



**PERSONNEL COMMISSION MEETING  
AGENDA**

**April 12, 2016**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, April 12, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

**I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Approval of Agenda for Regular Meeting on April 12, 2016

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

- G.05 Approval of Minutes for Regular Meeting on March 8, 2016

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



## PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

**April 12, 2016**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, April 12, 2016**, in the **District Administrative Offices**: 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **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.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on April 12, 2016

G.05 Approval of Minutes for Regular Meeting on March 8, 2016

G.06 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
- Advisory Rules Committee Update

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.

G.07 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.

G.08 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 five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.09 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	7
Carpenter	4
Custodian	21
Instructional Assistant - Classroom	10
Office Specialist	11
Paraeducator-1	26
Paraeducator-3	5
Physical Activities Specialist	2
Senior Office Specialist	8
Stock and Delivery Clerk	12

C.02 Advanced Step Placement:  
 Approval of the Advanced Step Placement for new employee Curtis Jelks in the classification of Campus Security Officer at Range: 25 Step: D

- C.03 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Katherine Meisel in the classification of Paraeducator-1 at Range: 20 Step: D
- C.04 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Adelma Molina-Carranza in the classification of Laboratory Technician at Range: 26 Step: D
- C.05 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Antonio Rubalcaba in the classification of Facilities Technician at Range: 45 Step: C

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Reclassification Study:  
Approval of the reclassification from Sports Facility Coordinator to Sports Facility Supervisor
- A.02 Classification Revision:  
Approval of the revisions to the Custodian classification within the Operations job family.
- A.03 Classification Revision:  
Approval of the revisions to the Lead Custodian classification within the Operations job family.
- A.04 New Classification:  
Approval of the new classification Chief Operations Officer within the Business Services job family.

### **IV. DISCUSSION ITEMS:**

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.

- D.01 Proposed Budget – Personnel Commission Fiscal Year 2016/17 - First Reading

### **V. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.15 (for SMMUSD School Board Agenda)
- March 17, 2016

- I.05 Classified Personnel – Non-Merit Report – No. A.16
  - March 17, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2015 – 2016
- I.07 Board of Education Meeting Schedule
  - 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	May 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees Appreciation Reception		May 2016

**VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, May 10, 2016, at 4:00 p.m. - *District Office Board Room*

**VIII. 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.

**IX. CLOSED SESSION:**

- No Closed Session

**X. ADJOURNMENT:**

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

Submitted by:

\_\_\_\_\_  
Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

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



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**March 8, 2016**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, March 8, 2016**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **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.

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

- G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.**
- G.02 Roll Call: Commissioners Pertel and Lippman were present. Commissioner Inatsugu was absent due to a PTA business trip in Sacramento.**
- G.03 Pledge of Allegiance: Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: March 8, 2016**

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

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.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

**G.05 Motion to Approve Minutes:** February 9, 2016

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

**G.06 Report from the Director of Classified Personnel:**

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments
  - **Director Cool announced that Ms. Beth Papp, Human Resources Technician, accepted a Senior Administrative Assistant position at Malibu High School. He expressed his gratitude to Ms. Papp for her dedicated service and valuable expertise. Ms. Papp will be greatly missed in the Personnel Commission office. Director Cool congratulated Ms. Papp on the promotion wishing her all the best in this new endeavor.**
- Commissioner Reappointment
  - **Commissioner Inatsugu's reappointment was approved by the State Superintendent of Public Instruction on February 10, 2016.**
- Advisory Rules Committee Update
  - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays.***

**G.07 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 Lippman reported about attending four (4) sessions at the CSPCA annual conference that took place on February 26, 2016 in Anaheim.**

**G.08 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 five (5) minutes or less.

- SEIU Report
  - Ms. Cartee-McNeely, Chief Steward, congratulated Ms. Beth Papp on accepting the Senior Administrative Assistant position at Malibu High School.
  - Ms. Cartee-McNeely informed the Personnel Commission on progress during negotiations with the District on March 1, 2016. The discussion also included the classification and salary study.
  - Ms. Cartee-McNeely informed the Personnel Commission about the collaborative initiatives of the steward council and labor management team in Special Education Department addressing training schedule and better professional support for Paraeducators.
  
- Board of Education Report
  - Dr. Mark Kelly, Assistant Superintendent of Human Resources, provided information about the District's budget for the next school year. At the last Board of Education meeting, Ms. Jan Maez, presented a fiscal report from the State's perspective on the District's status.
  - Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives and preparations for discussions on Malibu unification within sixty days (60) timeline.
  - Dr. Kelly notified the Personnel Commission that on April 7, 2016, the Board of Education will receive a comprehensive report from Dr. Noguera, a renowned sociologist and education leader, on closing the achievement gap in the District.
  - Dr. Kelly also informed the Personnel Commission about the District's negotiations with SEIU.
  - Dr. Kelly provided information about the Human Resources' school visits for staffing for the next school year.
  - Dr. Kelly congratulated to Ms. Papp expressing his appreciation for Malibu High School and confidence that Ms. Papp will be a great addition to the their staff.

**G.09 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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification

# Eligibles

Administrative Assistant	1
Administrative Assistant	9
Children’s Center Assistant-1,2,3	5
Lead Vehicle and Equipment Mechanic	1
Senior Administrative Assistant	8
Sports Facility Attendant	6

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jessica Castillo in the classification of Senior Administrative Assistant at Range: 34 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Catherine Morrison in the classification of Senior Office Specialist at Range: 25 Step: C

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Kristell Villacorta in the classification of Accounting Technician at Range: 29 Step: F

C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Arieus Woodard in the classification of Paraeducator-1 at Range: 20 Step: B

**It was moved and seconded to approve the Consent Calendar – II.C.01 -05 Approval of Classified Personnel Eligibility List(s) and Advanced Step Placements as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Accelerated Hiring Rate:  
Authorization to Use the Accelerated Hiring Rate for Lead Vehicle and Equipment Mechanic classification at Range: Step: D – F

**It was moved and seconded to approve the Director’s recommendations for item III.A.01 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓				
Joseph Pertel	✓					

**REPORT AND DISCUSSION**

- None

- A.02 Accelerated Hiring Rate:  
Authorization to Use the Accelerated Hiring Rate for Vehicle and Equipment Mechanic classification at Range: Step: D – F

**It was moved and seconded to approve the Director’s recommendations for item III.A.02 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓				
Joseph Pertel	✓					

**REPORT AND DISCUSSION**

- None

- A.03 Classification Revision:  
Approval of the revisions to the Special Education Data Technician classification within the Clerical job family.

**It was moved and seconded to approve the Director’s recommendations for item III.A.03 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

**REPORT AND DISCUSSION**

- Ms. Cartee-McNeely discussed a training component and level of accountability while serving as a District resource to other data technicians and other staff within the Special Education Local Plan Area (SELPA).
- Ms. Cartee-McNeely requested to re-evaluate the classification specification in order to determine a need for changing the title and/or the salary range in the next six (6) to eight (8) months.
- Director Cool provided a brief history and rationale for these revisions regarding SELPA training.
- Director Cool conducted a salary survey; however, no comparable position including the training component was found in other Districts.
- Director Cool agreed with Ms. Cartee-McNeely that further assessment in this area is needed after the incumbent cooperates with SELPA.

A.04 New Classification:

Approval of the new classification Sports Facility Supervisor within the Facility Use job family.

**It was moved and seconded to approve the Director’s recommendations for item III.A.04 as amended. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

**REPORT AND DISCUSSION**

- Director Cool proposed an edit regarding working conditions/physical demands – ability to lift up to 50 lb., not 15 lb.

A.05 Merit Rules:

Adoption of Second Reading of Changes to Chapter V:  
*Recruitment and Examination*

**It was moved and seconded to approve the Director’s recommendations for item III.A.05 as amended. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

**REPORT AND DISCUSSION**

- Director Cool, in collaboration with the Advisory Rules Committee (ARC), has identified certain sections of Chapter IV that are more appropriately placed in Chapter V. The Advisory Rules Committee was

not planning to review Chapter V in its entirety at this time. However, because certain sections were removed from Chapter IV, unless the language is included in Chapter V, it will be absent from the rules altogether. Therefore, the majority of Chapter V was not reviewed.

**IV. DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- **No Discussion Items**

**V. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.21 (for SMMUSD School Board Agenda)
  - February 18, 2016
- Classified Personnel – Merit Report - No. A.14
  - March 3, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.22
  - February 18, 2016
- Classified Personnel – Non-Merit Report – No. A.15
  - March 3, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2015 – 2016
- I.07 Board of Education Meeting Schedule
  - 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	April 2016
Preliminary Budget – Fiscal Year 2016-2017	- First Reading	April 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees		May 2016

Appreciation Reception		
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**VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
 Tuesday, April 12, 2016, at 4:00 p.m. - *District Office Board Room*

**VIII. 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.

- None

**IX. CLOSED SESSION:**

- No Closed Session

**X. 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						✓
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

**TIME ADJOURNED: 4:35 p.m.**

Submitted by:

\_\_\_\_\_  
 Michael Cool  
 Secretary to the Personnel Commission  
 Director, Classified Personnel

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## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, April 12, 2016

**AGENDA ITEM NO: II.C.02.**

SUBJECT: Advanced Step Placement – Curtis Jelks

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Campus Security Officer	<b>Employee:</b> Curtis Jelks	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  <ul style="list-style-type: none"> <li>Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Curtis has an Associate's degree in Audio Engineering.</li> </ul>	<b>1</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span>
<b><u>Experience:</u></b>  <ul style="list-style-type: none"> <li>Two (2) years experience working with youth in an organized setting.</li> </ul>	<ul style="list-style-type: none"> <li>Curtis has over twelve (12) years of experience working with youth in an organized setting.</li> </ul>	<b>5</b> (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span> (Max. allowed)
<b><u>License or Certificate:</u></b>  <ul style="list-style-type: none"> <li>Valid of California driver's license.</li> <li>Valid First Aid Certificate and CPR Certificate.</li> <li>Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 (SB 1626).</li> </ul>	<ul style="list-style-type: none"> <li>Curtis meets license and certificate requirements.</li> </ul>	<b>0</b> level of license or certificate above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>		

**DIRECTOR'S COMMENTS:**

Mr. Jelks' professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$15.16/hour, while Step D is \$17.55/hour. The net difference in pay is an approximate increase of \$2.39 per hour, \$414.25 per month, or \$3,614.74 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Curtis Jelks at Range A-25, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, April 12, 2016

**AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Katherine Meisel

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator 1	<b>Employee:</b> Katherine Meisel	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following:</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate’s (or higher) degree; OR</li> <li>• Have at least one (1) year experience working with individuals with special needs; 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>• Katherine has a Bachelor’s degree in Child Development</li> </ul>	<b>1</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span>
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Katherine has four and half years (4.5) of experience working with students with special needs.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span> (Max. allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u></b>		

**DIRECTOR’S COMMENTS:**

Ms. Meisel’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step D is \$15.54/hour. The net difference in pay is an approximate increase of \$2.12 per hour, \$275.28 per month, or \$2,400.63 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Katherine Meisel at Range A-20, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, April 12, 2016

**AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Adelma Molina

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Lab Technician	<b>Employee:</b> Adelma Molina	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>Educational attainment equivalent to high school graduation supplemented by physical science or related classes</li> </ul>	<ul style="list-style-type: none"> <li>Adelma Molina has a Bachelor's Degree in Biochemistry</li> </ul>	<b>2</b> levels of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b>Experience:</b> <ul style="list-style-type: none"> <li>One or more years of laboratory or student teaching experience in similar disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>Adelma Molina has 5 and a half years of experience as a student assistant and lab technician</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b>
<b>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</b>		

**DIRECTOR'S COMMENTS:**

Adelma Molina's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$15.54/hour, while Step D is \$17.98/hour. The net difference in pay is an approximate increase of \$2.44 per hour, \$211.82 per month, or \$1,848.88 per year.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Adelma Molina at Range A-26, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, April 12, 2016

**AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Antonio Rubalcaba

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Facilities Technician	<b>Employee:</b> Antonio Rubalcaba	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Educational attainment equivalent to a high school diploma or its recognized equivalent.</li> <li>• Two (2) years of satisfactorily completed course work in a technical school or college in architecture, engineering, or a closely related field.</li> </ul>	<ul style="list-style-type: none"> <li>• Antonio meets the education requirement.</li> </ul>	<b>0</b> level of education above the required level $=0$ Step Advance
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• Three (3) years experience in the building trades including some experience as a Facilities Inspector, Planner and Estimator, or a Project Manager performing general inspection, planning, and estimating or project management related to construction, repair and maintenance of schools or similar institutional facilities, buildings or properties.</li> </ul>	<ul style="list-style-type: none"> <li>• Antonio has nine (9) years of experience as a project manager/facilities technician in the construction field.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level $=2$ Step Advance (Max. allowed)
<b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u></b>		

**DIRECTOR’S COMMENTS:**

Mr. Rubalcaba’s professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-45 at Step A is \$24.69/hour, while Step C is \$27.22/hour. The net difference in pay is an approximate increase of \$2.53 per hour, \$438.05 per month, or \$3,976.28 per year.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Antonio Rubalcaba at Range A-45, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						

#### **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**

### **Regular Meeting: Tuesday, April 12, 2016**

#### **AGENDA ITEM NO: III.A.01**

SUBJECT: Reclassification Study – Sports Facility Coordinator for Brian Part

#### **BACKGROUND INFORMATION:**

The Personnel Commission received a reclassification request from the incumbent Sports Facility Coordinator on March 10<sup>th</sup>, 2016 and an investigation was initiated to determine if the current classification description accurately reflects the duties that are currently being performed. Brian Part has worked for the District since July of 2009, and believes he has been performing duties outside of his classification for the past 5 years.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Reviewed the Position Information Questionnaire submitted to the Personnel Commission by Brian Part
- Reviewed the classification specification for Sports Facility Coordinator and other related classifications, including the Sports Facility Supervisor
- Reviewed several similar classification specifications from other comparable agencies
- Conducted an interview with Brian Part, and his supervisor Carey Upton, the Director of Theater Operations and Facility Permits

#### **ANALYSIS:**

- Clarified, defined, and operationalized all task statements by obtaining input from department personnel, job incumbent, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, ability and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed
- Reviewed and analyzed information collected during the interview with the job incumbent as well as the supervisor

#### **FINDINGS:**

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

- Mr. Part oversees, maintains, and accounts for all the sports facilities in the District, as well as plans, organizes, and coordinates the day-to-day implementation of sports facility permits at all school sites. He completes all agreements related to sports facilities, and oversees all scheduling and billing for facility permits and joint use agreements.
- Mr. Part is the lead over all events related to the sports facilities in the District. He oversees all staff working events, including organizing staff, giving direction, observing

work being carried out, discussing improvements in work with staff members, and handles conflict between staff members. Mr. Part also oversees staff outside of events, including office specialists, lifeguards, and sports facility attendants.

- Mr. Part does a great deal of developing, attracting, and implementing location filming and large special events for sports facilities, and coordinates improvements on equipment and repairs.
- Mr. Part qualifies for reclassification as he is performing higher-level duties outside the scope of Sports Facility Coordinator, but within the scope of Sports Facility Supervisor. These duties are required to support normal Department and District operations and cannot be absorbed by other staff members.
- Mr. Part's supervisor, Carey Upton, agrees that Mr. Part has been performing these duties, and should be reclassified into the Sports Facility Supervisor position.
- There are no workload issues concerning Mr. Part's assignment. It was determined that the amount of work allocated to Mr. Part is justified and within the scope of reasonable work expectations. Workload issues concerning misalignment of the classification, Department/District expectations or directives, lack of personnel support, or any other Department/District related causes were not found.

**DIRECTOR'S RECOMMENDATIONS:**

Mr. Part should be reclassified into the Sports Facility Supervisor position. Mr. Part should receive retroactive pay for working out of class starting March 10<sup>th</sup>, 2016.

<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						
Peter Lippman						



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, April 12, 2016**

#### **AGENDA ITEM NO: III.A.02**

SUBJECT: Classification Specification Revision– Custodian

#### **BACKGROUND INFORMATION:**

Revisions to the Custodian job description were initially proposed at the February Personnel Commission Meeting. Prior to the Commission meeting, the Chief Steward and Manager of Buildings and Grounds Operations met with The Director of Classified Personnel regarding changes to the Custodian and Lead Custodian classifications. There was a need to better distinguish between the two classifications, and to update a few out-of-date duties.

At the Commission meeting, further revisions were identified that had not been included. It was suggested by the Chief Steward that additional language be added that clarifies the role of Custodians who are assigned to a crew as opposed to Custodians who are based at a specific site. This suggestion has since been incorporated into the job description.

The Custodian and Lead Custodian classifications have not been revised in over 10 years. There were no changes made to the minimum qualifications or salary recommendations.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Met with the Chief Steward and Manager of Buildings and Grounds Operations to discuss the current problem and possible resolutions
- Collected data on other agencies regarding Custodian vs. Lead Custodian duties with similar minimum qualifications and salary range

#### **DISCUSSION:**

Based on the data collected, the Personnel Commission's findings are as follows:

- The Custodian job description should be updated to more accurately reflect the tasks performed on the job and to clarify the different types of assignments

**DIRECTOR'S RECOMMENDATIONS:**

It is recommended that the Personnel Commission approve the revisions to the Custodian classification specification as provided.

<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							
Peter Lippman							



PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Custodian
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUB-FAMILY</b>	Operations
<b>SUPERVISOR TITLE</b>	Plant Supervisor
<b>SALARY RANGE</b>	A22

## CUSTODIAN

### BASIC FUNCTION:

Under general supervision, perform a variety of custodial activities on an assigned shift; clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner; ~~provide safety to students and staff on an assigned campus.~~

### ASSIGNMENT TYPES

- Custodians assigned to a crew work together as a team to accomplish work objectives, rotating among District sites. Crew-based Custodians typically perform a more narrow range of duties, such as wiping high contact surfaces and dust control, that supplement the regular tasks and duties performed by site-based Custodians. Crew-based Custodians receive technical and functional work direction from the Lead Custodian, but may also collaborate and receive basic guidance from the site-based Custodians who have greater familiarity with the site. Crew-based Custodians are required to perform the full range of custodial duties when needed.
- Custodians assigned to a specific school facility, group of buildings or office space perform a full range of custodial duties. Site-based Custodians may be required to provide guidance and act as a resource to custodial crews with less familiarity with the site. Site-based Custodians are required to collaborate and work alongside custodial crews when needed.

**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
Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; <del>pick up trash</del> ; scrub and refinish floors; change light bulbs as required	C-1
Dust and polish furniture and woodwork; clean and polish desks	C-2
Empty and clean waste receptacles and pencil sharpeners; <del>pick up paper</del> ; pick up trash containers and empty into large bins	C-3
Inspect for vandalism and illegal entry; report hazardous or unusual conditions to <u>Supervisor and/or Site Administrator</u> <del>the Principal</del>	C-4
<u>Respond to problems and issues of concern related to classroom conditions</u>	<u>C-5</u>

Task Statement	Code
Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures	C- <del>65</del>
Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings	C- <del>67</del>
Turn lights on and off; unlock and lock doors and gates; <u>raise and lower flags</u>	C- <del>87</del>
Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned	C- <del>89</del>
Participate as part of a cleaning crew, as directed, for major cleaning assignments	C- <del>109</del>
Perform <u>outdoor cleaning-minor maintenance to entire campus, such as sweeping, vacuuming, and picking up trash-grounds adjacent to assigned buildings</u>	C- <del>110</del>
Perform other related duties as assigned	GEN-1

### SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	<del>Site Administrator, Manager of BuildingsFacilities and Grounds Operations, Plant SupervisorAssistant Manager of Custodial Operations</del>
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	<del>Site Administrator, Manager of BuildingsFacilities and Grounds Operations, Plant SupervisorAssistant Manager of Custodial Operations, Custodian Supervisor, Lead Custodian</del>
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	<del>Site Administrator, Manager of BuildingsFacilities and Grounds Operations, Plant SupervisorAssistant Manager of Custodial Operations</del>
Given to:	None

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Basic cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Safe working methods and procedures

#### ABILITY TO:

- Efficiently and effectively use cleaning materials, supplies, and equipment.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with others.
- Perform simple and repetitive tasks.
- Be flexible.

## **MINIMUM QUALIFICATIONS**

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### *EXPERIENCE:*

Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.

## **PREFERRED QUALIFICATIONS**

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### *EDUCATION:*

Graduation from high school or equivalent evidence of proficiency at the high school level.

## **WORKING CONDITIONS:**

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### *ENVIRONMENT:*

Indoor and outdoor environment; regular exposure to fumes, dust and odors; exposure to adverse weather conditions.

### *PHYSICAL DEMANDS:*

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; climb 12-foot ladders; visual and auditory acuity sufficient to maintain safety standards; walking or standing for extended periods of time; kneeling or crouching; dexterity of hand and fingers to safely and efficiently operate equipment; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

### *HAZARDS:*

Contact with cleaning agents and chemicals.



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, April 12, 2016**

#### **AGENDA ITEM NO: III.A.03**

SUBJECT: Classification Specification Revision– Lead Custodian

#### **BACKGROUND INFORMATION:**

Revisions to the Lead Custodian job description were initially proposed at the February Personnel Commission Meeting. Prior to the Commission meeting, the Chief Steward and Manager of Buildings and Grounds Operations met with The Director of Classified Personnel regarding changes to the Custodian and Lead Custodian classifications. There was a need to better distinguish between the two classifications, and to update a few out-of-date duties.

At the Commission meeting, further revisions were identified that had not been included. Greater clarification was needed regarding the Lead Custodian's authority to provide technical and functional work direction, and inspect the work of Custodians. Additionally, Lead Custodians are required to drive between District sites, yet this was not reflected in the job description.

The Custodian and Lead Custodian classifications have not been revised in over 10 years. There were no salary recommendations.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Met with the Chief Steward and Manager of Buildings and Grounds Operations to discuss the current problem and possible resolutions
- Collected data on other agencies regarding Custodian vs. Lead Custodian duties with similar minimum qualifications and salary range
- Proposed revisions to Chief Steward and Manager of Buildings and Grounds Operations
- Conducted follow up meeting with District management and union representatives

#### **DISCUSSION:**

Based on the data collected, the Personnel Commission's findings are as follows:

- The collective bargaining agreement contains guidance on the role of lead workers, and this language is reflected in the proposed revisions
- The Lead Custodian job description should be updated to better distinguish between the Custodian job description and more accurately reflect the tasks performed on the job

**DIRECTOR'S RECOMMENDATIONS:**

It is recommended that the Personnel Commission approve the revisions to the Lead Custodian classification specification as provided.

<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							
Peter Lippman							



PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Lead Custodian
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUB-FAMILY</b>	Operations
<b>SUPERVISOR TITLE</b>	Plant Supervisor
<b>SALARY RANGE</b>	A25

## LEAD CUSTODIAN

### BASIC FUNCTION:

Under general supervision, organize, lead and participate in the custodial operations at an assigned school site or sites; assign and provide technical and functional work direction to assigned personnel; perform a variety of responsible custodial activities on an assigned shift; and clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner; ~~train and provide work direction to assigned custodial 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
<u>Organize and lead custodial operations at an assigned school site or sites; as</u> ensure the assigned school facility, group of buildings or office spaces are maintained in a clean, orderly, and secure manner; <del>Train and provide work direction to assigned custodial staff; communicate with site staff and</del> receive work orders and special assignments; prioritize, assign and participate in custodial activities and set-up for special events and meetings; <u>drive District vehicle between sites as required</u>	LC-1
<u>Provide technical and functional training and work direction to assigned custodial staff; communicate with site staff assignments and directions from supervisor; and inspect areas to</u> ensure they are cleaned in accordance with established health and safety guidelines for the District.	<u>LC-2</u>
Requisition, order, and maintain appropriate inventory of custodial supplies, materials, and equipment; oversee the delivery of supplies and materials at the school site	<u>LC-3</u>
<u>Organize, lead and p</u> Participate as part of a cleaning crew, as directed, for major cleaning assignments	<u>LC-4</u>
<u>Provide information to the supervisor to be used in evaluation or discipline of workers the position is assigned to lead</u>	<u>LC-5</u>
Sweep, scrub, mop, seal and wax floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; wash windows, chalkboards and walls; <u>pick up trash;</u> scrub and refinish floors; <u>change light bulbs as required</u>	<u>C-1</u>
Dust and polish furniture and woodwork; clean and polish desks	<u>C-2</u>
Empty and clean waste receptacles and pencil sharpeners; <del>pick up paper;</del> pick up trash containers and empty into large bins	<u>C-3</u>

Task Statement	Code
Inspect for vandalism and illegal entry; report hazardous or unusual conditions to <a href="#">Supervisor</a> and/or the <a href="#">PrincipalSite Administrator</a> .	<a href="#">C-4</a>
Respond to problems, <del>and</del> issues of concerns related to classroom conditions; <del>assist staff unlock and lock doors; resolve heating and air conditioning problems as necessary</del>	<a href="#">C-5</a>
Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures	<a href="#">C-6</a>
Move furniture and equipment; set up cafeteria, auditorium, gymnasium, meeting rooms and classrooms for special events and meetings	<a href="#">C-7</a>
Turn lights on and off; unlock and lock doors and gates; raise and lower flags	<a href="#">C-8</a>
Wash walk and eating areas; clean drinking fountains; make emergency clean-ups in classrooms as assigned	<a href="#">C-9</a>
Perform <del>outdoor cleaning</del> <del>minor maintenance</del> to <del>entire campus, such as sweeping, vacuuming, and picking up trash-grounds adjacent to assigned buildings</del>	<a href="#">C-11</a>
Perform other related duties as assigned	GEN-1

## SUPERVISION MATRIX:

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	<a href="#">Manager of Buildings and Grounds Operations</a> or <a href="#">Plant SupervisorSite Administrator</a>
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	<a href="#">Manager of Buildings and Grounds Operations, Plant Supervisor, Site Administrator</a>
Given to:	<a href="#">Assigned Custodians</a>
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	<a href="#">Manager of Buildings and Grounds Operations, or Plant Supervisor, Site Administrator</a>
Given to:	None

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE OF:

- [Custodial Operations of a public school site.](#)
- [Principals of training and providing work guidance direction.](#)
- [Technical and functional r](#)Requirements of maintaining school buildings in a safe, clean, and orderly condition
- Cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- ~~Principles of training and providing work direction~~
- Basic inventory methods and practices
- Safe working methods and procedures

### ABILITY TO:

- Efficiently and effectively use cleaning materials, supplies, and equipment
- Assign and review the work of others [for the purpose of technical and functional training and direction of work](#)
- Learn, apply, and explain policies, procedures, rules, and regulations
- Meet schedules and time lines
- Establish and maintain cooperative working relationships
- Understand and carry out oral and written directions
- Perform simple and repetitive tasks
- [Operate District vehicles safely](#)
- Be flexible

## **MINIMUM QUALIFICATIONS**

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### *EDUCATION & EXPERIENCE:*

Two (2) years custodial experience.

### *LICENSE AND OTHER REQUIREMENTS:*

[Must have and maintain a valid Class "C" California Driver's license and a good driving record sufficient to be insurable by the District's carrier.](#)

## **WORKING CONDITIONS:**

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### *ENVIRONMENT:*

Indoor and outdoor environment; regular exposure to fumes, dust and odors; adverse weather conditions.

### *PHYSICAL DEMANDS:*

Lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; [climb 12-foot ladders](#); visual and auditory acuity sufficient to maintain safety standards; dexterity of hand and fingers to safely and efficiently operate equipment; kneeling or crouching; bending at the waist; reaching overhead and horizontally; hearing and speaking sufficient for the exchange of information.

### **HAZARDS:**

Contact with cleaning agents and chemicals.



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, April 12, 2016**

#### **AGENDA ITEM NO: III.A.04**

SUBJECT: Proposed New Classification – Chief Operations Officer

#### **BACKGROUND INFORMATION:**

The Associate Superintendent of Business and Fiscal Services met with the Director of Classified Personnel to discuss ongoing changes in the organizational structure within the Facility Services Division, which includes Maintenance, Operations, Facility Use, Transportation and Facility Improvement Projects/Bond Management Departments. There is currently a need for a high-level management position to oversee these departments, while acting as a liaison with the Board of Education, Executive Cabinet, Human Resources and the rest of the Business Services Division. A new position has been requested to initiate the improvements in the organizational structure and to better match the needs of these departments.

A related classification, Executive Director of Facilities, Maintenance, and Operations, was established in August 2015; however, this position will not be filled as the District has identified different needs for the Facility Services Division and other departments are being included in the reorganization. The Executive Director position was budget approved by the Board of Education on June 29<sup>th</sup>, 2015; the Chief Operations Officer is being proposed at the same salary range on the management salary schedule. This position will be designated as Senior Management, as defined in the Education Code.

#### **METHODOLOGY:**

In carrying out this study, staff conducted the following activities:

- Held a preliminary interview with the Associate Superintendent of Business and Fiscal Services and Assistant Superintendent of Human Resources to discuss the current status of the departments and obtain further information about the job functions
- Reviewed the new organizational structure that will be implemented for the facility, maintenance, operations and transportation departments and current District jobs that may have comparable or overlapping duties

#### **ANALYSIS:**

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor, department personnel, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task.

**FINDINGS:**

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

- This classification is related to Executive Director of FMO; however substantive differences exist including designation as Senior Management, oversight of the Transportation department, and other duties related to emergency preparedness, environmental safety, and pest management. Furthermore, the District does not plan to utilize both classifications. Therefore, a new classification is warranted to meet the needs of the District.

**DIRECTOR’S COMMENTS:**

Approval is being sought from the Personnel Commission pending approval from the Board of Education. The process for establishing a new classification usually begins with the Board reviewing a list of duties. In this case, the Board will be presented with the complete classification description.

**DIRECTOR’S RECOMMENDATIONS:**

Establish the classification of Chief Operations Officer to meet the current and future needs of the various departments within the Facilities Services Division. Based on a salary study of comparable Districts, the recommended salary for Chief Operations Officer should be at salary range M76.

<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						
Peter Lippman						



PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Chief Operating Officer
<b>JOB FAMILY</b>	Business Services Division
<b>JOB SUB-FAMILY</b>	Facility Services
<b>SUPERVISOR TITLE</b>	Associate Superintendent of Business and Fiscal Services
<b>SALARY RANGE</b>	M76

## CHIEF OPERATIONS OFFICER

### BASIC FUNCTION:

Under general administrative direction of the Associate Superintendent of Business and Fiscal Services, provides leadership, direction, planning and supervision for operation services in the Santa Monica-Malibu Unified School District necessary to ensure a positive, well-maintained learning and work environment that supports the educational process and facilitates student achievement. The Chief Operating Officer (COO) oversees and manages the Facility Services division, including Maintenance, Operations, Facility Use, Facilities Improvement Projects and Transportation Departments. The COO will be responsible for planning, code compliance, environmental services, safety/security and intergovernmental relations as they pertain to school campuses and district facilities. The COO will coordinate facility operations with the Board, Executive Cabinet, Educational Services, Human Resources and the rest of the Business Services Division. The COO will perform other related duties as assigned.

**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
Provide executive supervision and leadership to facility operation functions by planning, organizing and directing the Facility Services division, including the Maintenance, Operations, Facility Use, Transportation and Facility Improvement Projects/Bond Management departments	COO-1
Improve the operation service levels offered to schools, students, parents, community and internal/external stakeholders; supervise staff for specific operational functions and foster a shared vision and culture of accountability and innovation within the Facility Services division	COO-2
Develop and implement district facility goals, objectives, and policies; expand and communicate division procedures and practices	COO-3
Facilitate long-range strategic planning to develop and implement educational facilities plans and construction of district facilities; integrate and coordinate capital projects with scheduled maintenance activities and current facility use needs; collaborate and communicate with numerous diverse external stakeholders about district operational plans and progress	COO-4
Participate in making critical strategic decisions in conjunction with the Board and the Executive Cabinet; advise the Chief Financial Officer on operations matters of the district.	COO-5
Coordinate with Superintendent, Senior Staff, Educational Services, Human Resources, and school sites to effectively implement the operation activities of the Facility Service division and to support the functions of these cooperating areas	COO-6

<b>Task Statement</b>	<b>Code</b>
Regularly conduct school site visits to ensure continuity of operations and support activities are coordinated and effective	COO-7
Represent the Board and the Superintendent as a visible leader in the community related to the facility operations of the district; act as liaison and coordinate with governmental agencies and community organizations; attend and conduct a variety of meetings as assigned	COO-8
Direct the establishment and maintenance of records and the preparation of reports related to facility use, construction, maintenance, and operations; present reports to Board of Education and other District personnel	COO-9
Inspire, challenge, align and develop the Facility Services Leadership Team by providing high quality leadership, best practices, coaching and mentorship	COO-10
Supervise and evaluate the performance of assigned personnel; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange training as needed; assure supervisory personnel carry out responsibilities in accordance with laws, rules, policies, and the provisions of labor contracts. Directly supervise Facility Services division and Facility Improvement Projects staff as assigned	COO-11
Ensure District is in compliance with appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices; oversee and improve the environmental health of the facilities; establish standards and suitability requirements for equipment, materials, and workmanship	COO-12
Direct, prepare, develop and manage the annual preliminary budget for the facility use, construction, maintenance, and operations departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; forecast additional funds needed for staffing, equipment, materials and supplies; direct the implementation of budgetary adjustments if necessary	COO-13
Work with the Personnel Commission, Human Resources department and labor unions to recruit, hire, train and supervise an effective work force for the Facility Services division	COO-14
Lead the District's emergency preparedness and crisis prevention efforts; improve resilience to return to operations following major disaster	COO-15
Perform other related duties as assigned	GEN-1

### **SUPERVISION MATRIX:**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Associate Superintendent of Business and Fiscal Services
Given to:	Director of Maintenance/Operations, Director of Transportation, Manager of Facility Use, Manager of Buildings & Grounds, and Facility Services division/Facility Improvement staff
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Associate Superintendent of Business and Fiscal Services
Given to:	Bond Program, Facility & Transportation managers and unit members.

<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Associate Superintendent of Business and Fiscal Services
Given to:	Director of Maintenance/Operations, Director of Transportation, Manager of Facility Use, Manager of Buildings & Grounds, and Facility Improvement Staff

## **KNOWLEDGE AND ABILITIES**

### *KNOWLEDGE OF:*

- Practices of a school district and methods to create an excellent learning environment
- Facilities, maintenance, and operations requirements for a large, multi-site organization
- District business operations, programs, and services that support curriculum and school instructional programs
- Practices, terminology and procedures used in skilled trades, custodial and grounds maintenance
- Maintenance of school sites, including a general knowledge of technical trades
- Custodial and Grounds Operations, including Best Management Practices, Integrated Pest Management and environmental safety
- Use and permitting of facilities by external groups, including the management of joint use agreements and leases
- Facility improvement projects and bond programs, including planning, design, procurement methods and construction oversight
- Methods, techniques, materials, tools and equipment used in modern facilities planning, design and construction organizations
- School transportation services and fleet management
- Appropriate safety precautions & procedures
- Emergency preparedness and resilience
- Logistics, scheduling and planning of district-wide multi-faceted projects in multiple venues in a controlled timetable
- Principles and practices of organization, management, and personnel administration
- Budget preparation and oversight, cost containment techniques and cost center accounting, profit and loss analysis and effective revenue management methods
- District's Board policies, regulations, procedures and strategic plans
- Federal, state, and laws, policies, regulations and procedures relating to assigned areas
- Principles of leadership, supervision, training, and performance evaluation
- Principles of merit rules, collective bargaining and employee relations
- Modern office practices, methods and computer equipment
- Correct English usage, grammar, spelling, vocabulary and punctuation; Effective oral and written communication skills
- Principles of public relations, public speaking, and interpersonal communication
- Report preparation and record keeping techniques
- Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or social markers

### *ABILITY TO:*

- Interpret, apply and explain policies, rules and District, facility and procedural guidelines
- Prepare and administer large and complex budgets; monitor disbursement of funds
- Interpret statistics, trends, and forecasts
- Read, understand, and interpret drawings, plans, blueprints, and specifications for building and grounds projects; ability to calculate figures and amounts such as proportions, percentages, area size, circumference and volume
- Collaborate effectively with multiple departments, both orally and in writing with tact and diplomacy
- Compile, verify and use information from a variety of sources from within and out of the District

- Deliver effective presentations
- Establish and maintain effective working relationships and working in a collaborative manner
- Maintain detailed records; prepare clear and concise plans, proposals, and reports
- Operate a personal computer and standard office equipment, with knowledge of software programs for scheduling, budget, record keeping and planning
- Analyze highly conceptual issues and problems and provide creative solutions
- Plan, coordinate and oversee multiple projects and activities with various schedules and timelines
- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines
- Work with multiple and frequently changing deadlines. Foresee, analyze and resolve problems in a timely manner with tact, patience and courtesy
- Plan, organize, control and direct the District's facilities, maintenance, and operations projects for school buildings, grounds, and equipment for maximum efficiency and cost effectiveness
- Plan, organize, direct and coordinate the work of management, professional, and trades personnel
- Analyze work methods, schedules, equipment and staffing levels to increase division efficiency
- Effectively manage, lead and delegate tasks and authority
- Train and evaluate the performance of assigned staff

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## **MINIMUM QUALIFICATIONS**

### *EDUCATION:*

A Bachelor's Degree from an accredited college or university. A Bachelor's or graduate degree in business administration, facility management, construction management, engineering, architecture, arts management, or a related field is preferred.

### *EXPERIENCE:*

Six (6) years of increasingly responsible experience in public schools in more than one of the following areas: facility management, operations, maintenance, facility use or transportation, including two (2) years of successful experience in a supervisory capacity, Director level or higher preferred.

Additional related experience may be substituted for the education requirement on the basis of two years of experience for one year of college.

### *LICENSE AND OTHER REQUIREMENTS:*

Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and mobile phone.

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## **WORKING CONDITIONS:**

### *ENVIRONMENT:*

Work is performed indoors and outside in seasonal climate and weather conditions. Must be available to attend meetings, program events and activities. Will be required to work a varied schedule including days, evenings, weekends and holidays. Responding to emergency facility needs will be required.

### *PHYSICAL DEMANDS:*

Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to inspect facilities; climbing ladders to inspect roofs; sitting, standing, or walking for extended periods of time.

### *HAZARDS:*

Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paints may be encountered.

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#### **IV. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Tuesday, April 12, 2016**

#### **AGENDA ITEM NO: IV.D.01**

SUBJECT: Proposed Budget – Personnel Commission FY 2016-2017 – First Reading

#### **BACKGROUND INFORMATION:**

Attached is the Personnel Commission's FY 2016-2017 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2016. (Please see the attached Proposed Budget).

At a preliminary budget meeting with District Administrators, the District tentatively agreed to the proposed budget with consideration for base salary and benefit increases that will likely take place. It is worth noting that the District business and fiscal leadership have been very collaborative and helpful throughout the preliminary budget planning process, which is greatly appreciated by the Director of Classified Personnel.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 10, 2016.

## 2016-2017 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2014-2015	2015-2016		2016-2017	Change from 15-16 Proposed \$+/-
		Actual (dollars only)	Proposed (dollars only)	Expected (dollars only)	Proposed (dollars only)	
<b>2000</b>	<b>Classified Salaries</b>	<b>404,199</b>	<b>404,144</b>	<b>335,400</b>	<b>434,399</b>	<b>30,255</b>
2300	Director	137,203	121,260	82,000	124,459	3,199
2317	Supervisors (Analyst)	55,995	69,464	42,000	80,180	10,716
2319	Commission Members (3)	1,400	1,800	1,400	1,800	0
2410	HR Technicians/Admin. Assistant	209,601	211,620	210,000	227,960	16,340
<b>3000</b>	<b>Employee Benefits</b>	<b>159,037</b>	<b>164,318</b>	<b>153,100</b>	<b>185,505</b>	<b>21,187</b>
3212	Public Employee Retirement System	45,030	53,282	45,000	56,846	3,564
3312	Social Security	25,280	27,500	26,000	27,007	-493
3332	Medicare	5,915	6,000	5,900	6,316	316
3412	Health/Welfare	65,383	59,286	59,000	73,120	13,834
3512	Unemployment Insurance	204	250	200	218	-32
3612	Workers Compensation	12,162	13,000	12,000	16,553	3,553
3712	Other Post-Employment Benefits	5,063	5,000	5,000	5,445	445
3812	PERS Reduction	0	0	0	0	0
<b>4000</b>	<b>Supplies and Equipment</b>	<b>11,176</b>	<b>10,000</b>	<b>9,000</b>	<b>10,000</b>	<b>0</b>
4310	General Supplies and Materials	3,779	5,000	5,000	5,000	0
4400	Non-Capitalized Equipment	7,397	5,000	4,000	5,000	0
<b>5000</b>	<b>Operating Expenses</b>	<b>12,156</b>	<b>18,300</b>	<b>13,350</b>	<b>18,300</b>	<b>0</b>
5210	Mileage Reimbursement	154	200	150	200	0
5220	Conference/Travel Expense	825	2,000	800	2,000	0
5300	Dues and Memberships	40	900	850	900	0
5640	Repair by Vendor	0	200	0	200	0
5650	Maintenance Agreement	342	350	350	350	0
5710	Direct Cost Transfer-Intrafund	1,375	1,500	1,200	1,500	0
5810	Advertising	110	2,000	0	2,000	0
5890	Other Operating Expenses	9,310	11,000	10,000	11,000	0
5910	Postage and Postage Meters	0	150	0	150	0
<b>6000</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2000-3000 Subtotal</b>	<b>563,236</b>	<b>568,462</b>	<b>488,500</b>	<b>619,904</b>	<b>51,442</b>
	<b>4000-6000 Subtotal</b>	<b>23,332</b>	<b>28,300</b>	<b>22,350</b>	<b>28,300</b>	<b>0</b>
	<b>TOTAL</b>	<b>586,568</b>	<b>596,762</b>	<b>510,850</b>	<b>648,204</b>	<b>51,442</b>



# PERSONNEL COMMISSION

## *Merit System Workshop*

TOPIC	PC Budget Authority and Process
THE BASICS	<ul style="list-style-type: none"> <li>• The PC shall prepare a proposed budget for approval by the County Superintendent</li> <li>• The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal</li> <li>• If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount</li> </ul>
REFERENCES	<ol style="list-style-type: none"> <li>1) Education Code - 45253</li> <li>2) Merit Rules - 2.4.1</li> </ol>

### Procedure for PC Budget Approval at SMMUSD

1. The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
2. The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
3. The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
4. The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
  - a. The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
  - b. Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
5. Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
6. After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
7. The County Superintendent approves or rejects the proposed budget.
  - a. If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
  - b. If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

*SEE LEGAL BREAKDOWN ON FOLLOWING PAGE*

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p><b>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</b></p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p>	<ul style="list-style-type: none"> <li>• The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent.</li> <li>• The PC budget may include funding for staff development</li>   <li>• The PC shall conduct a public hearing regarding its budget by May 30<sup>th</sup> each year.</li> <li>• The PC shall invite Board members and District administrators to express feedback on the budget.</li>   <li>• The PC shall approve and submit its proposed budget to the county superintendent.</li>   <li>• If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission.</li> <li>• After the public hearing, he/she shall either reject or amend the proposed budget.</li> <li>• If there is no agreement, the budget of the previous year will serve as the proposed budget.</li> </ul>

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**V. Information Items:**

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2011-2012</b>										
7/12/2011	Elem Library Coor	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/9/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/9/2011	Licensed Vocational Nurse	A	34	A	E	100.00%	\$4.08	\$706.39	\$6,405.71	\$22,393.88
10/11/2011	Electrician	A	37	A	F	100.00%	\$5.61	\$972.19	\$10,610.02	\$30,289.32
10/11/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
12/13/2011	Fiscal Supv-CDS	M	41	A	B	100.00%	\$1.34	\$231.52	\$2,778.24	\$12,001.44
12/13/2011	Accounting Asst II	A	26	A	F	50.00%	\$4.30	\$372.36	\$4,064.40	\$11,620.70
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/10/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-Music	A	20	A	F	37.50%	\$3.71	\$241.15	\$2,235.41	\$6,499.40
3/13/2012	Reprographics Operator	A	23	A	F	100.00%	\$3.98	\$690.53	\$7,535.65	\$21,495.74
3/13/2012	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
3/13/2012	IA-SE	A	20	A	F	62.50%	\$3.71	\$401.92	\$3,725.68	\$10,832.34
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
3/13/2012	IA-Classroom	A	18	A	F	25.00%	\$3.53	\$152.99	\$1,419.63	\$4,126.71
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	Health Off Spec	A	25	A	B	43.75%	\$0.76	\$57.73	\$346.36	\$1,905.64
4/17/2012	Admin Asst	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/17/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
5/8/2012	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-Classroom	A	18	A	B	37.50%	\$0.64	\$41.35	\$248.11	\$1,376.91
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	50.00%	\$3.71	\$321.53	\$2,980.55	\$8,665.87
<b>2011-2012 TOTAL</b>									<b>\$106,321.57</b>	<b>\$338,147.39</b>

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2012-2013</b>										
7/11/2012	Senior Buyer	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
7/11/2012	Fiscal Svcs Supv	M	41	A	D	100.00%	\$4.22	\$731.52	\$8,778.24	\$27,524.64
8/14/2012	Elem Library Coord	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/14/2012	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
8/14/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/23/2012	IA-Dev Hlth	A	23	A	F	100.00%	\$3.98	\$690.53	\$6,404.82	\$18,603.65
9/11/2012	IA-Dev Hlth	A	23	A	F	62.50%	\$3.98	\$431.58	\$4,003.02	\$11,627.28
9/11/2012	Accountant	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
10/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
10/10/2012	PAS	A	26	A	F	62.50%	\$4.30	\$465.45	\$4,317.91	\$12,570.35
10/10/2012	Stock and Delivery Clerk	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
2/12/2013	Bus Driver	A	28	A	E	87.50%	\$3.52	\$533.82	\$4,638.30	\$16,285.22
2/12/2013	Gardener	A	24	A	F	37.50%	\$4.09	\$265.65	\$2,899.27	\$8,282.51
2/12/2013	Dir Class Pers	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
3/12/2013	IA-Classroom	A	18	A	D	37.50%	\$2.01	\$130.90	\$1,143.64	\$4,699.34
3/12/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
4/9/2013	HR Analyst	M	46	A	C	100.00%	\$3.10	\$537.69	\$6,452.28	\$24,000.16
5/14/2013	Sprinkler Repair Technician	A	33	A	F	100.00%	\$5.10	\$883.21	\$9,635.31	\$27,507.94
5/14/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/14/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
6/4/2013	Custodian	A	22	A	F	100.00%	\$3.88	\$673.28	\$7,350.91	\$20,984.95
<b>2012-2013 TOTAL</b>									<b>\$139,731.78</b>	<b>\$448,311.89</b>

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2013-2014</b>										
8/13/2013	Athletic Trainer	A	35	A	B	87.50%	\$0.97	\$146.71	\$880.26	\$4,863.98
8/13/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
9/13/2013	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
9/13/2013	Administrative Assistant	A	29	A	D	100.00%	\$2.63	\$456.55	\$4,609.52	\$18,717.88
9/13/2013	Bus Driver	A	28	A	F	87.50%	\$4.50	\$683.07	\$6,056.22	\$17,703.15
9/13/2013	Accountant	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
11/12/2013	PAS	A	26	A	D	67.50%	\$2.44	\$285.95	\$2,398.46	\$9,933.78
11/12/2013	IA-Physical Education	A	20	A	C	50.00%	\$1.38	\$119.40	\$928.90	\$4,426.14
11/12/2013	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$850.76	\$3,156.31
11/12/2013	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$418.23	\$1,787.27
11/12/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2013	Elementary Library Coord.	A	26	A	C	87.50%	\$1.59	\$241.52	\$1,943.96	\$9,247.97
12/10/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
1/14/2014	Campus Sec. Offcr.	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,166.33	\$10,295.87
1/14/2014	IA-Music	A	20	A	C	37.50%	\$1.38	\$89.55	\$696.67	\$3,319.61
2/11/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	D	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
3/11/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
4/8/2014	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$992.55	\$3,682.36
5/13/2014	IA-Music	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
5/13/2014	Paraeducator-1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
<b>2013-2014 TOTAL</b>									<b>\$57,792.14</b>	<b>\$218,237.08</b>
<b>2014-2015</b>										
8/12/2014	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
7/8/2014	Sports Facility Attendant	A	22	A	D	75.00%	\$2.22	\$288.22	\$2,912.28	\$11,809.32
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
8/12/2014	HR Analyst	M	46	A	B	100.00%	\$1.51	\$262.04	\$3,144.48	\$13,572.32

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
8/12/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
8/12/2014	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$278.82	\$1,191.51
8/12/2014	Lead Custodian	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,441.26	\$11,483.90
8/12/2014	Sr Office Specialist	A	25	A	D	50.00%	\$2.39	\$207.13	\$1,877.94	\$7,693.31
8/12/2014	Office Specialist	A	22	A	C	100.00%	\$1.44	\$249.65	\$2,267.28	\$10,662.13
9/9/2014	Paraeducator-3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/9/2014	Pareducator-1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
9/9/2014	Pareducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
9/9/2014	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
9/9/2014	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Bus Driver	A	28	A	C	87.50%	\$1.67	\$252.87	\$2,033.83	\$9,692.11
9/9/2014	Pareducator-1	A	20	A	B	62.50%	\$0.68	\$73.37	\$440.24	\$2,411.51
9/9/2014	Carpenter	A	35	A	C	100.00%	\$1.98	\$343.72	\$3,118.63	\$14,664.48
9/9/2014	Plumber	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
9/9/2014	SIS Specialist	A	49	A	E	100.00%	\$5.87	\$1,017.55	\$10,795.21	\$37,190.10
9/9/2014	Facilities Technician	A	45	A	D	100.00%	\$3.89	\$673.95	\$6,807.01	\$27,633.95
9/9/2014	Audio Visual Tech	A	26	A	D	100.00%	\$2.44	\$423.64	\$4,275.75	\$17,413.65
10/14/2014	IA-Classroom	A	18	A	C	25.00%	\$1.31	\$56.92	\$458.90	\$2,172.16
10/14/2014	IA-Classroom	A	18	B	C	62.50%	\$0.68	\$73.37	\$733.74	\$3,135.56
10/14/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
10/14/2014	Library Asst. I	A	22	A	B	75.00%	\$0.70	\$91.06	\$546.35	\$3,029.77
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Plumber	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/14/2014	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
11/12/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Athletic Trainer	A	35	A	C	87.50%	\$1.98	\$300.75	\$2,420.71	\$11,503.52
11/12/2014	Student Outreach Specialist	A	44	A	C	100.00%	\$2.48	\$429.46	\$3,459.12	\$16,373.98
11/12/2014	Employee Benefits Tech	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
11/12/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/9/2014	IA-Physical Ed.	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Bilingual Comm Liaison	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Gardener	A	24	A	C	70.00%	\$1.52	\$184.02	\$1,669.61	\$7,848.68
12/9/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
1/22/2015	Admin Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
1/22/2015	Admin Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,380.67	\$11,355.86
1/22/2015	Community & Public Relations Officer	M	62	A	D	100.00%	\$7.08	\$1,228.00	\$14,736.00	\$46,176.00
1/22/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
1/22/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/22/2015	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/22/2015	Technical Theater Coordinator	A	42	E	F	100.00%	\$1.40	\$242.82	\$2,913.87	\$2,913.87
1/22/2015	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
1/22/2015	IA-Classroom	A	18	B	E	62.50%	\$2.12	\$229.40	\$2,294.02	\$7,180.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2014-2015</b>										
3/10/2015	Custodian	A	22	A	B	62.50%	\$0.70	\$75.88	\$455.29	\$2,524.81
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
4/14/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/14/2015	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
4/14/2015	Paraeducator 2	A	23	A	B	75.00%	\$0.72	\$93.84	\$563.02	\$3,107.38
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	IA-Music	A	20	A	D	31.25%	\$2.12	\$114.70	\$1,000.26	\$4,111.78
6/9/2015	Swimming Instructor/Lifeguard	A	21	A	B	62.50%	\$0.69	\$74.47	\$446.84	\$2,469.46
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	Senior Technology Support Assistant	A	43	D	F	100.00%	\$2.79	\$483.58	\$5,803.00	\$8,775.27
<b>2014-2015 TOTAL</b>									<b>\$191,418.30</b>	<b>\$766,520.92</b>
<b>2015-2016</b>										
7/14/2015	Student Outreach Specialist	A	44	A	D	100.00%	\$3.80	\$658.23	\$5,746.87	\$23,618.53
7/14/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
8/11/2015	Director of Food Services	M	55	A	D	100.00%	\$5.96	\$1,032.76	\$12,393.12	\$38,859.10
8/11/2015	Director of Classified Personnel	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
9/8/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
9/8/2015	IA-Music	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2015-2016</b>										
9/8/2015	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$1,044.79	\$3,876.17
9/8/2015	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$293.49	\$1,254.22
9/8/2015	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	PAS	A	26	A	C	37.50%	\$1.59	\$103.51	\$833.12	\$3,963.42
9/8/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Audience Services Coordinator	A	38	A	C	50.00%	\$2.14	\$185.63	\$1,686.31	\$7,902.98
10/13/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
10/13/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
10/13/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Campus Sec. Offcr.	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
10/13/2015	Health Off Spec	A	25	A	C	43.75%	\$1.55	\$117.87	\$947.77	\$4,504.44
10/13/2015	Elem. Library Coord.	A	26	A	D	87.50%	\$2.44	\$370.68	\$3,235.55	\$13,349.09
10/13/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
11/10/2015	CCA-3	A	19	B	D	43.75%	\$1.41	\$106.87	\$1,068.69	\$3,973.41
11/10/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
11/10/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/10/2015	HVAC Mechanic	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
11/10/2015	Technology Support Assistant	A	38	D	F	100.00%	\$2.48	\$429.46	\$5,153.46	\$7,800.63
11/10/2015	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
11/10/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
11/10/2015	Paraeducator 1	A	20	A	D	62.50%	\$2.12	\$229.40	\$2,000.53	\$8,223.57
12/8/2015	Maintenance Supervisor	M	45	A	C	100.00%	\$3.03	\$525.00	\$6,300.00	\$23,412.00
12/8/2015	IA-Bilingual	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/12/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
1/12/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/12/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
<b>2015-2016</b>										
2/9/2016	Senior Administrative Assistant	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
2/9/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
3/8/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
3/8/2016	Senior Office Specialist	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,117.53	\$5,296.44
3/8/2016	Cafeteria Worker I	A	11	E	F	37.50%	\$0.65	\$42.56	\$425.56	\$425.56
3/8/2016	Accounting Tecnnician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
4/12/2016	Facilities Technician	A	45	A	C	100.00%	\$2.53	\$438.05	\$3,976.28	\$18,710.07
4/12/2016	Campus Sec. Offcr.	A	25	A	D	100.00%	\$2.39	\$414.25	\$3,614.74	\$14,861.34
4/12/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/12/2016	Lab Technician	A	26	A	D	50.00%	\$2.44	\$211.82	\$1,848.88	\$7,628.05
<b>2015-2016 TOTAL</b>									<b>\$112,132.43</b>	<b>\$444,118.30</b>
<b>CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)</b>									<b>\$303,550.74</b>	<b>\$1,210,639.22</b>
<b>CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)</b>									<b>\$361,342.88</b>	<b>\$1,428,876.30</b>
<b>CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)</b>									<b>\$501,074.66</b>	<b>\$1,877,188.19</b>
<b>CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)</b>									<b>\$607,396.24</b>	<b>\$2,215,335.58</b>

## Open Requisitions (as of 4/8/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/15
16-108	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	Vac	43.75	12/17/15
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/15
16-142	CHILDREN'S CENTER ASSISTANT-2	LINCOLN CHILD DEVELOPMENT CENTER	Vac	43.75	3/8/15
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/16
16-151	CUSTODIAN	M & O (Maintenance & Operations)	Vac	62.5	4/4/16
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/15
16-138	FACILITY USE MANAGER	BUSINESS SERVICES	New	100	2/24/16

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-104	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	12/8/15
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
16-118	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	1/8/15
16-139	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Vac	75	3/3/16
16-147	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	3/15/16
16-148	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	3/15/16
16-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	3/15/16
16-128	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	1/25/16
16-141	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	2/29/16
16-145	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	3/8/16
16-146	PARAEDUCATOR-3	SPECIAL EDUCATION	New	79.13	2/24/16
16-150	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	3/15/16
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/15
16-152	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5	4/4/16

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-131	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	50	1/29/16
16-134	SENIOR OFFICE SPECIALIST	SPECIAL EDUCATION	New	100	2/9/16
16-153	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	Vac	62.5	4/4/16
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

## Filled Requisitions (3/1/2016 – 3/31/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-135	ACCOUNTING TECHNICIAN	FISCAL SERVICES	3/17/16
16-085	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	3/11/16
16-117	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	2/5/16
16-122	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	2/5/16
16-044	EXECUTIVE DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS	BUSINESS SERVICES	3/1/16
16-127	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	3/11/16
16-129	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	3/23/16
16-132	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	3/31/16
16-130	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	2/19/16
16-124	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	3/9/16
16-136	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	3/8/16
16-140	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	3/15/16
16-144	SENIOR OFFICE SPECIALIST	BUSINESS SERVICES	3/22/16
16-120	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	3/10/16
15-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	3/3/16

TO: BOARD OF EDUCATION  
 FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL  
 RE: CLASSIFIED PERSONNEL - MERIT

ACTION/CONSENT  
 03/17/16

RECOMMENDATION NO. A.15

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>
Benjamin, Venecia FNS-Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 11 Step: A	2/22/16
Grewohl, Catherine Franklin ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: F	2/1/16
Jelks, Curtis Lincoln MS	Campus Security Officer 8 Hrs/10 Mo/Range: 25 Step: A	2/22/16
Reveles, Favio Operations	Plant Supervisor 8 Hrs/12 Mo/Range: 41 Step: A	2/12/16

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Buendia, Carolina Special Ed-Santa Monica HS	Paraeducator-3 6.2 Hrs/SY/Range: 26 Step: D From: Paraeducator-1: 6 Hrs/SY	2/12/16

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Allen, Scott Grant ES	Physical Activity Specialist [additional hours; professional development]	1/29/16
Alvarado, Nivia Educational Services	Bilingual Community Liaison [additional hours; written translations]	2/8/16-3/18/16
Baghoomian, Edwin Maintenance	HVAC Mechanic [overtime; District projects]	11/2/15-6/30/16
Berman, Terri Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/2/16-2/23/16
Burkett, Deena Facility Use	Audience Services Coordinator [overtime; Facility Use events]	12/1/15-6/30/16
Cojan, Carmen Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Daniels, Megan Rogers ES	Instructional Assistant - Classroom [additional hours; classroom and field trips support]	2/1/16-6/9/16
De La Rosa Isaac, Johanna Educational Services	Bilingual Community Liaison [overtime; Cabrillo ES and Malibu HS IEP interpretations]	2/8/16-3/18/16
Escobar, Victoria Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16

Farley, Barbara Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/2/16-2/23/16
Hansberry, Felicia Special Education	Office Specialist [additional hours; clerical support]	2/1/16-2/29/16
Hill, Erin Franklin ES	Instructional Assistant - Classroom [additional hours; classroom support]	2/2/16-2/23/16
Johnson, Joseph Santa Monica HS	Campus Security Officer [overtime; school events]	9/15/15-6/30/16
Kubicz-Preis, Anna Educational Services	Administrative Assistant [overtime; LCAP PAC meeting]	2/8/16
Martinez, Santiago Educational Services	Technology Support Assistant [overtime; McKinley ES image and data transfer]	2/1/16-6/30/16
Menendez, Joshua FNS-Franklin ES	Cafeteria Worker I [additional hours; cafeteria support]	8/19/15-6/5/16
Miranda, Karla Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Moore, Sandra Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Nava, Virginia Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Nolen, Henry Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Olitt, Lee Muir ES	Physical Activity Specialist [additional hours; professional development]	2/10/16
Ortiz, Alondra Business Services	Office Specialist [additional hours; clerical support]	3/1/16-8/31/16
Ridley, Tischa Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Romo, Jennifer Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Rubalcaba, Antonio Maintenance	Facilities Technician [overtime; District projects]	1/4/16-6/30/16
Rugamas, Angel Transportation	Vehicle and Equipment Mechanic [additional hours; garage support]	2/8/16-3/4/16
Smith, Dylen Grant ES	Physical Activity Specialist [additional hours; professional development]	1/29/16
Tirado, Leticia Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/19/15-6/5/16
Trujillo, Sandy CDS-Adams Preschool	Children's Center Assistant-2 [additional hours; bus supervision]	12/1/15-6/5/16

Villalobos, Elizabeth Maintenance	Facilities Technician [overtime; District projects]	12/4/15-6/30/16
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Arzu, David Operations	Custodian	2/17/16-6/30/16
Fuller, Michelle Operations	Custodian	2/17/16-6/30/16
Jackson, Luetta Operations	Custodian	2/11/16-6/30/16
Jensen, Adam Facility Use	Sports Facility Attendant	2/1/16-6/30/16
Johnson, Joseph District	Campus Security Officer	2/1/16-6/30/16
Phelps, Sterland Operations	Custodian	2/10/16-6/30/16
Shaw, Jonathan Child Development Services	Children's Center Assistant-2	2/16/16-6/20/16
Shaw, Jonathan District	Instructional Assistant – Physical Education	2/16/16-6/30/16
Smith, Dylen Facility Use	Sports Facility Attendant	2/1/16-6/30/16
<b><u>CHANGE IN ASSIGNMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Fuentes, Mario Operations	Gardener 8 Hrs/12 Mo From: 5.6 Hrs/12 Mo/Operations	2/5/16
Morales, Alejandra Special Ed-Point Dume ES	Paraeducator-2 5.5 Hrs/SY From: 5 Hrs/SY/Special Ed-Point Dume ES	9/5/15
Sheppard, Billy Facility Use	Sports Facility Attendant 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Facility Use	2/8/16
<b><u>PROFESSIONAL GROWTH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Castillo, John Information Services	Network Engineer	3/1/16
<b><u>INVOLUNTARY TRANSFER</u></b>		<b><u>EFFECTIVE DATE</u></b>
Castaneda, Laura Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	1/14/16
<b><u>BILINGUAL STIPEND/SPANISH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Navarro, Nancy Muir ES	Senior Office Specialist	2/22/16

**LEAVE OF ABSENCE (UNPAID)**

Aguilar, Jacqueline  
Franklin ES

Physical Activities Specialist  
Personal

**EFFECTIVE DATE**

2/22/16-6/9/16

**WORKING OUT OF CLASS**

Goldbach, Eder  
Special Ed-Franklin ES

Paraeducator-3  
From: Paraeducator-1

**EFFECTIVE DATE**

1/5/16-2/3/16

Jackson, Sheralynn  
Special Ed-Santa Monica HS

Paraeducator-2  
From: Paraeducator-1

10/30/15-11/20/15

**RESIGNATION**

Crockett, Della  
CDS-Lincoln Preschool

Children's Center Assistant-2

**EFFECTIVE DATE**

2/23/16

**SUSPENSION WITHOUT PAY**

FS2084097  
Special Education

**EFFECTIVE DATE**

Paraeducator-1

3/9/16; 3/15/16

4/7/16; 4/13/16

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

TO: BOARD OF EDUCATION  
FROM: SANDRA LYON / MARK KELLY / MICHAEL COOL  
RE: CLASSIFIED PERSONNEL – NON-MERIT

ACTION/CONSENT  
03/17/16

RECOMMENDATION NO. A.16

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**

Bender, Danielle	Malibu HS	2/8/16-6/30/16
Campbell, Leigh	Santa Monica HS	1/4/16-6/9/16
Cervantes, Juan	Santa Monica HS	9/1/15-12/18/15
Curry, Krishna	Santa Monica HS	1/5/16-6/9/16
Doyle, Joe	Santa Monica HS	8/20/15-6/9/16
Fearon, Mark	Santa Monica HS	1/5/16-6/9/16
Hulbert, Daniel	Santa Monica HS	9/1/15-12/18/15
Nakao, Kalie	Santa Monica HS	1/4/16-6/9/16
Richards, James	Santa Monica HS	1/5/16-6/9/16
Slama, Samantha	Santa Monica HS	3/1/16-5/31/16

**STUDENT WORKER - WORKABILITY**

Martin, Vanessa	Santa Monica HS	2/3/16-6/30/16
Schiff, Zachery	Santa Monica HS	2/1/16-6/30/16

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
MEETING CALENDAR  
2015 – 2016**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2015</b>			
July 14, 2015	4:00 p.m.	Board Room – District Office	
August 11, 2015	4:00 p.m.	Board Room – District Office	
September 8, 2015	4:00 p.m.	Board Room – District Office	
October 13, 2015	4:00 p.m.	Board Room – District Office	
November 10, 2015	4:00 p.m.	Board Room – District Office	
December 8, 2015	4:00 p.m.	Board Room – District Office	
<b>2016</b>			
January 12, 2016	4:00 p.m.	Board Room – District Office	
February 9, 2016	4:00 p.m.	Board Room – District Office	
February 2016	Daily Conference	TBD	CSPCA 2016 Annual Conference
March 8, 2016	4:00 p.m.	Board Room – District Office	
April 12, 2016	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 10, 2016	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
May 10, 2016	4:45 p.m.	Board Room – District Office	2016-17 Budget Adoption
June 14, 2016	4:00 p.m.	Board Room – District Office	

**SMMUSD Board of Education Meeting Schedule 2015-16**

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

July through December 2015					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/15* DO		*Wednesday, 7/15
August		8/12* DO			*Wednesday: 8/12 First day of school: 8/20
September	9/2* DO		9/17 DO	9/29*	*Wednesday: 9/2 *9/29: Board visits LMS pathway schools
October	10/1 M	10/8*	10/13* 10/15 DO	10/22*	*10/8: Board visits MHS pathway schools *10/13: Board visits JAMS pathway schools *10/22: Board visits Samohi & Olympic
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO		winter break	
<b>Winter Break: December 21 – January 1</b>					
January through June 2016					
<b>Winter Break: December 21 – January 1</b>					
January	1/7* DO		1/21 DO		*1/7: Special Meeting
February	2/4 M		2/18 DO		
March	3/3 DO		3/17 M	spring break	
<b>Spring Break: March 21 – April 1</b>					
April	4/7* DO	4/14 DO			
May	5/5 M		5/19 DO		
June	6/2 DO			6/22* DO 6/29* DO	Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29

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

## **VI. Personnel Commission Business:**

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	May 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees Appreciation Reception		May 2016

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

Tuesday, May 10, 2016 at 4:00 pm - *District Office Board Room*

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**VIII. Public Comments for Closed Session Items Only:**

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**IX. Closed Session:**

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**X. Adjournment:**