/13	8/2/13	21	106	-	-	-	-	-	-	Filled from Eligibility List. Additional recruitment in progress
13-105	Physical Therapist	Special Education	Lauren Cowan	NO	4/26/13	5/5/13	5/3/13	7/21/13	80	3	2	-	1	1	-	N/A	Filled from Eligibility List
13-106	Administrative Assistant	Will Rogers	Judith Sember	YES	5/13/13	5/19/13	Not Applicable										Filled from Transfer List
13-108	Administrative Assistant	John Muir	Karen Dahlem	YES	5/21/13	5/30/13	Not Applicable										Filled from Transfer List
13-109	Administrative Assistant	Webster	Eleonore Meline	YES	5/21/13	5/30/13	Not Applicable										Filled from Eligibility List
13-110	Administrative Assistant	McKinley	Miyoun Michelle Lin	YES	5/24/13	5/30/13	Not Applicable										Filled from Eligibility List
13-111	Cafeteria Worker I	Will Rogers	Rasmin Sewani	YES	5/21/13	5/30/13	Not Applicable										Filled from Eligibility List
13-112	Instructional Assistant-Specialized	Special Education	NEW	NO	5/24/13	5/30/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-113	Instructional Assistant-Specialized	Special Education	NEW	NO	5/24/13	5/30/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-116	Instructional Assistant-Classroom	Roosevelt	Jennifer Alvarez	NO	6/4/13	6/10/13	6/28/13	7/7/13	10	122	18	22	6	7	1/30/14	34	Filled from Eligibility List
13-117	Instructional Assistant-Specialized	Special Education	NEW	YES	6/5/13	6/13/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List
13-118	Instructional Assistant- Specialize	Special Education	NEW	YES	6/5/13	6/13/13	3/4/13	3/19/13	15	54	13	25	9	7	5/6/14	46	Filled from Eligibility List

## FILLED REQUISTIONS – (Within previous 2 months)

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
13-120	Instructional Assistant – Classroom	McKinley	Jennifer Rivera	NO	6/5/13	6/13/13	6/28/13	7/7/13	10	122	18	22	6	7	1/30/14	34	Filled from Eligibility List
13-122	Administrative Assistant	Business Services	Carolyn James	YES	6/21/13	6/30/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
13-123	Administrative Assistant	Grant	Yolanda Sanchez	YES	6/24/13	6/30/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
13-124	Custodian	John Adams	Javier Orozco	YES	6/26/13	7/1/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-005	Instructional Assistant – Special Education	Webster	Brigitte Warmington	YES	7/12/13	7/18/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-007	Accounting Technician	Fiscal Services	Diane Hernandez	N/A	7/25/13	8/4/13	-	-	-	-	-	-	-	-	-	-	Filled from Reemployment List

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

ACTION/CONSENT  
 07/24/13

RECOMMENDATION NO. A.21

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Davis, Jonathan Special Education	Inst Asst – Specialized 4.5 Hrs/SY/Range:26 Step:A	8/21/13
Mederos, Eden Special Education	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:A	8/21/13
<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Abdulkareem, Nehal Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Aceves, Cindy Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Alaniz, Federico Food and Nutrition Svcs	Stock and Delivery Clerk	6/12/13-8/16/13
Allotey, Ingrid Operations	Custodian	6/17/13-8/16/13
Alvarez, Jennifer Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Arangoa, Isabel Operations	Custodian	6/17/13-8/16/13
Arriaga, Jennifer Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Barrera, Amanda Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Benjamin, Jacquita Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Bonilla, LeRoy Operations	Custodian	6/17/13-8/16/13
Boston, Kimberly Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Brackett, Kimberly Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Brigham, Dolores Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13

Briseno, Elias Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Brito, Maria Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Brito, Salvador Transportation	Bus Driver	6/17/13-7/12/13
Brown, Lincoln Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Brown, Steve Transportation	Bus Driver	7/15/13-8/14/13
Buendia, Carolina Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Cabrera, Jennifer Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Campos, Mercedes Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Capra, Lucas Facility Permits	Technical Theater Technician	6/12/13-7/31/13
Carbajal, Patricia Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Carrillo, Steven Transportation	Bus Driver	6/17/13-7/12/13
Casey, Brittany Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Castaneda, Laura Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Castillo, Wendy Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Chulack, Sarah Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Ciccarello, Nicole Olympic HS	Inst Asst – Classroom	6/17/13-7/19/13
Cisneros, Yolanda Operations	Custodian	6/17/13-8/16/13
Cooper, Raymond Santa Monica HS	Campus Security Officer	6/17/13-7/19/13
Cornejo, Natalie Facility Permits	Sports Facility Attendant	6/17/13-8/9/13
Cortez, Alicia FNS-Santa Monica HS	Cafeteria Worker I	6/17/13-8/16/13

Cortez, Griselda Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Crawford, Cynthia Operations	Custodian	6/17/13-8/16/13
Crockett, Della Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Cruz, Carmen Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Cueva, Sandra Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Davis, Anthony Transportation	Bus Driver	6/17/13-7/12/13 7/15/13-8/14/13
Davis, Jonathan Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Davis, Kenrick Transportation	Bus Driver	6/17/13-7/12/13
Davis, Lenora Transportation	Bus Driver	6/17/13-7/12/13
De Noya, Michael Special Education	Speech Lang Path Asst	6/13/13 6/17/13-7/12/13
Do, Thu Hong Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Doty, Joel Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Drayton, Brandon Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Elie, Latrice Transportation	Bus Driver	6/17/13-7/12/13
Elie-Turner, Banita Transportation	Bus Driver	6/17/13-7/12/13
Elliot, Gene Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Escobar, Lillian Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Everage, Askia Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Fernandez, Angelica Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Fisher, Caroline Special Education	Occupational Therapist	6/13/13 6/17/13-7/12/13

Franks, Shanelle Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Friedenberg, Mindy Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Fuller, Charesse Operations	Custodian	6/17/13-8/16/13
Garcia, Sara Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Garrett, Christine Human Resources	Senior Office Specialist	6/17/13-8/9/13
Gauntt, Deborah Transportation	Bus Driver	6/17/13-7/12/13
Gergis, Sohair Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Gershuni, Katherine Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Gheewala, Nasreen Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Godinez, Lorena Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13 6/17/13-7/19/13
Gomez, Leonor Operations	Custodian	6/17/13-8/16/13
Gonzalez, Jessica Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Gonzalez, Monica Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Goudeau, Tajanieace Facility Permits	Sports Facility Attendant	6/17/13-8/16/13
Granadino, Frank Transportation	Bus Driver	6/17/13-7/12/13
Green, Shanna Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Griego, Nicholas Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Griffis, Denise Operations	Custodian	6/17/13-8/16/13
Hall, Ana Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Haro, Irma Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13

Harper, Erin Special Education	Occupational Therapist	6/13/13 6/17/13-7/12/13
Hernandez, Maira Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Hernandez, Rita Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Hernandez, Steven Operations	Custodian	6/17/13-8/16/13
Hess, Katya Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Higgins, Shaun Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Hills, Kevin Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I	6/17/13-8/16/13
Howard, Leslie Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Hunter, Dominique Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Hurtado, Renee Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Islas, Haydee Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Ivey, Teresa Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Jackson, Latasha Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Jackson, Sheralynn Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Jimenez, Maria Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Jimenez, Osvaldo Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Johnson, Kerri Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Johnson, Lore Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Jones, Chancy Facility Permits	Sports Facility Attendant	6/17/13-8/9/13



Karels, Kloie Child Develop Svcs	Children's Center Asst	6/12/13-8/16/13
Lawrence, Adrianna Transportation	Bus Driver	6/17/13-7/12/13
Levy, Robin Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Lewis, Jessie Transportation	Bus Driver	6/17/13-7/12/13
Lo Greco, Vincent Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Lo Greco, Vincent Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Lopez, Maribel Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Lopez, Sarah Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Loza, Adelsa Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Lucas, Ralph Operations	Custodian	6/17/13-8/16/13
Luis, Noemi Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Manabe, Michelle Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Mangum, Don Santa Monica HS	Campus Security Officer	6/17/13-7/19/13
Martin, Linda Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Martinez, Daniel Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Martinez, Isabel Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Martino, Jessica Special Education	Occupational Therapist	6/13/13
Mashkovich, Jane Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Mayer, Katherine Special Education	Inst Asst – Specialized	6/17/13-7/12/13
McCabe, Pete Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
McCarthy, Kimiko Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13

McClendon, Latecia Special Education	Inst Asst – Specialized	6/17/13-7/12/13
McKeever, Marissa Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
McKinley, Tyrone Child Develop Svcs-Lincoln MS	Swimming Inst - Lifeguard	6/19/13-7/24/13
Mederos, Eden Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Mercado, Maria Operations	Custodian	6/17/13-8/16/13
Miller, Jeanne Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Miller, Karen Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Miller, Patrina Special Education	Data Entry Specialist	6/17/13-8/9/13
Miller, Ronald Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Miranda, Karla Operations	Custodian	6/17/13-8/16/13
Mock, Christopher Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Monjaraz, Gabriela Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Moore, Sandra Operations	Custodian	6/17/13-8/16/13
Moore, Terence Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Morales, Ismael Child Develop Svcs	Children’s Center Asst	6/12/13-8/16/13
Morales, Stephanie Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Morgan, Jennifer Special Education	Occupational Therapist	6/13/13 6/17/13-7/12/13
Morich, Karin Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Moya, Kimberly Transportation	Bus Driver	6/17/13-7/12/13
Murray, April Child Develop Svcs-Lincoln MS	Swimming Inst - Lifeguard	6/19/13-7/24/13
Naranjo, Debbie FNS-Santa Monica HS	Cafeteria Worker II	6/17/13-8/16/13

Navia, Janene Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Newman, Pasley Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Nunez, Sherry Facility Permits	Sports Facility Attendant	6/17/13-8/9/13
Ockner, Sari Special Education	Occupational Therapist	6/13/13 6/17/13-7/12/13
Olmos, Maria Rogers ES	Senior Office Specialist	6/24/13-7/12/13
O'Rourke, Thomas Operations	Plant Supervisor	6/12/13-8/16/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist	6/14/13-7/15/13
Padilla, Elizabeth Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13 6/17/13-7/19/13
Padilla, Elva Child Develop Svcs	Children's Center Asst	6/17/13-7/19/13
Palmore, Renata Operations	Custodian	6/17/13-8/16/13
Payton, Tawny Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Pegue, Forrest Transportation	Bus Driver	6/17/13-7/12/13
Perez, Grace Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Perez-Madera, Salomon Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Pernell, Barbara Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Peterson, Ingrid Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Phillips, LeDoree Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Pineda, Blanca Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Pongas, Dorothea Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Preciado, Daniel Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Preciado, Edwin Special Education	Inst Asst – Specialized	6/17/13-7/12/13

Purser, Jessica Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Quiroz, Timothy FNS-Santa Monica HS	Site Food Coordinator	6/12/13-8/16/13
Rabbani, Susan Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Ralph, Linda Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Razon-McMillan, Monica Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Richardson, Melvin Facility Permits	Sports Facility Attendant	6/17/13-8/16/13
Ridley, Tischa FNS-McKinley ES	Cafeteria Worker II	6/17/13-7/12/13
Riley, Martelle Transportation	Bus Driver	6/17/13-7/12/13
Rodriguez, Cecilia Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Rodriguez, Frances Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Rodriguez, Sara Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Rosa, Lucy Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Rosas, Rosemarie FNS-McKinley ES	Cafeteria Worker I	6/17/13-7/12/13
Rosenbaum, Joyce Special Education	Physical Therapist	6/17/13-7/12/13
Rubio, Ana Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Sammann, Kevin Transportation	Bus Driver	7/15/13-8/14/13
Sampson, Claudia Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Sanchez, Lucas Operations	Custodian	6/17/13-8/16/13
Sandoval, Vanessa Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Schlierman, Cherie Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Schmidt, Phillip Special Education	Inst Asst – Special Ed	6/17/13-7/12/13

Shih, Jennifer Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Silvestre, Ernestina Transportation	Bus Driver	7/15/13-8/14/13
Silvestre, Ernestina Operations	Custodian	6/17/13-8/16/13
Simmons, Michael Transportation	Bus Driver	7/15/13-8/14/13
Simmons, Michael Operations	Custodian	6/17/13-8/16/13
Simonian, Patricia Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Smith, Angelique Special Education	Occupational Therapist	6/13/13 6/17/13-7/12/13
Smith, Brian Transportation	Bus Driver	6/17/13-7/12/13
Smith, Darlene Operations	Custodian	6/17/13-8/16/13
Smith, Dunell Santa Monica HS	Campus Security Officer	6/17/13-7/19/13
Souza, Gladys Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Sturgis, Lynn Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Tanamas, Ayda Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Tangum, Cathy Olympic HS	Campus Security Officer	6/17/13-7/19/13
Tate, John Operations	Custodian	6/17/13-8/16/13
Taylor, Christian Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Thomas, William Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Trujillo, Sandy Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Vargas, Cynthia Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Vasquez, Angel Operations	Custodian	6/17/13-8/16/13
Vasquez, Graciela Facility Permits	Sports Facility Attendant	6/17/13-8/2/13

Vasquez, Melvin Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Villegas, Lorena Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Wade, Byron Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Walker, Christine Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Walsh, Leslie Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Watts, Anne Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Wilkinson, Gregory Facility Permits	Sports Facility Attendant	6/12/13-8/16/13
Williams, Paris Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk	6/17/13-8/16/13
Williams, Steven Purchasing	Stock and Delivery Clerk	7/2/13-8/6/13
Wilson, Stanley Facility Permits	Sports Facility Attendant	6/17/13-8/2/13
Wingfield, Janet Special Education	Inst Asst – Developmental Health	6/17/13-7/12/13
Winzey, Fidel Food and Nutrition Svcs	Stock and Delivery Clerk	6/17/13-8/16/13
Winzey, Fidel Purchasing	Stock and Delivery Clerk	6/17/13-6/28/13 7/2/13-8/6/13 8/12/13-8/14/13
Wirt, James Transportation	Bus Driver	6/17/13-7/12/13
Womack, Raven Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Yamamoto, Mikiko Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Yates-Lomax, Kathy Transportation	Bus Driver	6/17/13-7/12/13
Yeh, Wendy Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Yi, Renee Special Education	Inst Asst – Special Ed	6/17/13-7/12/13

Zaitoon, Raed Special Education	Inst Asst – Specialized	6/17/13-7/12/13
Zheng, Jin Special Education	Inst Asst – Special Ed	6/17/13-7/12/13

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Aguilar, Mark Facility Permits	Custodian [additional hours, Permit events]	4/1/13-6/30/13
Bracamonte, Jorge Santa Monica HS	Custodian [overtime, graduation preparation]	5/31/13
Burnham, REXANNE Grant ES	Inst Asst – Special Ed [additional hours, 5 <sup>th</sup> grade promotion]	6/6/13
Burris, Sarah Facility Permits	Swimming Inst - Lifeguard [additional hours, Permit events]	6/1/13-6/30/13
Frazier, Ashley Facility Permits	Custodian [additional hours, Permits events]	5/17/13-6/30/13
Gold, Kathy Measure BB	Technology Support Assistant [overtime, technical support]	5/1/13-6/30/13
Hartley, Dana Grant ES	Inst Asst – Special Ed [additional hours, 5 <sup>th</sup> grade promotion]	6/6/13
Hendler, Nanette Muir ES	Inst Asst – Special Ed [additional hours, school field trip]	5/24/13
Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime, graduation night preparation]	5/26/13-6/6/13
Manzur, Juan Measure BB	Technology Support Assistant [overtime, technical support]	5/1/13-6/30/13
Martinez, Santiago Measure BB	Technology Support Assistant [overtime, technical support]	5/1/13-6/30/13
Monroy, Rose Santa Monica HS	Office Specialist [additional hours, Project Echo]	3/1/13-5/31/13
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist [additional hours, enrollment]	5/13/13-6/14/13
Patterson, Pete Measure BB	Technology Support Assistant [overtime, technical support]	5/1/13-6/30/13
Peoples, Jeff Santa Monica HS	Custodian [overtime, graduation preparation]	5/31/13
Preciado, Edwin Special Ed-Franklin ES	Inst Asst – Specialized [additional hours, bus ride supervision]	5/21/13-5/31/13
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime, graduation night preparation]	5/26/13-6/6/13
Worthington, Jaimee Muir ES	Inst Asst – Special Ed [additional hours, school field trip]	5/24/13

**SUBSTITUTES**McKinley, Tyrone  
Lincoln MS

Swimming Inst - Lifeguard

**EFFECTIVE DATE**

5/21/13-6/11/13

Ausman, Devon  
Facility Permits

Technical Theater Technician

5/23/13-6/30/13

Capra, Lucas  
Facility Permits

Technical Theater Technician

4/1/13-6/30/13

Chavez, Raymond  
Facility Permits

Technical Theater Technician

5/23/13-6/30/13

Schenker, Allison  
Facility Permits

Technical Theater Technician

5/23/13-6/30/13

Toebe, Samuel  
Facility Permits

Technical Theater Technician

5/23/13-6/30/13

**LEAVE OF ABSENCE (PAID)**Hernandez, Diane  
Fiscal SvcsAccounting Technician  
Medical**EFFECTIVE DATE**

6/25/13-8/1/13

Part, Brian  
Facility PermitsSports Facility Coordinator  
FMLA

6/13/13-7/5/13

**LEAVE OF ABSENCE (UNPAID)**Richardson, Melvin  
Adams MSInst Asst – Physical Ed  
Personal**EFFECTIVE DATE**

9/1/13-10/7/13

**PROFESSIONAL GROWTH**Boothby, Devon  
Transportation

Administrative Assistant

**EFFECTIVE DATE**

7/1/13

Brooks, Latricia  
Roosevelt Elementary

Inst Asst – Special Ed

7/1/13

Cortez, Griselda  
Child Develop Svcs

Children's Center Assistant

7/1/13

Flores, Ana  
Maintenance and Operations

Administrative Assistant

7/1/13

Kubicz-Preis, Anna  
Educational Svcs

Administrative Assistant

7/1/13

**WORKING OUT OF CLASS**Campos, Oscar  
GroundsEquipment Operator/Tree Trimmer  
Fr: Gardener**EFFECTIVE DATE**

6/3/13-6/28/13

Lopez, Jose  
GroundsEquipment Operator/Tree Trimmer  
Fr: Gardener

5/13/13-5/31/13

Williams, Steven  
Food and Nutrition SvcsStock and Delivery Clerk  
Fr: Cafeteria Worker I

5/29/13-6/11/13



**EXERCISE DISPLACEMENT RIGHTS IN LIEU OF LAYOFF**

Higgins, Shaun                      Inst Asst – Specialized  
Special Education/Lincoln MS      7 Hrs/SY

**EFFECTIVE DATE**

**REDUCTION IN HOURS IN LIEU OF LAYOFF**

Zaitoon, Reed                      Inst Asst – Specialized, 6 Hrs/SY  
Special Education                      Fr: 7 Hrs/SY

**EFFECTIVE DATE**

8/12/13

**VOLUNTARY DEMOTION/TRANSFER IN LIEU OF LAYOFF**

Lockett, Tyrone                      Custodian, 4 Hrs/12 Mo  
Operations                              Fr: Gardner; 3 Hrs/12 Mo

**EFFECTIVE DATE**

8/12/13

**CHANGE IN ASSIGNMENT – TO BILINGUAL**

Cornejo, Natalie                      Campus Security Officer  
Santa Monica HS

**EFFECTIVE DATE**

6/15/13

**ABOLISHMENT OF POSITION**

Senior Office Specialist  
8 Hrs/12 Mo; Child Develop Svcs

**EFFECTIVE DATE**

4/17/13

**RESIGNATION**

Funderburk, Rosemary                      Inst Asst – Special Ed  
Webster ES

**EFFECTIVE DATE**

6/11/13

Lang, John                              Inst Asst – Classroom  
Pt Dume ES

6/11/13

Phan, Huy                              Accountant  
CDS

6/7/13

**RESCIND LAYOFF**

DR9257761                              Inst Asst – Classroom  
Educational Svcs-St. Anne's ES      0.4125 FTE/3.3Hrs/SY

**EFFECTIVE DATE**

7/11/13

**RETIREMENT**

Dahlem, Karen                              Administrative Asst  
Muir Elementary                      (change of date from 6/6/13 Agenda)

**EFFECTIVE DATE**

8/15/13

Gary, Barbara                              Inst Asst – Classroom  
Educational Svcs-St. Anne's ES

6/11/13

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>Notes</b>
<b>2013</b>			
July 2, 2013	1:00 p.m.	Board Room – District Office	Special Meeting
August 13, 2013	4:00 p.m.	Board Room – District Office	
September 10, 2013	4:00 p.m.	Board Room – District Office	
October 8, 2013	4:00 p.m.	Board Room – District Office	
November 12, 2013	4:00 p.m.	Board Room – District Office	
December 10, 2013	4:00 p.m.	Board Room – District Office	
<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 2013-2014**

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

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

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

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

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

Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	September 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	September 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	October 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	November 2013
Personnel Commission Annual Report		September 2013

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

Tuesday, September 10, 2013, at 4:00 pm - *District Office Board Room*

**Next Special Personnel Commission Meeting:**

Thursday, September 12, 2013, at 9:00 am - *District Office Board Conference Room*

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**VI. Closed Session:**

No Closed Session

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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						