

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

AGENDA

REGULAR MEETING
September 10, 2013 @ 4:00 p.m.
District Office Board Room

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on September 10, 2013**

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

- E. Approval of Minutes for Regular Meeting on August 13, 2013**

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

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

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

AGENDA

REGULAR MEETING
September 10, 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 September 10, 2013

E. Approval of Minutes for Regular Meeting on August 13, 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>
Accountant	5
Cafeteria Worker I	23
Instructional Assistant – Classroom	6
Instructional Assistant – Music	6

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 Jenny Chew in the classification of Administrative Assistant at Range: 29 Step: D (\$3,213 per month)
- b. Approval of Advanced Step Placement for new employee Elisabeth Lampert in the classification of Accountant at Range: 41 Step: F (\$4,747 per month)
- c. Approval of Advanced Step Placement for new employee Kevin Sammann in the classification of Bus Driver at Range: 28 Step: F (\$3,458 per month)
- d. Approval of Advanced Step Placement for new employee Jaclyn Sloboda in the classification of Physical Therapist at Range: 61 Step: E (\$7,365 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. Discussion of Working Criteria for Advanced Step Placement

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 (for SMMUSD School Board Agenda)
 - August 14, 2013Classified Personnel – Merit Report – No. A.9
 - August 28, 2013
4. Classified Personnel – Non-Merit Report – No. A.18
 - August 14, 2013Classified Personnel – Non-Merit Report – No. A.10
 - August 28, 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. Andrew Bill, Technical Specialist II, from July 1, 2013 to July 4, 2013, Educational Services/Santa Monica High 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 July 1, 2013 to December 9, 2013
 - Mr. Jeffery Davis, Carpenter, in the position of the HVAC Mechanic, from August 19, 2013 to December 20, 2013
 - Mr. Damon Kratz, Custodian, in the position of the Utility Worker, from August 2, 2013 to August 9, 2013
 - Mr. Odom Lamont, Custodian, in the position of the Utility Worker, from August 26, 2013 to September 27, 2013
 - Mr. Michael McAlpin, Custodian, in the position of the Utility Worker, from August 26, 2013 to September 27, 2013
 - Mr. Thomas O'Rourke, Custodian, in the position of the Plant Manager, from June 12, 2013 to August 21, 2013
 - Mr. Stephen Parker, Carpenter, in the position of the Skilled Maintenance Worker, from August 19, 2013 to December 20, 2013
 - Mr. Jeffrey Peoples, Custodian, in the position of the Skilled Maintenance Worker, from August 16, 2013 to December 19, 2013
 - Mr. Steven Williams, Cafeteria Worker I, in the position of the Stock and Delivery Clerk, from August 21, 2013 to January 15, 2014
7. Personnel Commission's Twelve-Month Calendar of Events
 - 2013 - 2014
8. Board of Education Meeting Schedule
 - 2013 - 2014

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Bilingual Community Liaison Children’s Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	October 2013
Personnel Commission Annual Report 2012-2013		October 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	October 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	November 2013
	Chapter XV: <i>Resignation and Reinstatement</i>	December 2013
	Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	

V. Next Special Personnel Commission Meeting:

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

Next Regular Personnel Commission Meeting:

Tuesday, October 8, 2013, at 4:00 p.m. - *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:

- 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

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
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:** The Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.
- B. Roll Call:** Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent due to a work assignment.
- C. Pledge of Allegiance:** Director Tietze led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** August 13, 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:** July 2, 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
 - **Mr. Tietze expressed his gratitude to the Personnel Commission staff for their hard work in his absence in July. He recognized Mr. Miller, Personnel Analyst, for creating a large amount of testing material.**
 - **Mr. Tietze informed the Personnel Commission about Processes and Guidelines Manual development for the department. It is in the final revision stage. The Manual will include a new definition for the Personnel Commission's mission. It will be finalized after input from the Personnel Commissioners.**
 - **Mr. Tietze provided a brief update on the layoff process.**
 - **Mr. Tietze reported on revisions of classification specifications for several departments.**
 - **Mr. Tietze acknowledged the passing of Mr. John Holmes, Mrs. Beth Papp's father, and also of Mrs. Diane Hernandez, Accounting Technician and twenty-six year employee of our District.**
 - **On behalf of the Personnel Commission, Commissioner Inatsugu expressed condolences to the families.**

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 presented a LA Times article about assistance for mentally ill inmates. One of the District's former employees, Ms. Kathy McTaggard, played an instrumental role in helping an inmate featured in the article.**
- **Commissioner Inatsugu provided information regarding the local control funding.**

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, reflected on Mrs. Hernandez's contribution as an SEIU Steward as well as a great colleague.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's involvement in the layoff process within the Special Education department.**
- **Ms. Cartee-McNeely stated that the next negotiation date is scheduled for September 17, 2013.**
- **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's political involvement in Sacramento.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about staffing and preparations for next school year.**

- Ms. Washington notified the Personnel Commission about a new training, **Break Through Culture**, for administrators and their administrative assistants to work more efficiently together.
- Ms. Washington invited the Personnel Commission to **Welcome Back Convocation** that will take place in Barnum Hall at Santa Monica High School on August 20, 2013 at 8:15 a.m.

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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

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. 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)

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

- **Commissioner Sidley inquired about additional information regarding the employee's previous work experience.**
 - **Mr. Tietze verified the employee's references.**
- 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)

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

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

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

- **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

- **Commissioner Sidley inquired about the Classification and Compensation Study.**
- **Mr. Tietze responded that the study will be conducted by the Personnel Commission staff in fall 2013 in order to reduce the cost by using an outside agency.**
- **Commissioner Sidley asked Ms. Cartee-McNeely about her expectations regarding SMMCTA's reaction to the Classification and Compensation Study if additional funding is required.**
- **Ms. Cartee-McNeely expressed confidence that SMMCTA will take the study's result and its implementation under consideration in their negotiations with the District.**
- **Commissioner Sidley hopes that SEIU and SMMCTA will have open discussions in the early stage of the Classification and Compensation Study in order to avoid any misunderstandings later on.**

2. Personnel Requisition Status Report

3. Classified Personnel – Merit Report - No. A.21

- July 24, 2013

4. Approved Professional Experts (less than 90 working days or a 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

Subject	Action Steps	Tentative Date
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>	November 2013

	Chapter I: <i>Preliminary Statement and Definition of Terms</i>	
Personnel Commission Annual Report		September 2013

V. Next Regular Personnel Commission Meeting:

Tuesday, September 10, 2013, at 4:00 p.m. - *District Office Board Room*

Next Special Personnel Commission Meeting:

Thursday, September 12, 2013, at 9:00 a.m. - *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.

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

TIME ADJOURNED: 4:38 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of Classified Personnel

The meeting is adjourned in memory of Diane Hernandez, Accounting Technician and twenty-six year employee of our District and also in memory of John Holmes, Mrs. Beth Papp’s father.

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

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

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	5
Cafeteria Worker I	23
Instructional Assistant – Classroom	6
Instructional Assistant – Music	6

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

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 10, 2013

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

SUBJECT: Advanced Step Placement – Jenny Chew

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Jenny Chew	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Equivalent to completion of high school. 	<ul style="list-style-type: none"> • Jenny received a Bachelor’s degree in Business Administration 	2 levels of education above the required level = 2 Step Advances
<u>Experience:</u> <ul style="list-style-type: none"> • Three (3) or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> • Jenny has 6 years of varied administrative, secretarial and clerical support experience. 	1 (3 year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> 2 + 1 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR’S COMMENTS:

Ms. Chew’s professional training and experience significantly exceed the minimum requirements specified for this classification. Her education is two levels greater than required and her experience exceeds the required amount of experience by one (3 year period). Pay rate at Step A is \$16.02/hour; Step D is \$18.54/hour. The net difference in pay is an increase of \$2.52 per hour, \$437 per month, or \$5,252 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jenny Chew at Range 29, Step D on the 2007-08 Classified Employee’s Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 10, 2013

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

SUBJECT: Advanced Step Placement – Elisabeth Lampert

BACKGROUND INFORMATION:

Classification Title: Accountant	Employee: Elisabeth Lampert	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a bachelor's degree in accounting or related field. 	<ul style="list-style-type: none"> Elisabeth has a Bachelor's degree with a double major in Finance and International Business. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Two (2) or more years of professional accounting experience, including some fund accounting and bookkeeping experience. 	<ul style="list-style-type: none"> Elisabeth has 12 years of work experience in the area of professional accounting, including some fund accounting and bookkeeping experience. 	5 (2 year period) more than the required amount of Experience = 5 Step Advance
<u>Difficulty:</u>	The salary for this position is significantly below the market average, resulting in fewer seasoned Accountants with substantial experience in the applicant pool. Even at top step, many experienced applicants would need to take a pay decrease when accepting the position at SMMUSD.	
<u>Total Advanced Steps:</u> 0 + 5 = 6 Advanced Steps = <u>STEP F</u>		

DIRECTOR'S COMMENTS:

Ms. Lampert's professional training and experience significantly exceed the minimum requirements specified for this classification. Her education meets the minimum qualifications required and her experience exceeds the required amount of experience by five (2 year periods). Pay rate at Step A is \$21.46/hour; Step F is \$27.39/hour. The net difference in pay is an increase of \$5.93 per hour, \$1,027.00 per month, or \$12,332 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Elisabeth Lampert at Range 41, Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 10, 2013

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

SUBJECT: Advanced Step Placement – Kevin Sammann

BACKGROUND INFORMATION:

Classification Title: Bus Driver	Employee: Kevin Sammann	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Kevin has not earned any advanced degrees over the minimum qualifications for the position. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months of experience in the operation of a school bus in the United States. Experience in the state of California is preferred. 	<ul style="list-style-type: none"> Kevin has 12 years of experience in the operation of a school bus in the United States. 	5 (2 year period) more than the required amount of Experience = 5 Step Advances
<u>Total Advanced Steps:</u> 0 + 5 = 6 Advanced Steps = <u>STEP F</u>		

DIRECTOR'S COMMENTS:

Mr. Sammann's professional training and experience significantly exceed the minimum requirements specified for this classification. His education meets the minimum qualifications required and his experience exceeds the required amount of experience by five (2 year periods). Pay rate at Step A is \$15.63/hour; Step F is \$19.95/hour. The net difference in pay is an increase of \$4.32 per hour, \$748 per month, or \$6,218 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kevin Sammann at Range 28, Step F on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: September 10, 2013

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

SUBJECT: Advanced Step Placement – Sloboda, Jaclyn A.

BACKGROUND INFORMATION:

Classification Title: Physical Therapist	Employee: Sloboda, Jaclyn A.	Calculation of Advanced Step Recommendation
Education: Bachelor's Degree with a major in Physical Therapy.	Jaclyn has received a Doctorate of Physical Therapy from University of Southern California.	2 levels of education above the required level = 2 Step Advances
Experience: Two years of experience working with children with orthopedic disabilities.	Jaclyn has approximately four years of experience with orthopedic disabilities with primary responsibilities regarding IEP meetings for children, conducting and scoring standardized assessments for children, and developing treatment plans.	1 (two-year period) more than the required amount of Experience = 1 Step Advance
Difficulty:	This was an exceptionally difficult recruitment. The number of qualified candidates who applied was extremely low and the length of time required to get a qualified candidate was significantly long. It is very unlikely that additional qualified candidates will be available in the near future.	Significant recruitment difficulty experienced = 1 Step Advance
<u>Total Advanced Steps:</u> 2 + 1 + 1 = 4 Advanced Steps = <u>STEP E</u>		

DIRECTOR'S COMMENTS:

Ms. Sloboda's professional training and experience exceed the minimum requirements specified for this classification. Her education is two levels greater than required and her experience exceeds the required amount of experience by one (2 year period). Additionally, significant difficulty was experienced in the recruitment for this position. Pay rate at Step A is \$34.96/hour; Step E is \$42.49/hour. The net difference in pay is an increase of \$7.53 per hour, \$1,306 per month, or \$14,367 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jaclyn Sloboda at Range 61, Step E on the 2007-08 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (attachments).

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Discussion Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, September 10, 2013

AGENDA ITEM NO: III.B.1.

SUBJECT: Discussion of Working Criteria for Advanced Step Placement

BACKGROUND INFORMATION:

At multiple meetings, Personnel Commissioners have expressed interest in discussing ASP. Concerns have been raised regarding the process by which ASP is approved and the potential financial impact on the District. The current discussion is intended to focus on proposed criteria for the Director to use when making Advanced Step Placement (ASP) recommendations in the interim period before official criteria are adopted into the merit rules.

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

Article 12.2.4 Salary On Employment:

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

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

Article 16.4 Advanced Step Placement:

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

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

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

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends consideration of a quantitative and qualitative system based on criteria similar to that outlined in the aforementioned Procedure Manual with a detailed structure that assigns a certain amount of step advances for experience, education, difficulty of the recruitment, and prior salary. The following working criteria are proposed for the Director to begin using immediately in order to determine a "recommendation" per Rule 12.2.4.B for advanced step placement that will support a decision that is in the best interest for the District.

1. The individual candidate has additional, directly related, and recent experience beyond that required for entry into the class. If the experience requirement is less than two (2) years; one advanced step may be awarded for every two (2) years of additional full-time experience. If the experience requirement is two (2) years or more; one advanced step may be awarded for every amount of experience required in addition to the minimum requirement (i.e. if 5 years are required, the candidate needs an additional 5 years, or 10 total, to receive one advanced step). No more than two advanced steps may be received for experience related qualifications.
2. The individual candidate has directly related education beyond that required for entry into the class. One advanced step may be awarded for every level of education above that required. The levels of education are High School Diploma, Associate's Degree, Bachelor's Degree, Master's Degree, and Doctoral Degree.
3. The Director of Classified Personnel determines the recruitment was difficult to the extent that it would be very challenging to find alternative or additional qualified candidates.
4. The Director of Classified Personnel determines that:
 - a. the individual candidate's most recent salary rate in a comparable position is above the rate that can be initially offered based on the first three criteria for advanced step placement; AND
 - b. the initial offer is likely to prohibit acceptance of employment; AND
 - c. the hiring authority expressed a strong preference for a particular candidate based on anticipated needs.

The candidate shall be required to verify his/her current or prior salary amount by providing paystub evidence to the Director of Classified Personnel.

These rules combine objective criteria for limits on most typical requests based on experience and education, while allowing for limited subjective flexibility when necessary. It is anticipated that the latter two criteria would be used much less frequently and more typically on recruitments with unique challenges. Examples of unique challenges include below market-rate salary, low number of working hours, and highly specialized position within a competitive job market.

The Director recommends that the Personnel Commission provide feedback regarding the use of the proposed criteria during the interim period before revised criteria regarding advanced step placement are officially adopted into the merit rules.

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
2011-2012												
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
											TOTAL	\$113,729

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
2012-2013												
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	9.5	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	22,527	27,381	\$4,855
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
											TOTAL	\$146,441

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
2013-2014												
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$7,752
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
9/13/2013	Physical Therapist	11	8	61	E	\$6,059	\$34.96	\$7,365	\$42.49	66,649	81,016	\$14,367
9/13/2013	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$12,332
											TOTAL	\$52,680

OPEN REQUISTIONS – (At time of Agenda distribution)

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
14-012	Instructional Assistant – Bilingual	JAMS	Lucia Tejada	YES	8/9/13	8/19/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-013	Instructional Assistant – Classroom	Grant	Christina Braley	NO	8/13/13	8/19/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress
14-014	Instructional Assistant – Classroom	Grant	Joann Green	NO	8/13/13	8/19/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress
14-016	Campus Security Officer	JAMS	Chancy Jones	NO	8/13/13	8/19/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
14-017	Instructional Assistant – Classroom	Grant	Lillian Marshall	NO	8/14/13	8/20/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress
14-019	Sports Facility Attendant	Business Services	NEW	YES	8/16/13	8/28/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-020	Sports Facility Attendant	Business Services	NEW	YES	8/16/13	8/28/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-021	Health Office Specialist	Student Services	Rosa Santos	NO	8/23/13	9/1/13	8/28/13	9/4/13	20	-	-	-	-	-	-	-	IN PROGRESS
14-022	Instructional Assistant – Specialized	Special Education	Michelle Manabe	YES	8/23/13	9/1/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-023	Senior Office Specialist	Special Education	Lisa Persinger	YES	8/26/13	9/1/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-025	Instructional Assistant – Classroom	John Muir	Susan Kim	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress

OPEN REQUISTIONS – (At time of Agenda distribution)

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
14-026	Instructional Assistant – Classroom	Pt. Dume	Megan Curran	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress
14-027	Instructional Assistant – Special Education	Franklin	Kirin Malik	YES	8/23/13	9/2/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-028	Instructional Assistant – Special Education	McKinley	Carole Cooper	YES	8/26/13	9/2/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-029	Instructional Assistant – Classroom	Will Rogers	Chandi Gaur	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress
14-030	Instructional Assistant – Specialized	Special Education	Teresa Ivey	YES	8/26/13	9/2/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-031	Instructional Assistant – Specialized	Special Education	Amanda Barrera	YES	8/28/13	9/3/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-033	Gardener	M&O	NEW	YES	8/29/13	9/5/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-034	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-035	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-036	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager

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.
13-088	Instructional Assistant-Music	Lincoln	Colleen Ruddy	YES	3/14/13	3/20/13	6/28/13	7/19/13	22	54	19	6	14	6	8/14/14	N/A	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	59	1	-	-	-	-	Filled from Eligibility List. Additional recruitment in progress
13-097	Physical Activities Specialist	Franklin	Aaron Kahle	YES	4/8/13	4/14/13	7/12/13	8/2/13	21	106	-	-	-	-	-	-	Filled from Eligibility List
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
13-114	Campus Security Officer	SAMOHI	Victoria Lopez	YES	6/4/13	6/10/13	-	-	-	-	-	-	-	-	-	-	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
13-120	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
14-006	Administrative Assistant	SAMOHI	Tomita Glover	YES	7/17/13	7/28/13	-	-	-	-	-	-	-	-	-	-	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
14-007	Administrative Assistant	Student Services	Annette Bolan	YES	7/25/13	8/4/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-008	Instructional Assistant – Special Education	Malibu	NEW	YES	5/20/13	5/27/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-007	Accounting Technician	Fiscal Services	Diane Hernandez	N/A	7/25/13	8/4/13	-	-	-	-	-	-	-	-	-	-	Filled from Reemployment List
14-010	Instructional Assistant – Specialized	Special Education	Jason Williams	YES	8/8/13	4/21/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-011	Elementary Library Coordinator	McKinley	Christina Olague	YES	8/13/13	8/19/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-018	IA-Specialized	Special Education	Julianne Mack	YES	8/21/13	8/28/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-024	Accountant	Child Dev	Huy Phan	YES	8/27/13	9/2/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

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

ACTION/CONSENT
 08/14/13

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>
Avina, Fernando FNS-Santa Monica HS	Sprinkler Repair Technician 8 Hrs/12 Mo/Range:33 Step:F	7/16/13
Bakhyt, Peter FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range:11 Step:A	6/10/13
Bravo, Richard Adams MS	Custodian 8 Hrs/12 Mo/Range:22 Step:A	7/10/13
Lopez De Luis, Asuncion FNS-Rogers ES	Cafeteria Worker I 3 Hrs/SY/Range:11 Step:A	6/10/13

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Aldana, Monica Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Ballat, Nawal Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Brewer, Ariana Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Brito, Salvador Transportation	Bus Driver	7/15/13-8/14/13
Brooks, Latricia Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Brown, Liz Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Burkett, Deena Facility Permits	Office Specialist	7/1/13-7/31/13
Burrell, Catherine Facility Permits	Swimming Instructor-Lifeguard	6/17/13-8/19/13
Carrillo, Steven Transportation	Bus Driver	7/15/13-8/14/13
Cooper, Raymond Facility Permits	Campus Security Officer	6/17/13-8/19/13
Custodio, Thelma Special Education	Inst Asst – Special Ed	6/17/13-7/12/13

Dacanay, Peter Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Davis, Kenrick Transportation	Bus Driver	7/15/13-8/14/13
Davis, Lenora Transportation	Bus Driver	7/15/13-8/14/13
De Los Santos, Gabriela Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Elie, Latrice Transportation	Bus Driver	7/15/13-8/14/13
Elie-Turner, Banita Transportation	Bus Driver	7/15/13-8/14/13
Garcia, Mayra Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Garcia-Ramirez, Carol Edison ES	Elementary Library Coordinator	6/18/13-8/14/13
Gauntt, Deborah Transportation	Bus Driver	7/15/13-8/14/13
Gould, Travis Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Granadino, Frank Transportation	Bus Driver	7/15/13-8/14/13
Green, Milton Adams MS	Campus Security Officer	6/17/13-7/19/13
Guberman, Jesse Special Education	Speech Language Pathology Assistant	7/12/13
Gutierrez, Martha Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Gutierrez, Yolanda Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Gutierrez, Yoly Edison ES	Bilingual Community Liaison	6/17/13-8/14/13
Harmon, Laurie Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Hobkirk, Christina Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Hughes, Michael Adams MS	Campus Security Officer	7/8/13-7/19/13
Jones, Chancy Adams MS	Campus Security Officer	6/17/13-7/19/13

Kidwell, Lachell Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Lawrence, Adrianna Transportation	Bus Driver	7/15/13-8/14/13
Lenihan, Kathleen Child Develop Svcs	Children’s Center Asst	6/12/13-8/20/13
Lewis, Jessie Transportation	Bus Driver	7/15/13-8/14/13
Lopez, Manuel Adams MS	Campus Security Officer	7/8/13-7/19/13
Mangum, Don Facility Permits	Campus Security Officer	6/17/13-8/19/13
Martinez, Melinda Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
McConville-Awbrey, Gigi Special Education	Inst Asst – Special Ed	7/1/13-7/12/13
Medellin, Diane Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Michael, Joshua Santa Monica HS	Athletic Trainer	7/1/13-8/17/13
Mollmann, Irene Special Education	Braille Transcriber	6/25/13-7/12/13
Montoya, Gerald Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Moya, Kimberly Transportation	Bus Driver	7/15/13-8/14/13
Murray, April Facility Permits	Swimming Instructor-Lifeguard	6/17/13-8/19/13
Nelli, Maria Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Palkovich, Diane Special Education	Inst Asst – Special Ed	6/17/13-7/19/13
Pegue, Forrest Transportation	Bus Driver	7/15/13-8/14/13
Quintanilla, Albert Operations	Gardener	7/15/13-8/16/13
Reed, Luann Santa Monica HS	Licensed Vocational Nurse	6/17/13-7/19/13
Riley, Martelle Transportation	Bus Driver	7/15/13-8/14/13

Rivera, Jennifer Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Romero, Clara Rogers ES	Administrative Assistant	7/1/13-7/30/13
Santiago, Sandra Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Smith, Brian Transportation	Bus Driver	7/15/13-8/14/13
Smith, Dunell Facility Permits	Campus Security Officer	6/17/13-8/19/13
Tangum, Cathy Facility Permits	Campus Security Officer	6/17/13-8/19/13
Trepagnier, Bryant Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Valadez, Luz Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Valadez, Luz Edison ES	Inst Asst-Bilingual	6/12/13-8/21/13
Villa, Yoana Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Wirt, James Transportation	Bus Driver	7/15/13-8/14/13
Worthington, Jamie Special Education	Inst Asst – Special Ed	6/17/13-7/12/13
Yates-Lomax, Kathy Transportation	Bus Driver	7/15/13-8/14/13
Ybarra, Gail Child Develop Svcs	Children's Center Asst	6/12/13-8/20/13
Zibahalat, Haide Special Education	Inst Asst – Special Ed	7/2/13-7/12/13

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Alba, Raul Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Alvarez, Alicia Edison ES	Administrative Assistant [additional hours, Facility Improvement Projects]	6/24/13-6/28/13
Anderson, Bruno Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Anderson, Michael Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Avina, Fernando Operations	Sprinkler Repair Technician [overtime, special projects]	7/1/13-6/30/14

Avitia, Hector Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Baskina, Galina Adams MS	Accompanist [overtime, Stairway of the Stars]	3/6/13-3/8/13
Beavers, Marcus Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Bechkovski, Stefan Facility Permits	Swimming Inst - Lifeguard [additional hours, Permit events]	6/11/13-6/30/13
Bolen, Anette Facility Permits	Administrative Assistant [overtime, Permit events]	7/1/13-6/30/14
Boyd, Kathy Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Bracamonte, Jorge Facility Permits	Custodian [overtime, custodial support for Permit events]	6/17/13-8/19/13
Bracamonte, Jorge Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Bravo, Richard Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Brown, Murphy Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Buchanan, Timothy Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Burton, Jerome Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Campos, Oscar Operations	Gardener [overtime, special projects]	7/1/13-6/30/14
Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime, District-wide projects]	7/1/13-6/30/14
Castillo, John District-Measure BB	Network Engineer [overtime, technical support]	7/1/13-6/30/14
Chavez, Dennis Maintenance	Facilities Technician [overtime, District-wide projects]	7/1/13-6/30/14
Cline, Christopher Maintenance	Plumber [overtime, District-wide projects]	7/1/13-6/30/14
Colvin, Lovell Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime, graduation night preparation]	5/26/13-6/6/13
Cueva, Felipe Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14

Cuevas, Jose Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Cunningham, Brett Maintenance	Plumber [overtime, District-wide projects]	7/1/13-6/30/14
Burdick, Barton Operations	Equipment Operator/Sports Facilities [overtime, special projects]	7/1/13-6/30/14
Davis, Katherine Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Deanda, Rick Operations	Gardener [overtime, special projects]	7/1/13-6/30/14
Dodd, Jason Maintenance	Carpenter [overtime, District-wide projects]	7/1/13-6/30/14
Donovan, Marc Maintenance	Glazier [overtime, District-wide projects]	7/1/13-6/30/14
Durham, Michael Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Flores, Ana Facility Permits	Administrative Assistant [overtime, Permit events]	7/1/13-6/30/14
Ford, Ronald Maintenance	Painter [overtime, District-wide projects]	7/1/13-6/30/14
Gallegos, Agustin Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Ganelis, Inna Santa Monica HS	Accompanist [overtime, Stairway of the Stars]	3/6/13-3/8/13
Gardia-Perez, Lupe District-Measure BB	Bilingual Community Liaison [overtime, translations]	7/1/13-6/30/14
Gleason, Timothy Rogers ES	Custodian [overtime, 5 th grade promotion setup]	6/10/13
Gleason, Timothy Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Gold, Kathy District-Measure BB	Technology Support Assistant [overtime, technical support]	7/1/13-6/30/14
Gomez, Jack Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Gonzalez, Arthur Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Gonzalez, Hector Operations	Sprinkler Repair Technician [overtime, special projects]	7/1/13-6/30/14
Green, Joe Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14

Greene, Milton Facility Permits	Campus Security Officer [additional hours, Permit events]	6/11/13-6/30/13
Harris, Kenny Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Harris, Tracey Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Hedges, Eric Maintenance	Electrician [overtime, District-wide projects]	7/1/13-6/30/14
Heiderman, Dan Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Herrada, Joe Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Herrera, Cesar Maintenance	Locksmith [overtime, District-wide projects]	7/1/13-6/30/14
Jackson, Michael Operations	Gardener [overtime, special projects]	7/1/13-6/30/14
Kellett, Greville Facility Permits	Technical Theater Technician [additional hours, Permit events]	4/8/13-6/30/13
Kratz, Damon Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Lombera, Julio Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Lopez, Jose Operations	Gardener [overtime, special projects]	7/1/13-6/30/14
Manzur, Juan District-Measure BB	Technology Support Assistant [overtime, technical support]	7/1/13-6/30/14
Marmolejo, David District-Measure BB	Network Engineer [overtime, technical support]	7/1/13-6/30/14
Martin, Eric Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Martinez, Santiago District-Measure BB	Technology Support Assistant [overtime, technical support]	7/1/13-6/30/14
Maxson, Nicholas Maintenance	HVAC Mechanic [overtime, District-wide projects]	7/1/13-6/30/14
McAlpin, Michael Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
McGee, Leslee Facility Permits	Administrative Assistant [overtime, Permit events]	7/1/13-6/30/14
McNaughton, Joellen Malibu MS/HS	Accompanist [overtime, Stairway of the Stars]	3/6/13-3/8/13

McNeely, Debrah Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Morris, Terry Facility Permits	Administrative Assistant [overtime, Permit events]	7/1/13-6/30/14
Moton, Wilson Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Odom, Lamont Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Omari, Saleem Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
O'Rourke, Thomas Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Orozco, Abel Operations	Gardener [overtime, special projects]	7/1/13-6/30/14
Padilla, Ramiro Operations	Equipment Operator [overtime, special projects]	7/1/13-6/30/14
Parker, Stephen Maintenance	Skilled Maintenance Worker [overtime, District-wide projects]	7/1/13-6/30/14
Part, Brian Facility Permits	Sports Facility Coordinator [overtime, Permit events]	7/1/13-6/30/14
Patterson, Pete Facility Permits	Technology Support Assistant [overtime, technical support for Permit events]	6/17/13-8/19/13
Patterson, Pete District-Measure BB	Technology Support Assistant [overtime, technical support]	7/1/13-6/30/14
Peoples, Jeffrey Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Perchlak, Stanley Maintenance	Skilled Maintenance Worker [overtime, District-wide projects]	7/1/13-6/30/14
Perez, Graciela Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Plascencia, Henry Operations	Utility Worker [overtime, special projects]	7/1/13-6/30/14
Porter, Joe Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Price, Quentin Facility Permits	Sports Facility Attendant [additional hours, Permit events]	7/1/13-6/30/14
Price, Quentin Facility Permits	Sports Facility Attendant [overtime, Permit events]	7/1/13-6/30/14
Ramirez, Phil Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14

Reyes, Pedro Maintenance	Electrician [overtime, District-wide projects]	7/1/13-6/30/14
Rising, Robert Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Simmonds, Hugh Operations	Gardener [overtime, special projects]	7/1/13-6/30/14
Sinai, Farimah Facility Permits	Accounting Assistant II [additional hours, Permit assistance]	7/1/13-6/30/14
Spalding, James Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Suaste, Eduardo Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Tabones, Remigio Maintenance	Electrician [overtime, District-wide projects]	7/1/13-6/30/14
Tirado, Fortino Operations	Equipment Operator/Tree Trimmer [overtime, special projects]	7/1/13-6/30/14
Torres, Jose Operations	Utility Worker [overtime, special projects]	7/1/13-6/30/14
Vasquez, Miguel Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Velasquez, Jose Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Venable, Mark Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Villa, Alejandro Maintenance	Skilled Maintenance Worker [overtime, District-wide projects]	7/1/13-6/30/14
Walker, Louis Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Ward, Victor Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Washington, Chanee Facility Permits	Administrative Assistant [overtime, Permit events]	7/1/13-6/30/14
Watkins, Ernest Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
West, Malcom Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
White, Robert Facility Permits	Sports Facility Attendant [overtime, Permit events]	7/1/13-6/30/14
Widner, Kim Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14

Ybarra, Angel Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
Ybarra, Joey Operations	Custodian [overtime, custodial projects]	7/1/13-6/30/14
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Aguilar, Mark Operations	Custodian	7/1/13-6/30/14
Alex, Milton Operations	Custodian	7/1/13-6/30/14
Alvarez, Jose Operations	Gardener	7/1/13-6/30/14
Anderson, Sally District	Office Specialist	7/1/13-6/30/14
Avina, Victor Operations	Custodian	7/1/13-6/30/14
Bolan, Anette District	Campus Security Officer	7/1/13-6/30/14
Brooks, Steward Operations	Custodian	7/1/13-6/30/14
Brown, Edward District	Campus Security Officer	7/1/13-6/30/14
Burkett, Deena District	Office Specialist	7/1/13-6/30/14
Burleigh, David District	Campus Security Officer	7/1/13-6/30/14
Cage, Joann Operations	Custodian	7/1/13-6/30/14
Cassell, Derek District	Campus Security Officer	7/1/13-6/30/14
Ceja, Karla District	Office Specialist	7/1/13-6/30/14
Chiriboga, Giovanni Operations	Custodian	7/1/13-6/30/14
Cisneros-Garcia District	Office Specialist	7/1/13-6/30/14
Contreras, Sylvia Child Develop Svcs	Children Center Asst	7/18/13-6/30/14
Cooper, James District	Campus Security Officer	7/1/13-6/30/14
Curtis, Kathleen District	Campus Security Officer	7/1/13-6/30/14

Edwards, Suzanne District	Office Specialist	7/1/13-6/30/14
Fairchild, Kathleen District	Campus Security Officer	7/1/13-6/30/14
Fisher, Nicole District	Office Specialist	7/1/13-6/30/14
Flores, Henry District	Campus Security Officer	7/1/13-6/30/14
Frazier, Ashley Operations	Custodian	7/1/13-6/30/14
Gardner, Danielle District	Office Specialist	7/1/13-6/30/14
Gaur, Smriti District	Office Specialist	7/1/13-6/30/14
Gaylor, Amanda District	Office Specialist	7/1/13-6/30/14
Glick, Vala District	Office Specialist	7/1/13-6/30/14
Hansberry, Felicia District	Office Specialist	7/1/13-6/30/14
Hart, Walter Operations	Custodian	7/1/13-6/30/14
Homami, Christina District	Office Specialist	7/1/13-6/30/14
Hughes, Michael District	Campus Security Officer	7/1/13-6/30/14
Jordan, Richard Operations	Custodian	7/18/13-6/30/14
Jorgenson, Stephanie District	Office Specialist	7/1/13-6/30/14
Lockett, Tyrone District	Campus Security Officer	7/1/13-6/30/14
Lockett, Tyrone Operations	Gardener	7/1/13-6/30/14
Lopez, Manuel District	Campus Security Officer	7/1/13-6/30/14
Lopez, Manuel Operations	Custodian	7/1/13-6/30/14
Lyons, Robert Operations	Custodian	7/1/13-6/30/14

Marotta, Michelle District	Office Specialist	7/1/13-6/30/14
Martin, Anthony District	Campus Security Officer	7/1/13-6/30/14
Martinez, Jonathan District	Office Specialist	7/1/13-6/30/14
Mercer, James Operations	Custodian	7/1/13-6/30/14
Miller, Brenda District	Office Specialist	7/1/13-6/30/14
Miller, Gregory District	Campus Security Officer	7/1/13-6/30/14
Miller, Melvyn District	Campus Security Officer	7/1/13-6/30/14
Molina, Scott District	Office Specialist	7/1/13-6/30/14
Monroy, Rosa District	Office Specialist	7/1/13-6/30/14
Myles, Donald Operations	Custodian	7/16/13-6/30/14
Nasser, Maisaa District	Office Specialist	7/1/13-6/30/14
O'Brien, Diane District	Office Specialist	7/1/13-6/30/14
Orozco, Rosa Operations	Custodian	7/1/13-6/30/14
Ortiz, Alondra District	Office Specialist	7/1/13-6/30/14
Osaki, Brenda District	Office Specialist	7/1/13-6/30/14
Plascencia, Beatriz District	Campus Security Officer	7/1/13-6/30/14
Quintana, Theresa Operations	Custodian	7/1/13-6/30/14
Quon, Rosemary Superintendent's Office	Administrative Assistant	7/1/13-9/1/13
Quon, Rosemary District	Office Specialist	7/1/13-6/30/14
Reyes, Marybel District	Campus Security Officer	7/1/13-6/30/14

Roper-Conley, Carolyn District	Office Specialist	7/1/13-6/30/14
Sargent, Darren District	Campus Security Officer	7/1/13-6/30/14
Sebastiani, Guido Operations	Custodian	7/1/13-6/30/14
Sebastiani, Guido Operations	Gardener	7/1/13-6/30/14
Sebastiani, Juan Operations	Gardener	7/1/13-6/30/14
Shelton, Tamika Food and Nutrition Svcs	Cafeteria Worker I	8/21/13-6/30/14
Sheppard, Billy District	Sports Facility Attendant	7/1/13-6/30/14
Shirley, Shavine District	Campus Security Officer	7/1/13-6/30/14
Shirley, Shavine Operations	Custodian	7/1/13-6/30/14
Smith, Denise District	Office Specialist	7/1/13-6/30/14
Thompson, Raquel District	Office Specialist	7/1/13-6/30/14
Venable, Sheldon Operations	Custodian	7/1/13-6/30/14
Venable, Terance Operations	Custodian	7/1/13-6/30/14
Viesca, Joe Operations	Custodian	7/1/13-6/30/14
Winger, Nidra District	Office Specialist	7/1/13-6/30/14
Wright, Lewis District	Campus Security Officer	7/1/13-6/30/14
Yang, Soyun Special Education	Inst Asst – Special Ed	7/1/13-6/30/14

INVOLUNTARY TRANSFER

Chevalier, Crispin
Malibu HS

Inst Asst – Special Ed
6 Hrs/SY
Fr: 6 Hrs/SY/Cabrillo ES

EFFECTIVE DATE

8/21/13

Jimenez, Osvaldo
Lincoln MS

Inst Asst – Special Ed
6 Hrs/SY
Fr: 6 Hrs/SY/McKinley ES

8/21/13

Mena, Mariam Muir ES	Inst Asst – Special Ed 4.5 Hrs/SY Fr: 4.5 Hrs/SY/Franklin ES	8/21/13
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Yeh, Wendy Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	8/21/13
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VOLUNTARY TRANSFER

Bolan, Anette Facility Permits	Administrative Assistant 8 Hrs/12 Mo Fr: 8 Hrs/12 Mo /Student Svcs	<u>EFFECTIVE DATE</u> 7/29/13
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CHANGE IN ASSIGNMENT

Curry, Kimberly Facility Permits	Administrative Assistant 8 Hrs/12 Mo Fr: 6.4 Hrs/12 Mo /Student Svcs	<u>EFFECTIVE DATE</u> 7/29/13
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Franks, Shanelle Special Ed-McKinley ES	Inst Asst – Developmental Health 6 Hrs/SY Fr: 5 Hrs/SY	9/18/12
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Gonzalez, Monica Special Ed-Lincoln MS	Inst Asst – Specialized 7.2 Hrs/SY Fr: 7 Hrs/SY	2/7/13
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CHANGE IN ASSIGNMENT FROM RESTRICTED POSITION

Aquino, Gilda Child Develop Svcs-Rogers ES	Children Center Asst 3.5 Hrs/SY	<u>EFFECTIVE DATE</u> 8/29/11
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Casiano, Delfina Child Develop Svcs-Rogers ES	Children Center Asst 3.5 Hrs/SY	8/29/11
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Gonzalez, Cecilia Child Develop Svcs-Rogers ES	Children Center Asst 3.5 Hrs/SY	8/29/11
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Padilla-Barrera, Elva Child Develop Svcs-ITC	Children Center Asst 8 Hrs/SY	8/29/11
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Rocha, Patricia Child Develop Svcs-Franklin ES	Children Center Asst 3.5 Hrs/SY	8/29/11
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Womack, Raven Child Develop Svcs-Muir ES	Children Center Asst 3.5 Hrs/SY	8/29/11
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LEAVE OF ABSENCE (PAID)

Cuevas, Jose Operations	Custodian Medical	<u>EFFECTIVE DATE</u> 7/2/13-7/28/13
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Maxson, Nicholas Maintenance	HVAC Mechanic Medical	8/20/13-11/20/13
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Part, Brian Facility Permits	Sports Facility Coordinator FMLA (change of dates from 7/24/13 Agenda)	6/17/13-7/10/13
Sember, Judith Rogers ES	Administrative Assistant Medical	8/8/13-9/19/13
Tirado, Fortino Operations	Equipment Operator/Tree Trimmer Medical	6/18/13-7/12/13
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker Medical	8/21/13-9/16/13

LEAVE OF ABSENCE (UNPAID)

Brito, Maria Child Develop Svcs	Children Center Asst Personal	<u>EFFECTIVE DATE</u> 9/5/13-9/20/13
Brown, Sarah Santa Monica HS	Inst Asst – Special Ed Personal	8/21/13-1/31/14
Kidwell, Lachell Olympic HS	Inst Asst – Special Ed FMLA	8/21/13-11/14/13
Kidwell, Lachell Olympic HS	Inst Asst – Special Ed Personal	11/14/13-6/10/14

PROFESSIONAL GROWTH

Castillo, John Information Svcs	Network Engineer	<u>EFFECTIVE DATE</u> 8/1/13
Cline, Christopher Maintenance	Plumber	8/1/13
Flores, Ardis Grant Elementary	Inst Asst – Special Ed	8/1/13

ABOLISHMENT OF POSITION

Inst Asst - Classroom 3.3 Hrs/SY; St. Anne's ES	<u>EFFECTIVE DATE</u> 6/11/13
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LAYOFF/REDUCTION OF HOURS

HM4684287 Franklin ES	Inst Asst – Classroom 2.9 Hrs/SY Fr: 3 Hrs/SY	<u>EFFECTIVE DATE</u> 10/14/13
CD0141935 McKinley ES	Bilingual Community Liaison 7 Hrs/10 Mo Fr: 8 Hrs/10 Mo	10/14/13

LAYOFF – DUE TO LOSS OF FUNDING

Special Education	Inst Asst – Developmental Health 0.75 FTE 6 Hrs/SY 1 position	<u>EFFECTIVE DATE</u> 10/14/13
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Special Education Inst Asst – Specialized 10/14/13
0.75 FTE
6 Hrs/SY
1 position

Special Education Inst Asst – Special Ed 10/14/13
16.24 FTE

TERMINATION

EM7601666

Inst Asst – Special Ed

EFFECTIVE DATE

8/15/13

RETIREMENT

Tate, Alia
Webster ES

Inst Asst – Classroom

EFFECTIVE DATE

6/11/13

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

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

ACTION/CONSENT
 08/28/13

RECOMMENDATION NO. A.09

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>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bechkovski, Stefan Facility Permits	Swimming Instructor-Lifeguard	7/1/13-8/21/13
Fulache-Palma, Madeilaine Special Education	Inst Asst – Specialized	8/7/13-8/20/13
Gutierrez, Martha Franklin ES	Senior Office Specialist	8/8/13-8/14/13
Jorgenson, Stephanie Special Education	Inst Asst – Specialized	8/7/13-8/20/13
Leister, Erin Special Education	Occupational Therapist	6/17/13-7/12/13
Martino, Jesica Special Education	Occupational Therapist	6/17/13-7/12/13
Mesrobian, Varso Franklin ES	Senior Office Specialist	8/5/13-8/14/13
Nao, Kim Educational Svcs	Student Outreach Specialist	7/1/13-8/9/13
Newman, Pasley Special Education	Inst Asst – Special Ed	7/22/13-8/1/13
Olmos, Maria Educational Svcs	Senior Office Specialist	7/15/13-7/19/13
Olmos, Maria Rogers ES	Senior Office Specialist	8/5/13-8/14/13
Oyenoki, Liz Educational Svcs	Senior Office Specialist	7/15/13-7/19/13
Oyenoki, Liz McKinley ES	Senior Office Specialist	7/22/13-7/26/13
Warmington, Brigitte Special Education	Inst Asst – Specialized	8/7/13-8/20/13
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Alba, Raul Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14

Anderson, Bruno Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Anderson, Michael Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Avitia-Quintana, Hector Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Beavers, Marcus Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Boyd, Katherine Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Bravo, Richard Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Brown, Murphy Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Buchanan, Timothy Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Burdick, Barton Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Burton, Jerome Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Calderon, Bianca Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Campos, Oscar Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Capra, Lucas Facility Permits	Technical Theater Technician [overtime, Permits events]	8/14/13-6/13/14
Colvin Jr., Lovell Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Cueva, Felipe Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Cuevas, Jose Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Davis, Katherine Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Davis, Stevie Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Deanda, Richard Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Doty, Kenneth Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14

Durham, Michael Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Flores, Ana Student Svcs	Administrative Assistant [overtime, translation]	7/1/13-6/10/14
Gallegos-Martin, Agustin Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Gardea-Perez, Lupe Adams MS	Bilingual Community Liaison [overtime, translations]	7/1/13-6/30/14
Gleason, Tim Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Godinez, Octavio Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Gomez, Jack Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Gonzalez, Arthur Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Green, Joseph Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Gutierrez-Prada, Nancy Adams MS	Bilingual Community Liaison [overtime, translations]	7/1/13-6/30/14
Harris, Kenneth Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Harris, Tracey Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Heiderman, Daniel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Herrada, Joe Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Jackson, Michael Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Kratz, Damon Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Lockett, Tyrone Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Lockett, Tyrone Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Lombera, Julio Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Lopez, Jose Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14

Martin, Eric Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
McAlpin, Michael Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
McCrum, David Facility Permits	Technical Theater Coordinator [overtime, Permits events]	7/1/13-6/30/14
McNeely, Debrah Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Morris, Sean Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Moton, Wilson Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Odom, Lamont Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Omari, Saleem Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
O'Rourke, Thomas Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Orozco, Abel Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14
Peoples, Jeffrey Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Perez, Graciela Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Perez, Maria Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Porter, Joe Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Ramirez, Philip Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Rising, Robert Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Rodriguez, Maria Adams MS	Bilingual Community Liaison [overtime, translations]	7/1/13-6/30/14
Saad, Metias Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Segura, Bethel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Simmonds, Hugh Facility Permits	Gardener [overtime, Permits events]	7/1/13-6/30/14

Smith, Denise Fiscal Svcs	Office Specialist [additional hours, fiscal projects]	7/1/13-8/1/13
Spalding, James Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Suaste, Eduardo Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Taylor, Candice Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Vazquez-Gomez, Miguel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Velasquez, Jose Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Venable, Mark Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Walker, Louis Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Ward, Victor Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Watkins, Ernest Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
West, Malcom Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Widner, Kim Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Wishart, William Fiscal Svcs	Media Services Coordinator [additional hours, fiscal projects]	7/1/13-8/21/13
Ybarra, Angel Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14
Ybarra Jr., Jose Facility Permits	Custodian [overtime, Permits events]	7/1/13-6/30/14

SUBSTITUTES

McGrath, Kathy District	Office Specialist	<u>EFFECTIVE DATE</u> 7/1/13-8/15/13
Monte, Peri District	Office Specialist	7/1/13-6/30/14
Preciado, Iris District	Office Specialist	7/26/13-8/16/13

INVOLUNTARY TRANSFER

Jones, Chancy Santa Monica HS	Campus Security Officer 8 Hrs/10 Mo Fr: 8 Hrs/10 Mo/Adams MS	<u>EFFECTIVE DATE</u> 8/19/13
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PROFESSIONAL GROWTHDodd, Jason
Maintenance

Carpenter

EFFECTIVE DATE

8/1/13

Gray Ford, Nedra
Malibu HS

Senior Administrative Assistant

8/1/13

RESIGNATIONBraley, Christina
Grant ES

Inst Asst - Classroom

EFFECTIVE DATE

6/11/13

Escobar, Lilian
McKinley ES

Inst Asst – Special Ed

7/12/13

Stowell, Amanda
Food and Nutrition Svcs

Cafeteria Worker I

5/27/13

Tejeda, Lucia
Adams MS

Inst Asst - Bilingual

6/11/13

Zaitoon, Raed
Special Education

Inst Asst – Specialized

8/21/13

RETIREMENTCooper, Carole
McKinley ES

Inst Asst – Special Ed

EFFECTIVE DATE

8/15/13

Hernandez, Diane
Fiscal Svcs

Accounting Technician

7/31/13

LAYOFF/REDUCTION OF HOURS - DUE TO LACK OF FUNDSFD8484927
Grant ESInst Asst - Classroom
2 Hrs/SY
Fr: 3 Hrs/SY**EFFECTIVE DATE**

10/28/13

PR9815528
Muir ESInst Asst - Classroom
3 Hrs/SY
Fr: 5.5 Hrs/SY

10/28/13

REDUCTION OF HOURS/TRANSFER IN LIEU OF LAYOFFThomas, Craig
Webster ESInst Asst – Special Ed
6 Hrs/SY
Fr: 6.5 Hrs/SY; Child Develop Svcs**EFFECTIVE DATE**

8/5/13

RESCIND TERMINATIONEM 7601666
McKinley ESInst Asst – Special Ed
[Offensive Conduct
Merit Rules 14.1.4.A (2) and 14.1.4.A (13)]**EFFECTIVE DATE**

8/15/13

DISQUALIFICATION FROM PROBATION

NQ 0811004
Special Education

Inst Asst – Specialized

EFFECTIVE DATE

8/20/13

DECEASED

Hernandez, Diane
Fiscal Svcs

Accounting Technician

EFFECTIVE DATE

8/1/13

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

TO: BOARD OF EDUCATION ACTION/CONSENT
08/14/13
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

CANNON, KERMIT	SANTA MONICA HS	6/17/13-8/31/13
HUMPHREY, REGENCE	MALIBU HS	7/1/13-6/30/14
SKEHAN, NIALL	SANTA MONICA HS	6/17/13-8/31/13
WARD, NILA	SANTA MONICA HS	6/17/13-8/31/13
WHITE, ZACHARY	SANTA MONICA HS	6/17/13-8/31/13

TECHNICAL SPECIALIST – LEVEL I

STIFEL, SKYE	MALIBU HIGH SCHOOL [Psychologist Intern] - Funding: Malibu Shark Fund	5/1/13-6/11/13
VOGEL, PAUL	MALIBU HIGH SCHOOL [Psychologist Intern] - Funding: Malibu Shark Fund	5/1/13-6/11/13

TECHNICAL SPECIALIST – LEVEL II

OSTROVSKY, JULIANNA	PT DUME ELEMENTARY [Art Instructor] - Funding: Reimbursed by PTA	5/1/13-5/20/13
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT
08/28/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.10

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.

TECHNICAL SPECIALIST – LEVEL I

AVALOS, MARIA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
BARBINIS, SOPHIA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
BRINKWORTH, SHANNON	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
CASTRO, ERICA	MALIBU HIGH SCHOOL [Psychology Field Worker] - Funding: Special Education	8/22/13-6/10/14
FRANCIS, MARYANN	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
HARRELL, AIMEE	MALIBU HIGH SCHOOL [Psychology Field Worker] - Funding: Special Education	8/22/13-6/10/14
HARRIS, JENNA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
LAMMENS, GINA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
SLEKYS, KRISTINA	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14
SOROUSH, SHIRIN	GRANT ELEMENTARY SCHOOL [Psychology Field Worker] - Funding: Special Education	8/22/13-6/10/14

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

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

SMMUSD Board of Education Meeting Schedule 2013-2014

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

July through December 2013					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th 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	
Winter Break: December 23 – January 3					
January through June 2014					
Winter Break: December 23 – January 3					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M		
Spring Break: April 7-18					
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 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

IV. Personnel Commission Business:

A. Future Items:

Classification Specification Revisions	Bilingual Community Liaison Children's Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	October 2013
Personnel Commission Annual Report 2012-2013		October 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	October 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	November 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	December 2013

V. Next Special Personnel Commission Meeting:

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

Next Regular Personnel Commission Meeting:

Tuesday, October 8, 2013, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

No Closed Session

VII. Adjournment:

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