

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**REGULAR MEETING  
October 14, 2014 @ 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 October 14, 2014**

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

**E. Approval of Minutes for Regular Meetings on September 9, 2014**

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

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

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**AGENDA**

**REGULAR MEETING**  
**October 14, 2014 @ 4:00 p.m.**  
**District Office Board Room**

Electronically Recorded

- ❖ **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 October 14, 2014**

**E. Approval of Minutes for Regular Meeting on September 9, 2014**

**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
- Santa Monica College Job Fair Highlights
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update
- Advisory Rules Committee Update

**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. Consent Calendar:** 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. Approval of Classified Personnel Eligibility List(s):**

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Athletic Trainer	7
Cafeteria Worker I	12
Custodian	26
Facilities Technician	1
Instructional Assistant - Classroom	8
Instructional Assistant – Physical Education	4
Paraeducator 1	7
Paraeducator 3	4
Student Information Systems Specialist	1
Utility Worker	3

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

Campus Security Officer	16
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**B. Approval of Advanced Step Placements:**

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Terri Berman in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- b. Approval of Advanced Step Placement for new employee William Engle in the classification of Physical Activities Specialist at Range: 26 Step: C

- c. Approval of Advanced Step Placement for new employee Ashley Gibby in the classification of Paraeducator 3 at Range: 26 Step: D
- d. Approval of Advanced Step Placement for new employee Ramona Gonzalez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- e. Approval of Advanced Step Placement for new employee Maralee Grantham in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- f. Approval of Advanced Step Placement for new employee Hiroko Inoki in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- g. Approval of Advanced Step Placement for new employee Natalie Karaghosian in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- h. Approval of Advanced Step Placement for new employee William Kemp in the classification of Plant Supervisor at Range: 41 Step: C
- i. Approval of Advanced Step Placement for new employee Gerardo Rodriguez in the classification of Library Assistant I at Range: 22 Step: B
- j. Approval of Advanced Step Placement for new employee Jeri Samuel in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- k. Approval of Advanced Step Placement for new employee Stacy Sanchez in the classification of Paraeducator 3 at Range: 26 Step: D
- l. Approval of Advanced Step Placement for new employee Endeya Simpson in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- m. Approval of Advanced Step Placement for new employee Hanzel Ubeda in the classification of Plumber at Range: 37 Step: C
- n. Approval of Advanced Step Placement for new employee Johanna Valadez in the classification of Instructional Assistant - Classroom at Range: 18 Step: E

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

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

- 1. Accelerated Hiring Rate:  
Recommendation: *Approve*

- a. Approval of Accelerated Hiring Rate for Cafeteria Cashier classification at Range: 9 Step: F (\$ 13.05per hour)

- b. Approval of Accelerated Hiring Rate for Cafeteria Cook Baker classification at Range: 18 Step: B (\$ 13.37 per hour)
  - c. Approval of Accelerated Hiring Rate for Cafeteria Worker I classification at Range: 11 Step: E (\$ 13.05 per hour)
  - d. Approval of Accelerated Hiring Rate for Cafeteria Worker II classification at Range: 13 Step: D (\$ 13.05 per hour)
  - e. Approval of Accelerated Hiring Rate for Cafeteria Worker/Transporter classification at Range: 13 Step: D (\$ 13.05 per hour)
  - f. Approval of Accelerated Hiring Rate for Children's Center Assistant 1 classification at Range: 17 Step: B (\$ 13.05 per hour)
  - g. Approval of Accelerated Hiring Rate for Children's Center Assistant 2 classification at Range: 18 Step: B (\$ 13.37 per hour)
  - h. Approval of Accelerated Hiring Rate for Instructional Assistant - Classroom classification at Range: 18 Step: B (\$ 13.37 per hour)
2. Classification Revisions:  
Recommendation: *Approve*
- a. Approval of revisions to the Technical Theater Coordinator classification within the Performing Arts Services job family.
3. New Classifications:  
Recommendation: *Approve*
- a. Approval of the new classification Senior Technology Support Assistant within the Information Services job family.
4. Reassignment:  
Recommendation: *Approve*
- a. Approval of reassignment for employee Denise Peak from Paraeducator 1 into the classification of Library Assistant I at Range: 22 Step: E

**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. Personnel Commission Annual Report FY 2013-2014

**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. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.13 (for SMMUSD School Board Agenda)
  - September 18, 2014
 Classified Personnel – Merit Report - No. A.12
  - October 2, 2014
5. Classified Personnel – Non-Merit Report – No. A.14
  - September 18, 2014
 Classified Personnel – Non-Merit Report – No. A.13
  - October 2, 2014
6. Personnel Commission’s Twelve-Month Calendar of Events
  - 2014 - 2015
7. Board of Education Meeting Schedule
  - 2014 – 2015

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

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
	-First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	April 2015
	-First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015
	-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

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

Wednesday, November 12, 2014, 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.

Submitted by:

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

The meeting is adjourned in memory of Frederick Lujan Sr., Personnel Commissioner, Bassett Unified School District, who recently passed away.

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

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**

District Office Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**

**September 9 @ 4:00 p.m.**

**District Office Board Room**

Electronically Recorded

**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 4:07 p.m.

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

**B. Pledge of Allegiance:** Ms. Brooke Lamping, Human Resources Analyst, led all in attendance in the Pledge of Allegiance.

**C. Motion to Approve Agenda:** September 9, 2014

**It was moved and seconded to approve the agenda as submitted.**

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

**D. Motion to Approve Minutes:** August 12, 2014

**It was moved and seconded to approve the minutes as submitted.**

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



**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
  - **Director Tietze introduced Ms. Brooke Lamping, the new Human Resources Analyst, to the Personnel Commission.**
  - **Director Tietze reported on the second wave of summer recruitments the Personnel Commission staff has been conducting. They filled hundred and eight (108) permanent positions since June 2014, not including substitute assignments. The average number of permanent vacancies in summer has been thirty (30) in the past four years.**  
**Superintendent Lyons commended the Personnel Commission Department for their recruiting efforts.**  
**Further details will be presented at the Personnel Commission Annual Report.**
  - **Director Tietze informed the Personnel Commission about the department's plans for this fall that will include system revisions, new templates and projects in order to continue building the department's foundation.**
  - **Director Tietze provided clarifications for the advanced step placement for Ms. McGowan, Bus Driver, and Ms. Villalobos, Carpenter, as well as a classification revision to the Student Information Systems Specialist.**
- District Technology Team Update
  - **Director Tietze provided a brief report on the District Technology Team's progress.**
  - **The Team has recently met to develop a meeting calendar for this new fiscal year.**
- Professional Growth and Training Committee Update
  - **No Update**
- Affordable Care Act Committee Update
  - **Director Tietze updated the Personnel Commission on initiatives of this committee. There are already certain measures in place to track work hours for custodial substitutes in the Operations Department.**
- Advisory Rules Committee Update
  - **No Update**

**G. Personnel Commissioner Comments/Reports:** This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **Commissioner Inatsugu welcomed Ms. Lamping to the Personnel Commission.**
- **Commissioner Inatsugu announced community events related to elections.**

**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, updated the Personnel Commission on Professional Growth and Training Committee. Additional training was included for the Operation Department staff.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's initiatives regarding staffing of Senior Office Specialist positions at the school sites.**
- **Ms. Cartee-McNeely stated that SEIU participated in the town hall meeting for the Board of Education candidates.**

2. Board of Education Report

- **None**

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

- **None**

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

<u><b>Classification</b></u>	<u><b># Eligibles</b></u>
Audio-Visual Technician	5
Bilingual Community Liaison	7
Cafeteria Cashier	9
Carpenter	4
Employee Benefits Technician	4
Library Assistant I	12
Instructional Assistant - Classroom	5
Instructional Assistant - Classroom	7
Instructional Assistant - Music	5
Paraeducator 1	11
Paraeducator 1	8
Paraeducator 2	7
Paraeducator 3	6
Paraeducator 3	3
Technology Support Assistant	2

## **B. Approval of Advanced Step Placements:**

### **1. Advanced Step Placements:**

- a. Approval of Advanced Step Placement for new employee Terri Berman in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- b. Approval of Advanced Step Placement for new employee Christopher Fazio in the classification of Paraeducator 3 at Range: 26 Step: B
- c. Approval of Advanced Step Placement for new employee Angela Flores in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- d. Approval of Advanced Step Placement for new employee Brian Gonzalez in the classification of Audio Visual Technician at Range: 26 Step: C
- e. Approval of Advanced Step Placement for new employee Gary Gonzalez in the classification of Plumber at Range: 37 Step: D
- f. Approval of Advanced Step Placement for new employee Hiroko Inoki in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- g. Approval of Advanced Step Placement for new employee Natalie Karaghosian in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- h. Approval of Advanced Step Placement for new employee Deborah Leonhard in the classification of Paraeducator 1 at Range: 20 Step: C
- i. Approval of Advanced Step Placement for new employee Lorena Matos in the classification of Facilities Technician at Range: 45 Step: D
- j. Approval of Advanced Step Placement for new employee Zakesha McGowan in the classification of Bus Driver at Range: 28 Step: C
- k. Approval of Advanced Step Placement for new employee Blanca Rivas in the classification of Paraeducator 3 at Range: 26 Step: D
- l. Approval of Advanced Step Placement for new employee Ronne Sibley in the classification of Paraeducator 1 at Range: 20 Step: D
- m. Approval of Advanced Step Placement for new employee Endeya Simpson in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- n. Approval of Advanced Step Placement for new employee Christine Terry in the classification of Paraeducator 1 at Range: 20 Step: B

- o. Approval of Advanced Step Placement for new employee Johanna Valadez in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- p. Approval of Advanced Step Placement for new employee Elizabeth Villalobos in the classification of Carpenter at Range: 35 Step: ~~D~~ C
- q. Approval of Advanced Step Placement for new employee James Walton in the classification of Paraeducator 3 at Range: 26 Step: D
- r. Approval of Advanced Step Placement for new employee James Sakamoto Wengel in the classification of Paraeducator 3 at Range: 26 Step: C
- s. Approval of Advanced Step Placement for new employee Adriana Flores in the classification of Student Information Systems Specialist at Range: 49 Step: E

**It was moved and seconded to ratify the Consent Calendar with correction to the Advanced Step Placement for Ms. Elizabeth Villalobos, Carpenter, step C.**

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

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

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

1. Accelerated Hiring Rate for the classification of Children's Center Assistant 3 at Range: 19 Step: B (\$13.71 per hour)

**It was moved and seconded to approve the Director's recommendations as submitted.**

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

### **REPORT AND DISCUSSION**

- **Director Tietze stated that it is adhering to the new minimum rate for all permanent unit members. This accelerated hiring rate will properly align the salary schedule within the Children's Center Assistant classifications.**

2. Classification Revisions:  
Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Accounting Technician classification within the Fiscal Services job family.

**It was moved and seconded to approve the Director's recommendations as submitted.**

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

**REPORT AND DISCUSSION**

- **Director Tietze provided a brief background. The minimum qualifications were revised in order to increase the applicant pool for future recruitments.**

- b. It is recommended that the Personnel Commission approve the revisions to the Student Information Systems Specialist within the Student Services job family.

**It was moved and seconded to approve the Director's recommendations as submitted.**

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

**REPORT AND DISCUSSION**

- **Director Tietze stated that the title changed- from the Student Information Systems Specialist to Education Data Specialist.**

**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. No Discussion Item(s)

**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. Open Personnel Requisitions Status Report
  3. Filled Personnel Requisitions Status Report
  4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
    - August 13, 2014
- Classified Personnel – Merit Report – No. A.12
- August 28, 2014

5. Classified Personnel – Non-Merit Report – No. A.23
  - August 13, 2014
- Classified Personnel – Non-Merit Report – No. A.13
  - August 28, 2014
6. Personnel Commission’s Twelve-Month Calendar of Events
  - 2014 - 2015
7. Board of Education Meeting Schedule
  - 2014 – 2015

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

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	October 2014
	-Approval of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> -First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	November 2014
	-Approval of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i> -First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	December 2014
	-Approval of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> -First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	January 2015
	-Approval of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i> -First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i> -First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
Personnel Commission Annual Report		October 2014

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

Tuesday, October 14, 2014, 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.

**It was moved and seconded to adjourn the meeting.**

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

**TIME ADJOURNED: 4:33 p.m.**

Submitted by:

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

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

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## II. Consent Calendar

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



**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, October 14, 2014**

**AGENDA ITEM NO: II.B.1.a.**

SUBJECT: Advanced Step Placement – Terri Berman

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Terri Berman	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Terri has received a high school diploma as well as a Bachelor's degree in Art and Graphic Design. Terri has also passed the District's Instructional Assistant examination.</li> </ul>	<b>1</b> level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Terri has met the minimum experience requirement for Instructional Assistant-Classroom</li> </ul>	<b>0</b> (2 year periods) more than the required amount of Experience = <b>0 Step Advance</b>
<b><u>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = <u>STEP C</u></u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Berman's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$0.67 per hour, \$43.88 per month, or \$439.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Terri Berman at Range 18, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.b.**

SUBJECT: Advanced Step Placement – William Engle

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Physical Activities Specialist	<b>Employee:</b> William Engle	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable.	<ul style="list-style-type: none"> <li>William has a Bachelor's Degree.</li> </ul>	2 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
<b><u>Experience:</u></b>  One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc.	<ul style="list-style-type: none"> <li>William has over two years' experience as a coach and physical education teacher.</li> </ul>	1 (1 years) more than the required amount of experience = <u>1 Step Advance</u>
<b><u>Total Advanced Steps: 1 + 1 = 2 Advanced Steps = STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Engle's education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step C is \$17.07/hour. The net difference in pay is an approximate increase of \$1.59 per hour, \$206.25 per month, or \$2,063.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for William Engle at Range 26, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014

**AGENDA ITEM NO: ILB.1.c**

SUBJECT: Advanced Step Placement – Ashley Gibby

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Ashley Gibby	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> <li>Completed 48 semester units (72 quarter units) at an institution of higher learning; or</li> <li>Obtained an Associate's (or higher) degree; or</li> <li>Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.</li> </ul>	<ul style="list-style-type: none"> <li>Ashley has a Bachelor's degree in Psychology</li> </ul>	<b>1</b> levels of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>Ashley has over 6 years of experience working with youth with exceptional needs and/or behavioral, social-emotional deficits.</li> </ul>	<b>3</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <b>STEP D</b></b>		

**DIRECTOR'S COMMENTS:**

Ms. Gibby's education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step D is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$316.50 per month, or \$3,615.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement Ashley Gibby at Range 26, Step D on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.d.**

SUBJECT: Advanced Step Placement – Ramona Gonzalez

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Ramona Gonzalez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Ramona has received a high school diploma and has completed 110 units of study at an institution of higher learning. Johanna has also passed the District's Instructional Assistant examination.</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Ramona has worked as an after school enrichment teacher for 2.75 years.</li> </ul>	<b>1</b> (2-year period) more than the required amount of Experience = <b>1 Step Advance</b>
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 0 (Education) + 1 (Experience) = 1 Advanced Step = <u>STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Gonzalez's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$0.67 per hour, \$29.25 per month, or \$293.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Ramona Gonzalez at Range 18, Step C on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.e.**

SUBJECT: Advanced Step Placement – Maralee Grantham

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Maralee Grantham	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Maralee has received a high school diploma as well as a Bachelor's degree in Spanish and a Master's degree in Latin American Studies. Maralee has also passed the District's Instructional Assistant examination.</li> </ul>	<b>2</b> levels of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Maralee has worked as a volunteer with Special Education students in the Santa Monica-Malibu Unified School District.</li> </ul>	0 (2-year periods) more than the required amount of Experience = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = <u>STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Grantham's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$0.67 per hour, \$73.13 per month, or \$731.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Maralee Grantham at Range 18, Step C on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.f.**

SUBJECT: Advanced Step Placement – Hiroko Inoki

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Hiroko Inoki	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Hiroko has received a high school diploma as well as a Bachelor's degree in Psychology. Hiroko has also passed the District's Instructional Assistant examination.</li> </ul>	<b>1</b> level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Hiroko has met the minimum experience requirement for Instructional Assistant-Classroom</li> </ul>	<b>0</b> (2 year periods) more than the required amount of Experience = <u>0 Step Advance</u>
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = <u>STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Inoki's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$0.67 per hour, \$43.88 per month, or \$439.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Hiroko Inoki at Range 18, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.g.**

SUBJECT: Advanced Step Placement – Natalie Karaghosian

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Natalie Karaghosian	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Natalie has received a high school diploma as well as a Bachelor's degree in Psychology. Natalie has also passed the District's Instructional Assistant examination.</li> </ul>	<b>1</b> level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Natalie has met the minimum experience requirement for Instructional Assistant-Classroom</li> </ul>	<b>0</b> (2 year periods) more than the required amount of Experience = <b>0 Step Advance</b>
<b><u>Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = <u>STEP C</u></u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Karaghosian's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$0.67 per hour, \$43.88 per month, or \$439.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Natalie Karaghosian at Range 18, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.h.**

SUBJECT: Advanced Step Placement – William Kemp

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Plant Supervisor	<b>Employee:</b> William Kemp	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Graduation from high school or the equivalent.	<ul style="list-style-type: none"> <li>William has an Associate's degree</li> </ul>	<b>1</b> level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b>  Three (3) years of custodial or building maintenance experience, including at least one (1) year in a supervisory or lead position.	<ul style="list-style-type: none"> <li>William has over eleven years of experience including over ten years of supervisory experience.</li> </ul>	<b>1</b> (8 years) more than the required amount of experience = <b>1 Step Advance</b>
<b><u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Kemp's education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$26.77/hour, while Step C is \$29.51/hour. The net difference in pay is an approximate increase of \$2.75 per hour, \$476.00 per month, or \$5,712.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for William Kemp at Range M41, Step C on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.i.**

SUBJECT: Advanced Step Placement – Gerardo Rodriguez

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Library Assistant I	<b>Employee:</b> Gerardo Rodriguez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination equivalent to: graduation from high school and two years College-level course work, or</li> </ul>	<ul style="list-style-type: none"> <li>Gerardo has received a high school diploma as well as a Bachelor's degree in Business Administration.</li> </ul>	<b>1</b> levels of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>two years of responsible clerical experience.</li> </ul>	<ul style="list-style-type: none"> <li>Gerardo has 3 years of responsible clerical experience.</li> </ul>	<b>0</b> (2-year periods) more than the required amount of Experience = <b>0 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Step = <u>STEP B</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Rodriguez's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$14.05/hour; Step B is \$14.75/hour. The net difference in pay is an increase of \$0.70 per hour, \$90.75 per month, or \$908.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Gerardo Rodriguez at Range 22, Step B on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.i.**

SUBJECT: Advanced Step Placement – Jeri Samuel

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Jeri Samuel	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Jeri has received a high school diploma as well as a Bachelor's degree in Economics. Jeri has also passed the District's Instructional Assistant examination.</li> </ul>	<b>1</b> levels of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Jeri has 5 years of experience working as an Instructional Assistant.</li> </ul>	<b>2</b> (2-year periods) more than the required amount of Experience = <b>2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP E</b>		

**DIRECTOR'S COMMENTS:**

Ms. Samuel's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step E is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$160.13 per month, or \$1,601.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Jeri Samuel at Range 18, Step E on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: IL.B.1.k.**

SUBJECT: Advanced Step Placement – Stacy Sanchez

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Stacy Sanchez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> <li>Completed 48 semester units (72 quarter units) at an institution of higher learning; or</li> <li>Obtained an Associate's (or higher) degree; or</li> <li>Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.</li> </ul>	<ul style="list-style-type: none"> <li>Stacy has a Bachelor's degree in Child and Adolescent Development</li> </ul>	<b>1</b> levels of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>At least three hundred (300) contact hours of working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</li> </ul>	<ul style="list-style-type: none"> <li>Stacy has over 7 years of experience working with youth with exceptional needs and/or behavioral, social-emotional deficits.</li> </ul>	<b>3</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <b>STEP D</b></b>		

**DIRECTOR'S COMMENTS:**

Ms. Sanchez's education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$15.48/hour, while Step D is \$17.92/hour. The net difference in pay is an approximate increase of \$2.43 per hour, \$316.50 per month, or \$3,615.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement Stacy Sanchez at Range 26, Step D on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.I.**

SUBJECT: Advanced Step Placement – Endeya Simpson

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Endeya Simpson	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Endeya has received a high school diploma and has passed the District's Instructional Assistant examination.</li> </ul>	<b>0</b> level of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Endeya has 2 years and 7 months experience working as an Instructional Assistant.</li> </ul>	<b>1</b> (2-year period) more than the required amount of Experience = <b>1 Step Advance</b>
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 0 (Education) + 1 (Experience) = 1 Advanced Step = <u>STEP C</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Simpson's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$0.67 per hour, \$43.88 per month, or \$439.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Endeya Simpson at Range 18, Step B on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014

**AGENDA ITEM NO: II.B.1.m.**

SUBJECT: Advanced Step Placement – Hanzel Ubeda

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Plumber	<b>Employee:</b> Hanzel Ubeda	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Three (3) years journey-level plumbing experience.</li> </ul>	<ul style="list-style-type: none"> <li>Hanzel has 7 years of journey level experience.</li> </ul>	<b>1</b> (3-year period) more than the required amount of experience = <b>1 Step Advance</b>
<b><u>Difficulty of Recruitment:</u></b> <ul style="list-style-type: none"> <li>The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants</li> </ul>		Less than 3 ranks (at time of selection) and concluded challenge of finding alternative qualified applicants = <b>1 Step Advance</b>
<b><u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <b><u>STEP C</u></b></b>		

**DIRECTOR'S COMMENTS:**

Mr. Ubeda's professional education and experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$20.24/hour, while Step C is \$22.32/hour. The net difference in pay is an approximate increase of \$2.08 per hour, \$360.00 per month, or \$4,320.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement Hanzel Ubeda at Range 37, Step C on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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, October 14, 2014**

**AGENDA ITEM NO: II.B.1.n.**

SUBJECT: Advanced Step Placement – Johanna Valadez

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant – Classroom	<b>Employee:</b> Johanna Valadez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>Any combination of education, training and/or experience that is likely to provide the required knowledge and abilities is qualifying.</li> <li>Preferred Qualifications: Graduation from high school or its recognized equivalent; successfully completed 48 semester units (72 quarter units) at an institution of higher learning, and</li> </ul>	<ul style="list-style-type: none"> <li>Johanna has received a high school diploma as well as a Bachelor's degree in Liberal Studies and a Master's degree in Elementary Education. Johanna has also passed the District's Instructional Assistant examination.</li> </ul>	<b>2</b> levels of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Six (6) months of paid or verifiable, supervised volunteer experience working with school age children in a classroom or organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Johanna has worked as an Elementary School Teacher for 8 years, and prior to that she worked as an Instructional Assistant.</li> </ul>	<b>4</b> (2-year periods) more than the required amount of Experience = <b>2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps:</u> Starting Step: B (Living Wage) + 1 (Education) + 2 (Experience) = 3 Advanced Steps = <u>STEP E</u></b>		

**DIRECTOR'S COMMENTS:**

Ms. Valadez's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step B is \$13.37/hour; Step E is \$15.48/hour. The net difference in pay is an increase of \$2.11 per hour, \$137.25 per month, or \$1,373.00 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Johanna Valadez at Range 18, Step E on the Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see 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 (1<sup>st</sup>) of each calendar month. When an anniversary date falls on or before the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured on the first (1<sup>st</sup>) of the month. When the anniversary date falls after the fifteenth (15<sup>th</sup>) of the month, the increment shall be figured the first (1<sup>st</sup>) of the following month.

## 16.4 Advanced Step Placement:

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

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

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

## 16.5 Salary on Promotion

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

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

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

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



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### **III. Action Items**

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, October 14, 2014**

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

SUBJECT: Accelerated Hiring Rates

**BACKGROUND INFORMATION:**

The 2013-2014 negotiations between SEIU and SMMUSD resulted in a 4% increase for all salaries in the classified salary schedule with all permanent employees starting at the next step above \$13.00 per hour. In order to correct the formal salary structure all salaries starting below range 19 on the classified salary schedule must be accelerated to next step above \$13.00 per hour.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve the following accelerated hiring rates pursuant to Merit Rule §12.2.4. (A):

- a. Approval of Accelerated Hiring Rate for Cafeteria Cashier classification at Range: 9 Step: F (\$ 13.05per hour)
- b. Approval of Accelerated Hiring Rate for Cafeteria Cook Baker classification at Range: 18 Step: B (\$ 13.37 per hour)
- c. Approval of Accelerated Hiring Rate for Cafeteria Worker I classification at Range: 11 Step: E (\$ 13.05 per hour)
- d. Approval of Accelerated Hiring Rate for Cafeteria Worker II classification at Range: 13 Step: D (\$ 13.05 per hour)
- e. Approval of Accelerated Hiring Rate for Cafeteria Worker/Transporter classification at Range: 13 Step: D (\$ 13.05 per hour)
- f. Approval of Accelerated Hiring Rate for Children's Center Assistant 1 classification at Range: 17 Step: B (\$ 13.05 per hour)
- g. Approval of Accelerated Hiring Rate for Children's Center Assistant 2 classification at Range: 18 Step: B (\$ 13.37 per hour)
- h. Approval of Accelerated Hiring Rate for Instructional Assistant - Classroom classification at Range: 18 Step: B (\$ 13.37 per hour)

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

**PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Regular Meeting: Tuesday, October 14, 2014**

**AGENDA ITEM NO: III.A.2.a.**

SUBJECT: Classification Specification Revisions – Technical Theater Coordinator

**BACKGROUND INFORMATION:**

A request to update the qualifications for Technical Theater Coordinator was made by the Director of Theater Operations & Faculty Permits.

**METHODOLOGY**

In carrying out these revisions, staff conducted the following activities:

- Met and collaborated with Carey Upton, Director of Theater Operations & Faculty Permits, to discuss the uniqueness of the position and requirements to successfully perform job duties
- Established counterbalancing experience and education qualification options in order to provide optimal flexibility for applicants to demonstrate relevant training and experience in a unique professional field

**DISCUSSION**

Based on the collaboration with the Director of Theater Operations & faculty Permits, the Personnel Commission's findings are as follows:

- The qualifications for Technical Theater Coordinator need to be broadened to better reflect the various ways that candidates may demonstrate the ability to perform essential job duties

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Technical Theater Coordinator classification specifications as provided.

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

PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Performing Arts Services
<b>JOB TITLE</b>	Technical Theater Coordinator
<b>SALARY RANGE</b>	A42

## TECHNICAL THEATER COORDINATOR

### BASIC FUNCTION:

Under general supervision of the Director of Theater Operations and Facility Permits, organizes, coordinates and supports event operations at Barnum Hall and the Memorial Greek Amphitheatre located on the campus of Santa Monica High School (SAMOHI) for student performances and community, commercial and non-profit rentals; arranges for facility and equipment maintenance for performance spaces; may support special event and filming rentals; oversees the rental permit office and use of district facilities by external users; provides technical guidance to student crews and operations staff.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

### REPRESENTATIVE DUTIES:

Task Statement	Code
Develops and maintains calendar of events for Barnum Hall and the Greek Theatre (located on the campus of Santa Monica High School) to include, event planning, operation and maintenance. Coordinates requirements for performances including load-ins, rehearsals, performances and strikes, and supervision of back stage and front of the house crews	TTC-1
Prepares, recommends and implements guidelines related to the use and operation of both facilities as well as other auditoria with the District as may be assigned with regard to joint use agreements	TTC-2
Confers with site administrative staff and facilities to determine on campus uses of both facilities	TTC -3
Confers with community group representatives, professional entertainers, event planners and others regarding facility usage, availability of equipment and scheduling of dates	TTC -4
Recommends equipment purchase and monitors expenses	TTC -5
Arranges for facility and equipment maintenance and inspects to ensure timely and appropriate completion	TTC -6
Trains, schedules and guides theater operations staff and student assistants to provide technical production and ushering support. Develops and implements effective customer service standards	TTC -7
Reads, interprets and applies applicable district policies, municipal codes, environmental and safety regulations. Guides staff and volunteers in work and safety procedures, including the proper operation	TTC -8

<b>Task Statement</b>	<b>Code</b>
Conducts facility inspection before and after events ensuring that event set-up complies with event organizer plans and safety regulations. Prepares document and cost estimates for building or equipment damage	TTC -9
Acts as liaison with security, medical, usher, stagehand, police and other event personnel	TTC -10
Attends community and civic meetings, as assigned	TTC-11
Performs other duties as assigned	GEN-1

## **SUPERVISION MATRIX:**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Theater Operations and Facility Permits
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Theater Operations and Facility Permits
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Theater Operations and Facility Permits
Given to:	None

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Principles and methods, equipment and materials used to deliver event service requirements for a variety of events including concerts, theatrical productions and educational events
- Technical, operational and maintenance requirements for theater productions including lighting, sound, projections, rigging and scenery
- Stagecraft and stage operations, including rigging, sound, lighting, projections and set construction
- Event layout and floor space planning
- Basic electrical, electronic and mechanical principles as applied to stage equipment
- Laws and regulations governing public assembly and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes, and applicable local, state and federal regulations and laws
- Organization and time management skills
- Customer service principles and techniques
- Vocal and instrumental music, theater and dance, and their effective performance and presentation

### **ABILITY TO:**

- Read, understand and interpret building, event and equipment blueprints
- Create, draw, review and evaluate working drawings and sketches
- Interpret and execute directors' and designers' requests
- Interpret and apply technical terminology when working with renters, crew and maintenance personnel
- Ability to calculate figures and amounts such as proportions, percentages, area size, circumference and volume

- Operate a personal computer with knowledge of software programs for scheduling, budget, record keeping, technical drawings, photographs and event planning
- Operate current lighting control systems and equipment, sound, video and projection systems, stage rigging, elevators and machinery
- Read, interpret and apply applicable district policies, municipal codes, environmental and safety regulations
- Learn parking, food and beverage concession and custodial operations in a public assembly facility
- Learn principles and practices of effective crowd control, security, safety and risk management practices
- Learn educational goals and objectives related to performing arts for and by children
- Coordinate the work of paid and volunteer staff
- Plan, coordinate and oversee multiple projects and activities with various schedules and timelines
- Work independently under general supervision
- Communicate effectively both orally and in writing
- Attend planning meetings and serve as technical guide for productions
- Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District
- Establish and maintain cooperative working relationships with those contacted in the course of work

## **MINIMUM QUALIFICATIONS**

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### **EDUCATION:**

- Educational attainment equivalent to a high school diploma or its recognized equivalent AND some coursework, training or certification in theater production or related field.

### **EXPERIENCE:**

- Three (3) years of experience in technical theater, theater production or related field. Must have experience in stage lighting, sound and rigging. ~~Experience providing technical guidance to student crews and operations staff desired.~~

## **PREFERRED QUALIFICATIONS**

### **EDUCATION & EXPERIENCE:**

- Five (5) years of experience in technical theater, theater production or related field OR Three (3) years of experience in technical theater, theater production or related field with a Bachelor's Degree in technical theater. Experience should include working with stage lighting, sound, and rigging; providing technical guidance to crews and staff; and supporting live-performance production.

### **LICENSES AND OTHER REQUIREMENTS:**

- A valid California driver's license and availability of private transportation or ability to provide transportation between District sites may be required.

## **WORKING CONDITIONS:**

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### **ENVIRONMENT:**

Work is performed both inside and outside in seasonal climate and weather conditions. Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered.

### **PHYSICAL DEMANDS:**

Physical demands including standing, bending, stooping, crawling, lifting up to fifty (50) pounds climbing ladders and flights of stairs, walking, and sitting. Irregular work hours (e.g., evening, weekend) are required.

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, October 14, 2014**

**AGENDA ITEM NO: III.A.3.a.**

SUBJECT: Proposed New Classification – Senior Technology Support Assistant

**BACKGROUND INFORMATION:**

The creation of a Senior Technology Support Assistant classification was requested by the Director of Information Services. There is a need for a position to perform higher-level support duties and to have a deeper overall understanding of system policies at the school site.

**METHODOLOGY:**

In carrying out these revisions, staff conducted the following activities:

- Reviewed and analyzed several classification specifications from other comparable agencies to identify job characteristics such as tasks, responsibilities, minimum work requirements, and titles
- Designed classification based on information obtained through researching related positions
- Obtained further information and detail in regards to the requirements of the position from the Director of Information Services
- Classification was reviewed by the Director of Information Services
- Researched comparable classifications to collect qualifications and salary information for positions with overlapping work characteristics
- Researched comparable classifications for both Technology Support Assistant and Senior Technology Support Assistant to compare the relationships in qualifications and salary information

**ANALYSIS:**

- Used benchmarking and current organizational structure analysis to identify appropriate position level and salary recommendations
- Conducted a salary analysis using comparable positions with similar qualifications. The analysis demonstrated a top monthly salary step average of \$5,239.60 and a median of \$5,450.00. The analysis also displayed an average percent increase of 11% from Technology Support Assistant to Senior Technology Support Assistant
- Salary analysis demonstrated Technology Support Assistant to be under market in salary by 18%
- Analysis using comparable positions also demonstrated the average experience required is one (1) year more than the Technology Support Assistant

**DISCUSSION:**

Based on the data collection and analysis, the Personnel Commission's findings are as follows:

- The proposed duties and minimum qualifications align appropriately with other similarly structured classifications in comparable agencies
- Due to the Technology Support Assistant being under market in salary, the proposed salary range for Senior Technology Support Assistant is A37. This is to maintain proper hierarchy in accordance with Education Code 45268, stating "No change shall operate to disturb the relationship which compensation schedules bear to one another." The proposed salary range A37 is based on the 11% increase from Technology Support Assistant to Senior Technology Support Assistant.
- The salary range of A37 also recognizes the increased experience requirement in comparison to the Technology Support Assistant, which is compensated at range A32

**RECOMMENDATION:**

Approve the classification of Senior Technology Support Assistant at salary range A37 on the Salary Schedule (\$3,509 - \$4,478 per month).

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



PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Information Services
<b>JOB TITLE</b>	Senior Technology Support Assistant
<b>SALARY RANGE</b>	A37

## SENIOR TECHNOLOGY SUPPORT ASSISTANT

### BASIC FUNCTION:

Under general supervision, performs a variety of technical duties related to the support of technology in a school environment.

### DISTINGUISHING CHARACTERISTICS:

The Senior Technology Support Assistant has a deeper knowledge of server management and system policies to provide higher level support than the Technology Support Assistant. The Senior Technology Support Assistant focuses on server management, active directory and open directory, and analyzes system data at an expert level. There is more communication between vendors, outside agencies and consultants compared to the Technology Support Assistant.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

### REPRESENTATIVE DUTIES:

Task Statement	Code
Perform installation, configuration, trouble-shooting, and repair for computer, computer peripherals, and application software	TSA-1
Perform setup and administration of file, mail, and client services	TSA-2
Perform setup and administration of network and computer-based security provisions, policies, ongoing monitoring, and maintenance for virus Internet content protection and removal of malware	TSA-3
Perform setup and administration of individual access accounts	TSA-4
Assist in the operation of computers, local and network printers, file services and other related peripheral equipment (mobile devices, tablets, Smart Boards, projector, scanner, etc.)	TSA-5
Perform security and virus monitoring and maintenance	TSA-6
Assist with manufacturers' tech support and warranty issues	TSA-7
Perform operating system installation and upgrades, particularly with OS-X and Windows servers	TSA-8
Maintain site technology inventory	TSA-9
Provide reconfiguration and imaging of equipment at the open and close of the school year or when necessary	TSA-10

Task Statement	Code
Coordinate donated equipment, organize technology resources, and assist in district projects	TSA-11
Attend all required training sessions and meetings, and successfully interact with teachers, administrators, and students	TSA-12
Manage servers for the school site to maintain proper efficiency and effectiveness of technology services	STSA-1
Communicate with District personnel, consultants, vendors and outside agencies to exchange information and resolve issues	STSA-2
Participate in the development and implementation of daily operating procedures to assure timely and efficient delivery of services to end users	STSA-3
Serve as a technical resource by providing guidance and support to Technology Assistants at designated school sites	STSA-4
Analyze system data at an expert level to resolve issues and oversee processes and procedures	STSA-5
Update and maintain active and open directories for the school site	STSA-6
Perform related duties as assigned	

## SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Information Services
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Information Services or Network Engineer
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Information Services with input from department and site personnel
Given to:	None

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- Equipment, procedures, supplies, materials, and general principles related to personal computers
- Windows and Macintosh client and server operating systems
- General operation procedures
- Record-keeping and filing techniques
- File backup and recovery of storage systems
- Software licenses management and copyright laws
- Installation of applications and operating system software
- Web based applications

- Active/Open directory
- Projectors and interactive boards
- Basic networking and wireless knowledge
- Server management
- Oral and written communication skills

**ABILITY TO:**

- Assist staff in the operation of variety of personal computers, peripherals and application software
- Maintain accurate inventory records of supplies and equipment
- Solve abstract reasoning problems
- Perform detailed work rapidly and accurately
- Follow clear oral and written instructions
- Work independently and with general supervision
- Establish and maintain cooperative and effective working relationships with others
- Troubleshoot and repair high-level system malfunctions, and maintain system
- Manage servers at an expert level
- Communicate effectively to District Personnel, vendors, consultants, and outside agencies
- Analyze system data at an expert level

**MINIMUM QUALIFICATIONS**

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**EDUCATION and EXPERIENCE:**

Must have a high school diploma or its recognized equivalent supplemented by:

OPTION 1: Fifteen (15) units of college coursework in computer science or related subject area AND three (3) years of experience supporting a variety of personal computers and peripheral devices in a professional work setting.

**OR**

OPTION 2: Four (4) or more years of experience supporting a variety of personal computers and peripheral devices in a professional work setting.

**LICENSES AND OTHER REQUIREMENTS:**

- Possession of a valid California Driver's License
- Have the use of personal transportation and remain insurable

**DESIRABLE:**

- A+ Certification, Microsoft Professional Certification

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

Incumbent will work on school campus (classroom, offices, labs, and libraries) with constant interruption.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; lifting and moving moderately heavy equipment; bending at the waist, kneeling or crouching. Will view computer monitor for extended periods of time.

Salary Study  
Senior Technology Support Assistant

10/06/2014

Technology Support Assistant				
Organization	Position	Experience	First Step	Top Step
Garden Grove USD	Technology Assistant I	1	\$2,776	\$3,383
Hayward USD	Technology Support Specialist I	2	\$4,251	\$5,050
La Mesa-Spring Valley SD	Technology Support Technician	2	\$3,633	\$4,628
Long Beach USD	Technology Support Representative	3	\$4,179	\$5,177
Newport Mesa USD	Technology Support Technician	4	\$4,441	\$5,438
	Median	2	4179	5050
	Average	2.4	\$3,856	\$4,735
Senior Technology Support Assistant				
Garden Grove USD	Lead Technology Assistant	2	\$3,050	\$3,716
Hayward USD	Technology Support Specialist II	5	\$5,050	\$6,023
La Mesa-Spring Valley SD	Technology Support Specialist	6	\$3,906	\$4,986
Long Beach USD	Senior Technology Support Representative	4	\$4,397	\$5,450
Newport Mesa USD	Lead Technology Support Technician	4	\$4,914	\$6,023
	Median	4	4397	5450
	Average	4.2	\$4,263	\$5,240
Hierarchal Relationship Among Technology Support Positions				
Organization	Technology Support Positions			%
Garden Grove USD	Technology Assistant I AND Lead Technology Assistant			10%
Hayward USD	Technology Support Specialist I AND Technology Support Specialist II			19%
La Mesa-Spring Valley SD	Technology Support Technician AND Technology Support Specialist			8%
Long Beach USD	Technology Support Representative AND Senior Technology Support Representative			5%
Newport Mesa USD	Technology Support Technician AND Lead Technology Support Technician			11%
	Median			10%
	Average			11%
Compared to SMMUSD				
SMMUSD	Technology Support Assistant	3	\$3,966	\$3,966
All	Average	2.4	\$3,856	\$4,735
	Below Average Percentage			19%

**PERSONNEL COMMISSION  
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
Regular Meeting: Tuesday, October 14, 2014**

**AGENDA ITEM NO: III.A.4.a.**

SUBJECT: Reassignment for Denise Peak to Library Assistant I

**BACKGROUND INFORMATION:**

The Personnel Commission is responsible for approving permanent reassignment based on accommodation that will result in a salary increase. In order to qualify for the permanent reassignment, the employee must have participated in a competitive examination and scored high enough to be within the top three ranks of candidates.

Merit Rule 9.8.2.C:

A disabled employee may be assigned to a position in a higher classification, with the approval of the Commission, but shall receive no salary benefit from such assignment unless appointed from an eligibility list resulting from a competitive examination.

**METHODOLOGY**

Staff conducted the following activities:

- Coordinated the examination for Library Assistant I with Ms. Peak in June, 2014
- Confirmed agreement on the reassignment expectations among human resources, bargain unit, and risk management leadership

**DISCUSSION**

Based on the employee's examination score, the Personnel Commission's findings are as follows:

- Ms. Peak has been performing the full role of Library Assistant I since March 7, 2011
- Ms. Peak scored high enough to be within the top three ranks of the most recent competitive exam for Library Assistant I and therefore warrants permanent reassignment into the Library Assistant I classification with full salary and seniority benefits owed based on a retroactive effective date of March 7, 2011

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the reassignment of Ms. Peak from Paraeducator-1 to Library Assistant I at Range 22 on Step E.

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

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### **III. Discussion Items**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Barbara Inatsugu

Joseph Pertel

Michael Sidley

Jana Hatch

Cindy Johnston

Bryon Miller

Beth Papp

Brandon Tietze

Julie Younan

PERSONNEL COMMISSION

# Annual Report

## 2013 - 2014

**DEPARTMENT OVERVIEW**

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**S.W.O.T. ANALYSIS**

How well are we positioned? P.5

**STATISTICAL SUMMARY**

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# PERSONNEL GROWTH





# PERSONNEL COMMISSION OVERVIEW

As a strategic partner with our District, the Office of Classified Personnel is responsible for developing, implementing, and maintaining services and systems to effectively recruit, select, and retain qualified employees within our school district's classified workforce.

## CORE RESPONSIBILITIES

The Personnel Commission has three core responsibilities as defined in the California Education Code.



1. Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
2. Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
3. Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

1. Establish and maintain a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.
2. Adopt guidelines to analyze jobs and develop valid employment examinations.
3. Adopt rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration.



## PRIMARY DUTIES

To execute its responsibilities, the Commission performs the following major duties:

## MERIT SYSTEM PRINCIPLES

The first Merit System law in the nation for school districts was passed by the California legislature in 1936 and made a part of the California Education Code. The Santa Monica Malibu Unified School District voted in the Merit System in 1938. Today, as in 1936, the Merit System provides personnel selection protection through the Education Code against politically or personally motivated employment, promotion, discipline or dismissal actions.



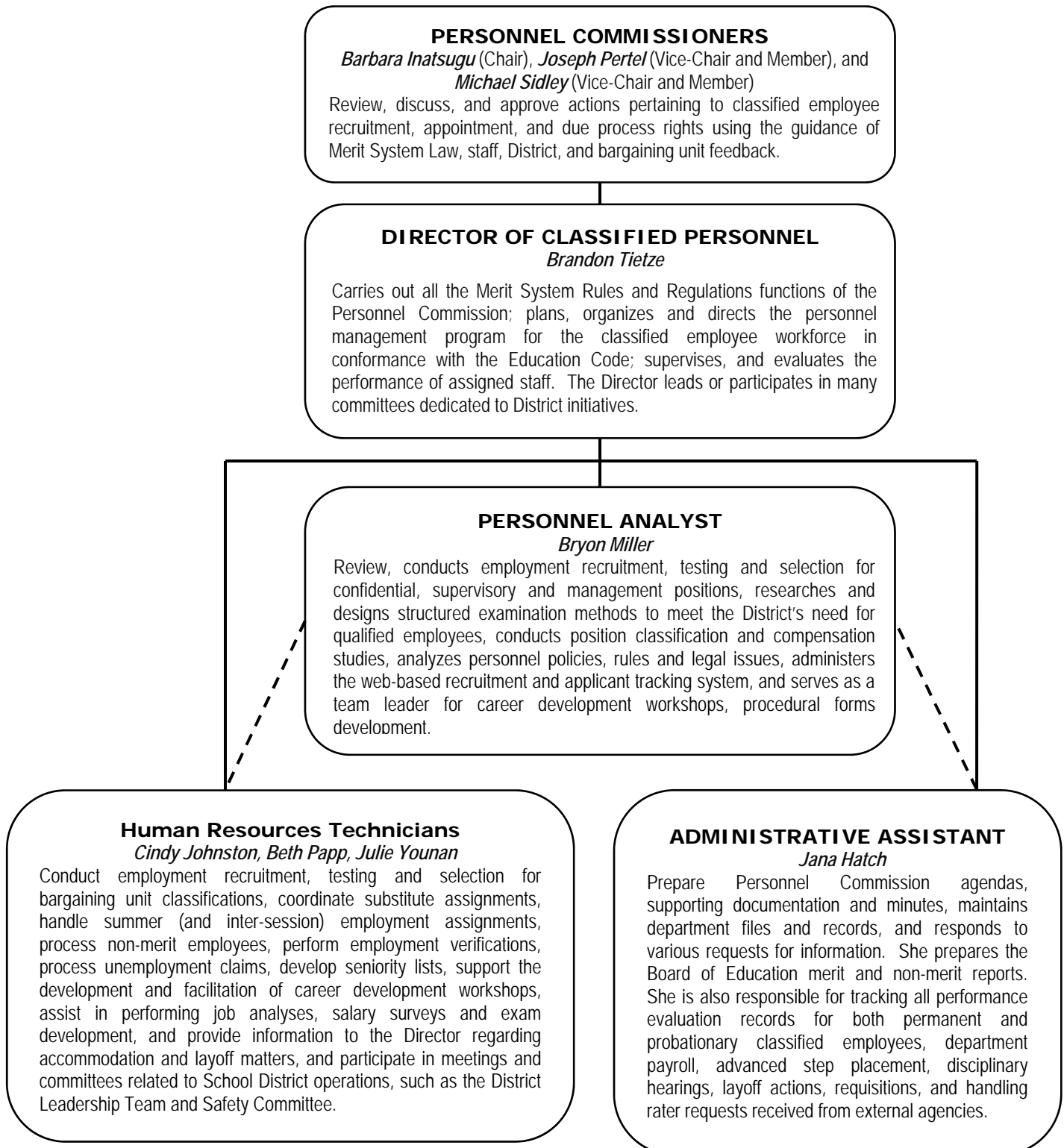
1. Recruitment of job applicants should be from sources representing all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition, which assures that all receive equal opportunity.
2. All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management.
3. Equal pay should be provided for work of equal effort, skill, and responsibility.
4. School district employees should be managed and treated fairly and consistently and be engaged in work that serves the best interests of students.
5. Employees should be retained and promoted on the basis of merit, as measured by the adequacy of their performance and professional achievement.
6. Employees should be protected from arbitrary employment actions and afforded due process rights consistent with applicable law.





## PC TEAM STRUCTURE

The Office of Classified Personnel is committed to meeting both the goals of the Personnel Commission and the Santa Monica-Malibu Unified School District. The following positions represent the Office of Classified Personnel, with a summation of the essential functions performed as related to the Personnel Commission.



### MAJOR ACCOMPLISHMENTS IN 2013-2014

1. Created and distributed a Classified Workforce Guidebook for managers, including process guides for discipline, evaluation, basic FRISK investigation, selection interviews, job descriptions, and other resources
2. Completed a contract-required comprehensive Compensation Study using multiple assessment structures
3. Further enhanced the PC meeting agenda structure for increased transparency and organization
4. Created unique classification elements to clarify the Paraeducator (special education) job family
5. Reestablished the Professional Growth & Training Committee to foster employee development
6. Completed a Technology Wish List Survey as part of the Business Applications Committee
7. Established a comprehensive responsibility workflow matrix for entire recruitment process
8. Established more expansive, flexible, and specific criteria for Advanced Step Placement
9. Coordinated the 2014 Classified Employee Appreciation Week Celebration
10. Created documentation to better clarify the summer assignment process
11. Created enhanced performance evaluation form template for managers
12. Updated all NEOGOV email notification templates for job candidates
13. Developed a department manual to establish expectations

### GOALS FOR 2014 - 2015

1. Update all Merit Rules
2. Establish new job flyer format
3. Develop situational judgment testing
4. Create classified substitute handbook
5. Develop interview rater orientation video
6. Develop validated personality assessment
7. Update the PC Mission and Vision statements
8. Integrate laptop computers into interview rating
9. Establish feedback form for substitute performance
10. Establish desk manual for each department position
11. Establish desk manuals for most common classified positions
12. Participate in more Job Fairs and external networking/marketing
13. Develop reliable exit survey process to capture key turnover information
14. Enhance all minimum qualifications to be quantifiable with substitution options
15. Establish more expansive working conditions coding structure for classifications
16. Create feedback surveys for interview raters, interview candidates, and hiring managers
17. Create enhanced performance evaluation form for managers tailored to specific positions
18. Establish Universal Preferred Qualifications to emphasize personality fit with SMMUSD culture
19. Integrate highly-customized substitute list system in Subfinder to improve substitute assignment fit

### *Innovation in Compensation Analysis*

The PC saved the District tens of thousands of dollars in 2013-2014 while also providing comprehensive salary analysis data for use in bargain unit negotiations and management discussion. Rather than contracting the required study out, the Personnel Director and Analyst used their training and experience to design a unique modernized salary study. The results were presented at the 3/11/14 PC Meeting.

#### Unique Aspects of 2014 Salary Study:

- Analyzed both minimum and maximum salary step data
- Provided repeat analysis of same agencies used in 2007 Study
- Analyzed data across separate small, medium, and large agency comparison groups to assess consistency in results
- Analyzed average and median salary data
- Used experience and education qualifications to establish comparable benchmark positions
- Provided flexible recommendations for salary adjustment by benchmark position, job family, or whole workforce

# S.W.O.T. ANALYSIS

A SWOT analysis is a structured planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or business operation. Below are SWOT analysis factors currently identified for the Personnel Commission department.

## STRENGTHS

Positive internal characteristics that provide an advantage



- In-depth knowledge and expertise regarding test construction, personnel/human resource management and the merit system
- Great customer service and employee relation skills
- Technology-based assessments that allow for quicker scoring and candidate notification and more accurate assessment of candidates
- Internal knowledge regarding department needs
- Internal relationship building and networking
- Legal and Union Contract compliance

- Salaries offered are often below comparable positions in the private sector
- Non-uniform practices among departments (i.e, performance appraisal, onboarding)
- Advertising budget is extremely low increasing the difficulty level of finding high-performing employees
- High turnover within Instructional Assistant classifications
- Slower evolving operational components based on familiarity and routine instead of best practices supported by research and empirical evidence, such as performance appraisals, employee feedback, selection practices, and candidate tracking
- Process flow bottlenecks embedded in functions requiring collaboration with Fiscal Services and Human Resources



## WEAKNESSES

Negative internal characteristics that present a disadvantage

## OPPORTUNITIES

Positive external elements that could be utilized



- More sophisticated selection tools backed by research and empirical evidence, such as situational judgment tests (SJT), personality measures, and cognitive ability assessments
- Performance appraisal system for precise measurement and reliability
- Training opportunities and workshops for current employees' professional growth
- Further strengthen relationships with local agencies (e.g., City, Santa Monica College)
- Management training and workshops for employee development and legal compliance
- More descriptive and data-driven compensation studies conducted in-house as opposed to hiring outside contractors
- A multi-level competency model system that identifies critical work behaviors and skillsets to be incorporated in areas such as employee selection, performance appraisal, and training
- Comprehensible job descriptions that identify working relationships, behavioral expectations, and provide clear and incremental differences among classifications in the same job family

- Cost-of-living increases and economic hardship
- Increased liability concerns / litigation regarding employment discrimination and management practices
- Jobs are becoming more flexible and multi-purposed requiring job designs to be based on broad competencies instead of task-based functions
- Competitor Agencies raising salary schedules
- Competitor Agencies' workforce decreasing resistance to change
- Competitor Agencies adopting innovative technology faster



## THREATS

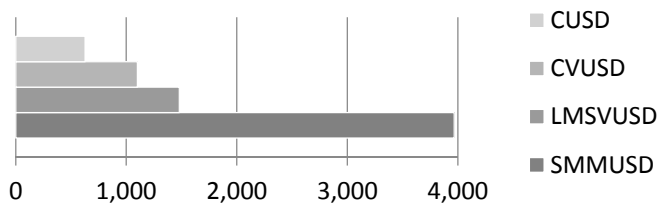
Negative external elements that could create difficulty

## AGENCY COMPARISON

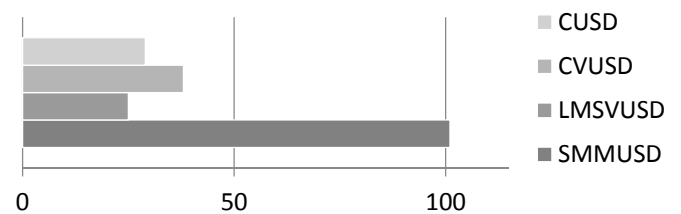
Total applications processed and recruitments conducted are key indicators of a Personnel Commission's activity and productivity. When compared with other similarly sized school districts in southern California, the SMMUSD PC is significantly more productive. As shown, the PC is processing more than twice as much recruitment activity as comparable agencies.

California School District	Student Enrollment	Applications Processed	Recruitments Conducted
Carlsbad	11,000	627	29
Covina-Valley	12,500	1,100	38
La Mesa-Spring Valley	12,100	1,480	25
Santa Monica-Malibu	11,300	3,966	101

### Total Applications



### Total Recruitments



## STATISTICAL SUMMARY

One of the PC's primary initiatives is the ongoing evolution of data capture and analysis. The PC collects information through multiple manual and automated tracking mechanisms. Information for the previous three fiscal years is provided where possible to show trends.

<i>Recruitment and Examination Activities</i>			
Activity	2011-2012	2012-2013	2013-2014
Position Control Forms Processed	1246	1227	1526
Requisitions	249	130	210
Transfer Bulletins	40	52	53
Job Interest Cards Submitted	490	1077	2720
Recruitments	53	64	101
Applications Received and Evaluated	3,513	2,539	3,966
Examination Stages Established (not including the number of administrations)	81	53	146
Written	46	26	56
Structured Interview	30	20	73
Performance	4	3	16
Training & Experience Evaluation	1	1	1
Eligibility Lists Promulgated	51	42	70
Number of Eligible Candidates	462	479	525



## STATISTICAL SUMMARY

<i>Employment Activities</i>			
Activity	2011-2012	2012-2013	2013-2014
Job Offers	176	76	101
Advanced Step Requests	27	28	24
Summer Assignment Requests	661	685	338

<i>Classification Activities</i>			
Activity	2011-2012	2012-2013	2013-2014
Classifications Revised	10	8	13
Re-classifications	1	0	1
New Classifications			4

<i>Ancillary Activities</i>			
Category	2011-2012	2012-2013	2013-2014
Employee Layoff Meetings	13	45	34
Disciplinary Notices	6	7	12
Merit Rules/Chapters Revised	3	0	0
Rater Requests Received and Responded To	235	144	155
Rater Panel Participation	18	10	13
Personnel Commission Agendas	16	17	13

<i>Applicant EEO Summary Data</i>			
Category	2011-2012	2012-2013	2013-2014
Total	3,736	2,539	3966
Gender			
Female	2,010	1,520	2020
Male	1,557	872	1694
Unknown/Declined to State	169	47	252
Ethnicity			
White	878	657	954
Hispanic or Latino	994	732	1157
Filipino	58	54	85
Black or African American	1019	668	1071
Asian or Pacific Islander	175	119	186
American Indian or Alaska Native	9	11	25
Unknown/Declined to State	170	298	488

<i>Classified Employee Data</i>			
Type	7/1/2012	7/1/2013	7/1/2014
Classified Bargaining Unit Employees	749	772	729
Classified Confidential Employees	5	5	5
Classified Management Employees	27	28	27
Classified Substitute Employees	180	165	144
Total	961	970	905

# STATISTICAL SUMMARY

## *Merit Processing Report*

Category	Total #
New Hires	81
Re-Employment	4
Promotion	16
Summer Assignments	338
Temp/Additional Assignments	564
Substitutes	284
Involuntary Transfer	65
Voluntary Transfer	6
Leave of Absence (Paid)	87
Leave of Absence (Unpaid)	35
Rescind Leave of Absence (Unpaid)	1
Professional Growth	58
Working Out of Class	38
Exercise Displacement Rights in Lieu of Layoff	1
Reduction in Hours in Lieu of Layoff	9
Voluntary Demotion/Transfer in Lieu of Layoff	12
Change in Assignment	26
Abolishment of Position	39

## *Merit Processing Report*

Category	Total #
Establishment of Position	2
Resignation	57
Rescind Resignation	1
Rescind Layoff	7
Rescind Termination	2
Retirement	17
Layoff	77
Suspension without Pay	7
Appointment of Commissioner-Renewal	1
Termination	10
Rescind Termination	2
Renewal of Assignment Per Collective Bargaining Agreement	1
Rescind Disqualification from Probation	2
Disqualification from Probation	5
Deceased	3
<b>Total</b>	<b>1858</b>

## *Non-Merit Processing Report*

Category	Total #
Noon Supervision Aide	130
Technical Specialist-Level I	28
Technical Specialist-Level II	55
Technical Specialist-Level III	14
Student Worker-Workability	23
Student Worker-Peer Tutor	6
Coaching Assistant	104
Avid Tutor	8
Educational Specialist-Level I	3
Educational Specialist-Level II	4
Educational Specialist-Level III	5
<b>Total</b>	<b>380</b>

*The 2013-2014 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2013 through June 30, 2014.*

## Office of the Personnel Commission

**1651 16<sup>th</sup> Street, 2<sup>nd</sup> floor  
Santa Monica, CA 90404  
(310) 450-8338 ext. 70279**

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### **III. Information Items**

## Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	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	Amount change by Hour	Amount change by Month	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	\$0.74	\$112.88	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	\$18.10	\$3,813	\$22.00	31,370	38,130	\$3.90	\$676.00	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	\$19.47	\$4,306	\$24.84	40,488	51,672	\$5.38	\$932.00	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	\$25.74	\$4,685	\$27.03	53,544	56,220	\$1.29	\$223.00	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	\$14.89	\$3,294	\$19.00	15,486	19,764	\$4.11	\$356.50	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$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	\$2.28	\$173.25	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	\$12.86	\$2,845	\$16.41	8,359	10,669	\$3.55	\$231.00	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	28,776	36,720	\$3.82	\$662.00	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.46	66,649	77,154	\$5.51	\$955.00	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	\$12.86	\$2,845	\$16.41	13,931	17,781	\$3.55	\$385.00	\$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	\$2.28	\$173.25	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	\$12.50	\$2,710	\$15.63	5,418	6,775	\$3.13	\$135.75	\$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	\$2.28	\$173.25	\$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	\$2.28	\$173.25	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	\$12.50	\$2,229	\$12.86	8,126	8,359	\$0.36	\$23.25	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	\$12.86	\$2,845	\$16.41	11,145	14,225	\$3.55	\$308.00	\$3,080
2011-2012 TOTAL														\$113,729



## Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	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	Amount change by Hour	Amount change by Month	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	\$5.92	\$1,027.00	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	\$25.74	\$5,165	\$29.80	53,544	61,980	\$4.06	\$703.00	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	\$19.47	\$3,720	\$21.46	40,488	44,640	\$2.00	\$346.00	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	23,980	30,600	\$3.82	\$662.00	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	\$13.83	\$3,060	\$17.65	14,988	19,125	\$3.82	\$413.75	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	\$21.46	\$4,101	\$23.66	44,640	49,212	\$2.20	\$381.00	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
10/10/2012	Specialist	10	5	26	F	\$2,581	\$14.89	\$3,294	\$19.00	16,131	20,588	\$4.11	\$445.63	\$4,456
10/10/2012	Clerk	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
2/12/2013	Bus Driver	9.5	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	22,527	27,381	\$3.37	\$511.00	\$4,855
2/12/2013	Gardener	12	3	24	F	\$2,458	\$14.18	\$3,137	\$18.10	11,061	14,117	\$3.92	\$254.63	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	\$45.43	\$8,682	\$50.09	94,488	104,184	\$4.66	\$808.00	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	\$12.50	\$2,458	\$14.18	8,126	9,218	\$1.68	\$109.13	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	\$29.12	\$5,565	\$32.11	60,576	66,780	\$2.98	\$517.00	\$6,204
5/14/2013	Sprinkler Repair Technician	12	8	33	F	\$3,060	\$17.65	\$3,906	\$22.53	36,720	46,872	\$4.88	\$846.00	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/14/2013	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$3,060	\$17.65	33,312	36,720	\$1.64	\$284.00	\$3,408
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$3.73	\$646.00	\$7,752
2012-2013 TOTAL														\$146,441

## Advanced Step Placement Fiscal Impact Report

[illegible]

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	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	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
<b>2014-2015</b>														
8/12/2014	HVAC Mechanic	12	8	37	C	\$3,509	\$20.24	\$3,869	\$22.32	42,100	46,426	\$2.08	\$360.54	\$4,326
7/8/2014	Sports Facility Attendant	12	6	22	D	\$2,435	\$14.05	\$2,818	\$16.26	21,918	25,362	\$2.21	\$286.97	\$3,444
7/8/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.373	\$178.50	\$1,785
7/8/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
8/12/2014	HR Analyst	12	8	M46	B	\$5,251	\$30.29	\$5,513	\$31.81	63,012	66,156	\$1.51	\$262.00	\$3,144
8/12/2014	Accounting Tech (Acc. Hiring Rate)	12	8	29	F	\$2,887	\$16.66	\$3,685	\$21.26	34,644	44,220	\$4.60	\$798.00	\$9,576
8/12/2014	IA-Classroom	9.5	2	18	C	\$2,208	\$12.74	\$2,435	\$14.05	5,244	5,783	\$1.31	\$56.75	\$539
8/12/2014	Lead Custodian	12	8	25	C	\$2,619	\$15.11	\$2,887	\$16.66	31,428	34,644	\$1.55	\$268.00	\$3,216
8/12/2014	Sr Office Specialist	11	4	25	D	\$2,619	\$15.11	\$3,031	\$17.49	13,750	15,913	\$2.38	\$206.00	\$2,163
8/12/2014	Office Specialist	12	8	22	C	\$2,435	\$14.05	\$2,684	\$15.48	29,220	32,208	\$1.44	\$249.00	\$2,988
9/9/2014	Paraeducator-3	10	6	26	B	\$2,684	\$15.48	\$2,818	\$16.26	20,130	21,135	\$0.77	\$100.50	\$1,005
9/9/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	Paraeducator-3	10	6	26	D	\$2,684	\$15.48	\$3,106	\$17.92	20,130	23,295	\$2.43	\$316.50	\$3,165
9/9/2014	Paraeducator-3	10	6	26	C	\$2,684	\$15.48	\$2,959	\$17.07	20,130	22,193	\$1.59	\$206.25	\$2,063
9/9/2014	Pareducator-1	10	6	20	D	\$2,318	\$13.37	\$2,684	\$15.48	17,385	20,130	\$2.11	\$274.50	\$2,745
9/9/2014	Pareducator-1	10	6	20	C	\$2,318	\$13.37	\$2,556	\$14.75	17,385	19,170	\$1.37	\$178.50	\$1,785
9/9/2014	IA-Classroom	10	3	18	E	\$2,318	\$13.37	\$2,684	\$15.48	8,693	10,065	\$2.11	\$137.25	\$1,373
9/9/2014	IA-Classroom	10	3	18	B	\$2,254	\$13.00	\$2,318	\$13.37	8,453	8,693	\$0.37	\$24.00	\$240
9/9/2014	IA-Classroom	10	3	18	C	\$2,318	\$13.37	\$2,435	\$14.05	8,693	9,131	\$0.67	\$43.88	\$439
9/9/2014	Bus Driver	10	7	28	C	\$2,818	\$16.26	\$3,106	\$17.92	24,658	27,178	\$1.66	\$252.00	\$2,520
9/9/2014	Pareducator-1	10	5	20	B	\$2,318	\$13.37	\$2,435	\$14.05	14,488	15,219	\$0.67	\$73.13	\$731
9/9/2014	Carpenter	12	8	35	C	\$3,342	\$19.28	\$3,685	\$21.26	40,104	44,220	\$1.98	\$343.00	\$4,116
9/9/2014	Plumber	12	8	37	D	\$3,509	\$20.24	\$4,062	\$23.43	42,108	48,744	\$3.19	\$553.00	\$6,636
9/9/2014	SIS Specialist	12	8	49	E	\$4,702	\$27.13	\$5,716	\$32.98	56,424	68,592	\$5.85	\$1,014.00	\$12,168

## Advanced Step Placement Fiscal Impact Report

[illegible]

## Open Requisitions (as of 10/9/2014)

Req Number	Req Title	Department	Date From HR	Position Type	FTE
15-050	ADMINISTRATIVE ASSISTANT	M & O (Maintenance & Operations)	08/27/14	Vac	100
15-068	ADMINISTRATIVE ASSISTANT	WEBSTER ELEMENTARY SCHOOL	09/17/14	Vac	100
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	09/08/11	Vac	100
14-129	CHILDREN'S CENTER ASSISTANT I	CHILD DEVELOPMENT SERVICES	05/14/14	Vac	43.75
15-011	CHILDREN'S CENTER ASSISTANT I	CHILD DEVELOPMENT SERVICES	07/14/14	Vac	43.75
15-029	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	08/04/14	New	43.75
15-034	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	08/13/14	New	43.75
14-180	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	05/23/14	Vac	43.75
14-181	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	05/27/14	Vac	43.75
15-044	CHILDREN'S CENTER ASSISTANT-2	MCKINLEY PRESCHOOL	08/22/14	Vac	43.75
15-045	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	08/22/14	Vac	43.75
15-046	CHILDREN'S CENTER ASSISTANT-2	WILL ROGERS LEARNING ACADEMY	08/22/14	Vac	43.75
15-047	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	08/22/14	Vac	87.5
15-069	COMMUNITY & PUBLIC RELATIONS OFFICER	DISTRICT-WIDE	09/12/14	New	100
15-051	CUSTODIAN	M & O (Maintenance & Operations)	08/27/14	Vac	62.5
15-056	CUSTODIAN	M & O (Maintenance & Operations)	09/04/14	New	62.5
15-057	CUSTODIAN	M & O (Maintenance & Operations)	09/04/14	New	62.5
14-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	06/13/14	Vac	37.5
15-052	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	08/28/14	Vac	62.5
15-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	09/05/14	Vac	46.88

## Open Requisitions (as of 10/9/2014)

Req Number	Req Title	Department	Date From HR	Position Type	FTE
15-072	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	09/19/14	New	43.75
15-073	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	09/19/14	New	43.75
15-074	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	09/19/14	New	43.75
15-075	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	09/19/14	New	43.75
14-112	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	04/07/14	Vac	37.5
14-158	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	05/15/14	Vac	75
14-043	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	09/12/13	Vac	56.25
14-071	PARAEDUCATOR-1	SPECIAL EDUCATION	12/10/13	New	75
15-026	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	07/29/14	Vac	68.75
15-036	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	08/14/14	Vac	75
15-055	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	08/27/14	Vac	56.25
15-065	PARAEDUCATOR-1	CABRILLO ELEMENTARY SCHOOL	09/10/14	New	62.5
15-039	PARAEDUCATOR-3	SPECIAL EDUCATION	08/14/14	Vac	75
15-060	PARAEDUCATOR-3	SPECIAL EDUCATION	09/05/14	Vac	77.5
15-067	PARAEDUCATOR-3	DISTRICT-WIDE	09/10/14	New	75
15-076	TECHNICAL THEATER COORDINATOR	BUSINESS SERVICES	09/19/14	Vac	100
15-082	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES		New	75
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	05/05/14	New	100
15-027	UTILITY WORKER	M & O (Maintenance & Operations)	07/25/14	Vac	100

## Filled Requisitions (9/1/2014 – 10/1/2014)

Req Number	Req Title	Department	Last Updated Date By User
15-078	CAFETERIA CASHIER	EDISON LANGUAGE ACADEMY	9/29/2014
15-079	CAFETERIA CASHIER	GRANT ELEMENTARY SCHOOL	9/29/2014
15-041	CAFETERIA WORKER I	WILL ROGERS LEARNING ACADEMY	9/23/2014
15-042	CUSTODIAN	M & O (Maintenance & Operations)	9/23/2014
15-070	CUSTODIAN	BUSINESS SERVICES	9/22/2014
15-071	CUSTODIAN	BUSINESS SERVICES	9/22/2014
15-077	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	9/22/2014
15-063	GARDENER	M & O (Maintenance & Operations)	9/15/2014
15-016	INSTRUCTIONAL ASSISTANT- CLASSROOM	PT DUME ELEMENTARY SCHOOL	9/29/2014
15-059	INSTRUCTIONAL ASSISTANT- CLASSROOM	WEBSTER ELEMENTARY SCHOOL	9/5/14
15-080LT	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	9/30/2014
15-064	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	9/15/2014
15-066	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	9/15/2014
15-062	PLUMBER	FACILITIES MAINTENANCE	9/5/14

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
09/18/14

RECOMMENDATION NO. A.13

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Day, Wayne Operations	Lead Custodian 8 Hrs/12 Mo/Range: 25 Step: C	8/12/14
Fuentes, Mario Operations	Gardener 4 Hrs/12 Mo/Range: 24 Step: A	8/7/14
Hendricks, David Transportation	Bus Driver 7 Hrs/10 Mo/Range: 28 Step: A	8/12/14
Hernandez, Yesenia Santa Monica HS	Office Specialist 8 Hrs/12 Mo/Range: 22 Step: C	8/11/14
Kemp, William Operations	Plant Supervisor 8 Hrs/12 Mo/Range: 41 Step: A	8/5/14
Lopez, Sandy Rogers ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 25 Step: B	8/12/14
Navarro, Nancy Muir ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: D	8/12/14

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Delgadillo, Cristina Grant ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: A From: Inst Asst - Classroom: 3 Hrs/SY	8/12/14
Soloway, Beth Malibu HS	Senior Office Specialist 4 Hrs/10 Mo/Range: 25 Step: D From: Inst Asst - Classroom: 5 Hrs/SY	8/12/14
Suaste, Eduardo Malibu HS	Lead Custodian 8 Hrs/12 Mo/Range: 25 Step: F From: Custodian: 8 Hrs/12 Mo	8/11/14

<u>SUMMER ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Alaniz, Federico Purchasing	Stock and Delivery Clerk	8/5/14
Garrett, Christine Lincoln MS	Senior Office Specialist	8/7/14-8/11/14
Gonzalez, Teri Lincoln MS	Senior Office Specialist	8/7/14-8/11/14
Gordon-Johnson Grant ES	Senior Office Specialist	8/7/14-8/11/14



Gutierrez, Martha Franklin ES	Senior Office Specialist	8/6/14-8/11/14
Gutierrez, Yolanda Edison ES	Bilingual Community Liaison	6/23/14-8/8/14
Mark, Ellen Franklin ES	Elementary Library Coordinator	8/7/14-8/11/14
Mesrobian, Varso Franklin ES	Senior Office Specialist	8/4/14-8/11/14
Nyden, Diane Lincoln MS	Senior Office Specialist	8/8/14-8/11/14
Oyenoki, Elizabeth McKinley ES	Senior Office Specialist	7/7/14-8/19/14
Paddock, Lori Lincoln MS	Senior Office Specialist	8/7/14-8/11/14
Sanchez, Cecilia Adams MS	Paraeducator 3	8/4/14-8/8/14
Williams, Steven Purchasing	Stock and Delivery Clerk	8/5/14

**TEMP/ADDITIONAL ASSIGNMENTS**

**EFFECTIVE DATE**

Anderson, Michael Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Avina, Fernando Operations	Sprinkler Repair Technician [overtime; operations/grounds projects]	7/1/14-6/30/15
Bracamonte, Jorge Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Brown, Murphy Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Burdick, Barton Operations	Equipment Operator Sports Facilities [overtime; operations/grounds projects]	7/1/14-6/30/15
Colven, Lovell Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Davis, Katherine Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Gonzalez, Hector Operations	Sprinkler Repair Technician [overtime; operations/grounds projects]	7/1/14-6/30/15
Harris, Kenny Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Harris, Tracey Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15

Herrada, Joe Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Mesterhazy, Yvonne Malibu HS	Senior Office Specialist [additional hours; clerical assignments]	7/1/14-6/30/15
Navarro, Nancy Muir ES	Senior Office Specialist [additional hours; clerical assignment]	8/12/14-8/22/14
Odom, Lamont Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Padilla, Ramiro Operations	Equipment Operator [overtime; operations/grounds projects]	7/1/14-6/30/15
Peoples, Jeff Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Perez, Maria Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Sinai, Farimah Facility Use	Accounting Assistant II [additional hours; Facility Use events]	7/1/14-6/30/15
Sinai, Farimah Facility Use	Accounting Assistant II [overtime; Facility Use events]	7/1/14-6/30/15
Velasquez, Jose Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Venable, Mark Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Taylor, Candace Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Tirado, Fortino Operations	Equipment Operator - Tree Trimmer [overtime; operations/grounds projects]	7/1/14-6/30/15
Ybarra, Angel Operations	Custodian [overtime; custodial assignments]	7/1/14-6/30/15

**SUBSTITUTES**

**EFFECTIVE DATE**

Bester, Anissa Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Bolan, Anette District	Campus Security Officer	7/1/14-6/30/15
Brooks, Christi Santa Monica HS	Athletic Trainer	8/13/14-6/30/15
Brown, Edward District	Campus Security Officer	7/1/14-6/30/15
Burleigh, David District	Campus Security Officer	7/1/14-6/30/15
Cooper, James District	Campus Security Officer	7/1/14-6/30/15

Curtis, Kathleen District	Campus Security Officer	7/1/14-6/30/15
Davis, Sharonn District	Campus Security Officer	7/1/14-6/30/15
Dilworth, Shunise Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Freeman, Lakesha District	Campus Security Officer	8/19/14-6/30/15
Gonzalez, Jose District	Campus Security Officer	7/1/14-6/30/15
Hughes, Michael District	Campus Security Officer	7/1/14-6/30/15
James, Marc Operations	Custodian	7/3/14-6/30/15
Lopez, Manuel District	Campus Security Officer	7/1/14-6/30/15
Mares-Pacheoco, Francisco Maintenance	HVAC Mechanic	7/1/14-6/30/15
McGlover, Megan Special Education	Paraeducator 1	8/15/14-6/30/15
Miller, Melvyn District	Campus Security Officer	7/1/14-6/30/15
Nairouz, Dina Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Plascencia, Beatriz District	Campus Security Officer	7/1/14-6/30/15
Sargent, Darren District	Campus Security Officer	7/1/14-6/30/15
Shirley, Shavine District	Campus Security Officer	7/1/14-6/30/15
Terry, Christina Special Education	Paraeducator 1	8/19/14-6/5/15
Virgin, Sheila Special Education	Paraeducator 1	8/19/14-6/5/15
Walker, Alanna District	Campus Security Officer	7/1/14-6/30/15
Wilson, Terry District	Campus Security Officer	7/1/14-6/30/15
Wright, Lewis District	Campus Security Officer	7/1/14-6/30/15

**VOLUNTARY TRANSFER**

Olmos, Maria  
Child Develop Svcs

Senior Office Specialist  
8 Hrs/12 Mo  
From: Hrs/10 Mo /Rogers ES

**EFFECTIVE DATE**

8/2/14

**CHANGE IN ASSIGNMENT**

Marquez, Lilia  
McKinley ES

Bilingual Community Liaison  
8 Hrs/10 Mo  
From: 7 Hrs/10 Mo

**EFFECTIVE DATE**

8/12/14

Rams, Florencia  
Grant/Rogers ES

Bilingual Community Liaison  
8 Hrs/10 Mo  
From: 4.8 Hrs/10 Mo

8/12/14

Uliantzeff, Elena  
Muir/Roosevelt ES/SMASH

Bilingual Community Liaison  
8 Hrs/10 Mo  
From: 4.8 Hrs/10 Mo

8/12/14

**LEAVE OF ABSENCE (PAID)**

Cortez, Alicia  
Food and Nutrition Svcs

Cafeteria Worker I  
Medical

**EFFECTIVE DATE**

8/21/14-10/9/14

Leister, Erin  
Special Education

Occupational Therapist  
Medical

8/18/14-11/29/14

**PROFESSIONAL GROWTH**

Gheewala, Mehrun  
Child Develop Svcs

Children's Center Asst

**EFFECTIVE DATE**

9/1/14

Nguyen, Kim  
Business Svcs

Senior Administrative Assistant

9/1/14

Rodriguez, Frances  
Child Develop Svcs

Children's Center Asst

9/1/14

Vazquez-Gomez, Miguel  
Webster ES

Custodian

9/1/14

**WORKING OUT OF CLASS**

Gleason, Timothy  
Operations

Utility Worker  
From: Custodian

**EFFECTIVE DATE**

8/7/14-8/18/14

**LAYOFF**

BW9173450  
District

Inst Asst – Physical Education  
3.25 Hrs/SY

**EFFECTIVE DATE**

8/25/14

**SUSPENSION WITHOUT PAY**

TA 5256331  
Maintenance  
(change of dates from 8/28/14 agenda)

**EFFECTIVE DATE**

8/15/14-8/26/14

**RESIGNATION**

Cunningham, Brett  
Maintenance

Plumber

**EFFECTIVE DATE**

8/26/14

Karels, Kloie  
Cabrillo ES

Paraeducator 1

8/6/14

**RETIREMENT**

Pass, Diane  
Operations

Administrative Assistant

**EFFECTIVE DATE**

8/15/14

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

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
10/02/14

RECOMMENDATION NO. A.12

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>
Allen, Scott Grant ES	Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: A	8/18/14
Anderson, Janice Health Svcs-Franklin ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	8/18/14
Belt, Jimmy Special Ed-Malibu HS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	8/19/14
Berman, Terri Franklin ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Bocek, Katerina Roosevelt ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Brandoli, Alexandra Edison ES	Inst Asst - Bilingual 3 Hrs/SY/Range: 20 Step: A	8/18/14
Brewster, Stephanie Cabrillo ES	Inst Asst - Classroom 3.9 Hrs/SY/Range: 18 Step: B	8/18/14
Brown, Virginia Edison ES	Inst Asst - Bilingual 3 Hrs/SY/Range: 20 Step: A	8/18/14
Callahan, Lauren McKinley ES	Inst Asst - Classroom 2 Hrs/SY/Range: 18 Step: C	8/18/14
Cane, Karen McKinley ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Carrera, Alyssa Special Ed-Muir ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	9/3/14
Coursey-Rugh, Rebecca Grant ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/19/14
Cruz-Aguilar, Julia FNS-Grant ES	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: E	8/18/14
Dacanay, Peter Special Ed-Muir ES	Paraeducator 1 4.5 Hrs/SY/Range: 20 Step: C	8/18/14
Ehasz, Elizabeth Franklin ES	Inst Asst - Classroom 3.5 Hrs/SY/Range: 18 Step: B	8/18/14
Fazio, Christopher Special Ed-Adams MS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: B	8/18/14

Field, Larissa McKinley ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Flores, Angela Roosevelt ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Golden, Carol Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	9/3/14
Gonzalez, Jessica Child Develop Svcs-McKinley ES	Children's Center Asst 1 3.5 Hrs/SY/Range: 18 Step: F	8/15/14
Goodman, GERALYN Edison ES	Inst Asst - Bilingual 3 Hrs/SY/Range: 20 Step: A	8/18/14
Gutierrez, Nallely McKinley ES	Inst Asst - Classroom 2.5 Hrs/SY/Range: 18 Step: B	8/18/14
Hampton, Kizzie Muir ES	Physical Activities Specialist 3 Hrs/SY/Range: 26 Step: A	8/18/14
Hill, Erin Franklin ES	Inst Asst - Classroom 3.5 Hrs/SY/Range: 18 Step: B	8/18/14
Hinton, Lisa Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Hong, Grace McKinley ES	Inst Asst - Classroom 2 Hrs/SY/Range: 18 Step: B	8/18/14
Inoki, Hiroko McKinley ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Karaghossian, Natalie Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Lamping, Brooke Personnel Commission	Human Resources Analyst 8 Hrs/12 Mo/Range: 46 Step: B	8/18/14
Latimer, Angelique Muir ES	Inst Asst - Classroom 3.5 Hrs/SY/Range: 18 Step: B	8/18/14
Licassi, Juliana Special Ed-LCDC	Paraeducator 1 4.5 Hrs/SY/Range: 20 Step: D	8/18/14
Mendoza, Ana Grant ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Menendez, Joshua FNS-Adams MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: E	8/18/14
Mooser, Zoe Grant ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Nunez, Rocio Muir ES	Inst Asst - Classroom 3.5 Hrs/SY/Range: 18 Step: B	8/18/14
Pilgrim, James Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14

Pittman, Angie FNS-Malibu HS	Cafeteria Worker I 4 Hrs/SY/Range: 11 Step: E	8/18/14
Rivas, Blanca Special Ed-Franklin ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D	8/18/14
Rodriguez, Maria FNS-Adams MS	Cafeteria Worker I 3 Hrs/SY/Range: 11 Step: E	8/18/14
Ross, Madelyn Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Sakamoto-Wengel, James Special Ed-Franklin ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: C	8/18/14
Samuel, Jeri Franklin ES	Inst Asst - Classroom 3.5 Hrs/SY/Range: 18 Step: B	8/18/14
Sanchez, Stacy Special Ed-McKinley ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	8/18/14
Schlierman, John Muir ES	Physical Activities Specialist 3 Hrs/SY/Range: 26 Step: A	8/18/14
Simpson, Endeya McKinley ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Solomon, Eric Information Svcs	Technology Support Assistant 8 Hrs/12 Mo/Range: 32 Step: F	9/8/14
Terry, Christine Special Ed-McKinley ES	Paraeducator 1 5 Hrs/SY/Range: 20 Step: B	8/29/14
Torres, Corina Roosevelt ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: B	8/18/14
Ubeda, Hanzel Maintenance	Plumber 8 Hrs/12 Mo/Range: 37 Step: C	9/10/14
Valadez, Johanna Rogers ES	Inst Asst - Classroom 3 Hrs/SY/Range: 18 Step: D	8/18/14
Valdivia, Jessica Edison ES	Inst Asst - Bilingual 3.5 Hrs/SY/Range: 20 Step: A	8/18/14
Villalobos, Elizabeth Maintenance	Carpenter 8 Hrs/12 Mo/Range: 35 Step: C	9/15/14
Walton, James Special Ed-Malibu HS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D	8/19/14
Webster, Ryan Special Ed-Muir ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: B	8/18/14
Welles, Mark Special Ed-Roosevelt ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	8/19/14
Woodard, Christopher Special Ed-Muir ES	Paraeducator 1 5 Hrs/SY/Range: 20 Step: A	8/18/14



Young, Jessica Special Ed-Roosevelt ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: A	8/19/14
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**RE-EMPLOYMENT**

Smith, Zekaia Child Develop Svcs-McKinley ES	Children's Center Asst 1 3.5 Hrs/SY/Range: 18 Step: F	<b><u>EFFECTIVE DATE</u></b> 8/18/14
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**PROMOTION**

Badillo, Abraham Edison ES	Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: A From: Inst Asst – Physical Education: 3 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 8/18/14
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Coleman, Daniel Webster ES	Physical Activities Specialist 2 Hrs/SY/Range: 26 Step: A From: Inst Asst – Physical Education: 2 Hrs/SY	8/18/14
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Eskridge, Rondell Roosevelt ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A From: Inst Asst – Physical Education: 6 Hrs/SY	8/18/14
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Guerrero, Daniel Grant ES	Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: D From: Inst Asst – Physical Education: 6 Hrs/SY	8/18/14
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Gutierrez, Adrianna McKinley ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: D From: Inst Asst – Physical Education: 3.5 Hrs/SY	8/18/14
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Hartley, Logan Franklin ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: B From: Inst Asst – Physical Education: 4 Hrs/SY	8/18/14
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Levy, Robin Special Ed-Cabrillo ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: D From: Children's Center Asst 2: 3.5 Hrs/SY	8/19/14
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Martinez, Maisha Franklin ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: B From: Inst Asst – Physical Education: 3.25 Hrs/SY	8/18/14
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Newman, Pasley Special Ed-Rogers ES	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D From: Paraeducator 1: 6.5 Hrs/SY	8/18/14
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Smith, Dylen Grant ES	Physical Activities Specialist 5 Hrs/SY/Range: 26 Step: B From: Inst Asst – Physical Education: 4 Hrs/SY	8/18/14
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**SUMMER ASSIGNMENTS**

Aldana, Monica Health Svcs	Health Office Specialist	<b><u>EFFECTIVE DATE</u></b> 6/12/14-8/18/14
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Castro, Esperanza Food and Nutrition Svcs	Site Food Services Coordinator	8/13/14
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Cisneros, Yolanda Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
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Clayton, Mercille FNS-Lincoln MS	Cafeteria Worker I	8/1/14-8/14/14
Coburn, Sharon Food and Nutrition Svcs	Cafeteria Cook Baker	8/13/14
Cojan, Carmen Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Coria-Alvarez, Consuelo Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Escobar, Victoria Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Fowler, Damone Food and Nutrition Svcs	Cafeteria Cook Baker	8/13/14
Gomez, Jose Food and Nutrition Svcs	Production Kitchen Coordinator	8/13/14
Lai, Gloria Food and Nutrition Svcs	Production Kitchen Coordinator	8/13/14
Miranda, Karla Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Moore, Sandra Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Morales, Ismael Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Nolen, Henry Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Palmore, Renata FNS-Lincoln MS	Cafeteria Worker I	8/1/14-8/7/14
Ridley, Tischa Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Romo, Jennifer Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Tirado, Leticia Food and Nutrition Svcs	Cafeteria Worker II	8/13/14
Watkins, Jennifer Food and Nutrition Svcs	Cafeteria Cook Baker	8/13/14

**TEMP/ADDITIONAL ASSIGNMENTS**

Aguilar, Mark Facility Use	Custodian [overtime; Facility Use events]
Alba Raul Facility Use	Custodian [overtime; Facility Use events]

**EFFECTIVE DATE**

7/1/14-6/30/15

7/1/14-6/30/15

Aldana, Monica Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Alex, Milton Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Anderson, Bruno Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Anderson, Bruno Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Anderson, Michael Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Aranda, Antonio McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Ausman, Devon Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/14-6/30/15
Avitia-Quintana, Hector Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Ayala, Magdalena Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Bautista, Julianne Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/14-6/30/15
Bautista, Julianne Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
Beavers, Marcus Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Bechkovski, Stefan Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/14-6/30/15
Bechkovski, Stefan Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/14-6/30/15
Bernadou, Michelle Pt. Dume ES	Senior Office Specialist [additional hours; clerical assistance]	8/19/14-6/9/15
Berry, Andrew Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Berry, Andrew Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Bolan, Anette Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/14-6/30/15
Bolan, Anette Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Bolan, Anette Student Svcs	Campus Security Officer [overtime; security/address verifications]	8/19/14-6/5/15

Boyd, Katherine Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Boyd, Katherine Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Bracamonte, Jorge Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Bracamonte, Jorge Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Bravo, Richard Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Brown, Murphy Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Buchanan, Timothy Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Burdick, Barton Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Burkett, Deena Facility Use	Senior Office Specialist [overtime; Facility Use events]	7/1/14-6/30/15
Burleigh, David Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Burleigh, David Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Burrell, Catherine Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/14-6/30/15
Burris, Sarah Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/14-6/30/15
Burris, Sarah Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/14-6/30/15
Burton, Jerome Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Cage, Joann Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Callahan, Lauren McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Cano, Karen McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Capra, Lucas Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/14-6/30/15
Carter, Joshua Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15

Carter, Joshua Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Chiriboga, Giovanni Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Cervantes, Tracy Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/14-6/30/15
Cervantes, Tracy Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/14-6/30/15
Cobb, Rufus Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Cobb, Rufus Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Colvin, Lovell Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Cooper, James Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Cooper, James Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Cooper, Raymond Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Cornejo, Natalie Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Cueva, Felipe Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Cuevas, Jose Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Curtis, Kathleen Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Curtis, Kathleen Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Darden, Lem Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Darden, Lem Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Davis, Anthony Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15

Davis, Jessica McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Davis, Katherine Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Davis, Stevie Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Davis, Stevie Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
De La Rosa, Johanna Student Svcs	Bilingual Community Liaison [overtime; translations]	8/19/14-6/5/15
Deanda, Richard Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Doty, Kenneth Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Durham, Michael Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Fazio, Christopher Special Education	Paraeducator 3 [additional hours; professional development]	8/4/14-8/11/14
Flores, Henry Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Flores, Henry Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Frazier, Ashley Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Frazier, Ashley Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Frias, Angel Facility Use	Gardener [additional hours; Facility Use events]	7/1/14-6/30/15
Frias, Angel Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Gallegos-Martin, Agustin Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Gardea-Perez, Guadalupe Student Svcs	Bilingual Community Liaison [overtime; SARB translations]	8/19/14-6/5/15
Gaylor, Amanda Human Resources	Office Specialist [additional hours; clerical assistance]	8/18/14-8/21/14
Gleason, Tim Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Godinez, Octavio Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15

Goldberg, Hayden Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/14-6/30/15
Goldberg, Hayden Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/14-6/30/15
Gomez, Jack Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Gomez, Jack Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Gonzalez, Arthur Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Gonzalez, Arturo Facility Use	Gardener [additional hours; Facility Use events]	7/1/14-6/30/15
Gonzalez, Arturo Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Gonzalez, Jose Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Gonzalez, Jose Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Gonzalez, Xavier Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Granadino, Frank Facility Use	Bus Driver [overtime; Facility Use events]	7/1/14-6/30/15
Green, Joseph Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Greene, Milton Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Greene, Milton Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Gutierrez, Nallely McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Harris, Kenneth Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Harris, Tracey Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Hedges, Eric Facility Use	Electrician [overtime; Facility Use events]	7/1/14-6/30/15
Heiderman, Daniel Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Hernandez, Yolanda Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15

Herrada, Joe Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Hobkirk, Christina Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Hong, Grace McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Honore, Crystal Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Hughes, Michael Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Hughes, Michael Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Inoki, Hiroko McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Jackson, Michael Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Jackson, Sheralynn Santa Monica HS	Paraeducator 1 [additional hours; bus ride supervision]	8/19/14-6/5/15
James, Carolin Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/14-6/30/15
James, Marc Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
James, Marc Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Jaramillo, Guido Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Johnson, Joel Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/14-6/30/15
Johnson, Joel Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/14-6/30/15
Johnson, Peter Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Jones, Chancy Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Jones, Mashwanda Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Joseph, Stephen Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15



Joseph, Stephen Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Klee, Hilary Lincoln MS	Inst Asst - Music [additional hours; orchestra assistance]	8/18/14-6/5/15
Klenk, Heather Lincoln MS	Inst Asst - Music [additional hours; band assistance]	8/18/14-6/5/15
Kratz, Damon Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Latrice, Elie Facility Use	Bus Driver [overtime; Facility Use events]	7/1/14-6/30/15
Lenon, Patrick Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/14-6/30/15
Lenon, Patrick Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
Long, Lakesha McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Lopez, Manuel Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Lopez, Manuel Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Lucas, Ralph McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Mangum, Don Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Mangum, Don Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Martin, Charles Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Martin, Charles Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Martin, Eric Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
McAlpin, Michael Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
McCarthy, Jennifer District	Office Specialist [additional hours; clerical assistance]	8/25/14-6/30/15
McCrum, David Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/14-6/30/15
McKinley, Tyrone Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/14-6/30/15

McKinley, Tyrone Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/14-6/30/15
McNeely, Debrah Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
McNeely, Debrah Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Miller, Brenda District	Office Specialist [additional hours; clerical assistance]	8/25/14-8/26/14
Miller, Melvyn Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Miller, Melvyn Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Minca, Robin Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/14-6/30/15
Montes, Julio Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Montes, Julio Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Mora, Vicente Facility Use	Gardener [additional hours; Facility Use events]	7/1/14-6/30/15
Mora, Vicente Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Morris, Diane McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Morris, Sean Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Morris, Sean Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Morris, Terry Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/14-6/30/15
Moscoso, Suzanne Cabrillo ES	Elementary Library Coordinator [additional hours; library assignment]	8/11/14
Moton, Wilson Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Muller, Larissa McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Murray, April Facility Use	Swimming Instructor-Lifeguard [additional hours; Facility Use events]	7/1/14-6/30/15
Murray, April Facility Use	Swimming Instructor-Lifeguard [overtime; Facility Use events]	7/1/14-6/30/15

Navarro, Roberto Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Navarro, Roberto Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Newman, Paisley Special Education	Paraeducator 3 [additional hours; professional development]	8/5/14-8/11/14
Nunez, Sherry Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Nunez, Sherry Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Odom, Lamont Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Olmos, Maria Rogers ES	Senior Office Specialist [additional hours; clerical assistance]	7/7/14-8/13/14
Omari, Saleem Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
O'Rourke, Thomas Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
O'Rourke, Thomas Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Orozco, Abel Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Ortiz, Patricia Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Oyenoki, Aimee McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Part, Brian Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/14-6/30/15
Peoples, Jeffrey Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Perez, Graciela Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Perez, Maria Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Pieper, Yalile Cabrillo ES	Bilingual Community Liaison [additional hours; office organization]	8/11/14
Plascencia, Beatriz Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Plascencia, Beatriz Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Plascencia, Henry Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15

Preciado, Daniel Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Preciado, Daniel Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Proctor, Sean Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/14-6/30/15
Proctor, Sean Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
Rangel, Eduardo Facility Use	Gardener [additional hours; Facility Use events]	7/1/14-6/30/15
Rangel, Eduardo Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Reyes, Marybel Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Richards, Michelle McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Rising, Robert Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Rivas, Blanca Special Education	Paraeducator 3 [additional hours; professional development]	8/4/14-8/11/14
Rose, Pam Cabrillo ES	Senior Office Specialist [additional hours; office organization]]	8/19/14
Ruff, Denzel Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/14-6/30/15
Ruff, Denzel Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
Saad, Metias Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Sanchez, Stacy Special Education	Paraeducator 3 [additional hours; professional development]	8/4/14-8/11/14
Sargent, Darren Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Sargent, Darren Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Schenker, Allison Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/14-6/30/15
Schenker, Allison Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/14-6/30/15

Sebastiani, Guido Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Sebastiani Pozu, Juan Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Segura, Bethel Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Segura, Bethel Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Selva, Marco Facility Use	Technical Theater Technician [additional hours; Facility Use events]	7/1/14-6/30/15
Selva, Marco Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/14-6/30/15
Sheppard, Billy Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/14-6/30/15
Sheppard, Billy Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
Simmonds, Hugh Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Simpson, Endeya McKinley ES	Inst Asst - Classroom [additional hours; professional development]	8/18/14
Smith, Dunell Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Smith, Luz Student Svcs	Translator [additional hours; translations]	8/19/14-6/5/15
Smith, Reginald Facility Use	Custodian [additional hours; Facility Use events]	7/1/14-6/30/15
Smith, Reginald Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Soto, Sara Facility Use	Gardener [overtime; Facility Use events]	7/1/14-6/30/15
Sullivan, Diane Cabrillo ES	Administrative Assistant [additional hours; office organization]	8/11/14
Tanamas, Ayda Santa Monica HS	Paraeducator 2 [overtime; bus ride supervision]	8/25/14-3/2/15
Tangum, Cathy Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Tangum, Cathy Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Tangum, Cathy Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15

Taylor, Candice Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Thompson, Raquel Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; clerical support]	8/19/14-6/5/15
Ubeda, Hanzel Maintenance	Plumber [additional hours; plumbing assignments]	8/7/14-8/15/14
Vasquez, Graciela Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Vasquez, Graciela Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Vazquez-Gomez, Miguel Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Velasquez, Jose Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Venable, Mark Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Villegas, Bibiana Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Walker, Alanna Facility Use	Campus Security Officer [additional hours; Facility Use events]	7/1/14-6/30/15
Walker, Alanna Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Walker, Louis Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Walker, Louis Santa Monica HS	Custodian [overtime; custodial assignments]	7/1/14-6/30/15
Walton, James Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/14-6/30/15
Walton, James Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
Ward, Victor Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Washington, Chanee Facility Use	Administrative Assistant [overtime; Facility Use events]	7/1/14-6/30/15
Watkins, Ernest Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Webber, Walter Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/1/14-6/30/15

Webber, Walter Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
West, Malcom Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
White, Robert Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/1/14-6/30/15
Widner, Kim Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Wilson, Stanley Facility Use	Campus Security Officer [overtime; Facility Use events]	7/1/14-6/30/15
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/14-6/30/15
Winger, Nidra Cabrillo ES	Health Office Specialist [additional hours; health office organization]	8/11/14
Winger, Nidra Health Svcs	Health Office Specialist [additional hours; health office support]	8/18/14-6/5/15
Wishart, William Facility Use	Technical Theater Technician [overtime; Facility Use events]	7/1/14-6/30/15
Ybarra, Angel Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Ybarra, Jose Facility Use	Custodian [overtime; Facility Use events]	7/1/14-6/30/15
Young, Jessica Special Education	Paraeducator 3 [additional hours; professional development]	8/4/14-8/11/14

**SUBSTITUTES**

**EFFECTIVE DATE**

Aldana, Monica Child Develop Svcs	Children's Center Asst	8/19/14-6/30/15
Alexander, Lewis Special Education	Paraeducator 1	8/19/14-6/5/15
Arnao, Dora Special Education	Paraeducator 1	8/19/14-6/5/15
Arreola, Kenia Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Arriola, Olga Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Atashbar, Molouk Special Education	Paraeducator 1	8/19/14-6/5/15
Bakhyt, Said Special Education	Paraeducator 1	8/19/14-6/5/15
Ballat, Nawal Child Develop Svcs	Children's Center Asst	8/19/14-6/30/15

Bazouzi-Palmer, Roula Special Education	Paraeducator 1	8/29/14-6/5/15
Boradeh, Fattaneh Special Education	Paraeducator 1	8/19/14-6/5/15
Carriere, Leigh Pt. Dume ES	Inst Asst - Classroom	8/21/14-12/31/14
Chang, Soyun Special Education	Paraeducator 1	8/19/14-6/5/15
Cruz-Aguilar, Julia Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Diaz, Gumaro Santa Monica HS	Athletic Trainer	8/28/14-6/30/15
Ford, Jamie Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Gardner, Rodney Special Education	Paraeducator 1	8/19/14-6/5/15
Gear, Lynn Special Education	Paraeducator 1	8/19/14-6/5/15
Gonzalez, Martha Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Gorte, Lazaro Special Education	Paraeducator 1	8/19/14-6/5/15
Hardin, Tamara Child Develop Svcs	Children's Center Asst	8/18/14-6/30/15
Hochberg-Sember, Judith Maintenance and Operations	Administrative Assistant	8/14/14-12/31/14
Hutchinson, Joan Special Education	Paraeducator 1	8/19/14-6/5/15
Long, Lakesha Child Develop Svcs	Children's Center Asst	8/18/14-6/30/15
Losoya, Selye Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Monroy, Rosa Child Develop Svcs	Children's Center Asst	8/19/14-6/30/15
Morris, Faer Special Education	Paraeducator 1	8/19/14-6/5/15
Morrison, Faer Special Education	Paraeducator 2	8/19/14-6/5/15
Nava, Virginia Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15



Neylan, Suzanne Special Education	Paraeducator 1	8/29/14-6/5/15
Park, Ko Lincoln MS	Accompanist	8/18/14-6/5/15
Polhemus, Ann Special Education	Paraeducator 1	8/19/14-6/5/15
Rabbani, Susan Special Education	Paraeducator 1	8/19/14-6/5/15
Rodriguez, Maria Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Sadjadpour, Sarah Special Education	Paraeducator 1	8/19/14-6/5/15
Saenz, Claudia Food and Nutrition Svcs	Cafeteria Worker I	8/19/14-6/5/15
Sampson, Bobby Special Education	Paraeducator 1	8/19/14-6/5/15
Shamsian, Dalia Special Education	Paraeducator 1	8/19/14-6/5/15
Simonian, Patricia Special Education	Paraeducator 1	8/19/14-6/5/15
Valdivia, Brenda Child Develop Svcs	Children's Center Asst	8/19/14-6/30/15
Vandermeijden, Marike Special Education	Paraeducator 1	8/19/14-6/5/15
Vasquez, Melvin Special Education	Paraeducator 1	8/19/14-6/5/15

#### **INVOLUNTARY TRANSFER**

#### **EFFECTIVE DATE**

Bravo, Richard Roosevelt ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Adams MS	9/8/14
Brito, Maria Child Develop Svcs-Muir ES	Children's Center Asst 1 6 Hrs/SY From: 6 Hrs/SY/Rogers ES	8/15/14
Brown, Sarah Special Education	Paraeducator 1 6 Hrs/SY/ Special Education - Floater From: 6 Hrs/SY/Santa Monica HS	8/18/14
Claunch, Eboni Special Ed-Adams MS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Rogers ES	8/18/14
Fernandez, Angelica Child Develop Svcs-Wash. West	Children's Center Asst 1 3.5 Hrs/SY From: 3.5 Hrs/SY/Rogers ES	8/18/14

Friedenberg, Mindy Special Ed-Santa Monica HS	Paraeducator 1 6.5 Hrs/SY From: 6.5 Hrs/SY/Lincoln MS	8/19/14
Haro, Irma Child Develop Svcs-Pine Street	Children's Center Asst 1 3.5 Hrs/SY From: 3.5 Hrs/SY/McKinley ES	8/15/14
Jackson, Latasha Special Education	Paraeducator 2 6 Hrs/SY/Special Education - Floater From: 6 Hrs/SY/McKinley ES	7/14/14
Lopez, Sarah Child Develop Svcs-Wash. West	Children's Center Asst 1 6.5 Hrs/SY From: 6.5 Hrs/SY/Adams MS	8/18/14
Martinez, Melinda Special Ed-Roosevelt ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Santa Monica HS	8/18/14
Mikhail, Christine Special Ed-Lincoln MS	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Rogers ES	8/18/14
Navia, Janene Child Develop Svcs-Adams MS	Children's Center Asst 1 7 Hrs/SY From: 7 Hrs/SY/Muir ES	8/15/14
Quintanilla, Albert Special Ed-Pt. Dume ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Webster ES	8/18/14
Seklawi, Sara Child Develop Svcs-Franklin ES	Children's Center Asst 1 3.5 Hrs/SY From: 3.5 Hrs/SY/McKinley ES	8/18/14
Suhr, Charlotte Special Ed-Rogers ES	Paraeducator 1 4.5 Hrs/SY From: 4.5 Hrs/SY/Grant ES	8/19/14
Thompson, Raquel Health Svcs-Pt. Dume ES	Health Office Specialist 3.5 Hrs/SY From: 3.5 Hrs/SY/Franklin ES	8/18/14
Williams, Paris Child Develop Svcs- Pine Street	Children's Center Asst 1 3.5 Hrs/SY From: 3.5 Hrs/SY/McKinley ES	8/15/14

**VOLUNTARY TRANSFER**

**EFFECTIVE DATE**

Llosa, Sylvia Special Ed-Adams MS	Paraeducator 1 5 Hrs/SY From: 5 Hrs/SY/Pt. Dume ES	8/18/14
McAlpin, Michael Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Roosevelt ES	8/19/14
West, Malcolm Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations	8/19/14

**TRANSFER IN LIEU OF LAYOFF****EFFECTIVE DATE**

Cooper, Bertran Roosevelt ES	Inst Asst - Classroom 3 Hrs/SY From: 2 Hrs/SY/Webster ES	8/18/14
Thomas, Craig Special Ed-LCDC	Paraeducator 1 6.5 Hrs/SY From: 6 Hrs/SY/Special Education - Floater	8/18/14
Uto, Rika Rogers ES	Physical Activities Specialist 6 Hrs/SY From: 6 Hrs/SY/Grant ES	8/18/14
Vasquez, Angel Lincoln MS	Inst Asst – Physical Education 6 Hrs/SY From: 4 Hrs/SY/Grant ES	9/16/14

**TRANSFER TO A LOWER CLASSIFICATION IN LIEU OF LAYOFF****EFFECTIVE DATE**

Mendoza, Leonel Roosevelt ES	Inst Asst - Classroom 3 Hrs/SY From: Inst Asst – Physical Education:3 Hrs/SY	8/25/14
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**CHANGE IN ASSIGNMENT****EFFECTIVE DATE**

Ausmus, Juley Cabrillo ES	Inst Asst - Classroom 3.9 Hrs/SY From: 3.2 Hrs/SY	8/18/14
Barreras-Graciano, Laura Edison ES	Inst Asst - Bilingual 3.5 Hrs/SY From: 3 Hrs/SY	8/18/14
Brooks, Karen Webster ES	Inst Asst - Classroom 3 Hrs/SY From: 2 Hrs/SY	7/1/14
Casillas, Emma Edison ES	Inst Asst - Bilingual 3.5 Hrs/SY From: 3 Hrs/SY	8/18/14
De Los Santos, Gabriela Muir ES	Inst Asst - Classroom 3.5 Hrs/SY From: 3 Hrs/SY	8/19/14
Gauntt, Deborah Transportation	Bus Driver 7.5 Hrs/10 Mo From: 7 Hrs/10 Mo	8/12/14
Gerhardt, Debra Franklin ES	Inst Asst - Classroom 3.2 Hrs/SY From: 2.9 Hrs/SY	8/18/14
Granadino, Frank Transportation	Bus Driver 7.25 Hrs/10 Mo From: 7 Hrs/10 Mo	8/12/14
Granadino, Frank Transportation	Bus Driver 7.5 Hrs/10 Mo From: 7.25 Hrs/10 Mo	8/25/14

Johnson, Peter McKinley ES	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo	8/19/14
Lawrence, Adrianna Transportation	Bus Driver 8 Hrs/10 Mo From: 7 Hrs/10 Mo	8/25/14
Lopez, Maribel Santa Monica HS	Paraeducator 2 7.25 Hrs/ SY From: 7 Hrs/SY	8/25/14
Monroy, Rosa Grant ES	Inst Asst - Classroom 3 Hrs/SY From: 2 Hrs/SY	8/18/14
Navia, Mary Muir ES	Inst Asst - Classroom 3.5 Hrs/SY From: 3 Hrs/SY	8/19/14
Rosa, Lucy Santa Monica HS	Paraeducator 2 6.5 Hrs/ SY From: 6.25 Hrs/SY	8/19/14
Santino, Susan Muir ES	Inst Asst - Classroom 3.5 Hrs/SY From: 3 Hrs/SY	8/18/14
Sawyer, Amy Grant ES	Inst Asst - Classroom 3 Hrs/SY From: 2 Hrs/SY	8/19/14
Sloboda, Jaclyn Special Education	Physical Therapist 8 Hrs/11 Mo From: 8 Hrs/SY	8/18/14
Stout-Moran, Amy Muir ES	Inst Asst - Classroom 3.5 Hrs/SY From: 3 Hrs/SY	8/19/14
Sullivan, Brianna Grant ES	Inst Asst - Classroom 3 Hrs/SY From: 2 Hrs/SY	8/19/14
Thruston, Linda Muir ES	Inst Asst - Classroom 3.5 Hrs/SY From: 3 Hrs/SY	8/19/14
Treto, Sandra Grant ES	Inst Asst - Classroom 3 Hrs/SY From: 2 Hrs/SY	8/18/14
Valadez, Luz Edison ES	Inst Asst - Bilingual 3.5 Hrs/SY From: 3 Hrs/SY	8/18/14

**LEAVE OF ABSENCE (PAID)**

Cartee-McNeely, Keryl  
Human Resources

Chief Steward  
Medical

**EFFECTIVE DATE**

8/5/14-8/31/14

Nao, Kimberly Santa Monica HS	Student Outreach Specialist Medical	8/12/14-8/29/14
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**LEAVE OF ABSENCE (UNPAID)**

Dodd, Jason Facility Improvement Projects	Facilities Technician Personal	<b><u>EFFECTIVE DATE</u></b> 8/25/14-9/8/14
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Rogers, Ericka McKinley ES	Inst Asst - Classroom Personal	8/18/14-9/8/14
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Villa, Maria Food and Nutrition Svcs	Cafeteria Worker I Personal	8/18/14-10/18/14
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**PROFESSIONAL GROWTH**

Davis, Katherine Webster ES	Custodian	<b><u>EFFECTIVE DATE</u></b> 9/1/14
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**WORKING OUT OF CLASS**

Bakhyt, Peter Food and Nutrition Svcs	Stock and Delivery Clerk From: Cafeteria Worker I	<b><u>EFFECTIVE DATE</u></b> 8/19/14-6/5/15
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Fowler, Damone Food and Nutrition Svcs	Production Kitchen Coordinator From: Cafeteria Cook Baker	8/19/14-6/5/15
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Heiderman, Daniel Operations	Utility Worker From: Custodian	8/19/14-1/22/15
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Suaste, Eduardo Operations	Plant Supervisor From: Custodian	6/11/14-8/8/14
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**LAYOFF/REDUCTION OF HOURS**

PJ5894186 Edison ES	Physical Activities Specialist 5 Hrs/SY Fr: 6 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 8/25/14
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**ABOLISHMENT OF POSITION**

Inst Asst – Physical Education 3 Hrs/SY; Edison ES	<b><u>EFFECTIVE DATE</u></b> 6/10/14
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Inst Asst – Physical Education 3.25 Hrs/SY; Franklin ES	8/25/14
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Paraeducator 1 6 Hrs/SY; Webster ES	8/18/14
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Paraeducator 1 5.5 Hrs/SY; Santa Monica HS	8/19/13
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**RESIGNATION**

Fulache-Palma, Madeilaine Special Ed-Santa Monica HS	Paraeducator 3	<b><u>EFFECTIVE DATE</u></b> 8/19/14
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Golliher, Cecilia Webster ES	Administrative Assistant	9/12/14
Lenihan, Kathleen Franklin ES	Inst Asst - Classroom	8/26/14
Mayer, Katherine Special Ed-Grant ES	Paraeducator 3	8/20/14
McCrum, David Facility Use	Technical Theater Coordinator	10/31/14
Urie, Brianna Malibu HS	Paraeducator 3	6/10/14
Valenzuela, Laurel Pt. Dume ES	Paraeducator 1	6/10/14
Yera, Alexander Information Svcs	Technology Support Assistant	8/22/14

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

TO: BOARD OF EDUCATION ACTION/CONSENT  
09/18/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.14

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

**COACHING ASSISTANT**

Steine, Alec	Santa Monica HS	8/11/14-6/30/15
Sutton, Michael	Santa Monica HS	8/12/14-6/30/15
Washington, Marquis	Santa Monica HS	8/13/14-6/30/15

**NOON SUPERVISION AIDE**

Medrano-Cerceda, Ana	Muir ES	8/13/14-6/5/15
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**TECHNICAL SPECIALIST – LEVEL I**

Borzi, Kristin	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Budd, Jeffrey	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Choi, Eunice	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Colmenares, Maira	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15
Ghazian, Golareh	Special Education [Psychologist Intern] - Funding: Medi-Cal Billing Option Special Education	8/19/14-6/5/15

Guzman, Ritchie

Special Education  
[Psychologist Intern]  
- Funding: Medi-Cal Billing Option  
Special Education

8/19/14-6/5/15

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



TO: BOARD OF EDUCATION

ACTION/CONSENT

10/02/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.13

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.

**AVID TUTOR**

Romero, Jasmine

Lincoln MS

8/19/14-6/5/15

**COACHING ASSISTANT**

Clark, Travis	Santa Monica HS	8/21/14-6/30/15
Gaines, Andre	Santa Monica HS	8/21/14-6/30/15
Gallegos, Erika	Santa Monica HS	8/21/14-6/30/15
Goldberg, Hayden	Malibu HS	7/1/14-6/30/15
Goldberg, Vincent	Malibu HS	7/1/14-6/30/15
Horan, Kevin	Santa Monica HS	8/1/14-8/31/14
Lipps, Laura	Santa Monica HS	8/21/14-6/30/15
Makris, James	Santa Monica HS	8/21/14-6/30/15
Poon, Wilston	Santa Monica HS	8/21/14-6/30/15
Pada, Aires	Malibu HS	7/1/14-6/30/15
Proctor, Sean	Santa Monica HS	8/21/14-6/30/15
Prost, Corey	Santa Monica HS	8/21/14-6/30/15
Richards, James	Santa Monica HS	8/21/14-6/30/15
Smith, Dylen	Malibu HS	7/1/14-6/30/15
Trinh, Nguyen	Santa Monica HS	8/21/14-6/30/15
Vines, Charles	Malibu HS	8/29/14-6/30/15
Weston, Sean	Santa Monica HS	8/21/14-6/30/15
Young, Bruce	Malibu HS	7/1/14-6/30/15
Zweig, Marie	Malibu HS	8/18/14-6/30/15

**NOON SUPERVISION AIDE**

Adams, Daryl	Webster ES	8/19/14-6/5/15
Alvarez, Maryke	McKinley ES	8/18/14-6/5/15
Aranda, Antonio	McKinley ES	8/18/14-6/5/15
Ausmus, Juley	Cabrillo ES	8/19/14-6/5/15
Beltran, Manuel	Franklin ES	8/19/14-6/5/15
Bocek, Katerina	Roosevelt ES	8/19/14-6/5/15
Bonilla, Reina	Edison ES	8/18/14-6/5/15
Boradeh, Fattaneh	Franklin ES	8/19/14-6/5/15
Brooks, Karen	Webster ES	8/19/14-6/5/15
Calvert, Cheryl	Pt. Dume ES	8/19/14-6/9/15
Carriere, Leigh	Pt. Dume ES	8/19/14-6/9/15
Cojan, Peter	Roosevelt ES	8/19/14-6/5/15
Coleman, Daniel	Webster ES	8/19/14-6/5/15
Cooper, Bertran	Roosevelt ES	8/19/14-6/5/15
Coursey-Rugh, Rebecca	Grant ES	8/20/14-6/5/15
Dalton, Judy	Roosevelt ES	8/19/14-6/5/15

Davidson, Diane	Pt. Dume ES	8/19/14-6/9/15
Davis, Joshua	Adams MS	8/19/14-6/5/15
Esquivel, Sandra	Roosevelt ES	8/19/14-6/5/15
Fay, Junalyn	Muir ES	8/18/14-6/5/15
Flores, Angela	Roosevelt ES	8/19/14-6/5/15
Fountain, Maresa	Grant ES	8/19/14-6/5/15
Gallardo, Irma	Adams MS	8/19/14-6/5/15
Garcia, Josephine	Muir ES	8/18/14-6/5/15
Giroux, Sharon	Edison ES	8/18/14-6/5/15
Gondo, Janet	McKinley ES	8/18/14-6/5/15
Grant, Carol	Adams MS	8/19/14-6/5/15
Grant, Carolyn	Muir ES	8/18/14-6/5/15
Hiroto, Betty	Franklin ES	8/19/14-6/5/15
Hong, Grace	McKinley ES	8/18/14-6/5/15
Kelly, Patricia	Roosevelt ES	8/19/14-6/5/15
Lucas, Ralph	McKinley ES	8/18/14-6/5/15
Marion, Miriam	McKinley ES	8/18/14-6/5/15
Martin-Ybarra, Kevin	Grant ES	8/19/14-6/5/15
Martinez, Maria	Roosevelt ES	8/19/14-6/5/15
McDonough, Barbara	Grant ES	8/19/14-6/5/15
Mendoza, Ana	Grant ES	8/19/14-6/5/15
Moldonado-Boatman, Monique	Franklin ES	8/19/14-6/5/15
Moore, Tenisha	Grant ES	8/19/14-6/5/15
Mooser, Zoe	Grant ES	8/19/14-6/5/15
Morales, Ismael	Cabrillo ES	8/19/14-6/5/15
Morales, Louis	Edison ES	8/19/14-6/5/15
Morris, Diane	McKinley ES	8/18/14-6/5/15
Nunez, Maria	Franklin ES	8/19/14-6/5/15
Perez, Carmen	Franklin ES	8/19/14-6/5/15
Pershen, Najmeh	Roosevelt ES	8/19/14-6/5/15
Reaber, Winifred	Grant ES	8/19/14-6/5/15
Reyes, Modesta	McKinley ES	8/18/14-6/5/15
Rodriguez, Frances	Roosevelt ES	8/19/14-6/5/15
Rodriguez, Ofelia	Edison ES	8/18/14-6/5/15
Rodriguez, Sergio	Edison ES	8/18/14-6/5/15
Ruiz, Antelma	Adams MS	8/19/14-6/5/15
Santin, Aura	Roosevelt ES	8/19/14-6/5/15
Santino, Susan	Muir ES	8/19/14-6/5/15
Santino, Susan	SMASH	8/19/14-6/5/15
Segura, Patricia	Muir ES	8/18/14-6/5/15
Shahmoradi, Sima	Franklin ES	8/19/14-6/5/15
Shibl, Ghada	Grant ES	8/20/14-6/5/15
Silvern, Zachary	Grant ES	8/19/14-6/5/15
Sotoy, Maria	McKinley ES	8/18/14-6/5/15
Stout-Moran, Amy	Muir ES	8/19/14-6/5/15
Torres, Carina	Roosevelt ES	8/19/14-6/5/15
Valadez, Luz	Edison ES	8/18/14-6/5/15
Yadegari, Shiva	Franklin ES	8/19/14-6/5/15
Ybarra, Kevin	Grant ES	8/19/14-6/5/15

#### **TECHNICAL SPECIALIST – LEVEL I**

Burke, Lucia	Food and Nutrition Svcs [School Garden Coordinator] - Funding: Child Nutrition	8/19/14-6/5/15
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Harding, Debbie	Food and Nutrition Svcs [School Garden Coordinator Assistant] - Funding: Child Nutrition	8/19/14-6/5/15
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**TECHNICAL SPECIALIST – LEVEL II**

Anderson, Jody	Ed Svcs/Santa Monica HS [Guard Instructor] - Funding: SM Arts Parents Association	7/1/14-6/30/15
Anderson, Robert	SMASH [Music Instructor] - Funding: VSS: Stretch Grant	8/26/14-5/21/15
Bill, Andrew	Ed Svcs/Santa Monica HS [Percussion Instructor] - Funding: SM Arts Parents Association	7/1/14-6/30/15
Gittleman, Marni	SMASH [Art Programs Coordinator] - Funding: Formula & Old Tier III	8/27/14-5/13/15
Gonzalez, Juan	Ed Svcs/Santa Monica HS [Guard Instructor] - Funding: SM Arts Parents Association	7/1/14-6/30/15
Hsu, Grace	Ed Svcs/Lincoln MS [Cello Instructor] - Funding: Gifts	8/19/14-6/5/15
Hutchinson, Catherine	Cabrillo ES [Science Instructor] - Funding: Formula & Old Tier III	8/25/14-5/29/15
Hyziak, Michael	SMASH [Music Instructor] - Funding: Reimbursed by PTA	8/5/14-5/29/15
Ostrovsky, Julianna	SMASH [Visual Arts Instructor] - Funding: VSS: Stretch Grant	8/27/14-5/13/15
Pace, Kristy	SMASH [Performance Arts Instructor] - Funding: VSS: Stretch Grant	9/3/14-5/13/15
Senchuk, Peter	Lincoln MS [Trombone Instructor] - Funding: Gifts	8/19/14-6/5/15
Weaver, Kelly	Lincoln MS [Band Coach] - Funding: Gifts	8/19/14-6/5/15

**TECHNICAL SPECIALIST – LEVEL III**

Flanagan Lysy, Margaret	Ed Svcs/Santa Monica HS [Violin Instructor] - Funding: SM Arts Parents Association	9/8/14-6/5/15
Dr. Moerschel, Josephine	Ed Svcs/Santa Monica HS [Viola Instructor] - Funding: SM Arts Parents Association	9/8/14-6/5/15
Reaves, Teag	Ed Svcs/Santa Monica HS [Violin Instructor] - Funding: SM Arts Parents Association	9/8/14-6/5/15
Young, David	Ed Svcs/Santa Monica HS [Violin Instructor] - Funding: SM Arts Parents Association	9/8/14-6/5/15

**EDUCATIONAL SPECIALIST – LEVEL I**

Lauerman, Nena	Malibu HS [Community Service Coordinator] - Funding: Formula & Old Tier III (54%); Gifts (23%); Malibu Shark Fund (23%)	8/12/14-6/30/15
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**EDUCATIONAL SPECIALIST – LEVEL II**

Farokzadeh, Mersedeh	Franklin ES [Counselor] - Funding: Tier III Programs CAT FLEX	8/19/14-6/10/15
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MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:  
ABSENT:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2014 – 2015**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2014</b>			
July 8, 2014	4:00 p.m.	Board Room – District Office	
August 12, 2014	4:00 p.m.	Board Room – District Office	
September 9, 2014	4:00 p.m.	Board Room – District Office	
October 14, 2014	4:00 p.m.	Board Room – District Office	
November 12, 2014	4:00 p.m.	Board Room – District Office	
December 9, 2014	4:00 p.m.	Board Room – District Office	
<b>2015</b>			
January 13, 2015	4:00 p.m.	Board Room – District Office	
February 10, 2015	4:00 p.m.	Board Room – District Office	
February 2015	Daily Conference	TBD	CSPCA 2015 Annual Conference
March 10, 2015	4:00 p.m.	Board Room – District Office	
April 14, 2015	4:00 p.m.	Board Room – District Office	2015–16 Budget Discussion and Development,
May 12, 2015	4:00 p.m.	Board Room – District Office	2015-16 Budget Adoption
June 9, 2015	4:00 p.m.	Board Room – District Office	

# SMMUSD Board of Education Meeting Schedule 2014-2015

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

July through December 2014					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/16* DO		*Wednesday, 7/16
August		8/13* DO		8/28 DO	*Wednesday: 8/13 First day of school: 8/19
September	9/4* <del>DO</del>		9/18 DO	9/25* <del>DO</del>	*9/4: MS Back to School Night *9/25: Admissions Day Holiday
October	10/2 M		10/16 DO	10/30* <del>DO</del>	*10/30: 5 <sup>th</sup> Thursday
November	11/6 M		11/20 DO		Thanksgiving: 11/27-28
December		12/11 DO		winter break	
Winter Break: December 22 – January 2					
January through June 2015					
Winter Break: December 22 – January 2					
January	winter break	1/15 DO			
February	2/5 M		2/19 DO		
March	3/5 DO		3/19 M		
Spring Break: March 30 – April 10					
April	spring break	spring break		4/23 DO	
May	5/7 M		5/21 DO		
June		6/11 DO		6/24* DO	Last day of school: 6/5 *Wednesday: 6/24

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

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

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> -First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	March 2015
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	April 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	July 2015

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

Wednesday, November 12, 2014, at 4:00 pm - *District Office Board Room*



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## **VI. Closed Session:**

No Closed Session

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**VII. Adjournment:**

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