

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

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

**AGENDA**

**REGULAR MEETING  
June 10, 2014 @ 4:00 p.m.  
District Office Board Room**

**I. General Functions:**

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on June 10, 2014**

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

- E. Approval of Minutes for Regular Meetings on:  
March 11, 2014**

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

**May 13, 2014**

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

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

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

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

**AGENDA**

**REGULAR MEETING  
June 10, 2014 @ 4:00 p.m.  
District Office Board Room**

Electronically Recorded

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on June 10, 2014**

**E. Approval of Minutes for Regular Meetings**

1. March 11, 2014
2. May 13, 2014

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

- General Comments
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update
- Advisory Rules Committee Update
- PCASC Mini – Conference Recap

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. 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.

**H. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less.

1. SEIU Report
2. Board of Education Report

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

**II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

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

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Children's Center Assistant - Preschool	9
Custodian	12
HVAC Mechanic	2
Instructional Assistant – Classroom	11
Instructional Assistant – Classroom	8
Instructional Assistant – Health Office Specialist	6
Paraeducator 1	2
Paraeducator 3	6
Plumber	6

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

1. No Advanced Step Placement(s)

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

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

1. Classification Revisions:  
Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Audio-Visual Technician classification within the Information Services job family
- b. It is recommended that the Personnel Commission approve the revisions to the Technology Support Assistant classification within the Information Services job family

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

1. No Discussion Item(s)

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.11 (for SMMUSD School Board Agenda)
  - May 15, 2014
 Classified Personnel – Merit Report – No. A.27
  - June 5, 2014
4. Classified Personnel – Non-Merit Report – No. A.12
  - May 15, 2014
 Classified Personnel – Non-Merit Report – No. A.28
  - June 5, 2014
5. Personnel Commission’s Twelve-Month Calendar of Events
  - 2013 – 2014
  - 2014 - 2015
6. Board of Education Meeting Schedule
  - 2013 – 2014

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

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Annual Performance Evaluation of Director of Classified Personnel		July 2014
Merit Rules	First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	July 2014
	First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	August 2014
	Approval of Changes to Merit Rules:	

	<i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	
	First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2014
	First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	October 2014
	First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	November 2014
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	December 2014
Personnel Commission Annual Report		September 2014

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

Tuesday, July 8, 2014, at 4:00 p.m. - *District Office Board Room*

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

**VI. Closed Session:**

- No Closed Session

**VII. Adjournment:**

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

Submitted by:

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

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

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

**MINUTES**

**REGULAR MEETING**

**March 11 @ 4:00 p.m.**

**District Office Board Room**

Electronically Recorded

**Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

**I. General Functions:**

**A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:13 p.m.

**Roll Call:** Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent.

**B. Pledge of Allegiance:** Ms. Terry Deloria, Assistant Superintendent of Educational Services, led all in attendance in the Pledge of Allegiance.

**C. Motion to Approve Agenda:** March 11, 2014

**It was moved and seconded to approve the agenda with the following amendments:**  
**Agenda Items III.A.2. and III.A.3. were pulled by staff.**

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

**D. Motion to Approve Minutes:** February 11, 2014

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

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

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

- General Comments
  - **Director Tietze informed the Personnel Commission about recruitment efforts in anticipation of new vacancies.**
  - **Director Tietze expressed his gratitude to Mr. Bryon Miller, Personnel Analyst, for test development as well as for his contribution to the salary study.**
- Summer Assignments
  - **Director Tietze noted that the Personnel Commission office has begun to process classified summer assignments. With the assistance of Ms. Cindy Johnston, Human Resources Technician, Director Tietze developed a comprehensive guide for summer assignment distribution, application, and also expectations for employees who are placed in these assignments. Management is encouraged to provide the Personnel Commission Office with their requests in a timely manner, so that all assignments will be filled, and the employees who wish to work in summer will have the opportunity to do so.**
- District Technology Team Update
  - **Director Tietze provided a brief report on the District Technology Team's progress.**
  - **The business applications committee has distributed a survey for managers and office staff to collect data regarding individual needs for hardware, software, and technology training for each department and school site.**
  - **The District Technology Team attended a recent CASBO workshop about business and technology solutions in school districts.**
- Professional Growth and Training Committee Update
  - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress.**
  - **Director Tietze thanked Ms. Cartee-McNeely for her initiative on the committee.**
  - **New ideas and goals were introduced to differentiate mandatory in-service training from professional growth opportunities. A detailed matrix of all departments and types of training was developed to be incorporated into the District calendar.**
  - **Director Tietze noted that certain certificated trainings have been of interest for classified staff working in the classrooms. These workshops can serve as a great resource for professional growth.**
- Affordable Care Act Committee Update
  - **Director Tietze informed the Personnel Commission on initiatives of this committee.**
  - **Director Tietze provided a brief report on a brainstorming session with departments and managers who may be impacted by the Affordable Care Act.**

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

- **Commissioner Inatsugu commented on the District Local Control Accountability Plan committee's first meeting, which was convened by the Assistant Superintendent of Educational Services, Ms. Terry Deloria. Commissioner Inatsugu praised the**

**District's efforts to educate the community about implementation of the new funding formula.**

**H. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less.

**1. SEIU Report**

- **Ms. Cartee-McNeely, Chief Steward, updated the Personnel Commission on negotiations with the District. The next session will take place on March 13, 2014. Workplace meetings with classified employees will be scheduled to provide updates and receive additional input to be used in future negotiations.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's regular meetings with Superintendent Lyon to discuss classified employees' concerns and also reflect on the District's matters and achievements.**
- **Ms. Cartee-McNeely reported on SEIU's political activities including the child care employees' visit to Sacramento. State Superintendent Torlakson spoke about the important role in-home child care providers play in the educational success of children.**
- **Ms. Cartee-McNeely invited the Personnel Commissioners to participate in "Walk-a-Day" event to shadow various classified employees.**
- **Ms. Cartee-McNeely reported on Labor Management Team's activities.**
- **Commissioner Sidley inquired about SEIU's position on Malibu separating from SMMUSD. Ms. Cartee-McNeely stated that SEIU participated in the discussions of the task force, and it is rather concerned about classified employees' status if the separation were to take place.**

**2. Board of Education Report**

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about a study explaining the implications of Malibu's separation from the District.**
- **Ms. Washington updated the Personnel Commission about the District's initiatives related to the Common Core State standards.**
- **Ms. Washington reported on the Affordable Act committee's activities including the development of tracking systems for various groups of part-time employees.**
- **Ms. Washington informed the Personnel Commission about negotiations with SEIU.**
- **Ms. Washington reported on District's certificated staffing for next school year.**
- **Ms. Washington informed the Personnel Commission about the new approach of school funding related to the Vision for Student Success campaign. It will impact Instructional Assistants that were previously funded by PTA.**

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

- **None**



- II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

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

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	4
Children's Center Assistant	15
Children's Center Assistant – Preschool	5
Instructional Assistant – Special Education	1
Instructional Assistant – Specialized	4
Paraeducator 1	6

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

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Georgiann Malfer in the classification of Instructional Assistant – Special Education at Range: 26 Step: D

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

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

**Director Tietze stated that the cumulative fiscal impact calculation will be provided as part of the Advanced Step Placement report at the next regular Personnel Commission meeting on April 8, 2014.**

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

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

- 2013-2014 Classified Salary Study
  - PowerPoint presentation and slide notes will be provided at the meeting and will be made available in future minutes

**It was moved and seconded to receive the 2013-2014 Classified Salary Study results and recommendations.**

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

It was moved by Commissioner Sidley and seconded by Chair Inatsugu to approve the formal distribution of the study and updated major recommendations to the Board of Education as presented at the Personnel Commission meeting. (See report and discussion below for itemized recommendations)

It was moved and seconded to amend the main motion by authorizing the Director of Classified Personnel to draft a “preamble” to the study which will do the following: Identify what the goals of the Personnel Commission are and why the information contained in the salary study is significant to accomplishing these goals and include a caveat that the Personnel Commission has identified difficulties in recruitment and retention and the possible relationship of salary and benefits to those difficulties.

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

It was moved and seconded to approve the main motion as amended.

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

## **REPORT AND DISCUSSION**

- Director Tietze presented a comprehensive report regarding salary study results and recommendations for the classified service.
- Director Tietze explained the purpose of the study, which included providing the base salary component of the required classification/compensation study outlined in SEIU Contract, Article 19.4.1., generating objective and accurate data-driven feedback for further discussion, and providing salary adjustment recommendations and various options to the Board of Education based on Merit Rules 12.1.3. and 12.1.4.
- Director Tietze described the goals of the salary study:
  - Strict focus on comparable positions only
  - Broad analysis to increase data accuracy and consistency
  - Conservative filtering of comparison data in order to increase accuracy and face validity (to hold up to scrutiny from stakeholder groups)
  - Candid discussion of the results and recommendations
- Director Tietze defined relevant differences between classification and compensation analysis for classified and certificated workforce.
- Director Tietze provided rationale and criteria for selection of particular agencies in respect to location, community demographics, total revenue per student, average daily attendance, the size and diversity of the student population, and employee benefits.
- Director Tietze described the analysis process and methodology used in the study.
- Director Tietze presented chronological timelines of the study:
  - Discussion of anticipated process – November 2013 through Mid-January 2014
  - Working List of Comparable Agencies – January 30, 2014

- Preliminary Study Results – February 19, 2014
- Updated Study Results – February 28, 2014
- Final Report – March 7, 2014
- Recommendations – March 11, 2014
- Director Tietze explained that the salary analysis was based on benchmark positions presenting final data according to classification job families such as business, clerical/secretarial, food services, human resources/personnel, technology services, instructional support, student services, maintenance, operations, transportation, and classified management.
- Director Tietze expressed the benefits of maintaining salaries in line with the market, such as an increased productivity and stability of the workforce capable of meeting modern demands as well as framework for managers to broaden their demands and employees to understand the need for higher efficiency.
- Director Tietze provided the scope of the Personnel Commission’s authority regarding recommendations.
- Director Tietze also provided alternative recommendations including staggering of salary increases over time, lowering minimum qualifications and decreasing the volume or level of job responsibilities. These recommendations are related to falling behind the market, which could have several negative impacts.
- Director Tietze concluded that by aligning job duties, qualifications and pay, the District will be better positioned to evolve its expectations from staff. He noted that the Personnel Commission already provides on-going classification work; hence, the focus of the current study was on salary analysis.
- Mr. Elhamy Tanios, Assistant Director of Fiscal Services, expressed his concerns with salary alignments within his department.
- Ms. Washington acknowledged the effort regarding the salary study. She noted that the District has questions about the impact of benefit compensation and professional growth in agencies used in the salary study, the compatibility of agencies in relation to the District, and further implications of the study.
- Director Tietze noted that even though certain agencies were located further away, they were actually more comparable with SMMUSD in terms of base salary.

**MAJOR RECOMMENDATIONS TO THE BOARD OF EDUCATION INCLUDE:**

- Request the negotiating process to consider the results of the pending “total compensation” analysis along with base salary analysis recommendations from the Personnel Commission (if Santa Monica – Malibu Unified School District is significantly different than the market in other “total compensation” areas such as benefits; adjustments to the base salary recommendations should be considered)
- Request that the negotiating process determine a formula that computes a final salary recommendation for Board of Education approval, based on both analysis of salary and other “total compensation” factors
- Request the negotiating process to refer to the All Agencies Group regarding base salary adjustment recommendations using one, or a combination of, the following methods:
  - a. Closest Benchmark Position = 0-16% salary increase
  - b. Family Benchmark Average = 4-10% salary increase
  - c. Classified Workforce Average = 7% salary increase

- **Commissioner Inatsugu and Sidley commended Director Tietze and his staff for excellent job conducting the salary study.**

2. **Reclassification Study: pulled by staff**  
Recommendation: *Approve*

It is recommended that the Personnel Commission approve the Reclassification for Ms. Patrina Miller from Data Entry Specialist to Special Education Data Technician pending approval of the establishment of the Special Education Data Technician classification by the Personnel Commission and Board of Education.

3. **New Classifications: pulled by staff**  
Recommendation: *Approve*

It is recommended that the Personnel Commission approve the new classification of the classification Special Education Data Technician within the Special Education job family.

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

1. No Discussion Item(s)

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
  - February 6, 2014
 Classified Personnel – Merit Report – No. A.17
  - February 20, 2013
4. Classified Personnel – Non-Merit Report – No. A.21
  - February 6, 2014
 Classified Personnel – Non-Merit Report – No. A.18
  - February 20, 2014
5. Personnel Commission’s Twelve-Month Calendar of Events
  - 2013 - 2014
6. Board of Education Meeting Schedule
  - 2013 – 2014

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

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Adoption of Budget –		May 2014

Fiscal Year 2014-2015		
Adoption of Personnel Commission Calendar 2014-2015		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

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

Tuesday, April 8, 2014, at 4:00 p.m. - *District Office Board Room*

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

**VI. Closed Session:**

- No Closed Session

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

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

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

**TIME ADJOURNED: 6:22 p.m.**

Submitted by:

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

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

**MINUTES**

**REGULAR MEETING**

**May 13 @ 4:00 p.m.**

**District Office Board Room**

Electronically Recorded

**Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

**I. General Functions:**

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:39 p.m.

**Roll Call:** Commissioners Inatsugu and Pertel were present. Commissioner Sidley was absent.

- B. Pledge of Allegiance:** Ms. Marty Mirabal, Administrative Assistant in John Adams Middle School, led all in attendance in the Pledge of Allegiance.

- C. Motion to Approve Agenda:** May 13, 2014

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

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

- D. Motion to Approve Minutes:**  
March 11, 2014

**Approval of the minutes was postponed till June 10, 2014.**

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

April 8, 2014

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

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

- Classified Employees Appreciation Week
  - **Director Tietze brought attention to the Classified Employees' Appreciation Week and the vital role the classified staff plays in student success. He commended the Personnel Commission staff for the well-organized classified employees' reception. It was great to see raffle donations from several school sites and local businesses.**
- General Comments
  - **Director Tietze informed the Personnel Commission about Mr. Bryon Miller, Personnel Analyst, accepting a new position with the Los Angeles County Sheriff's Department. Director Tietze expressed his gratitude for Mr. Miller's essential contribution and service to the Personnel Commission. Mr. Miller was well respected in the District. The whole department wishes him the best in his future endeavors.**
  - **Director Tietze reported on the current recruitments, specifically for Instructional Assistant – Classroom, Custodian, and Physical Activities Specialist positions.**
- District Technology Team Update
  - **Director Tietze provided a brief report on the District Technology Team's progress.**
  - **The Team is in a process of analyzing the data received from the District departments and school sites. The upgrade will most likely occur in fiscal area and position control tracking.**
  - **The District partners with LACOE trying to implement technology pilot programs in order to be ready when the integration takes place.**
- Professional Growth and Training Committee Update
  - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress. There are two more meetings scheduled before the end of this school year.**
  - **The committee finalizes the mandatory training calendar.**
  - **Director Tietze noted that there are further options for the professional growth opportunities.**
- Affordable Care Act Committee Update
  - **Director Tietze updated the Personnel Commission on initiatives of this committee including the set up for the tracking of working hours in relation to benefits.**

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

- **Commissioner Inatsugu, on behalf of the Personnel Commissioners, expressed her gratitude to Mr. Bryon Miller, Personnel Analyst, for his dedication and valuable contribution to the Personnel Commission Office and wished him all the best in his future endeavours.**
- **Commissioner Inatsugu drew attention to a resolution in honor of the classified employees' week in the Board of Education agenda as a prime example of collaboration between the Board of Education and the Personnel Commission.**
- **Commissioner Inatsugu commended staff for the reception honoring classified employees.**

**H. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to 5 minutes or less.

1. SEIU Report

- **None**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, expressed her gratitude to the Personnel Commission staff for the well-organized reception honoring classified employees of the District.**
- **The District is in a process of hiring several certificated administrators for McKinley Elementary School, Pt. Dume Marine Science School, Santa Monica High School, and the Student Services.**
- **Ms. Debra Moore Washington informed the Personnel Commission about an extensive training teaming certificated and classified staff to become more efficient in the classroom in order to provide quality education to our students.**
- **Ms. Debra Moore Washington reported on the District's effort to monitor and track working hours. The District is considering obtaining software from one of several vendors including Subfinder and Kronos.**
- **Ms. Debra Moore Washington notified the Personnel Commission about a successful conclusion of the District's negotiations with SEIU reaching an agreement for a contract that will include fiscal years 2013-2014, 2014-2015, and 2015-2016.**

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

- **None**



- II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

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

<u>Classification</u>	<u># Eligibles</u>
Accompanist	4
Cafeteria Worker I (Malibu)	4
Certified Occupational Therapy Assistant (COTA)	1
Gardener	8
Paraeducator 1	4
Sports Facility Attendant	11

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

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Stacy Faust in the classification of Paraeducator 1 at Range: 20 Step: B
- b. Approval of Advanced Step Placement for new employee Hilary Murray in the classification of Instructional Assistant – Music at Range: 20 Step: B

2. Rescind Advanced Step Placement:

- a. Rescind of Advanced Step Placement for new employee Dorothy Baker in the classification of Instructional Assistant – Classroom at Range: 18 Step: D; as approved at the regular Personnel Commission meeting on April 8, 2014 – **the item's rational was corrected to reflect this action**

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

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

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

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

1. Public Hearing: Fiscal Year 2014–2015 Proposed Personnel Commission Budget

Open-vote:

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

Close-vote:

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

2. Adoption: Fiscal Year 2014–2015 Proposed Personnel Commission Budget Director's Recommendation: *Adopt*

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

### **REPORT AND DISCUSSION**

- **Director Tietze expressed his gratitude to the District, particularly to Ms. Jan Maez, Chief Financial Officer, for further collaboration with the process. Even though the original proposal was quite reasonable, the operational budget was still rather limited. The Personnel Commissioners' concern regarding the operations was conveyed to the District that allowed additional funds to cover this area. Thanks to the additional funding, there will be more opportunities for advertising and targeted recruitments in the next fiscal year.**
- **The Personnel Commission approved the Director's recommendation to adopt the fiscal year 2014-2015 proposed Personnel Commission budget as submitted.**

3. Personnel Commission's Twelve-Month Calendar of Events

- 2014-2015

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

- **Commissioner Inatsugu will be absent on February 10, 2014 due to a PTA commitment in Sacramento.**

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

1. No Discussion Item(s)

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.16 (for SMMUSD School Board Agenda)
  - May 1, 2014
4. Classified Personnel – Non-Merit Report – No. A.17
  - May 1, 2014
  -
5. Personnel Commission’s Twelve-Month Calendar of Events
  - 2013 – 2014
6. Board of Education Meeting Schedule
  - 2013 – 2014

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

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

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Annual Performance Evaluation of Personnel Commission Staff		July 2014

- **Director Tietze asked for clarification regarding this category. It was determined to place Merit Rules revision schedule and all events without time restrictions into the Future Items.**

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

Tuesday, June 10, 2014, at 4:00 p.m. - *District Office Board Room*

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

**VI. Closed Session:**

The Commission adjourned to closed session at **5:11 p.m.** pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

- Title: Director of Classified Personnel

The Commission reconvened into open session at **6:15 p.m.** and reported on the following action taken in closed session: **No action taken**

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

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

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

**TIME ADJOURNED: 6:19 p.m.**

Submitted by:

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

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

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## II. Consent Calendar

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

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### **III. Action Items**

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, June 10, 2014**

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

SUBJECT: Classification Specification Revisions – Audio-Visual Technician

**BACKGROUND INFORMATION:**

The Information Services Department has requested the reestablishment of the Audio-Visual Technician classification with revisions for the purpose of coordinating maintenance and repair of basic audio or visual equipment typically found in the classroom environment.

**METHODOLOGY**

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

- Researched similar job descriptions from comparable agencies.
- Met and collaborated with Ruthy Mangle, Director of Information Services to discuss current and anticipated duty preferences.
- Provided proposed job descriptions with revisions to the SEIU Chief Steward and the Assistant Superintendent of Human Resources for their review.

**ANALYSIS**

- Reviewed the comparable job descriptions and feedback provided in order to determine where updates to the job description were most appropriate with consideration of duties provided by other positions in the District.

**DISCUSSION**

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

- Updates to duty statements are necessary.
- Updates to knowledge and ability requirements are necessary.
- Revising these classifications will allow the Personnel Commission to better establish the selection process and ensure that Department and District needs are met.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Audio-Visual Technician specifications as provided.

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

# SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

## CLASS TITLE: AUDIO-VISUAL TECHNICIAN

Classified Employee's Salary Range: 25

### BASIC FUNCTION:

Under general supervision, inventories, ~~makes minor~~ repairs and ~~inventories maintains~~ assigned audio-visual, sound and video equipment; provides assistance to staff ~~and to students~~ in the use of the ~~software material~~ and audio-visual equipment available; and performs related duties as required.

**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>Perform scheduled maintenance of all audio-visual equipment; including filters, bulbs, and software updates.</u>	AVT-1
Maintain an inventory of <del>material</del> <u>software, supplies,</u> and equipment.	AVT-2
Schedule and calendar <del>teachers'</del> use of equipment.	AVT-3
<u>Perform warranty repairs</u>	AVT-4
<u>Work with outside vendors for parts and support</u>	AVT-5
<u>Dismount/mount ceiling mounted projectors</u>	AVT-6
<del>Sets up, demonstrates and oversees the use of slides, cassettes, tapes, films and other instructional materials.</del>	
<del>Assists staff and students in the operation of a variety of equipment</del>	
<del>Assists with or duplicates — when legal — tapes and other materials.</del>	
Order and deliver supplies, equipment <del>and tapes and films, including those form Los Angeles County</del>	AVT-7
<del>Coordinates and supervises the work of student helpers.</del>	AVT-8
May be required to perform a variety of work <del>including ranging from assigned clerical duties to</del> setting up <del>sound</del> equipment for special events.	AVT-9
<del>May include working unusual hours if necessary.</del>	
Perform other duties as assigned.	



## **SUPERVISION MATRIX:**

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

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Methods, procedures, practices and materials related to the use of audio-visual equipment;
- ~~Methods and procedures involved in providing instructional assistance~~
- Record keeping practices and principles
- ~~Basic principles of supervision and training.~~
- Functionality of LCD projectors, overhead projectors, and Interactive White Boards
- Testing, troubleshooting, configuring, and maintaining audio-visual equipment
- Excellent customer service, communication, and interpersonal skills
- Application software in support of audio-visual equipment

### **ABILITY TO:**

- Understand the technical aspects of the job
- Troubleshoot and problem solve with equipment, software, and power connection issues
- Resolve equipment challenges and changes in a timely and professional manner
- Perform a variety of technical and instructional assistance duties;
- Skillfully operate, maintain, and repair audio-visual and related equipment;
- Provide a variety of information and assistance to students; and faculty;
- ~~Maintain a variety of records.~~
- Coordinate with vendors on new installations of audio-visual equipment
- Work collaboratively with Site Technicians
- Maintain proper documentation and inventory
- Generate monthly report
- Handle criticism and remain calm and effective in highly stressful situations.
- Control emotions and avoid aggressive behavior in difficult situations
- Lift equipment, climb ladders, and perform work overhead

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

One year of experience operating audio-visual equipment and/or providing assistance in an instructional in an instructional setting

## **PREFERRED QUALIFICATIONS**

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### *EDUCATION:*

Graduation from high school or evidence of recognized equivalent educational proficiency

### *EXPERIENCE:*

Experience and/or certification with Extron, Smart hardware/software, NEC projectors, and document cameras

### *LICENSES 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

Reliable mode of transportation with current insurance coverage (mileage is reimbursed)

## **WORKING CONDITIONS:**

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### *ENVIRONMENT:*

Cafeteria work environment; the incumbent of this position may experience frequent exposure to heat from ovens and stoves and cold from walk-in refrigerators and freezers; works both inside and outside with exposure to changing weather conditions.

Transportation; use of a motor vehicle which may expose the incumbent to adverse weather and driving conditions

### *PHYSICAL DEMANDS:*

Lifting heavy canned food cases up to forty-five (45) pounds; stooping and bending at the waist; dexterity of hands and fingers to operate various kitchen equipment and utensils; reaching overhead, above the shoulders and horizontally to store food and related materials.

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, June 10, 2014**

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

SUBJECT: Classification Specification Revisions – Technology Support Assistant

**BACKGROUND INFORMATION:**

The Information Services Department has requested revisions to the Technology Support Assistant classification before recruiting to fill vacancies.

**METHODOLOGY**

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

- Researched similar job descriptions from comparable agencies.
- Met and collaborated with Ruthy Mangle, Director of Information Services to discuss current and anticipated duty preferences.
- Provided proposed job descriptions with revisions to the SEIU Chief Steward and the Assistant Superintendent of Human Resources for their review.

**ANALYSIS**

- Reviewed the comparable job descriptions and feedback provided in order to determine where updates to the job description were most appropriate with consideration of duties provides by other positions in the District.

**DISCUSSION**

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

- Updates to duty statements are necessary.
- Updates to knowledge and ability requirements are necessary.
- An alternative qualification option is necessary for candidates to substitute a year of relevant experience for the 15 college-unit education requirement. This change will provide more opportunity for capable applicants to have the opportunity to test for the position.
- Revising these classifications will allow the Personnel Commission to better establish the selection process and ensure that Department and District needs are met.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Technology Support Assistant specifications as provided.

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

# SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

## CLASS TITLE: TECHNOLOGY SUPPORT ASSISTANT

Classified Employee's Salary Range: 32

### BASIC FUNCTION:

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

**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>Perform</u> installation, configuration, trouble-shooting, and repair <del>for Provide</del> computer, computer peripherals, and application <del>in classrooms, libraries, labs, and offices.</del>	TSA-1
<u>Perform</u> setup and administration of file, mail, <del>and client web, and database</del> services.	TSA-2
<u>Perform</u> setup and administration of network and computer-based security provisions, policies, ongoing monitoring, and maintenance for virus Internet content protection <u>and removal of malware.</u>	TSA-3
<u>Perform</u> setup and administration of individual access accounts.	TSA-4
Assist in the operation of computers, local and network printers, file services and other related peripheral equipment ( <del>mobile devices, tablets, Smart Boards, projector, scanner, digital still and movie cameras, CD/DVD burners, video projectors, office equipment, etc.</del> ).	TSA-5
Perform security and virus monitoring and maintenance.	TSA-6
Assist with manufacturers' tech support and warranty issues.	TSA-7
Perform operating system installation and upgrades, particularly with OS-X <u>and Windows</u> servers.	TSA-8
Maintain site technology inventory.	TSA-9
Provide reconfiguration <u>and imaging</u> of equipment at the open and close of the school year <u>or when necessary.</u>	TSA-10
Coordinate donated equipment, organize technology resources, and assist in district projects.	TSA-11
Attend all required training sessions and meetings, and successfully interact with teachers, administrators, and students.	TSA-12
Perform related duties as assigned	

## **SUPERVISION MATRIX:**

<b><u>Supervision:</u></b>	<u>Establishing overall expectations, goals and objectives, and aligning departmental resources</u>
<b><u>Received from:</u></b>	<u>Director of Information Services</u>
<b><u>Given to:</u></b>	<u>None</u>
<b><u>Work Direction:</u></b>	<u>Providing specific instruction and expectations on how to complete daily activities</u>
<b><u>Received from:</u></b>	<u>Cafeteria Worker II, Production Kitchen Coordinator, Site Food Service Coordinator, Food Services Operations Supervisor, and/or Director of Food and Nutrition Services</u>
<b><u>Given to:</u></b>	<u>None</u>
<b><u>Work Evaluation:</u></b>	<u>Assessing the performance outcomes based on work direction and supervision expectations</u>
<b><u>Collaborators:</u></b>	<u>Director of Information Services with input from department and site personnel</u>
<b><u>Given to:</u></b>	<u>None</u>

## **KNOWLEDGE AND ABILITIES**

### *KNOWLEDGE OF:*

- Equipment, procedures, supplies, materials, and general principles related to personal computers.
- Knowledge of the Windows and Macintosh client and server operating systems.
- General operation procedures.
- ~~Appropriate applications and utilities~~
- Record-keeping and filing techniques
- ~~Record retrieval~~ File backup and recovery of and storage systems.
- Software licenses management and copyright laws.
- Installation of applications and operating system software.
- Web based applications
- Active/Open directory
- Projectors and interactive boards
- Basic networking and wireless knowledge

### *ABILITY TO:*

- Assist staff in the operation of variety of personal computers, peripherals and application software.
- Maintain accurate inventory records of supplies and equipment.
- Solve abstract reasoning problems.
- Perform detailed work rapidly and accurately.
- Follow clear oral and written instructions.
- Work independently and with general supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Troubleshoot and repair basic system malfunctions, and maintain system.

## **MINIMUM QUALIFICATIONS**

### *EDUCATION and EXPERIENCE:*

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

OPTION 1: Fifteen (15) units of college coursework in computer science or related subject area AND two (2) years of experience supporting a variety of personal computers and peripheral devices in a professional work setting.

**OR**

OPTION 2: Three (3) or more years of experience supporting a variety of personal computers and peripheral devices in a professional work setting

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Driver License, have the use of personal transportation and remain insurable.

Desirable: A+ Certification, Microsoft Professional Certification

**WORKING CONDITIONS:**

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**ENVIRONMENT:**

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

**PHYSICAL DEMANDS:**

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

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### **III. Discussion Items**

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### **III. Information Items**



## Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2011-2012														
7/12/2011	Elem Library Coor	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/9/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/9/2011	Licensed Vocational Nurse	10	8	34	E	\$3,137	\$18.10	\$3,813	\$22.00	31,370	38,130	\$3.90	\$676.00	\$6,760
10/11/2011	Electrician	12	8	37	F	\$3,374	\$19.47	\$4,306	\$24.84	40,488	51,672	\$5.38	\$932.00	\$11,184
10/11/2011	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
12/13/2011	Fiscal Supv-CDS	12	8	M41	B	\$4,462	\$25.74	\$4,685	\$27.03	53,544	56,220	\$1.29	\$223.00	\$2,676
12/13/2011	Accounting Asst II	12	4	26	F	\$2,581	\$14.89	\$3,294	\$19.00	15,486	19,764	\$4.11	\$356.50	\$4,278
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/10/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-Music	10	3	20	F	\$2,229	\$12.86	\$2,845	\$16.41	8,359	10,669	\$3.55	\$231.00	\$2,310
3/13/2012	Reprographics Operator	12	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	28,776	36,720	\$3.82	\$662.00	\$7,944
3/13/2012	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.46	66,649	77,154	\$5.51	\$955.00	\$10,505
3/13/2012	IA-SE	10	5	20	F	\$2,229	\$12.86	\$2,845	\$16.41	13,931	17,781	\$3.55	\$385.00	\$3,850
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
3/13/2012	IA-Classroom	10	2	18	F	\$2,167	\$12.50	\$2,710	\$15.63	5,418	6,775	\$3.13	\$135.75	\$1,358
3/13/2012	Health Off Spec	10	3.5	25	D	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
3/13/2012	Health Off Spec	10	3.5	25	B	\$2,518	\$14.53	\$2,914	\$16.81	11,016	12,749	\$2.28	\$173.25	\$1,733
4/17/2012	Admin Asst	12	8	29	B	\$2,776	\$16.02	\$2,914	\$16.81	33,312	34,968	\$0.80	\$138.00	\$1,656
4/17/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
5/8/2012	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-Classroom	10	3	18	B	\$2,167	\$12.50	\$2,229	\$12.86	8,126	8,359	\$0.36	\$23.25	\$233
5/8/2012	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
5/8/2012	IA-SE	10	4	20	F	\$2,229	\$12.86	\$2,845	\$16.41	11,145	14,225	\$3.55	\$308.00	\$3,080
TOTAL														\$113,729

## Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	MO	HR	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount change by Hour	Amount change by Month	Annual Fiscal Impact
2012-2013														
7/11/2012	Senior Buyer	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,964	\$5.92	\$1,027.00	\$12,324
7/11/2012	Fiscal Svcs Supv	12	8	M41	D	\$4,462	\$25.74	\$5,165	\$29.80	53,544	61,980	\$4.06	\$703.00	\$8,436
8/14/2012	Elem Library Coord	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
8/14/2012	HVAC Mechanic	12	8	37	C	\$3,374	\$19.47	\$3,720	\$21.46	40,488	44,640	\$2.00	\$346.00	\$4,152
8/14/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
8/23/2012	IA-Dev Hlth	10	8	23	F	\$2,398	\$13.83	\$3,060	\$17.65	23,980	30,600	\$3.82	\$662.00	\$6,620
9/11/2012	IA-Dev Hlth	10	5	23	F	\$2,398	\$13.83	\$3,060	\$17.65	14,988	19,125	\$3.82	\$413.75	\$4,138
9/11/2012	Accountant	12	8	41	C	\$3,720	\$21.46	\$4,101	\$23.66	44,640	49,212	\$2.20	\$381.00	\$4,572
10/10/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
10/10/2012	Specialist	10	5	26	F	\$2,581	\$14.89	\$3,294	\$19.00	16,131	20,588	\$4.11	\$445.63	\$4,456
10/10/2012	Clerk	10	7	26	B	\$2,581	\$14.89	\$2,710	\$15.63	22,584	23,713	\$0.74	\$112.88	\$1,129
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
11/13/2012	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-PE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
1/15/2013	IA-Specialized	10	6	26	C	\$2,581	\$14.89	\$2,845	\$16.41	19,358	21,338	\$1.52	\$198.00	\$1,980
2/12/2013	Bus Driver	9.5	7	28	E	\$2,710	\$15.63	\$3,294	\$19.00	22,527	27,381	\$3.37	\$511.00	\$4,855
2/12/2013	Gardener	12	3	24	F	\$2,458	\$14.18	\$3,137	\$18.10	11,061	14,117	\$3.92	\$254.63	\$3,056
2/12/2013	Dir Class Pers	12	8	M64	C	\$7,874	\$45.43	\$8,682	\$50.09	94,488	104,184	\$4.66	\$808.00	\$9,696
3/12/2013	IA-Classroom	10	3	18	D	\$2,167	\$12.50	\$2,458	\$14.18	8,126	9,218	\$1.68	\$109.13	\$1,091
3/12/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,705	\$4.11	\$534.75	\$5,348
4/9/2013	HR Analyst	12	8	M46	C	\$5,048	\$29.12	\$5,565	\$32.11	60,576	66,780	\$2.98	\$517.00	\$6,204
	Sprinkler Repair Technician	12	8	33	F	\$3,060	\$17.65	\$3,906	\$22.53	36,720	46,872	\$4.88	\$846.00	\$10,152
5/14/2013	IA-SE	10	6	20	F	\$2,229	\$12.86	\$2,845	\$16.41	16,718	21,338	\$3.55	\$462.00	\$4,620
	Administrative Assistant	12	8	29	C	\$2,776	\$16.02	\$3,060	\$17.65	33,312	36,720	\$1.64	\$284.00	\$3,408
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$3.73	\$646.00	\$7,752
TOTAL														\$146,441

## Advanced Step Placement Fiscal Impact Report

[illegible]

Advanced Step Placement Fiscal Impact Report

CUMULATIVE 2-YEAR TOTAL (FROM 7/1/12)	\$214,157
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/11)	\$327,886

## Open Requisitions (As of 6/6/14)

Req #	Req Title	Department	Position Type	Replacing	Hours Per Day	Date From HR
12-103	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	Vac	KARI ISACKSON	8	09/08/11
14-043	INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION	PT DUME ELEMENTARY SCHOOL	Vac	Nicholas Griego	4.5	09/12/13
14-069	CHILDREN'S CENTER ASSISTANT	CHILD DEVELOPMENT SERVICES	New		3	12/10/13
14-071	INSTRUCTIONAL ASSISTANT-SPECIAL EDUCATION	SPECIAL EDUCATION	New		6	12/10/13
14-083	CHILDREN'S CENTER ASSISTANT	CHILD DEVELOPMENT SERVICES	Vac	Armida Ramirez	3.5	01/21/14
14-092	CHILDREN'S CENTER ASSISTANT-PRESCHOOL	FRANKLIN PRESCHOOL	Vac	Carol McKeown	3.5	2/11/14
14-096	PARAEDUCATOR - 1	MCKINLEY ELEMENTARY SCHOOL	New		6	02/28/14
14-102	PARAEDUCATOR - 1	ROOSEVELT ELEMENTARY SCHOOL	Vac	Nevan Mekari	6	03/26/14
14-105	INSTRUCTIONAL ASSISTANT-SPECIALIZED	SPECIAL EDUCATION	New		6	03/26/14
14-109	SENIOR OFFICE SPECIALIST	MALIBU HIGH SCHOOL	Vac	Sally Anderson	4	03/31/14
14-110	CUSTODIAN	FRANKLIN ELEMENTARY SCHOOL	Vac	Julio Lombero	8	04/07/14
14-111	HEALTH OFFICE SPECIALIST	PT DUME ELEMENTARY SCHOOL	Vac	Maria Fisher Bono	3.5	04/07/14
14-112	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	Natalie Spotts	3	04/07/14
14-113	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	Scott Shanley	6	04/07/14
14-116	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	New		6	04/25/14
14-118	INSTRUCTIONAL ASSISTANT-SPECIALIZED	SPECIAL EDUCATION	New		6	05/01/14
14-119	Audio Visual Technician	INFORMATION SERVICES	Vac		8	05/05/14
14-120	HUMAN RESOURCES ANALYST	PERSONNEL COMMISSION	Vac	Bryon Miller	8	05/05/14
14-121	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	Kathy Fairchild	8	05/05/14
14-122	STUDENT INFORMATION SYSTEMS SPECIALIST	STUDENT SERVICES	New		8	05/05/14
14-123	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New		8	05/05/14
14-124	TECHNOLOGY SUPPORT	INFORMATION SERVICES	New		8	05/05/14
14-125	TECHNOLOGY SUPPORT	INFORMATION SERVICES	New		8	05/05/14
14-127	INSTRUCTIONAL ASSISTANT-SPECIALIZED	DISTRICT-WIDE	New		6	05/12/14
14-128	INSTRUCTIONAL ASSISTANT-SPECIALIZED	DISTRICT-WIDE	New		4.5	05/12/14
14-129	CHILDREN'S CENTER ASSISTANT-PRESCHOOL	CHILD DEVELOPMENT SERVICES	Vac	Linda Ralph	3.5	05/14/14
14-130	CHILDREN'S CENTER ASSISTANT-PRESCHOOL	CHILD DEVELOPMENT SERVICES	Vac	Jennifer Shih	3.5	05/14/14

Req #	Req Title	Department	Position Type	Replacing	Hours Per Day	Date From HR
14-131	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	New		5	05/15/14
14-132	CUSTODIAN	CABRILLO ELEMENTARY SCHOOL	New		5	05/15/14
14-133	CUSTODIAN	EDISON LANGUAGE ACADEMY	New		5	05/15/14
14-134	CUSTODIAN	FRANKLIN ELEMENTARY SCHOOL	New		5	05/15/14
14-135	CUSTODIAN	GRANT ELEMENTARY SCHOOL	New		5	05/15/14
14-136	CUSTODIAN	LINCOLN MIDDLE SCHOOL	New		5	05/15/14
14-138	CUSTODIAN	MCKINLEY ELEMENTARY SCHOOL	New		5	05/15/14
14-139	CUSTODIAN	JOHN MUIR ELEMENTARY SCHOOL	New		5	05/15/14
14-140	CUSTODIAN	OLYMPIC HIGH SCHOOL	New		5	05/15/14
14-141	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	PT DUME ELEMENTARY SCHOOL	New		5	05/15/14
14-142	CUSTODIAN	ROOSEVELT ELEMENTARY SCHOOL	New		5	05/15/14
14-143	CUSTODIAN	WILL ROGERS LEARNING ACADEMY	New		5	05/15/14
14-144	CUSTODIAN	WEBSTER ELEMENTARY SCHOOL	New		5	05/14/14
14-145	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	New		8	05/15/14
14-146	LEAD CUSTODIAN	SANTA MONICA HIGH SCHOOL	New		8	05/15/14
14-147	LEAD CUSTODIAN	M & O (Maintenance & Operations)	New		8	05/15/14
14-148	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	New		6	05/15/14
14-149	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	New		6	05/15/14
14-150	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	New		5	05/15/14
14-151	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	New		5	05/15/14
14-152	PHYSICAL ACTIVITIES SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	New		6	05/15/14
14-153	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	New		3	05/15/14
14-154	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	New		6	05/15/14
14-155	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	New		6	05/15/14
14-156	PLANT SUPERVISOR	M & O (Maintenance & Operations)	Vac	Curtis Sugars	8	05/15/14
14-157	ACCOUNTING TECHNICIAN	FISCAL SERVICES	Vac	Kenechi Udengu	8	05/16/14
14-158	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	Tajaniece Goudeau	6	05/15/14

Req #	Req Title	Department	Position Type	Replacing	Hours Per Day	Date From HR
14-160	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	New		3.5	05/20/14
14-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	New		3.5	05/20/14
14-162	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	New		3.5	05/20/14
14-163	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	New		3.5	05/20/14
14-164	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New		2	05/20/14
14-165	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New		3	05/20/14
14-166	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New		3	05/20/14
14-167	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New		3	05/20/14
14-168	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	New		2.5	05/20/14
14-169	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-170	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-171	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-172	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-174	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-175	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-176	PARAEDUCATOR - 1	JOHN MUIR ELEMENTARY SCHOOL	Vac	Ivan Carrillo	4.5	05/21/14
14-177	PHYSICAL ACTIVITIES SPECIALIST	WEBSTER ELEMENTARY SCHOOL	New		2	05/21/14
14-178	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	Emil Zaki	5	05/20/14
14-179	CHILDREN'S CENTER ASSISTANT II	CHILD DEVELOPMENT SERVICES	Vac	Jeanne Miller	3.5	05/23/14
14-180	CHILDREN'S CENTER ASSISTANT II	CHILD DEVELOPMENT SERVICES	Vac	Amanda Ernst	3.5	05/23/14
14-181	CHILDREN'S CENTER ASSISTANT II	CHILD DEVELOPMENT SERVICES	Vac	Grace Perez	3.5	05/27/14
14-182	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New		3.5	05/27/14
14-183	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New		3	05/27/14
14-184	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New		3	05/27/14
14-185	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New		3	05/27/14

Req #	Req Title	Department	Position Type	Replacing	Hours Per Day	Date From HR
14-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL	Vac	Jennifer Lawrence	3.9	08/18/14
14-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	New		3	05/27/14
14-188	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	New		3	05/27/14
14-189	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	New		3	05/27/14
14-190	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	New		3	05/27/14
14-191	PARAEDUCATOR - 1	JOHN MUIR ELEMENTARY SCHOOL	Vac	Mariam Mena	4.5	05/27/14
14-192	PARAEDUCATOR - 1	WEBSTER ELEMENTARY SCHOOL	Vac	April Gonzalez	6	05/27/14
14-193	PARAEDUCATOR - 1	JOHN MUIR ELEMENTARY SCHOOL	New		6	05/22/14
14-194	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	New		6	05/23/14
14-195	SENIOR OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	Vac	Barbara Snyder	8	05/16/14
14-196	FACILITIES TECHNICIAN	BUSINESS SERVICES	New		8	05/30/14
14-197	FACILITIES TECHNICIAN	BUSINESS SERVICES	New		8	05/30/14
14-198	FACILITIES TECHNICIAN	BUSINESS SERVICES	New		8	05/30/14



## Filled Requisitions in May 2014

Req #	Title	Department	Date Filled
14-093	Paraeducator-1	MALIBU HIGH SCHOOL	5/2/14
14-095	Paraeducator-1	GRANT ELEMENTARY SCHOOL	5/6/14
14-098	Senior Office Specialist	MALIBU HIGH SCHOOL	5/6/14
14-099	Paraeducator-1	LINCOLN CHILD DEVELOPMENT CENTER	5/7/14
14-100	Paraeducator-1	MALIBU HIGH SCHOOL	5/7/14
14-101	Paraeducator-1	GRANT ELEMENTARY SCHOOL	5/7/14
14-103	Paraeducator-1	SANTA MONICA HIGH SCHOOL	5/6/14
14-107	Paraeducator-1	SPECIAL EDUCATION	5/6/14
14-108	Paraeducator-1	SPECIAL EDUCATION	5/14/14
14-114	HVAC Mechanic	M & O (Maintenance & Operations)	5/16/14
14-115	Sports Facility Attendant	BUSINESS SERVICES	5/7/14
14-117	Paraeducator-1	GRANT ELEMENTARY SCHOOL	5/6/14
14-126	Paraeducator-1	LINCOLN MIDDLE SCHOOL	5/14/14
14-137	Custodian - NS	MALIBU HIGH SCHOOL	5/30/14
14-159 LT	Plumber	FACILITIES MAINTENANCE	5/21/14

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
05/15/14

RECOMMENDATION NO. A.11

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>
Cole, Raven	Children's Center Asst - Preschool	4/21/14
Child Develop Svcs-Rogers ES	3.5 Hrs/SY/Range: 19 Step: A	
Salaues, Cindy	Children's Center Asst - Preschool	4/21/14
Child Develop Svcs-Pine Street	3.5 Hrs/SY/Range: 19 Step: A	
Villa, Maria	Cafeteria Worker I	4/1/14
FNS-Adams MS	3.5 Hrs/SY/Range:11 Step:A	

<u>PROMOTION</u>		<u>EFFECTIVE DATE</u>
Miller, Karen	Administrative Assistant	4/21/14
McKinley ES	8 Hrs/10+10 Mo/Range: 29 Step: D	
	From: Inst Asst – Special Ed: 6 Hrs/SY	

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Boyd, Katherine	Custodian	7/1/13-6/30/14
Santa Monica HS	[overtime; extra duties]	
Carillo, Ivan	Inst Asst – Special Ed	3/19/14
Muir ES	[additional hours; field trip]	
Ceja, Karla	Office Specialist	4/1/14-8/15/14
Business Svcs	[additional hours; clerical support]	
De La Rosa, Johanna	Bilingual Community Liaison	3/27/14-5/21/14
Educational Svcs	[overtime; translation for LCAP meetings]	
Hedges, Eric	Electrician	4/8/14-6/30/14
Facility Use	[overtime; Facility Use events]	
Marquez, Lily	Bilingual Community Liaison	3/15/14-6/10/14
McKinley ES	[overtime; IEP translation]	
Mendoza, Ana	Inst Asst - Classroom	4/21/14-6/10/14
Grant ES	[limited term; classroom assistance]	
Miller, Brenda	Office Specialist	4/1/14
Special Education	[additional hours; clerical assistance]	
Preciado, Daniel	Campus Security Officer	3/1/14-3/31/14
Facility Use	[additional hours; Facility Use events]	
Preciado, Daniel	Campus Security Officer	3/1/14-3/31/14
Facility Use	[overtime; Facility Use events]	

Sanchez, Cecilia Special Education	Inst Asst – Specialized [additional hours; professional development]	2/1/14-6/10/14
Smith, Denise Fiscal Svcs	Office Specialist [additional hours; clerical support]	3/25/14-6/30/14
Tangum, Cathy Adult Education Center	Campus Security Officer [overtime; security for citizenship classes]	4/5/14-6/7/14

**SUBSTITUTES**

Colter, Melva District	Office Specialist	<b><u>EFFECTIVE DATE</u></b> 4/1/14-6/30/14
Delgadillo, Cristina District	Office Specialist	4/1/14-6/30/14
Jones, Bronden Operations	Gardener	4/21/14-6/30/14
Schlierman, John District	Inst Asst – Physical Education	4/3/14-6/30/14
Welles, Mark Special Education	Inst Asst – Special Ed	4/21/14-6/30/14

**LEAVE OF ABSENCE (UNPAID)**

Karels, Kloie Cabrillo ES	Inst Asst – Special Ed CFRA Leave	<b><u>EFFECTIVE DATE</u></b> 4/5/14-6/3/14
Karels, Kloie Cabrillo ES	Inst Asst – Special Ed Child Care	6/4/14-6/10/14

**WORKING OUT OF CLASS**

McAlpin, Michael Operations	Utility Worker From: Custodian	<b><u>EFFECTIVE DATE</u></b> 4/4/14-4/5/14
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**LAYOFF/REDUCTION OF HOURS - DUE TO LACK OF FUNDS**

FB7688920 Cabrillo ES	Senior Office Specialist 4 Hrs/10 Mo From: 6 Hrs/10 Mo (Revised from 5/1/14)	<b><u>EFFECTIVE DATE</u></b> 6/30/14
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**LAYOFF/REDUCTION OF HOURS - DUE TO LACK OF WORK**

VG3163377 McKinley ES	Inst Asst - Classroom 3 Hrs/SY From: 5 Hrs/SY	<b><u>EFFECTIVE DATE</u></b> 7/14/14
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**RESIGNATION**

Bono-Fisher, Maria Pt. Dume ES	Health Office Specialist	<b><u>EFFECTIVE DATE</u></b> 6/10/14
Miller, Bryon Personnel Commission	Human Resources Analyst	5/15/14

**RETIREMENT**

Fairchild, Kathleen  
Santa Monica HS

Senior Office Specialist

**EFFECTIVE DATE**

6/30/14

Martin, Linda

Child Develop Svcs-Washington West

Children's Center Asst

6/30/14

Zaki, Emil

Malibu HS

Cafeteria Worker I

4/30/14

**RESCIND TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST)

BS7777629

Malibu HS

Cafeteria Worker I

**EFFECTIVE DATE**

4/30/14

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT  
06/05/14

RECOMMENDATION NO. A.27

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.

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Ascencio, Miguel Special Ed-Malibu HS	Paraeducator 1 6 Hrs/SY/Range: 20 Step: D	5/5/14
Sawyer, Amy Grant ES	Inst Asst - Classroom 2 Hrs/SY/Range: 18 Step: A	3/18/14

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Aguilar, Jacqueline Franklin ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: D From: Inst Asst – Physical Education: 3.75 Hrs/SY	4/25/14
Johnson, Kerri Lincoln MS	Paraeducator 3 6 Hrs/SY/Range: 26 Step: D From: Paraeducator 1: 6 Hrs/SY	5/5/14

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Ayala, Erick Santa Monica HS	Inst Asst - Bilingual [additional hours; classroom assistance]	5/5/14-6/10/14
Donovan, Marc Maintenance	Plumber [limited term; plumbing assignment]	4/21/14-6/30/14
Gaylor, Amanda Superintendent's Office	Office Specialist [additional hours; clerical assistance]	5/1/14-6/30/14
Hansberry, Felicia Human Resources	Office Specialist [additional hours; clerical assistance]	4/28/14-5/31/14
Miller, Brenda Special Education	Office Specialist [additional hours; clerical assistance]	4/16/14
Parker, Stephen Maintenance	Carpenter [limited term; carpentry assignment]	4/21/14-6/30/14
Perchlak, Stanley Maintenance	Glazier [limited term; glass repair assignment]	4/21/14-6/30/14
Tanamas, Ayda Special Ed-Santa Monica HS	Paraeducator 2 [additional hours; bus ride supervision]	8/22/13-6/10/14

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Arevalo, Yahjaira District	Office Specialist	4/23/14-6/30/14
Clark, Cheryl Santa Monica HS	Accounting Assistant II	5/1/14-6/30/14

Hamm, Gregory District	Office Specialist	4/23/14-6/30/14
Hendricks, David Transportation	Bus Driver	4/28/14-6/10/14
<b><u>LEAVE OF ABSENCE (PAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, Teresa Lincoln MS	Senior Office Specialist FMLA Leave	4/28/14-5/1/14
Spalding, James Adams MS	Custodian Medical	3/10/14-4/1/14
<b><u>LEAVE OF ABSENCE (UNPAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Vasquez, Amelia Food and Nutrition Svcs	Cafeteria Worker I Personal	3/10/14-6/10/14
<b><u>PROFESSIONAL GROWTH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Villa, Alejandro Maintenance	Skilled Maintenance Worker	6/1/14
<b><u>ABOLISHMENT OF POSITION</u></b>		<b><u>EFFECTIVE DATE</u></b>
	Inst Asst – Physical Education 3.75 Hrs/SY; Franklin ES	7/1/14
	Media Services Coordinator 4 Hrs/12 Mo; Information Services	4/10/14
	Paraeducator 1 6 Hrs/SY; Santa Monica HS	2/24/14
<b><u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u></b> (39-MONTH MEDICAL REEMPLOYMENT LIST)		<b><u>EFFECTIVE DATE</u></b>
VU 9459459 Santa Monica HS	Paraeducator 1	6/2/14
<b><u>SUSPENSION WITHOUT PAY</u></b>		<b><u>EFFECTIVE DATE</u></b>
SW 1226412 Transportation		6/11/14-6/13/14
<b><u>RETIREMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Miller, Jeanne Child Develop Svcs-Roosevelt ES	Children's Center Asst	6/10/14
Snyder, Barbara Child Develop Svcs	Senior Office Specialist	8/1/14

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

05/15/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.12

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**

Cooley, Mark	Malibu HS	3/1/14-6/30/14
Green, Dustin	Malibu HS	4/7/14-6/30/14
Papavassiliou, Dimitri	Malibu HS	4/2/14-6/30/14
Pereira, Dylan	Malibu HS	4/7/14-6/30/14

**NOON SUPERVISION AIDE**

Aranda, Antonio	McKinley ES	3/31/14-6/11/14
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**TECHNICAL SPECIALIST – LEVEL II**

Bill, Andrew	Ed Svcs/VAPA [Band Coach] - Funding: Gift	12/4/13-2/11/14
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**STUDENT WORKER – WORKABILITY**

Cuellar, Brandon	Special Education	4/1/14-6/30/15
Fuller, Quest	Special Education	4/1/14-6/30/15
Sills, Daniel	Special Education	3/17/14-6/30/14

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

TO: BOARD OF EDUCATION ACTION/CONSENT  
06/05/14  
FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE  
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.28

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

**AVID TUTOR**

Rankin, Benjamin	Adams MS	5/2/14-6/10/14
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**COACHING ASSISTANT**

Cockrell, Cheyenne	Santa Monica HS	4/24/14-6/30/14
Gonzalez, Andres	Santa Monica HS	4/24/14-6/30/14
Humphrey, Regence	Malibu HS	12/1/13-6/30/14
Stannard, Jordan	Santa Monica HS	4/30/14-6/30/14
Tenorio, Robert	Malibu HS	12/1/13-6/30/14

**NOON SUPERVISION AIDE**

Homerin, Nicole	Rogers ES	3/1/14-6/10/14
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MOTION MADE BY:  
SECONDED BY:  
STUDENT ADVISORY VOTE:  
AYES:  
NOES:



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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2013</b>			
July 2, 2013	1:00 p.m.	Board Room – District Office	Special Meeting
August 13, 2013	4:00 p.m.	Board Room – District Office	
September 10, 2013	4:00 p.m.	Board Room – District Office	
October 8, 2013	4:00 p.m.	Board Room – District Office	
November 12, 2013	4:00 p.m.	Board Room – District Office	
December 10, 2013	4:00 p.m.	Board Room – District Office	
<b>2014</b>			
January 14, 2014	4:00 p.m.	Board Room – District Office	
February 11, 2014	4:00 p.m.	Board Room – District Office	
February 2014	Daily Conference	TBD	CSPCA 2014 Annual Conference
March 11, 2014	4:00 p.m.	Board Room – District Office	
April 8, 2014	4:00 p.m.	Board Room – District Office	2014–15 Budget Discussion and Development
May 13, 2014	4:00 p.m.	Board Room – District Office	2014-15 Budget Adoption
June 10, 2014	4:00 p.m.	Board Room – District Office	

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

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

## SMMUSD Board of Education Meeting Schedule 2013-2014

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

July through December 2013					
Month	1 <sup>st</sup> Thursday	2 <sup>nd</sup> Thursday	3 <sup>rd</sup> Thursday	4 <sup>th</sup> Thursday	Special Note:
July			7/18* DO	7/24* DO 7/30* DO	*7/18: Special Meeting *Wednesday, 7/24 *7/30: Special Meeting
August		8/14* DO		8/28* DO	*Wednesday, 8/14 First day of school: 8/22
September	9/5 DO		9/19 DO		*9/5: District Holiday
October	10/3 M		10/17 DO		
November	11/7 M		11/19* LMS 11/21 DO		*11/19: Workshop Thanksgiving: 11/28-29
December		12/12 DO		winter break	
<b>Winter Break: December 23 – January 3</b>					
January through June 2014					
<b>Winter Break: December 23 – January 3</b>					
January	winter break	1/16 DO			
February	2/6 M		2/20 DO		
March	3/6 DO		3/20 M 3/26* DO		*3/26: Workshop
<b>Spring Break: April 7-18</b>					
April	4/3 DO	spring break	spring break		
May	5/1 M	5/7* M	5/15 DO 5/17* DO		*5/7: Special Meeting *5/17: Special Meeting
June	6/5 DO		6/19* DO	6/25* DO	Last day of school: 6/10 *6/19: Special Meeting *Wednesday: 6/25

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

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## IV. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
Annual Performance Evaluation of Director of Classified Personnel		July 2014
Merit Rules	First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	July 2014
	First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i> Approval of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	August 2014
	First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2014
	First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	October 2014
	First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	November 2014
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	December 2014
Personnel Commission Annual Report		September 2014

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

Tuesday, July 8, 2014, at 4:00 pm - *District Office Board Room*

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## **VI. Closed Session:**

No Closed Session

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**VII. Adjournment:**

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