

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

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

AGENDA

REGULAR MEETING

August 12, 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 August 12, 2014**

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

- E. Approval of Minutes for Regular Meetings on June 10, 2014**

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

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

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

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

AGENDA

REGULAR MEETING
August 12, 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 August 12, 2014

E. Approval of Minutes for Regular Meeting on June 10, 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
- Summer Workload Review
- Management Retreat Update
- District Technology Team Update
- Professional Growth & Training Committee Update
- Affordable Care Act Committee Update
- 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. 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):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	3
Administrative Assistant	2
Bus Driver	2
Cafeteria Worker I	14
Custodian	47
Instructional Assistant – Bilingual (Spanish)	5
Instructional Assistant – Bilingual (Spanish)	6
Instructional Assistant - Classroom	6
Instructional Assistant - Classroom	10
Instructional Assistant - Classroom	8
Lead Custodian	10
Paraeducator 1	4
Paraeducator 3	2
Physical Activities Specialist	18
Plant Supervisor	7
Senior Office Specialist	10
Student Information Systems Specialist	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Julienne Bautista in the classification of Sports Facility Attendant at Range: 22 Step: D
- b. Approval of Advanced Step Placement for new employee Lauren Callahan in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- c. Approval of Advanced Step Placement for new employee Peter Dacanay in the classification of Paraeducator 1 at Range: 20 Step: C
- d. Approval of Advanced Step Placement for new employee Wayne Day in the classification of Lead Custodian at Range: 25 Step: C
- e. Approval of Advanced Step Placement for new employee Yesenia Hernandez in the classification of Office Specialist at Range: 22 Step: C
- f. Approval of Advanced Step Placement for new employee Brooke Lamping in the classification of Human Resources Analyst at Range: 46 Step: B, pending approval of Item III.A.1.
- g. Approval of Advanced Step Placement for new employee Jorge Lopez in the classification of HVAC Mechanic at Range: 37 Step: C
- h. Approval of Advanced Step Placement for new employee Nancy Navarro in the classification of Senior Office Specialist at Range: 25 Step: D
- i. Approval of Advanced Step Placement for new employee Ramon Palacio in the classification of Accounting Technician at Range: 29 Step: F
- j. Approval of Advanced Step Placement for new employee Ryan Webster in the classification of Paraeducator 1 at Range: 20 Step: B

III. Action/Discussion Items/or Other Information:

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

1. Personnel Commission Staff Approval

It is recommended that the Personnel Commission approve the hiring of Brooke Lamping to the Commission staff as the Human Resources Analyst, effective August 17, 2014

2. New Classifications:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the new classification of the classification Children's Center Assistant 1 within the Student Support job family at Range: 17 on the Classified Employee's Salary Schedule
- b. It is recommended that the Personnel Commission approve the new classification of the classification Community and Public Relations Officer within the management job family at Range: 62 on the Management Salary Schedule

3. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant 1 classification within the Student Support job family
- b. It is recommended that the Personnel Commission approve the revisions to the Children's Center Assistant 2 classification within the Student Support job family

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

- 2014-2015

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

- None

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

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
 - June 25, 2014Classified Personnel – Merit Report - No. A.22
 - July 16, 2014
5. Classified Personnel – Non-Merit Report – No. A.23
 - June 25, 2014Classified Personnel – Non-Merit Report – No. A.23
 - July 16, 2014

6. Personnel Commission's Twelve-Month Calendar of Events
 - 2014 - 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items:

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

V. Next Regular Personnel Commission Meeting:

Tuesday, September 9, 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

June 10 @ 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 4:08 p.m.

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

- B. Pledge of Allegiance:** Ms. Keryl Cartee-McNeely, Chief Steward, led all in attendance in the Pledge of Allegiance.

- C. Motion to Approve Agenda:** June 10, 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

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

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

May 13, 2014

It was moved and seconded to approve the minutes with correction to agenda item III.A.1.

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 congratulated the District's students on completion of the school year. He reported on layoffs, additional custodial support at the school sites, the Personnel Commission staff's evaluations, District wide classified employees' raise, and the current recruitments.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The Team is in the process of evaluating several broad systems which would integrate Human Resources, payroll, and fiscal functions in one system.**
 - **The District's committee is focusing on updating technology in order to increase efficiency of District departments and school sites.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress.**
 - **The committee is developing a tentative training calendar that could be implemented the next school year.**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee including recommendations to the Board of Education regarding specific changes to assignments and substitution lists.**
- Advisory Rules Committee Update
 - **Director Tietze commented on the modification procedures including accomplishments and also challenges the committee has encountered. The committee focuses on defining user-friendly and comprehensive rules that can be interpreted clearly.**
 - **Director Tietze expressed his confidence in revision process because of the Personnel Commissioners' high level of expertise in this area.**
 - **Director Tietze outlined to the Personnel Commission the scope of their jurisdiction based on the California Education Code.**

- For the Merit Rules revisions, Commissioner Sidley requested a brief paragraph describing the intent that a specific rule will capture to better evaluate if the rule language corresponds with the desired intent.
- PCASC Mini-Conference Recap
 - Director Tietze reported on the mini conference organized by the Personnel Commissioners Association of Southern California which brought Personnel Commissioners together to share ideas and get updates on the latest concepts for Merit systems, including legal expertise.
 - Commissioner Inatsugu also participated in the mini-conference and shared her observation from the sessions.

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 noted a complimentary article called “California Dreaming” about the District’s transportation department that was published in an online newsletter.

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

1. SEIU Report

- Ms. Cartee-McNeely, Chief Steward, informed the Personnel Commission that the Union has ratified a tentative agreement with the District as of June 4, 2014. At the June 10, 2014 Board of Education meeting, the Board approved four percent (4%) increase for classified employees. The Union intends to continue analyzing the Salary Study data further in the coming fiscal year 2014-2015.
Ms. Cartee-McNeely commended Director Tietze and Personnel Analyst, Bryon Miller, for the Salary Study’s high level of expertise and the depth of the analysis.
- Ms. Cartee-McNeely reported about SEIU’s participation in the layoff process. SEIU is also involved in resolving a staffing issue within the Senior Office Specialist classification at Rogers Elementary School and Lincoln Middle School, which occurred as a result of layoffs in the past two fiscal years.
- Ms. Cartee-McNeely informed the Personnel Commission about SEIU’s meetings with classified employees in Malibu regarding the initiatives to separate Malibu from the District.
- Ms. Cartee-McNeely invited the Personnel Commissioners to participate in graduation ceremonies in the next school year. Commissioner Sidley suggested setting up a scholarship by the Personnel Commission and classified employees to recognize a student for individual achievements.
- Ms. Cartee-McNeely expressed her gratitude to the Personnel Commission staff for classification revisions, especially the Audio-Visual Technician job description.

2. Board of Education Report

- None

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

- **None**

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

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

<u>Classification</u>	<u># Eligibles</u>
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 Placements:

It was moved and seconded to ratify the Consent Calendar as amended for Custodian, HVAC Mechanic, and Plumber.

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

III. Action Items/ Discussion/or Other Information:

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

1. 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.

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

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for revising the classification explaining that the duties were outdated. The previous job description is dated from 1990. The Director of Information Services requested to update the class specifications reflecting the current technology used in the classroom and its need for maintenance and repair. The Media Services Coordinator classification stemmed from the Audio-Visual Technician; however, it became more utilized for events that required staging, lighting, and audio setting.**
- b. It is recommended that the Personnel Commission approve the revisions to the Technology Support Assistant classification within the Information Services job family.

It was moved and seconded to approve the Director's recommendations with amendments regarding the first duty and supervision matrix.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for revising the classification. As with the Audio-Visual Technician, there was a need to update the class specification reflecting current technology. While the Audio-Visual Technician focuses on classroom support, the Technology Support Assistant provides help desk support for the business side. In the qualifications requirement, a substitution option regarding the ratio of college units and experience was included.**
- 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
 - **Director Tietze brought attention to the new format of the report providing background for the revisions and utilizing the NEOGOV recruitment system.**
 - **Commissioner Sidley inquired about exit interview data. Director Tietze stated that the exit interview process is being modified with the Superintendent's contribution.**
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

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:	December 2014

	<i>Chapter I: Preliminary Statement and Definition of Terms</i>	
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.

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:16 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.

II. Consent Calendar

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014

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

SUBJECT: Advanced Step Placement – Julianne Bautista

BACKGROUND INFORMATION:

Classification Title: Sports Facility Attendant	Employee: Julienne Bautista	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Julienne has a Bachelor's degree in Recreation and Leisure Studies. 	2 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least one thousand (1000) hour's paid, verifiable experience working with organized sports. 	<ul style="list-style-type: none"> Julienne has over six (6) thousand hours working with organized sports. (during 5 year period) 	2 (2 year periods) more than the required amount of experience = 2 Step Advance
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Mr. Bautista's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$14.05/hour, while Step D is \$16.26/hour. The net difference in pay is an approximate increase of \$2.21 per hour, \$286.97 per month, or \$3,444 per year.

DIRECTOR'S RECOMMENDATION:

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

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

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Regular Meeting: August 12, 2014

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

SUBJECT: Advanced Step Placement – Callahan, Lauren

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Ms. Callahan's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$12.74/hour; Step C is \$14.05/hour. The net difference in pay is an increase of \$1.31 per hour, \$56.75 per month, or \$539.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014

AGENDA ITEM NO: II.B.1.c.

SUBJECT: Advanced Step Placement – Peter Dacanay

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Peter Dacanay	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter units) at an institution of higher learning; or Obtained an Associate's (or higher) degree; or 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. 	<ul style="list-style-type: none"> Peter has a Bachelor's degree in Liberal Arts. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least one hundred (100) contact hour's paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> Peter has over two years of experience working with individuals with special needs. 	1 (2 year period) more than the required amount of experience = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Dacanay's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step C is \$14.75/hour. The net difference in pay is an approximate increase of \$1.37 per hour, \$178.50 per month, or \$1,785 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Peter Dacanay at Range 20, Step C on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: August 12, 2014

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

SUBJECT: Advanced Step Placement – Day, Wayne

BACKGROUND INFORMATION:

Classification Title: Lead Custodian	Employee: Wayne Day	Calculation of Advanced Step Recommendation
<u>Experience:</u> <ul style="list-style-type: none"> Two years custodial experience 	<ul style="list-style-type: none"> Mr. Day has 6 ½ years of custodial experience. 	2 (2 year periods) more than the required amount of Experience = 2 Step Advance
<u>Total Advanced Steps: 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Day's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.11/hour; Step C is \$16.66/hour. The net difference in pay is an increase of \$1.55 per hour, \$268.00 per month, or \$3,216.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Wayne Day at Range 25, Step C on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: August 12, 2014

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

SUBJECT: Advanced Step Placement – Yesenia Hernandez

BACKGROUND INFORMATION:

Classification Title: Office Specialist	Employee: Yesenia Hernandez	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Equivalent to completion of high school. 	<ul style="list-style-type: none"> Ms. Hernandez has a High School Diploma and has a Bachelor's degree in Criminal Justice. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> One or more years of clerical support experience working in an office environment. 	<ul style="list-style-type: none"> Ms. Hernandez has 3 years of experience working in various office support roles. 	1 (2 year period) more than the required amount of Experience = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Hernandez's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$14.05/hour; Step C is \$15.48/hour. The net difference in pay is an increase of \$1.44 per hour, \$249.00 per month, or \$2,988.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014

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

SUBJECT: Advanced Step Placement – Brooke Lamping

BACKGROUND INFORMATION:

Classification Title: Human Resources Analyst	Employee: Brooke Lamping	Calculation of Advanced Step Recommendation
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Brooke was one of two ranks available for selection 	Less than 3 ranks = 1 Step Advance
<u>Total Advanced Steps: 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

The recruitment was determined to be difficult on the basis of fewer than three (3) ranks being available for selection, even after extended recruitment efforts were made. Pay rate at salary Range 46 at Step A is \$30.29/hour, while Step B is \$31.80/hour. The net difference in pay is an approximate increase of \$1.51 per hour, \$262 per month, or \$3,144 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Brooke Lamping at Range 46, Step B on the 2013-14 Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014

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

SUBJECT: Advanced Step Placement – Jorge Lopez

BACKGROUND INFORMATION:

Classification Title: HVAC Mechanic	Employee: Jorge Lopez	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Three (3) journey-level HVAC and refrigerant experience	<ul style="list-style-type: none"> Jorge has an Associate of Science degree in Fundamental of Refrigeration and Air Conditioning. Jorge has 5yrs of journey level experience. 	<p>1 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)</p> <p>2 years more than the required amount of experience = <u>1 Step Advance</u></p>
<u>Total Advanced Steps:</u> 1 + 1 = 2 Advanced Steps = <u>STEP C</u>		

DIRECTOR'S COMMENTS:

Mr. Lopez's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$20.24/hour, while Step C is \$22.32/hour. The net difference in pay is an approximate increase of \$2.08 per hour, \$360.00 per month, or \$4,326.00 per year.

DIRECTOR'S RECOMMENDATION:

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

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: August 12, 2014

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

SUBJECT: Advanced Step Placement – Nancy Navarro

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Nancy Navarro	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Equivalent to completion of high school. 	<ul style="list-style-type: none"> Ms. Navarro has a High School Diploma and has a Bachelor's degree in Business Management. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Two or more years of varied office support experience. 	<ul style="list-style-type: none"> Ms. Navarro has 17 years of experience working in various office support roles. 	7 (2 year periods) more than the required amount of Experience = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 + 2 = 3 Advanced Steps = <u>STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Navarro's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at Step A is \$15.11/hour; Step D is \$17.49/hour. The net difference in pay is an increase of \$2.38 per hour, \$206.00 per month, or \$2,163.00 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Nancy Navarro at Range 25, Step D on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014

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

SUBJECT: Advanced Step Placement – Ramon Palacio

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Ramon Palacio	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Bachelor's Degree in Accounting 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years of clerical accounting experience. (One year of experience MUST be in a paid capacity) 	<ul style="list-style-type: none"> Over eight (8) years of experience as an Accountant 	2 levels of education above the required level = 2 Step Advance (Max. allowed)
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Ramon was one of two ranks available for selection 	Less than 3 ranks = 1 Step Advance
<u>Total Advanced Steps:</u> 1 + 2 + 1 = 4 Advanced Steps above STEP D (Accelerated Hiring Rate) = <u>STEP F</u>		

DIRECTOR'S COMMENTS:

Mr. Palacio's experience and education exceed the minimum requirements specified for this classification. Pay rate at salary Range 29 at Step A is \$16.66/hour, while Step F is \$21.26/hour. The net difference in pay is an approximate increase of \$4.60 per hour, \$798 per month, or \$9,576 per year. The Accounting Technician receives an accelerated hiring rate to Step D, so the calculated difference is meant to indicate the amount of increase from the true first salary step rather than the working first step.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ramon Palacio at Range 29, Step F on the 2013-14 Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014

AGENDA ITEM NO: IL.B.1.i.

SUBJECT: Advanced Step Placement – Ryan Webster

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Ryan Webster	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and: <ul style="list-style-type: none"> Completed 48 semester units (72 quarter units) at an institution of higher learning; or Obtained an Associate's (or higher) degree; or 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. 	<ul style="list-style-type: none"> Ryan has a Master's degree in Counseling 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> At least one hundred (100) contact hours paid or voluntary experience working with individuals with special needs. 	<ul style="list-style-type: none"> Ryan has one and a half years of experience working with individuals with special needs. 	0 (2 year period) more than the required amount of experience = 0 Step Advance
<u>Total Advanced Steps:</u> 1 + 0 = 1 Advanced Steps = <u>STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Webster's professional experience exceeds the minimum requirements specified for this classification. Pay rate at Step A is \$13.37/hour, while Step B is \$14.05/hour. The net difference in pay is an approximate increase of \$.68 per hour, \$87.75 per month, or \$877.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement Ryan Webster at Range 20, Step B on the 2013-14 Classified Employee's Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment* (see attachments).

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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

16.3 Step Advancement

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

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

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

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

16.4 Advanced Step Placement:

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

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

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

16.5 Salary on Promotion

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

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

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

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

III. Action Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014

AGENDA ITEM NO: III.A.1.

SUBJECT: Approval of Commission Staff – Human Resources Analyst

BACKGROUND INFORMATION:

The Personnel Commission has legal authority to appoint its own staff per Education Code 45264. The Human Resources Analyst position plays a critical role within an effective Personnel Commission. The position is instrumental for proper classification, examination, and organizational development. Brooke Lamping has been selected by the Director of Classified Personnel to fill the current vacancy in this assignment.

DIRECTOR'S COMMENTS:

Ms. Lamping is a talented and qualified candidate to fill this position. Her professional experience has been cultivated primarily in specialized and innovative projects for private and public sector agencies. She has received an excellent educational foundation from The Chicago School of Professional Psychology Master's in its Industrial/Organizational program. Her training has exposed her to a broad range of recruitment and organizational development dynamics, which will work well in the innovative and diversified operations within the SMMUSD Personnel Commission. Ms. Lamping will play a key role in continuing the evolution of the Personnel Commission culture that Commissioners, the Director, and District leadership have indicated they desire.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the appointment of Brooke Lamping to Human Resources Analyst, effective August 18, 2014.

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

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014**

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

SUBJECT: New Classification – Children’s Center Assistant-1

BACKGROUND INFORMATION:

Over the last several years, Child Development Services has been tasked with elevating the qualifications of the classified Assistant role to comply with program requirements that ultimately support much of the funding for the department. Programs such as Head Start and LA-UP have established criteria for different levels of classroom support from Assistants through Teachers.

The current Children’s Center Assistant I and Children’s Center Assistant II titles are being revised to Children’s Center Assistant-2 and Children’s Center Assistant-3, respectively, on this August 12, 2014 agenda. The revisions will allow space for a new Children’s Center Assistant-1 classification to exist with lower minimum qualifications than the higher 2 and 3 classifications.

METHODOLOGY

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

- Researched minimum and suggested qualification requirements for Children’s Center Assistants working under programs funded through different sources.
- Met and collaborated with Dr. Alice Chung, Director of Child Development Services, and Reham Dabash, Assistant Director of Child Development Services, to discuss current, anticipated, and preferred qualification requirements for State Preschool, Head Start, and LA-Up programs.

ANALYSIS

- Reviewed the feedback and research on education and experience requirements in order to ensure they are simple and easy to understand for staff, managers, and applicants.

DISCUSSION

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

- The creation of the Children’s Center Assistant-1 is necessary to properly align the Assistant series within Child Development Services.
- Creating this classification will allow the Personnel Commission to better regulate the selection process and ensure that Department and District needs are met.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the classification of Children's Center Assistant-1 at salary range 17 on the Classified Salary Schedule (\$7,419 - \$9,019 per month).

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

PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Instructional Support
JOB TITLE	Children's Center Assistant-1
SALARY RANGE	17

CHILDREN'S CENTER ASSISTANT-1

BASIC FUNCTION:

Under general supervision of a Child Development Services administrator or a site administrator (with input from the teacher(s) and Lead Teacher to whom the Children's Center Assistant is assigned), assists the teacher in providing care, supervision, planned recreational and other learning opportunities and activities for children in the Infant/Toddler Program and School Aged Program by providing learning activity support to individuals and small groups of children and students.

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
Assists in protecting the health and safety of children by following health and safety rules, regulations, practices and procedures; by maintaining classroom rest and play areas in a safe, clean, neat and orderly manner; and, as necessary, by washing face and hands of children and helping to brush their teeth; washing and drying bedding used for nap and rest periods and by assisting in toileting children.	CCA1-1
Observes children and assists in the supervision and modeling of appropriate behavior through positive reinforcement techniques.	CCA1-2
Assists in supervising rest, nap, nutrition, meal and play times either in the classroom, on the playground or on field trips.	CCA1-3
Prepares and serves snacks and other meals as necessary and cleans up tables, counters and preparation areas following each meal.	CCA1-4
Assists in the preparing of materials and aids for instructional and other learning activities, such as, dependent upon assignment, arts and crafts or homework review.	CCA1-5
Performs clerical support duties, such as preparing, typing and copying instructional materials; maintaining files and records as necessary; and distributing, collecting and storing paper, supplies, materials, toys and play and recreation equipment.	CCA1-6
Provides support to the teacher by setting up and breaking down work, play and rest areas and displays and bulletin boards; operating audio-visual equipment; and maintaining cassettes, tapes, etc.	CCA1-7
Provides information to parents and visitors regarding Program activities and contacts parents as needed to obtain information concerning children and Program requirements as directed by the teacher.	CCA1-8
Participates in staff meetings and in-service training programs as assigned.	CCA1-9
Records student progress/abilities.	CCA1-10
Performs related duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Child Development Services Administrator or Site Administrator
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Teacher(s) or Lead Teacher
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Received from:	Child Development Services Administrator or Site Administrator with input from Teacher(s) or Lead Teacher
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic needs, characteristics and behavior of preschool and school aged children
- Routine record keeping methods
- Responsive care giving strategies

ABILITY TO:

- Demonstrate awareness and sensitivity toward children and their individual differences in terms of abilities, cultures and languages
- Establish rapport with and gain the confidence of children and students
- Read, write and communicate effectively for the needs of the Program to which assigned
- Learn health and safety rules and regulations, practices and procedures; recognize and report safety hazards and respond accordingly
- Learn growth and development patterns of children
- Develop a working knowledge of subject areas that are part of the instructional and learning activities of the Program to which assigned
- Operate or learn to operate appropriate learning media and materials
- Understand and carry out oral and written directions
- Maintain confidentiality of matters related to children, students and parents
- Establish and maintain cooperative working relationships with those contacted during the normal course of work and work collaboratively as a child development center team member

MINIMUM QUALIFICATIONS

EDUCATION:

None

EXPERIENCE:

Six (6) months paid or verifiable supervised volunteer experience that has provided first-hand knowledge of the needs of children in a learning environment

LICENSES AND OTHER REQUIREMENTS:

None

PREFERRED QUALIFICATIONS

EDUCATION:

Completion of at least six (6) semester units of course work in early childhood education or child development (excluding field work), including one course of at least three (3) semester units in one of the following core areas:

1. Child/human growth and development
2. Child, family, and community, or child and family relations
3. Programs/curriculum

EXPERIENCE:

Six (6) months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of children in the program to which assigned

LICENSES AND OTHER REQUIREMENTS:

None

Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty pounds (50) pounds.

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
August 12, 2014

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014**

AGENDA ITEM NO: III.A.2.b.

SUBJECT: Proposed New Classification – Community & Public Relations Officer

BACKGROUND INFORMATION

The creation of a management-level “Community and Public Relations Officer” classification was requested by the Board of Education (BOE) at its 6/5/14 public meeting. A list of classification components, including duty statements and minimum qualifications, were included in the BOE request.

The position is essentially an updated and modernized version of a previously occupied “Director of Communications, Accountability, and Community Engagement” classification. The SMMUSD has been increasingly involved in responding to requests for information and initiatives to communicate more effectively with the public.

METHODOLOGY

In carrying out this study, the following activities were performed:

- Designed classification around generously detailed classification components requested by the BOE on 6/5/14.
- Met with the Superintendent to obtain information and further detail regarding the requirements of the position.
- Reviewed and analyzed several classification specifications from other comparable agencies to identify job characteristics such as tasks, responsibilities, minimum work requirements, and titles.
- Researched comparable classifications to collect qualification and salary information for positions with overlapping work characteristics.

ANALYSIS

- Used benchmarking and current organizational structure analysis to identify appropriate position level and salary recommendations.
- Conducted a salary analysis using comparable positions with similar qualifications (see attached). The analysis demonstrated a top monthly salary step average of \$9,580.38 and median of \$9,286.00.
- Determined that the previous Director of Communications, Accountability, and Community Engagement classification required two years less experience than that proposed Community & Public Relations Officer.

DISCUSSION

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

- The proposed duties and minimum qualifications align appropriately with other similarly structured classifications in comparable agencies.
- The proposed salary range of M62 on the Management Salary Schedule is appropriate per the salary study of comparable positions with similar qualifications (see attached). The salary range of M62 also recognizes the increased experience requirement in comparison to the Director of Communications, Accountability, and Community Engagement, which was compensated at range M60.

DIRECTOR’S RECOMMENDATIONS

Approve the classification of Community & Public Relations Officer at salary range M62 on the Management Salary Schedule (\$7,795 - \$9,474 per month).

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

SALARY ANALYSIS: *Community & Public Relations Officer*

Agency	Class Title	First Step	Top Step	Education	Experience
Newport Mesa USD	Director of District Communication	\$9,508.00	\$11,152.00	4.00	5.00
Long Beach USD	Public Information Director	\$8,982.00	\$10,549.00	4.00	5.00
Alameda COE	Director Communications and	\$9,279.00	\$10,310.00	4.00	5.00
City of Santa Monica	Public Information Coordinator	\$7,657.00	\$9,453.00	4.00	4.00
Turlock Irrigation District	Public Information Officer	\$5,627.00	\$9,286.00	4.00	5.00
Bay Area Air Quality Management District	Supervising Public Information Officer	\$5,627.00	\$9,234.41	4.00	5.00
South Coast Air Quality Management District	Public Affairs Manager	\$7,566.00	\$9,199.00	4.00	5.00
Garden Grove USD	Public Information Officer	\$7,416.00	\$9,035.00	4.00	5.00
Downey USD	Student Information Systems	\$6,580.00	\$8,005.00	4.00	4.00
AVERAGE		\$7,582.44	\$9,580.38	4.00	4.78
MEDIAN		\$7,566.00	\$9,286.00	4.00	5.00
RANGE		\$3,881.00	\$3,147.00	0.00	1.00
STANDARD DEVIATION		\$1,467.60	\$941.27	0.00	0.44



PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Management
JOB TITLE	Community & Public Relations Officer
SALARY RANGE	M62

COMMUNITY & PUBLIC RELATIONS OFFICER

BASIC FUNCTION:

Under the direction of the Superintendent, the Community and Public Relations Officer plans, organizes, coordinates, and oversees the comprehensive communications program for both internal and external audiences, which includes elements of community relations, media relations, publications, school/business partnerships and community education; provides professional and technical support, assistance and guidance to district administrators and managers in communications matters; and coordinates marketing, social networking, special events, services, programs and other district or assigned community related activities. The Community and Public Relations Officer will work within the framework of the Educational Code, District philosophy, and District policy as adopted by the Board of Education and do related work as required.

DISTINGUISHING CHARACTERISTICS:

This position utilizes expertise in public speaking, public/media relations, and social media marketing. The position requires clear and effective oral and written communication skills for all types of audiences. The Community & Public Relations Officer meets frequently with senior staff, management, school site staff, and the community in order to provide these groups with accurate and timely information.

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

REPRESENTATIVE DUTIES:

Task Statement	Code
Develops, implements, and directs an annual, systematic district communication plan to effectively communicate district priorities, projects and goals to the staff, media and the public.	CPRO-1
Conducts any necessary collection and interpretation of data to support the communication plan.	CPRO-2
Develops and coordinates policies and procedures regarding all district public relations matters, which includes district media relations, community relations, intra-district communications, promotional functions, special events, marketing, and selected publications.	CPRO-3
Assists the district in its obligation to provide internal and external audiences with accurate and timely information, which includes media releases (written and oral), publications, records requests and other related communications or requests.	CPRO-4
Develops, implements, and maintains a district-wide strategic media plan and provides commensurate training, support and assistance to administrators and management regarding the district's comprehensive communication program.	CPRO-5
Develops graphic materials to assist in all types of presentations for departments and/or sites.	CPRO-6
Attends meetings of the Board of Education and community/staff advisory committee meetings and other community meetings as required.	CPRO-7

Task Statement	Code
Represents district as the media spokesperson and maintains effective working relations with media on all matters concerning the district.	CPRO-8
Directs and leads communications projects as assigned and develops projects to be completed to carry out the district's comprehensive communication plan.	CPRO-9
Directs and coordinates the timely and accurate development, production and dissemination of district publications, reports and related media.	CPRO-10
Collaborates, supports and advises district administrators and management regarding appropriate public relations methods, procedures and actions, which include assistance in creating outreach materials for district events, responding to requests from the media and related items.	CPRO-11
Assists in the development, recommendation, and administration of a department budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.	CPRO-12
Attends training workshops and professional development as approved.	CPRO-13
Monitors local, state, and national legislation as it relates to educational issues and informs the superintendent regarding the implications to the District.	CPRO-14
Generates and assists other staff with generating media materials and provides news contact information.	CPRO-15
Performs other duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Superintendent
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Superintendent
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Superintendent with input from Senior Administrators
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public relations and social media marketing.
- Methods and techniques of writing, editing, designing and publishing.
- Media relations, which includes print, broadcast and social media.
- Parent and public involvement in a school district environment.
- Methods of project and process control, budgeting, and cost analysis and prediction.
- Organization and management principles.
- Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook, etc.) and other software and applications used for publishing electronic and print media.

- Effective techniques of supervision, training, coaching, conflict resolution and motivation of employees.
- Public speaking and instructional techniques.
- Clear and effective oral and written communication skills for all types of audiences.
- School and district policies, rules and regulations.

ABILITY TO:

- Effectively plan, organize, direct, coordinate and assign activities to meet district goals and objectives.
- Work collaboratively with administrators, committees and employees to accomplish common goals and objectives.
- Complete multiple priorities with short deadlines.
- Conduct and participate in meetings, conferences, professional development and other trainings.
- Assist in budget development for a district-wide program and monitor expenditures to operate within budget constraints.
- Compile data to prepare complex reports.
- Set priorities based on district communications needs and successfully complete tasks in a timely manner.
- Work cooperatively, efficiently and effectively with other departments, school sites and organizations to ensure compliance with district communications.
- Work effectively and efficiently without close supervision.
- Understand and carry out verbal and written directions.
- Read, write and speak English with sufficient comprehension to perform duties accurately and competently.
- Train, work effectively and work cooperatively with individuals from diverse backgrounds.
- Work non-traditional and/or extended hours, including evening and weekend meetings.
- Communicate positively and effectively, orally and in writing, with the media, district staff, students and various community partners.

MINIMUM QUALIFICATIONS

EDUCATION:

- Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, English, Broadcasting or a closely related field

EXPERIENCE:

- Five (5) years of experience in journalism, broadcasting or closely related field that performs a majority of the duties and responsibilities outlined above.
- A minimum of three (3) years successful public school leadership experience
- Demonstrated experience in working with the media and community partnerships.
- Demonstrated project management skills and abilities.
- Demonstrated high level of successful customer service with public.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.
- Bilingual (Spanish/English) highly desirable

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting

PHYSICAL DEMANDS:

Employees in this position must be able to hear and speak to exchange information in person or on the telephone and to make presentations; see to read, prepare, and proofread documents; manual dexterity of hands and fingers to operate a computer keyboard and other office equipment; lifting light objects. (Consideration of reasonable accommodations will be given)

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014**

AGENDA ITEM NO: III.A.3.a. and III.A.3.b.

SUBJECT: Classification Specification Revisions – Children’s Center Assistant 1 & Children’s Center Assistant 2

BACKGROUND INFORMATION:

Over the last several years, Child Development Services has been tasked with elevating the qualifications of the classified Assistant role to comply with program requirements that ultimately support much of the funding for the department. Programs such as Head Start and LA-UP have established criteria for different levels of classroom support from Assistants through Teachers.

The minimum qualifications were updated at an earlier PC meeting on April 8, 2014 in order to better clarify the new requirements. Since that meeting, discussion with the department leaders has revealed the need to further clarify the qualifications to provide the desired amount of restrictions and flexibility.

The current changes essentially shift up the lower two positions job titles to create room for a new “Children’s Center Assistant-1” to be approved on this same August 12, 2014 meeting agenda.

METHODOLOGY

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

- Researched minimum and suggested qualification requirements for Children’s Center Assistants working under programs funded through different sources.
- Met and collaborated with Alice Chung, Director of Child Development Services, and Reham Dabash, Assistant Director of Child Development Services, to discuss current, anticipated, and preferred qualification requirements for State Preschool, Head Start, and LA-Up programs.

ANALYSIS

- Reviewed the feedback and research on education and experience requirements in order to ensure they are simple and easy to understand for staff, managers, and applicants.

DISCUSSION

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

- The job title for Children’s Center Assistant I should be changed to “Children’s Center Assistant-2
- The job title for Children’s Center Assistant II should be changed to “Children’s Center Assistant-3
- The minimum qualification sections should be modified as shown to reflect anticipated needs

- Revising these classifications will allow the Personnel Commission to better regulate 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 Children's Center Assistant I and Children's Center Assistant II classification specifications as provided.

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

PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Instructional Support
JOB TITLE	Children's Center Assistant-2
SALARY RANGE	18

CHILDREN'S CENTER ASSISTANT-2

BASIC FUNCTION:

Under general supervision of a Child Development Services administrator or a site administrator (with input from the teacher(s) and Lead Teacher to whom the Children's Center Assistant is assigned), assists the teacher in providing care, supervision, planned recreational and other learning opportunities and activities for children in the Infant/Toddler Program and School Aged Program by providing learning activity support to individuals and small groups of children and students.

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
Assists in protecting the health and safety of children by following health and safety rules, regulations, practices and procedures; by maintaining classroom rest and play areas in a safe, clean, neat and orderly manner; and, as necessary, by washing face and hands of children and helping to brush their teeth; washing and drying bedding used for nap and rest periods and by assisting in toileting children.	CCA2I-1
Observes children and assists in the supervision and modeling of appropriate behavior through positive reinforcement techniques.	CCA2I-2
Assists in supervising rest, nap, nutrition, meal and play times either in the classroom, on the playground or on field trips.	CCA2I-3
Prepares and serves snacks and other meals as necessary and cleans up tables, counters and preparation areas following each meal.	CCA2I-4
Assists in the preparing of materials and aids for instructional and other learning activities, such as, dependent upon assignment, arts and crafts or homework review.	CCA2I-5
Performs clerical support duties, such as preparing, typing and copying instructional materials; maintaining files and records as necessary; and distributing, collecting and storing paper, supplies, materials, toys and play and recreation equipment.	CCA2I-6
Provides support to the teacher by setting up and breaking down work, play and rest areas and displays and bulletin boards; operating audio-visual equipment; and maintaining cassettes, tapes, etc.	CCA2I-7
Provides information to parents and visitors regarding Program activities and contacts parents as needed to obtain information concerning children and Program requirements as directed by the teacher.	CCA2I-8
Participates in staff meetings and in-service training programs as assigned.	CCA2I-9
Records student progress/abilities.	CCA2I-10
Performs related duties as assigned.	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Child Development Services Administrator or Site Administrator
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Teacher(s) or Lead Teacher
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Received from:	Child Development Services Administrator or Site Administrator with input from Teacher(s) or Lead Teacher
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic needs, characteristics and behavior of preschool and school aged children
- Routine record keeping methods
- Responsive care giving strategies

ABILITY TO:

- Demonstrate awareness and sensitivity toward children and their individual differences in terms of abilities, cultures and languages
- Establish rapport with and gain the confidence of children and students
- Read, write and communicate effectively for the needs of the Program to which assigned
- Learn health and safety rules and regulations, practices and procedures; recognize and report safety hazards and respond accordingly
- Learn growth and development patterns of children
- Develop a working knowledge of subject areas that are part of the instructional and learning activities of the Program to which assigned
- Operate or learn to operate appropriate learning media and materials
- Understand and carry out oral and written directions
- Maintain confidentiality of matters related to children, students and parents
- Establish and maintain cooperative working relationships with those contacted during the normal course of work and work collaboratively as a child development center team member

MINIMUM QUALIFICATIONS

Any combination of education and experience providing the required knowledge and abilities would meet the qualifying criteria set forth below.

EDUCATION:

Completion of at least twelve (12) semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least one course of at least three (3) semester units in each of the following core areas:

1. Child/human growth and development
2. Child, family, and community, or child and family relations
3. Programs/curriculum

OR

Possess a valid Child Development Associate Teacher Permit approved by the State of California Commission on Teacher Credentialing (www.ctc.ca.gov)

Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EXPERIENCE:

None

LICENSES AND OTHER REQUIREMENTS:
None

PREFERRED QUALIFICATIONS

EDUCATION:

Associate's degree

EXPERIENCE:

Six (6) months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of children in the program to which assigned

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

PHYSICAL ABILITIES:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty pounds (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
September, 1977

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
September, 1977
Revised June 13, 1994
Revised May 16, 2006
Revised April 8, 2014
Revised August 12, 2014

PERSONNEL COMMISSION KEY STATS	
JOB FAMILY	Instructional Support
JOB TITLE	Children's Center Assistant-3
SALARY RANGE	19

CHILDREN'S CENTER ASSISTANT-3

BASIC FUNCTION:

Under general supervision of a permitted teacher and a Lead Teacher or Child Development Services' administrator, assists the teacher in providing care, supervision, instructional, planned recreational and other learning opportunities and activities for children in the Preschool Program by providing instructional and learning activity support to individuals and small groups of children and students.

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
Works with children in the Preschool Program (ages 2.9 years to 5 years) in small groups and/or on an individual basis in a structured learning environment to reinforce and follow up on instructional and other learning activities and with specific tasks to stimulate the individual child's cognitive, creative, emotional and social skills and capabilities.	CCA3II-1
Assists in protecting the health and safety of children by following health and safety rules, regulations, practices and procedures; by maintaining classroom rest and play areas in a safe, clean, neat and orderly manner; and, as necessary, by washing face and hands of children and helping to brush their teeth; washing and drying bedding used for nap and rest periods and by assisting in toileting children.	CCA3II-2
Observes children and assists in the supervision and modeling of appropriate behavior through positive reinforcement techniques.	CCA3II-3
Assists in supervising rest, nap, nutrition, meal and play times either in the classroom, on the playground or on field trips.	CCA3II-4
Prepares and serves snacks and other meals as necessary and cleans up tables, counters and preparation areas following each meal.	CCA3II-5
Assists in the preparing of materials and aids for instructional and other learning activities, such as, dependent upon assignment, arts and crafts or homework review.	CCA3II-6
Performs clerical support duties, such as preparing, typing and copying instructional materials; maintaining files and records as necessary; and distributing, collecting and storing paper, supplies, materials, toys and play and recreation equipment.	CCA3II-7
Performs clerical support duties, such as preparing, typing and copying instructional materials; maintaining files and records as necessary; and distributing, collecting and storing paper, supplies, materials, toys and play and recreation equipment.	CCA3II-8
Provides support to the teacher by setting up and breaking down work, play and rest areas and displays and bulletin boards; operating audio-visual equipment; and maintaining cassettes, tapes, etc.	CCA3II-9

Task Statement	Code
Provides information to parents and visitors regarding Program activities and contacts parents as needed to obtain information concerning children and Program requirements as directed by the teacher.	CCA3II-10
Participates in staff meetings and in-service training programs as assigned.	CCA3II-11
Records student progress/abilities.	CCA3II-12
Performs related duties as assigned.	GEN-1CCAII-13

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Child Development Services Administrator or Site Administrator
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Teacher(s) or Lead Teacher
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Received from:	Child Development Services Administrator or Site Administrator with input from Teacher(s) or Lead Teacher
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic needs, characteristics and behavior of preschool and school aged children.
- Routine record keeping methods.
- Responsive care giving strategies.

ABILITY TO:

- Demonstrate awareness and sensitivity toward children and their individual differences in terms of abilities, cultures and languages
- Establish rapport with and gain the confidence of children and students.
- Read, write and communicate effectively for the needs of the Program to which assigned.
- Learn health and safety rules and regulations, practices and procedures; recognize and report safety hazards and respond accordingly.
- Learn growth and development patterns of children.
- Develop a working knowledge of subject areas that are part of the instructional and learning activities of the Program to which assigned.
- Operate or learn to operate appropriate learning media and materials.
- Understand and carry out oral and written directions.
- Maintain confidentiality of matters related to children, students and parents.

- Establish and maintain cooperative working relationships with those contacted during the normal course of work and work collaboratively as a child development center team member.

MINIMUM QUALIFICATIONS

EDUCATION:

1. Possess a valid Child Development Associate Teacher Permit approved by the State of California Commission on Teacher Credentialing (www.ctc.ca.gov)
2. (Option A) Completion or enrollment in of a program leading to an Associate or Baccalaureate degree in Early Childhood Education OR
(Option B) Active enrollment in a child development associate credential program to be completed within 2 years

EXPERIENCE:

None

PREFERRED QUALIFICATIONS

EXPERIENCE:

Six (6) months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of children in the program to which assigned

Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

WORKING CONDITIONS:

May require sitting, stooping, crouching, standing, and walking to work with assigned students. Must have hand and finger dexterity to operate office equipment, learning aid, and instructional materials. May occasionally lift or move a student weighing up to fifty pounds (50) pounds.

DUTIES APPROVED
BOARD OF EDUCATION:
April 6, 2006

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
May 16, 2006
Revised April 8, 2014
Revised August 12, 2014

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, August 12, 2014**

AGENDA ITEM NO: III.A.4.

SUBJECT: Personnel Commission's Twelve-Month Calendar of Events for 2014-2015

BACKGROUND INFORMATION

Personnel Commissioners' attendance at Personnel Commission meetings is critical. In order to maximize the likelihood that Commissioners will be available to attend future meetings, it is necessary to receive feedback on specific dates. A tentative calendar of scheduled meeting dates for the 2014-2015 fiscal year was provided and approved at the regular Personnel Commission meeting on May 13, 2014. The calendar is being presented to the Personnel Commission again due to date change from November 11, 2014 (national holiday) to November 12, 2014.

DIRECTOR'S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Commissioners discuss and approve the proposed calendar dates with the adjustment as needed.

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

III. Discussion Items

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

[illegible]

Advanced Step Placement Fiscal Impact Report

[illegible]

Open Requisitions (As of 8/8/14)

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	PARAEDUCATOR-1	PT DUME ELEMENTARY SCHOOL	Vac	Nicholas Griego	4.5	09/12/13
14-071	PARAEDUCATOR-1	SPECIAL EDUCATION	New		6	12/10/13
14-083	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	Armida Ramirez	3.5	01/21/14
14-112	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	Natalie Spotts	3	04/07/14
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
14-122	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 ASSISTANT	INFORMATION SERVICES	New		8	05/05/14
14-125	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New		8	05/05/14
14-129	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	Linda Ralph	3.5	05/14/14
14-132	CUSTODIAN	CABRILLO ELEMENTARY SCHOOL	New		5	05/15/14
14-135	CUSTODIAN	GRANT 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

Req #	Req Title	Department	Position Type	Replacing	Hours Per Day	Date From HR
14-143	CUSTODIAN	WILL ROGERS LEARNING ACADEMY	New		5	05/15/14
14-158	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	Tajaniece Goudeau	6	05/15/14
14-164	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New		2	05/20/14
14-169	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New		3	05/20/14
14-180	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	Amanda Ernst	3.5	05/23/14
14-181	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	Grace Perez	3.5	05/27/14
14-184	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New		3	05/27/14
14-190	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	New		3	05/27/14
14-192	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	April Gonzalez	6	05/27/14
14-198	FACILITIES TECHNICIAN	BUSINESS SERVICES	New		8	05/30/14
14-199	BILINGUAL COMMUNITY LIAISON (SPANISH)	CHILD DEVELOPMENT SERVICES	New		4	06/09/14
14-200	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	New		3	06/13/14
14-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	New		3	06/13/14
14-207	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	Sandra Santiago	3.5	06/09/14

Req #	Req Title	Department	Position Type	Replacing	Hours Per Day	Date From HR
14-208	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	Nicole Homerin	3	06/13/14
14-211	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New		5	06/13/14
14-212	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New		6	6/13/14
14-214	OFFICE SPECIALIST	BUSINESS SERVICES	New		4	06/.13/14
14-215	OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	New		8	06/09/14
14-217	CARPENTER	FACILITIES MAINTENANCE	Vac	Jason Dodd	8	06/19/14
14-222	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	Lachell Kidwell	5	06/20/14
14-223	PARAEDUCATOR-3	DISTRICT-WIDE	Vac	Laura Gonzalez	6	06/20/14
14-224	PARAEDUCATOR-3	DISTRICT-WIDE	New		3	06/23/14
14-225	PARAEDUCATOR-3	DISTRICT-WIDE	New		6	06/23/14
14-226	PARAEDUCATOR-3	DISTRICT-WIDE	New		6	06/23/14
14-227	LIBRARY ASSISTANT I	LINCOLN MIDDLE SCHOOL	Vac	Lynn Leavitt	6	06/24/14
15-001	BILINGUAL COMMUNITY LIAISON (SPANISH)	FRANKLIN ELEMENTARY SCHOOL	New		4	07/02/14
15-009	EMPLOYEE BENEFITS TECHNICIAN	HUMAN RESOURCES	Vac	Cheryl Bryant	8	07/09/14
15-010	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Vac	Paisley Newman	6.5	07/09/14
15-011	CHILDREN'S CENTER ASSISTANT I	CHILD DEVELOPMENT SERVICES	Vac	Andhia Campos	3.5	07/14/14
15-014	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	Sean Gamreiter	6	07/14/14
15-015	PARAEDUCATOR-3	DISTRICT-WIDE	New		6	07/14/14

Req #	Req Title	Department	Position Type	Replacing	Hours Per Day	Date From HR
15-017	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New		6	07/21/14
15-018	PARAEDUCATOR-3	SPECIAL EDUCATION	New		6	07/21/14
15-021	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	Armida Ramirez	3	07/24/14
15-022	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	New		3	07/24/14
15-023	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	New		3.5	07/24/14
15-024	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	Nicole Ciccarello	5	06/13/14
15-025	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	Eduardo Suaste	8	07/25/14
15-026	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	Nancy Part	5.5	07/29/14
15-027	UTILITY WORKER	M & O (Maintenance & Operations)	Vac	Henry Plascencia	8	07/25/14
15-028	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	Vac	Joshua Michael	7	07/31/14
15-029	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New		3.5	08/04/14
15-030	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New		6.5	08/04/14
15-031	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New		3.5	08/04/14
15-032	CUSTODIAN	M & O (Maintenance & Operations)	Vac	James Spalding	8	08/06/14

Filled Reqs in June & July 2014

Req #	Req Title	Department	Approximate Date Filled
14-092	CHILDREN'S CENTER ASSISTANT-2	FRANKLIN PRESCHOOL	7/22/2014
14-096	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/8/2014
14-130	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/29/2014
14-179	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/22/2014
14-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	CABRILLO ELEMENTARY SCHOOL	7/3/2014
14-195	SENIOR OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	6/2/2014
14-196	FACILITIES TECHNICIAN	BUSINESS SERVICES	6/2/2014
14-197	FACILITIES TECHNICIAN	BUSINESS SERVICES	6/2/2014
14-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014
14-203	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014
14-204	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014
14-205	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014
14-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	6/13/2014
14-210	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/13/2014
14-213	INSTRUCTIONAL ASSISTANT-SPECIALIZED	DISTRICT-WIDE	6/13/2014
14-216	SENIOR OFFICE SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	6/13/2014
14-218	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/20/2014
14-219	OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	6/20/2014
14-220	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	6/20/2014
14-221	PLUMBER	FACILITIES MAINTENANCE	6/20/2014

Req #	Req Title	Department	Approximate Date Filled
15-002	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	7/8/2014
15-003	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	7/8/2014
15-004	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	7/8/2014
15-005 LT	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES	7/8/2014
15-006	CHILDREN'S CENTER ASSISTANT-1	CABRILLO ELEMENTARY SCHOOL	7/22/2014
15-007	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	7/8/2014
15-008	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	7/8/2014
15-012	GARDENER	M & O (Maintenance & Operations)	7/15/2014
15-019	BUS DRIVER	TRANSPORTATION	7/23/2014
15-020	SENIOR OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	7/23/2014

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

ACTION/CONSENT
06/25/14

RECOMMENDATION NO. A.22

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

EFFECTIVE DATE

Bautista, Julianne Facility Use	Sports Facility Attendant 6 Hrs/12 Mo/Range: 22 Step: A	6/1/14
Di Dario, JoAnn Special Ed-Grant ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	5/7/14
Dixon, Crystal Special Ed-Grant ES	Paraeducator 1 6 Hrs/SY/Range: 20 Step: A	5/7/14
Lopez, Jorge Maintenance	HVAC Mechanic 8 Hrs/12 Mo/Range: 37 Step: A	5/19/14

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Avina, Fernando Maintenance	Plumber [limited term; plumbing assignment]	5/27/14-6/30/14
Barnes, Brian Webster ES	Physical Activities Specialist [additional hours; overnight field trip]	4/30/14-5/2/14
Bautista, Julianne Facility Use	Sports Facility Attendant [additional hours; sports events support]	6/1/14-6/30/14
Bautista, Julianne Facility Use	Sports Facility Attendant [overtime; sports events support]	6/1/14-6/30/14
Coleman, Daniel Webster ES	Inst Asst – Physical Education [overtime; overnight field trip]	4/25/14-6/10/14
De La Rosa, Johanna Student Svcs	Bilingual Community Liaison [overtime; translation for SARB meetings]	5/16/14-6/10/14
Hendler, Nanette Special Ed-Muir ES	Paraeducator 1 [overtime; school field trip]	5/14/14
Nguyen, Kim Business Svcs	Senior Administrative Assistant [overtime; measure R senior exemption]	4/1/14-8/15/14
Schlierman, Cherie Special Ed-Muir ES	Paraeducator 1 [overtime; school field trip]	5/14/14

SUBSTITUTES

EFFECTIVE DATE

Bennett, Claire District	Office Specialist
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5/7/14-6/30/14

Caiseros, Vicente Operations	Gardener	5/30/14-6/30/14
Gonzalez, Diane Health Svcs	Health Office Specialist	5/2/14-6/10/14
Jimenez, Paul Operations	Gardener	5/22/14-6/30/14
Johnson, Peter Operations	Custodian	5/27/14-6/30/14
Lenon, Patrick Facility Use	Sports Facility Attendant	5/30/14-6/30/14
Mamon, Steven Operations	Custodian	5/2/14-6/30/14
Morales, Steve Operations	Custodian	5/28/14-6/30/14
Morrison, Faer Special Education	Paraeducator 1	10/28/13-6/30/14
Orozco, Eugene Operations	Custodian	5/30/14-6/30/14
Rangel, Eduardo Operations	Gardener	5/30/14-6/30/14
Ward, Michael District	Office Specialist	5/22/14-6/30/14
Webber, Walter Facility Use	Sports Facility Attendant	5/7/14-6/30/14
Williams, Kenneth Operations	Custodian	5/21/14-6/30/14
Woodad, Christopher Special Education	Paraeducator 1	5/25/14-6/30/14

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Mederos, Eden Santa Monica HS	Paraeducator 3 Medical	4/1/14-5/2/14
Nicolas, Jenny Santa Monica HS	Accounting Assistant II Maternity	6/6/14-8/4/14
Ortiz-Gonzalez, Patricia Edison ES	Health Office Specialist Medical	5/19/14-6/2/14
Padilla, Gloria Santa Monica HS	Paraeducator 1 Medical	4/29/14-6/10/14
Simmonds, Hugh Operations	Gardener Medical	6/2/14-6/30/14 7/1/14-7/31/14

LEAVE OF ABSENCE (UNPAID)Buccioni, Tashia
Adams MSInst Asst – Bilingual
Personal**EFFECTIVE DATE**

5/16/14-6/10/14

Richardson, Melvin
Adams MSInst Asst – Physical Education
Personal

8/18/14-10/13/14

VOLUNTARY TRANSFERGonzalez, April
Special Ed-Lincoln MSParaeducator 1
6 Hrs/SY/ Special Ed-Lincoln MS
From: 6 Hrs/SY/Webster ES**EFFECTIVE DATE**

6/2/14

Goudeau, Tajanieace
Special Ed-Grant ESParaeducator 1
6 Hrs/SY/ Special Ed-Grant ES
From: Inst Asst – Physical Ed/6 Hrs/SY/Santa Monica HS

5/20/14

Mena, Mariam
Special Ed-Lincoln MSParaeducator 1
6 Hrs/SY/ Special Ed-Lincoln MS
From: 6 Hrs/SY/Muir ES

5/29/14

WORKING OUT OF CLASSMartin, Eric
MaintenanceSkilled Maintenance Worker
From: Custodian**EFFECTIVE DATE**

5/19/14-6/30/14

McNeely, Deborah
MaintenanceSkilled Maintenance Worker
From: Custodian

5/27/14-6/30/14

LAYOFF

Elementary Schools

Inst Asst – Physical Education
4.9687 FTE**EFFECTIVE DATE**

8/25/14

LAYOFF/REDUCTION OF HOURS

HC5135648

Physical Activities Specialist
4 Hrs/SY
From: 6 Hrs/SY**EFFECTIVE DATE**

8/25/14

PJ5894186

Physical Activities Specialist
5 Hrs/SY
From: 6 Hrs/SY

8/25/14

EN8233516

Physical Activities Specialist
5 Hrs/SY
From: 6 Hrs/SY

8/25/14

GZ1395572

Physical Activities Specialist
3 Hrs/SY
From: 5.4 Hrs/SY

8/25/14

PROFESSIONAL GROWTHAbdulkareem, Nehal
Child Develop Svcs-Pine Street

Children's Center Asst

EFFECTIVE DATE

6/1/14

Alvarez, Jennifer
Franklin ES

Paraeducator 3

6/1/14

Bolan, Anette
Facility Use

Administrative Assistant

7/1/14

Fagnoli, Kathy Santa Monica HS	Senior Office Specialist	6/1/14
Herrera, Zenon Maintenance	Locksmith	6/1/14
Monte, Peri Webster ES	Elementary Library Coordinator	7/1/14
Peak, Denise Malibu HS	Library Assistant I	7/1/14
Richardson, Melvin John Adams MS	Instructional Asst. PE	6/1/14

ABOLISHMENT OF POSITION

Paraeducator 1
5 Hrs/SY; Cabrillo ES

EFFECTIVE DATE

4/4/14

RESIGNATION

Ernst, Amanda
Child Develop Svcs-Franklin ES

Children's Center Asst

EFFECTIVE DATE

6/10/14

Ramirez, Armida
Food and Nutrition Svcs

Cafeteria Worker I

6/10/14

REVISED RESIGNATION

Miller, Bryon
Personnel Commission

Human Resources Analyst
(Revised from 5/15/14)

EFFECTIVE DATE

5/10/14

RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT

Cartee-McNeely, Keryl
Human Resources/SEIU

Chief Steward

EFFECTIVE DATE

7/1/14-6/30/15

MOTION MADE BY: Ms. Lieberman
 SECONDED BY: Dr. Escarce
 STUDENT ADVISORY VOTE: N/A
 AYES: 6 (Leon-Vazquez, Mechur, Allen, Patel, Lieberman, Escarce)
 NOES: 0
 ABSENT: 1 (de la Torre)

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
07/16/14

RECOMMENDATION NO. A.22

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

Alex, Milton
Franklin ES

Custodian
8 Hrs/12 Mo/Range: 22 Step: A

EFFECTIVE DATE
6/16/14

PROMOTION

Cline, Christopher
Facility Improvement Projects

Facilities Technician
8 Hrs/12 Mo/Range: 45 Step: C
From: Plumber: 8 Hrs/12 Mo

EFFECTIVE DATE
6/9/14

Dodd, Jason
Facility Improvement Projects

Facilities Technician
8 Hrs/12 Mo/Range: 45 Step: B
From: Carpenter: 8 Hrs/12 Mo

6/9/14

RECLASSIFICATION

Miller, Patrina
Special Education

Special Education Data Technician
8 Hrs/12 Mo/Range: 27 Step: F
From: Data Entry Specialist: 8 Hrs/12 Mo

EFFECTIVE DATE
9/2/13

SUMMER ASSIGNMENTS

Aceves, Cindy
Special Education

Paraeducator 1

EFFECTIVE DATE
6/16/14-7/11/14

Adams, Melissa
Special Education

Paraeducator 1

6/16/14-7/11/14

Alaniz, Federico
Food and Nutrition Svcs

Stock and Delivery Clerk

6/11/14-7/31/14

Alaniz, Federico
Purchasing

Stock and Delivery Clerk

6/30/14-8/4/14

Aldana, Monica
Child Develop Svcs

Children's Center Asst

6/11/14-8/14/14

Alvarez, Jennifer
Special Education

Paraeducator 3

6/16/14-7/11/14

Anderson, Amanda
Special Education

Paraeducator 1

6/16/14-7/11/14

Aranda, Antonio
Child Develop Svcs

Children's Center Asst

6/11/14-8/14/14

Arangoa, Isabel
Operations

Custodian

7/21/14-8/15/14

Ausmus, Juley Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Bakhyt, Peter Operations	Custodian	6/25/14-8/15/14
Bechkovski, Stefan Facility Use-Santa Monica HS	Swimming Instructor-Lifeguard	6/13/14-8/15/14 6/15/14-7/27/14
Bechkovski, Stefan Facility Use-Lincoln MS	Swimming Instructor-Lifeguard	6/14/14-8/16/14 6/25/14-7/17/14
Benjamin, Jacquita Special Education	Paraeducator 3	6/16/14-7/11/14
Bilotti, Scott Special Education	Paraeducator 1	6/16/14-7/11/14
Blair, Amanda Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Bonilla, Leroy Operations	Custodian	7/21/14-8/15/14
Brackett, Kimberly Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Brewer, Ariana Special Education	Paraeducator 1	6/16/14-7/11/14
Brigham, Dolores Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Briseno, Elias Special Education	Paraeducator 3	6/16/14-7/11/14
Brito, Salvador Transportation	Bus Driver	6/16/14-7/11/14
Brooks, Letricia Special Education	Paraeducator 1	6/16/14-7/11/14
Brown, Lincoln Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Buendia, Carolina Special Education	Paraeducator 1	6/16/14-7/11/14
Burnham, REXANNE Special Education	Paraeducator 1	6/16/14-7/11/14
Burns, Robert Operations	Custodian	7/21/14-8/15/14
Burrell, Catherine Facility Use-Santa Monica HS	Swimming Instructor-Lifeguard	6/11/14-7/24/14 6/12/14-8/14/14
Cabrera, Jennifer Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Calderon, Bianca Facility Use-Lincoln MS	Swimming Instructor-Lifeguard	6/25/14-7/17/14
Capra, Lucas Facility Use	Technical Theater Technician	6/16/14-8/1/14
Carbajal, Patricia Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Carey, Wendy Special Education	Paraeducator 1	6/16/14-7/11/14
Carrillo, Steven Transportation	Bus Driver	6/16/14-7/11/14
Casey, Brittany Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Castenada, Laura Special Education	Paraeducator 3	6/16/14-7/11/14
Chulack, Sarah Special Education	Paraeducator 3	6/16/14-7/11/14
Ciccarello, Nicole Olympic HS	Paraeducator 1	6/16/14-7/18/14
Cisneros, Yolanda Food and Nutrition Svcs	Cafeteria Worker II	6/16/14-7/11/14
Clayton, Mercille Food and Nutrition Svcs	Cafeteria Worker I	6/11/14-8/15/14
Cojan, Carmen Food and Nutrition Svcs	Cafeteria Worker II	6/16/14-7/11/14
Cole, Raven Child Develop Svcs	Children's Center Asst - Preschool	6/11/14-8/14/14
Coleman, Dawn Special Education	Paraeducator 3	6/16/14-7/11/14
Cooper, Raymond Santa Monica HS	Campus Security Officer	6/16/14-7/18/14
Cortez, Griselda Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Crawford, Cynthia Operations	Custodian	6/16/14-7/18/14
Crockett, Della Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Cruz, Carmen Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Cueva, Sandra Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Custodio, Thelma Special Education	Paraeducator 1	6/16/14-7/11/14
Davis, Jonathan Special Education	Paraeducator 3	6/16/14-7/11/14
Davis, Kenrick Transportation	Bus Driver	6/16/14-7/11/14
Davis, Lenora Transportation	Bus Driver	6/16/14-7/11/14
De Noya, Michael Special Education	Speech Language Pathology Assistant	6/12/14 6/16/14-7/11/14
Do, Thu Special Education	Paraeducator 1	6/16/14-7/11/14
Doty, Joel Special Education	Paraeducator 1	6/16/14-7/11/14
Durst, Peggy Special Education	Paraeducator 1	6/16/14-7/11/14
Elie, Banita Transportation	Bus Driver	6/16/14-7/11/14
Elie, Latrice Transportation	Bus Driver	6/16/14-7/11/14
Elliot, Eugene Special Education	Paraeducator 1	6/16/14-7/11/14
Everage, Askia Special Education	Paraeducator 3	6/16/14-7/11/14
Fernandez, Angelica Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Flores, Ana Special Education	Paraeducator 1	6/16/14-7/11/14
Flores, Ardis Special Education	Paraeducator 1	6/16/14-7/11/14
Flores, Martha Special Education	Paraeducator 1	6/16/14-7/11/14
Friedenberg, Mindy Special Education	Paraeducator 1	6/16/14-7/11/14
Fulache-Palma, Madeilaine Special Education	Paraeducator 3	6/16/14-7/11/14
Fuller, Charesse Operations	Custodian	6/16/14-7/18/14
Garcia, Sara Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Garrett, Christine Human Resources	Senior Office Specialist	6/16/14-8/1/14
Gauntt, Deborah Transportation	Bus Driver	6/16/14-7/11/14
Gergis, Sohair Special Education	Paraeducator 1	6/16/14-7/11/14
Gershuni, Pearl Special Education	Paraeducator 2	6/16/14-7/11/14
Gheewala, Nasreen Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Godinez, Lorena Child Develop Svcs	Children's Center Asst	6/16/14-7/18/14
Gomez, Jose Operations	Custodian	6/13/14-8/15/14
Gomez, Leonor Maintenance	Senior Office Specialist	6/23/14-8/1/14
Gonzalez, Jessica Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Gonzalez, Monica Special Education	Paraeducator 3	6/16/14-7/11/14
Gonzalez, Simona Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Gould, Travis Special Education	Paraeducator 1	6/16/14-7/11/14
Granadino, Frank Transportation	Bus Driver	6/16/14-7/11/14
Green, Shanna Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Greene, Milton Malibu HS	Campus Security Officer	6/16/14-8/8/14
Griego, Nicholas Special Education	Paraeducator 3	6/16/14-7/11/14
Griffis, Crystal Special Education	Paraeducator 1	6/16/14-7/11/14
Griffis, Denise Operations	Custodian	7/21/14-8/15/14
Gutierrez, Corina Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Gutierrez, Martha Roosevelt ES	Senior Office Specialist	6/16/14-7/14/14

Gutierrez, Yolanda Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Haro-Luna, Irma Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Hernandez, Maira Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Hernandez, Rita Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Higgins, Shaun Special Education	Paraeducator 3	6/16/14-7/11/14
Hills, Kevin Operations	Custodian	6/25/14-8/15/14
Holsome, Dorothy Operations	Custodian	6/16/14-7/18/14
Honore, Crystal Adams MS	Campus Security Officer	6/16/14-7/18/14
Hoorizadeh, Shayesteh Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Hunter-Sallustio, Dominique Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Hurtado, Renee Special Education	Paraeducator 2	6/16/14-7/11/14
Iniguez, Wilma Santa Monica HS	Senior Office Specialist	6/16/14-6/17/14
Islas, Haydee Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Jackson, Latasha Special Education	Paraeducator 2	6/16/14-7/11/14
Jenson, Diane Special Education	Paraeducator 1	6/16/14-7/11/14
Jimenez, Maria Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Jimenez, Osvaldo Special Education	Paraeducator 1	6/16/14-7/11/14
Johnson, Joel Facility Use	Technical Theater Technician	6/16/14-8/1/14
Johnson, Kerri Special Education	Paraeducator 3	6/16/14-7/11/14
Johnson, Lore Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Johnson, Mayra Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14 6/16/14-7/18/14
Jones, Chancy Operations	Custodian	6/16/14-7/18/14
Jorgenson, Stephanie Special Education	Paraeducator 3	6/16/14-7/11/14
Kaplan, Jessica Special Education	Paraeducator 1	6/16/14-7/11/14
Laird, Monica Operations	Custodian	7/21/14-8/15/14
Lawrence, Adrianna Transportation	Bus Driver	6/16/14-7/11/14
Levy, Robin Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Lewis, Jessie Transportation	Bus Driver	6/16/14-7/11/14
Lo Greco, Vince Special Education	Paraeducator 3	6/16/14-7/11/14
Long, Lakesha Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Lopez, Maribel Special Education	Paraeducator 2	6/16/14-7/11/14
Lopez, Sandy Grant ES	Senior Office Specialist	6/16/14-7/14/14
Lopez, Sarah Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Loza, Adelsa Special Education	Paraeducator 1	6/16/14-7/11/14
Lucas, Ralph Operations	Custodian	6/16/14-7/18/14
Luis, Noemi Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Mangum, Don Santa Monica HS	Campus Security Officer	6/16/14-7/18/14
Martin, Linda Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Martinez, Daniel Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Martinez, Maisha Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Martinez, Melinda Special Education	Paraeducator 1	6/16/14-7/11/14
McCabe, Pete Special Education	Paraeducator 1	6/16/14-7/11/14
McCarthy, Kimiko Special Education	Paraeducator 2	6/16/14-7/11/14
McClendon, Latecia Special Education	Paraeducator 3	6/16/14-7/11/14
McGrath, Kathleen Operations	Custodian	6/16/14-7/18/14
McKeever, Marissa Special Education	Paraeducator 1	6/16/14-7/11/14
McKinley, Tyrone Facility Use-Santa Monica HS	Swimming Instructor-Lifeguard	6/14/14-8/16/14
McKinley, Tyrone Facility Use-Lincoln MS	Swimming Instructor-Lifeguard	6/15/14-8/17/14
Medellin, Diana Operations	Custodian	6/25/14-8/15/14
Mendoza, Leonel Operations	Custodian	7/21/14-8/15/14
Mercado, Carmen Operations	Custodian	6/16/14-7/18/14
Mesterhazy, Yvonne District	Office Specialist	6/14/14-8/21/14
Michael, Joshua Santa Monica HS	Athletic Trainer	6/30/14-8/16/14
Miller, Patrina Special Education	Special Education Data Technician	6/11/14-8/1/14
Miller, Ronald Special Education	Paraeducator 1	6/16/14-7/11/14
Mirabal, Jessica Special Education	Paraeducator 1	6/16/14-7/11/14
Miranda, Karla Operations	Custodian	6/16/14-7/18/14
Mock, Chris Special Education	Paraeducator 1	6/16/14-7/11/14
Mollmann, Irene Special Education	Paraeducator 1	6/16/14-7/11/14
Monjaras, Gabriela Special Education	Paraeducator 3	6/16/14-7/11/14

Montoya, Gerald Special Education	Paraeducator 1	6/16/14-7/11/14
Moore, Sandra Operations	Custodian	6/13/14-8/15/14
Morales, Stephany Special Education	Paraeducator 3	6/16/14-7/11/14
Morich, Karin Special Education	Paraeducator 3	6/16/14-7/11/14
Moya, Kimberly Transportation	Bus Driver	6/16/14-7/11/14
Murray, April Facility Use-Lincoln MS	Swimming Instructor-Lifeguard	6/11/14-8/15/14
Murray, April Child Develop Svcs	Swimming Instructor-Lifeguard	6/19/14-8/14/14
Naranjo, Debbie Food and Nutrition Svcs	Cafeteria Worker II	6/16/14-7/18/14
Navia, Janene Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Nell, Maria Special Education	Paraeducator 1	6/16/14-7/11/14
Nolen, Henry Operations	Custodian	6/13/14-8/15/14
Nunez, Sherry Olympic HS	Campus Security Officer	6/16/14-7/18/14
Oyenoki, Daniel Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Padilla, Elizabeth Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Padilla, Elva Child Develop Svcs	Children's Center Asst	6/16/14-7/18/14
Padilla, Gloria Special Education	Paraeducator 1	6/16/14-7/11/14
Palkovic, Diane Special Education	Paraeducator 1	6/16/14-7/11/14
Palmore, Renata Food and Nutrition Svcs	Cafeteria Worker I	6/11/14-8/15/14
Pegue, Forrest Transportation	Bus Driver	6/16/14-7/11/14
Perez, Grace Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Pernell, Barbara Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Peterson, Ingrid Special Education	Paraeducator 1	6/16/14-7/11/14
Phillips, LeDoree Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Pineda, Blanca Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Pongas, Dorothea Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Preciado, Edwin Special Education	Paraeducator 3	6/16/14-7/11/14
Preciado, Iris Edison ES	Senior Office Specialist	6/19/14-6/20/14
Quiroz, Timothy Food and Nutrition Svcs	Site Food Services Coordinator	6/11/14-8/15/14
Radford, Karen District	Office Specialist	6/19/14-6/30/14
Ratliff-Woods, Sheleita Special Education	Paraeducator 1	6/16/14-7/11/14
Razon-McMillan, Monica Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Reuther, Theresa Special Education	Paraeducator 1	6/16/14-7/11/14
Richards, Ingrid Operations	Custodian	6/16/14-7/18/14
Richardson, Melvin Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Ridley, Latresse Special Education	Paraeducator 1	6/16/14-7/11/14
Ridley, Tischa Operations	Custodian	6/16/14-7/18/14
Riley, Martelle Transportation	Bus Driver	6/16/14-7/11/14
Rodriguez, Cecilia Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Rodriguez, Frances Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Roller, Yolanda Special Education	Paraeducator 2	6/16/14-7/11/14
Rosas, Rosemarie Operations	Custodian	6/13/14-8/15/14

Salaues, Cindy Child Develop Svcs	Children's Center Asst - Preschool	6/11/14-8/14/14
Salazar, Amanda Special Education	Paraeducator 3	6/16/14-7/11/14
Sampson, Claudia Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Sanchez, Cecilia Special Education	Paraeducator 3	6/16/14-7/11/14
Santos, Maria Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Schlierman, Cherie Special Education	Paraeducator 1	6/16/14-7/11/14
Schmidt, Phil Special Education	Paraeducator 1	6/16/14-7/11/14
Sekalwi, Sara Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Selva, Marco Facility Use	Technical Theater Technician	6/16/14-8/1/14
Silvestre, Ernestina Operations	Custodian	6/23/14-8/1/14
Simmonds, Michael Operations	Custodian	6/16/14-7/11/14
Sloboda, Jaclyn Special Education	Physical Therapist	6/16/14-7/11/14
Smith, Brian Transportation	Bus Driver	6/16/14-7/11/14
Smith, Darlene Food and Nutrition Svcs	Cafeteria Worker I	6/16/14-7/11/14
Smith, Dunnell Santa Monica HS	Campus Security Officer	6/16/14-7/18/14
Smith, Luz Special Education	Translator	6/11/14-8/15/14
Smith, Sabrina Special Education	Paraeducator 3	6/16/14-7/11/14
Soloway, Beth Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Stafford, LaTanya Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Stewart, April Special Education	Paraeducator 3	6/16/14-7/11/14

Sturgis, Lynn Santa Monica HS	Administrative Assistant	6/23/14-8/1/14
Sumaria, Urvashi Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Tanamas, Ayda Special Education	Paraeducator 2	6/16/14-7/11/14
Tate, John Operations	Custodian	6/16/14-7/11/14
Taylor, Christian Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Thomas, William Special Education	Paraeducator 1	6/16/14-7/11/14
Trujillo, Sandy Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Valadez, Luz Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Valdivia, Brenda Food and Nutrition Svcs	Cafeteria Worker I	6/16/14-7/11/14
Vargas, Cynthia Special Education	Paraeducator 1	6/16/14-7/11/14
Vasquez, Angel Operations	Custodian	7/21/14-8/15/14
Vasquez, Grace Malibu HS	Campus Security Officer	6/16/14-8/8/14
Villa, Yoana Special Education	Paraeducator 1	6/16/14-7/11/14
Villegas, Lorena Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Wade, Byron Special Education	Paraeducator 3	6/16/14-7/11/14
Walsh, Leslie Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Warmington, Bridget Special Education	Paraeducator 3	6/16/14-7/11/14
Watkins, Jennifer Operations	Custodian	6/13/14-8/15/14
Watts, Anne Special Education	Paraeducator 1	6/16/14-7/11/14
Wilkinson, Greg Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14

Williams, Paris Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk	6/16/14-8/15/14
Wilson, Stanley Operations	Custodian	6/16/14-7/11/14
Wingfield, Janet Special Education	Paraeducator 2	6/16/14-7/11/14
Winzey, Fidel Purchasing	Stock and Delivery Clerk	6/16/14-8/11/14
Wirt, James Transportation	Bus Driver	6/16/14-7/11/14
Womack, Raven Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Worthington, Jamie Special Education	Paraeducator 1	6/16/14-7/11/14
Yates-Lomax, Kathy Transportation	Bus Driver	6/16/14-7/11/14
Ybarra, Gail Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Ybarra-Arriaga, Jennifer Child Develop Svcs	Children's Center Asst	6/11/14-8/14/14
Yi, Renee Special Education	Paraeducator 3	6/16/14-7/11/14
Zheng, Jin Special Education	Paraeducator 1	6/16/14-7/11/14

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Aquino, Gilda Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Brown, Lincoln Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Carbajal, Patricia Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Ceron, Gloria Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Claunch, Eboni Rogers ES	Paraeducator 1 [additional hours; field trip]	3/19/14-3/21/14
Claunch, Eboni Rogers ES	Paraeducator 1 [overtime; field trip]	3/19/14-3/21/14
Colvin, Lovell Grant ES	Custodian [overtime; custodial assignments]	5/11/14

Cooper, Raymond Santa Monica HS	Campus Security Officer [additional hours; graduation night preparation]	6/3/14-6/5/14
Cortez, Griselda Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Garcia, Sara Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Gonzalez, Cecilia Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Gonzalez, Xavier Operations	Custodian [additional hours; custodial assignments]	6/18/14-6/30/14
Hernandez, Yolanda Webster ES	Health Office Assistant [additional hours; front office assistance]	5/7/14-5/9/14
Islas, Haydee Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Jaramillo, Guido Santa Monica HS	Campus Security Officer [additional hours; graduation night preparation]	5/25/14-6/5/14
Jimenez, Maria Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Johnson, Lore Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Johnson, Peter Operations	Custodian [additional hours; custodial assignments]	6/11/14-6/30/14
Kamkar, Vida Fiscal Svcs	Accounting Technician [overtime; payroll assignment]	5/21/14-12/21/14
Levy, Robin Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Luis, Noemi Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Mamon, Stephanie Operations	Custodian [additional hours; custodial assignments]	6/11/14-6/30/14
Mamon, Steven Malibu HS	Custodian [additional hours; custodial assignments]	6/11/14-6/30/14
Martinez, Daniel Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Martinez, Santiago Facility Use	Technology Support Assistant [overtime; Facility Use events]	6/11/14-8/18/14
Miller, Jeanne Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Mirabal, Jessica Adams MS	Paraeducator 1 [additional hours; tutoring]	5/27/14-6/1/14

Morales, Steve Operations	Custodian [additional hours; custodial assignments]	6/11/14-6/30/14
Morris, Terry Santa Monica HS	Administrative Assistant [overtime; AP testing proctoring]	5/2/14-5/15/14
Orozco, Eugene Operations	Custodian [additional hours; custodial assignments]	6/11/14-6/30/14
Ortiz, Alondra Facility Improvement Projects	Office Specialist [additional hours; clerical assistance]	5/20/14-6/30/14
Patterson, Pete Facility Use	Technology Support Assistant [overtime; Facility Use events]	6/11/14-8/18/14
Rodriguez, Cecilia Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Rodriguez, Frances Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Rodriguez, Maria Adams MS	Bilingual Community Liaison [additional hours; Valued Youth coordinator]	8/8/13-6/18/14
Sebastiani, Juan Operations	Gardener [overtime; gardening projects]	6/1/14-6/30/14
Seklawi, Sara Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Sloboda, Jaclyn Adams MS	Physical Therapist [additional hours; professional development]	6/14/14
Wahrenbrock, Sarah Superintendent's Office	Assistant to the Superintendent [overtime; administrative assignments]	7/1/14-6/30/14
Washington, Chanee Santa Monica HS	Administrative Assistant [overtime; AP testing proctoring]	5/2/14-5/15/14
Williams, Kenneth Operations	Custodian [additional hours; custodial assignments]	6/11/14-6/30/14
Wornack, Raven Child Develop Svcs	Children's Center Asst [additional hours; classroom assignments]	5/1/14-6/30/14
Worthington, Jamie Muir ES	Paraeducator 1 [additional hours; school field trip]	5/30/14
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Frias, Angel Operations	Gardener	6/10/14-6/30/14
Gonzalez, Arturo Operations	Gardener	6/17/14-6/30/14
Gorte, Lazaro Special Education	Paraeducator 1	6/2/14-6/30/14
Melendez, Rosa Adams MS	Inst Asst – Bilingual	5/22/14-6/10/14

Ulbeda, Hanzel Maintenance	Plumber	6/11/14-6/30/14
Waltan, James Facility Use	Sports Facility Attendant	6/1/14-6/30/14
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Kamibayashi, Diana Superintendent's Office	Senior Office Specialist Medical	5/27/14-6/29/14
Mederos, Eden Santa Monica HS	Paraeducator 3 Medical	5/2/14-5/26/14
Montes, April Student Svcs	Administrative Assistant Maternity	9/23/14-11/04/14
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Anderson, Michael Cabrillo ES	Custodian FMLA	5/13/14-7/14/14
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Suaste, Eduardo Operations	Plant Supervisor From: Custodian	6/11/14-7/15/14
Venable, Mark Operations	Plant Supervisor From: Custodian	6/11/14-8/15/14
<u>TRANSFER IN LIEU OF LAYOFF</u>		<u>EFFECTIVE DATE</u>
Iniguez, Wilma Santa Monica HS	Senior Office Specialist 8 Hrs/12 Mo From: 4 Hrs/10 Mo/Muir ES	7/1/14
Roller, Yolanda McKinley ES	Paraeducator 2 7 Hrs/SY From: 8 Hrs/SY/McKinley ES	7/14/14
Soloway, Beth Olympic HS	Inst Asst - Classroom 5 Hrs/SY From: 3 Hrs/SY/Pt. Dume ES	7/1/14
<u>LAYOFF IN LIEU OF REDUCTION OF HOURS – 2014-15 VSS ALLOCATION</u>		<u>EFFECTIVE DATE</u>
BR4499404 Webster ES	Inst Asst - Classroom 3 Hrs/SY From: 4 Hrs/SY	6/30/14
<u>RESCIND LAYOFF/REDUCTION OF HOURS</u>		<u>EFFECTIVE DATE</u>
HC5135648	Physical Activities Specialist 4 Hrs/SY From: 6 Hrs/SY	8/25/14
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Castillo, John Information Svcs	Network Engineer	8/1/14
Kubicz-Preis, Anna Educational Svcs	Administrative Assistant	7/1/14
McKeever, Marissa Adams MS	Paraeducator 1	7/1/14

Morales, Stephany Santa Monica HS	Paraeducator 3	7/1/14
Reed, LuAnne Santa Monica HS	Licensed Vocational Nurse	7/1/14
Rodriguez, Cecilia Child Develop Svcs-Rogers ES	Children's Center Asst	7/1/14

ABOLISHMENT OF POSITION

Data Entry Specialist 8 Hrs/12 Mo; Special Education	<u>EFFECTIVE DATE</u> 6/30/14
Inst Asst - Classroom 2 Hrs/SY; Webster ES	7/1/14
Paraeducator 1 6 Hrs/SY; Santa Monica HS	10/30/13

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

TZ0028987 Operations	Custodian	<u>EFFECTIVE DATE</u> 6/19/14
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RESIGNATION

Ciccarello, Nicole Olympic HS	Inst Asst - Classroom	<u>EFFECTIVE DATE</u> 7/19/14
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Kidwell, Lachell Adams MS	Paraeducator 1	6/10/14
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Olfert, Rebecca McKinley ES	Inst Asst - Classroom	6/10/14
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Santiago, Sandra Muir ES	Inst Asst - Classroom	6/11/14
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RETIREMENT

Gonzalez, Ofelia Santa Monica HS	Office Specialist	<u>EFFECTIVE DATE</u> 6/30/14
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SUSPENSION WITHOUT PAY

TA 5256331 Maintenance	<u>EFFECTIVE DATE</u> 6/26/14; 7/2/14; 7/8/14; 7/9/14; 7/16/14; 7/22/14; 7/23/14 8/5/14; 8/6/14; 8/12/14; 9/3/14; 9/10/14; 9/16/14; 9/17/14; 9/24/14
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

ACTION/CONSENT

06/25/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.23

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

Misko, Robert

Malibu HS

1/7/14-6/30/14

STUDENT WORKER – WORKABILITY

Nanjee, Amya

Special Education

2/6/14-6/30/15

MOTION MADE BY: Ms. Lieberman

SECONDED BY: Dr. Escarce

STUDENT ADVISORY VOTE: N/A

AYES: 6 (Leon-Vazquez, Mechur, Allen, Patel, Lieberman, Escarce)

NOES: 0

ABSENT: 1 (de la Torre)

TO: BOARD OF EDUCATION

ACTION/CONSENT

07/16/14

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.23

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

COACHING ASSISTANT

Cannon, Kermit	Santa Monica HS	6/23/14-8/29/14
Johnson, Phil	Malibu HS	7/1/13-6/30/14
Skehan, Niall	Santa Monica HS	6/23/14-8/29/14
Turkel, Craig	Santa Monica HS	5/23/14-6/10/14
Ward, Nila	Santa Monica HS	6/23/14-8/29/14

TECHNICAL SPECIALIST – LEVEL I

Brinkworth, Shannon	Special Education [Psychologist Intern] - Funding: Special Education	6/23/14-6/30/14
Ghadoushi, Nicole	Special Education [Psychologist Intern] - Funding: Special Education	6/23/14-6/30/14

MOTION MADE BY:

SECONDED BY:

STUDENT ADVISORY VOTE:

AYES:

NOES:

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

Date	Time	Location	Notes
2014			
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	
2015			
January 13, 2015	4:00 p.m.	Board Room – District Office	
February 10, 2015	4:00 p.m.	Board Room – District Office	
February 2015	Daily Conference	TBD	CSPCA 2015 Annual Conference
March 10, 2015	4:00 p.m.	Board Room – District Office	
April 14, 2015	4:00 p.m.	Board Room – District Office	2015–16 Budget Discussion and Development,
May 12, 2015	4:00 p.m.	Board Room – District Office	2015-16 Budget Adoption
June 9, 2015	4:00 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2014-2015

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

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

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

IV. Personnel Commission Business:

A. Future Items:

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

V. Next Regular Personnel Commission Meeting:

Tuesday, September 9, 2014, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

No Closed Session

VII. Adjournment:

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