

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

AGENDA

REGULAR MEETING
October 8, 2013 @ 4:00 p.m.
District Office Board Room

I. General Functions:

- A. Call To Order**
- B. Roll Call**
- C. Pledge Of Allegiance**
- D. Approval of Agenda for Regular Meeting on October 8, 2013**

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

- E. Approval of Minutes for Regular Meeting on September 10, 2013**

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

- F. Approval of Minutes for Special Meeting on September 12, 2013**

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

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

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

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

AGENDA

**REGULAR MEETING
October 8, 2013 @ 4:00 p.m.
District Office Board Room**

Electronically Recorded

***Guiding Principles:** Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.*

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

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

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on October 8, 2013

E. Approval of Minutes:

- 1. Regular Meeting on September 10, 2013**
- 2. Special Meeting on September 12, 2013**

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

- General Comments
- Notes on Layoff Process Improvement
- Update on SEIU/District Waiver for Advanced Step Placement (one case)

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. Approval of Classified Personnel Eligibility List(s): Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Classroom	5
Instructional Assistant – Physical Education	6
Physical Activities Specialist	4

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

Custodian	18
Instructional Assistant – Developmental Health	7

III. Action/Discussion Items/or Other Information:

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

1. Classification Revisions:
Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to Bilingual Community Liaison classification specification within the Educational Services

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

1. Discussion of Modified Working Criteria for Advanced Step Placement
2. Personnel Commission Annual Report FY 2012-2013

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

1. Advanced Step Placement Status Report
2. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.23 (for SMMUSD School Board Agenda)
 - September 19, 2013Classified Personnel – Merit Report – No. A.11
 - October 3, 2013
4. Classified Personnel – Non-Merit Report – No. A.12
 - October 3, 2013
5. Approved Professional Experts (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
 - Ms. Jody Anderson, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Mr. Robert Anderson, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Andrew Bill, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Lucia Burke, Technical Specialist I, from August 22, 2013 to June 10, 2014, Food and Nutrition Services
 - Ms. Stephanie Demery, Technical Specialist II, from August 22, 2013 to June 10, 2014, Roosevelt Elementary School
 - Ms. Nicole Fisher, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Alisha Ginsberg, Technical Specialist I, from August 22, 2013 to June 10, 2014, Special Education
 - Ms. Marni Gittleman, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Juan Gonzalez, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Stephanie Guthrie, Technical Specialist I, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Mashid Haghighi, Technical Specialist I, from August 21, 2013 to June 10, 2014, Special Education
 - Ms. Debbie Harding, Technical Specialist I, from August 22, 2013 to June 10, 2014, Food and Nutrition Services
 - Mr. Mark Harris, Technical Specialist II, from August 22, 2013 to June 10, 2014, Olympic High School
 - Ms. Grace Hsu, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adams Middle School

- Ms. Cathy Hutchinson, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Mr. Michael Hyziak, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Lauren Jackson, Technical Specialist I, from August 22, 2013 to June 10, 2014, Special Education
 - Mr. Yosuke Miyoshi, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Julianna Ostrovsky, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Kristy Pace, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Shannon Sukovaty, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
6. Personnel Commission's Twelve-Month Calendar of Events
- 2013 - 2014
7. Board of Education Meeting Schedule
- 2013 – 2014

IV. **Personnel Commission Business:**

A. **Future Items:**

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Children's Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant–Special Education Instructional Assistant–Specialized Sports Facility Attendant	November 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	November 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	December 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	January 2014

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

Tuesday, November 12, 2013, at 4:00 p.m. - *District Office Board Room*

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

VI. Closed Session:

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

A. PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE

Employee #: RD2623521

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

VII. Adjournment:

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

TIME ADJOURNED: _____

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting is adjourned in memory of Bernard and Lorraine Cott, parents of Mr. Phil Cott, the retired principal of Webster Elementary School as well as in memory of Mark Benjamin, an active member of the Santa Monica and Malibu communities, and his son, Luke Benjamin, a Malibu High School graduate.

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

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

MINUTES

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

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

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

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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:15 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Ms. Beth Papp, Human Resources Technician, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** September 10, 2013

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

It was moved and seconded to approve the agenda with the following modification: Agenda Item III.B1. precedes Agenda Items III.A.

- E. Motion to Approve Minutes:** August 13, 2013

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

It was moved and seconded to approve the minutes with amendment of Personnel Commissioner Comments regarding LA Times article.

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

- **General Comments**

- **Mr. Tietze informed the Personnel Commission about the smooth opening of school. He visited McKinley Elementary School and Lincoln Middle School. Based on the District's leadership, this opening was one of the smoothest in the recent past.**
- **Mr. Tietze provided the Personnel Commission with updates on current recruitments, classification specification revisions and test development. He also mentioned the comprehensive recruitment process document that the Personnel Commission staff has been developing.**
- **Mr. Tietze reported on revisions of Merit Rules, especially the chapter regarding Advanced Step Placement.**
- **Mr. Tietze notified the Personnel Commission about the 2012-2013 Personnel Commission Annual Report that will be presented at the next regular meeting.**
- **Mr. Tietze also provided a brief report about the approach the Personnel Commission staff has taken while working on the comprehensive Classification and Compensation Study.**
Commissioner Sidley inquired about inclusion of benefits into the analysis. Mr. Tietze replied that the primary focus is on the salary steps following the industry's standards.

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 attended the Memorial Service for Diane Hernandez, Accounting Technician and longtime employee of the District.**
- **Commissioner Inatsugu also attended a retirement party for Peggy Harris, the former Director of Curriculum and Staff Development. It was a pleasure seeing many colleagues and former District employees.**
- **Commissioner Inatsugu participated at the District's Welcome Back Convocation that took place at Santa Monica High School's Barnum Hall on August 20, 2013.**

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, commented on the successful start of the new school year.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's involvement in the involuntary transfer and layoff processes.**
- **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's political involvement in Sacramento.**

- **Ms. Cartee-McNeely stated that the next negotiation date is scheduled for September 17, 2013.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also attended Peggy Harris' retirement party and agreed with Commissioner Inatsugu that it was a great event.**
- **Ms. Washington informed the Personnel Commission about the principals' meeting where the new school year opening and educational goals were discussed.**
- **Ms. Washington discussed the SMMUSD HR News Bulletin that covered Open Enrollment and Affordable Care Act information.**
- **Ms. Washington notified the Personnel Commission about professional development, a training called True Colors.**

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

II. Approval of Classified Personnel Eligibility List(s): Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

A. Approve Classified Personnel Eligibility List(s):

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

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

It was moved and seconded to approve the Eligibility Lists as submitted.

III. Action Items/ Discussion/or Other Information:

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

1. Discussion of Working Criteria for Advanced Step Placement

Mr. Tietze presented newly proposed criteria in great detail including sensible restrictions in terms of education and experience while allowing flexibility to attract highly qualified applicants on difficult recruitments. He recommended that the Personnel Commission provide feedback regarding the use of these criteria during the interim period before revised criteria regarding advanced step placement are officially adopted into the merit rules.

Mr. Tietze amended criterion number three addressing the difficulty of recruitment linked to absence of three ranks or lack of qualified candidates.

Commissioner Sidley inquired about the rational for such revision. Mr. Tietze explained that after a discussion with Senior Cabinet, it was determined that the language was consistent with the existing SEIU Contract language. He used the Physical Therapist recruitment as an example of difficult recruitment with less than three ranks.

The definitions of a candidate and an applicant were clarified. Mr. Tietze has revised the language as follows: “The Director of Classified Personnel determines that recruitment’s difficulty was present as evidence by failure to obtain rank of three through the testing process or lack of qualified applicants as determined by the Director of Classified Personnel.”

Criterion number one refers to experience, and criterion number two speaks to education. Criterion number three regarding recruitment difficulty is supplementary to the first two.

Commissioner Sidley suggested inserting “and/or” between each criterion.

Ms. Washington commented on the District’s full benefits as a major part of the compensation package.

Mr. Tietze stated that even with full disclosure of total compensation including benefits further revisions regarding difficult recruitments are needed.

A. Action Item(s):

1. Advanced Step Placements:

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

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

The agenda item was moved and seconded to approve the recommendation as submitted, with the understanding that a waiver would be sought in the case of Ms. Lampert; whereby her request for advanced step placement was made and accepted before being an official unit member, as required in SEIU Article 16.4.

Mr. Tietze revised Agenda Item III.A.1.d. awarding two steps for difficulty in recruitment instead of one step for experience, totaling the same number of steps. Commissioner Pertel inquired about the proposed step. Mr. Bryon Miller, Personnel Analyst, provided a brief background on this recruitment. Mr. Tietze explained the rationale for the offer including the extreme difficulty in recruitment and securing the employee for the District since it is a very competitive field.

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 Requisition Status Report
3. Classified Personnel – Merit Report - No. A.17 (for SMMUSD School Board Agenda)
 - August 14, 2013
 Classified Personnel – Merit Report – No. A.9
 - August 28, 2013
4. Classified Personnel – Non-Merit Report – No. A.18
 - August 14, 2013
 Classified Personnel – Non-Merit Report – No. A.10
 - August 28, 2013
5. Approved Professional Experts (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
 - Mr. Andrew Bill, Technical Specialist II, from July 1, 2013 to July 4, 2013, Educational Services/Santa Monica High School
6. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel
 - Mr. Oscar Campos, Gardener, in the position of the Equipment Operator/Tree Trimmer, from July 1, 2013 to December 9, 2013
 - Mr. Jeffery Davis, Carpenter, in the position of the HVAC Mechanic, from August 19, 2013 to December 20, 2013
 - Mr. Damon Kratz, Custodian, in the position of the Utility Worker, from August 2, 2013 to August 9, 2013
 - Mr. Odom Lamont, Custodian, in the position of the Utility Worker, from August 26, 2013 to September 27, 2013
 - Mr. Michael McAlpin, Custodian, in the position of the Utility Worker, from August 26, 2013 to September 27, 2013
 - Mr. Thomas O'Rourke, Custodian, in the position of the Plant Manager, from June 12, 2013 to August 21, 2013

- Mr. Stephen Parker, Carpenter, in the position of the Skilled Maintenance Worker, from August 19, 2013 to December 20, 2013
 - Mr. Jeffrey Peoples, Custodian, in the position of the Skilled Maintenance Worker, from August 16, 2013 to December 19, 2013
 - Mr. Steven Williams, Cafeteria Worker I, in the position of the Stock and Delivery Clerk, from August 21, 2013 to January 15, 2014
7. Personnel Commission's Twelve-Month Calendar of Events
- 2013 - 2014
8. Board of Education Meeting Schedule
- 2013 - 2014

IV. **Personnel Commission Business:**

A. Future Items

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

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

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

Next Regular Personnel Commission Meeting:

Tuesday, October 8, 2013, at 4:00 p.m. - *District Office Board Room*

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

VI. **Closed Session:**

- No Closed Session

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

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

TIME ADJOURNED: 5:37 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of Classified Personnel

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

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

MINUTES

SPECIAL MEETING

September 12, 2013 @ 9:00 a.m.

District Office Board Conference Room

Electronically Recorded

Guiding Principles: Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.

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

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

Call to Order: The Special Meeting of the Personnel Commission was called to order at 9:12 a.m.

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

None

Agenda Item II.A.1. Advanced Step Placement preceded the Agenda Item I. Closed Session.

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

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.

II. Action/Discussion Items/or Other Information:

A. Action Item(s): This item is presented for ACTION at this time.

1. Advanced Step Placement (Amended Item # III.A.1.d. from Regular Meeting on 9/10/13):
 - a. Approval of Advanced Step Placement for new employee Jaclyn Sloboda in the classification of Physical Therapist at Range: 61 Step: D (\$7,014 per month)

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

I. Closed Session:

The Commission adjourned to closed session at **9:30 a.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: RD2623521

The Commission reconvened into open session at **12:24 p.m.** and reported on the following action taken in closed session:

NO REPORT

III. Next Regular Personnel Commission Meeting:

Tuesday, October 8, 2013, at 4:00 p.m. - *District Office Board Room*

IV. Adjournment:

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

TIME ADJOURNED: 12:25 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director, Classified Personnel

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

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Classroom	5
Instructional Assistant – Physical Education	6
Physical Activities Specialist	4

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

Custodian	18
Instructional Assistant – Developmental Health	7

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

III. Action Items

**PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 8, 2013**

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

SUBJECT: Classification Specification Revisions – Bilingual Community Liaison

BACKGROUND INFORMATION:

The Director of Child Development services has requested minor revisions of this classification specification to more accurately reflect the duties, responsibilities, job requirements, working conditions and reporting relationships of the classification for future recruitment purposes. The Director of Classified Personnel has further identified the need to more clearly distinguish between supervision, work direction, and work evaluation and to whom those responsibilities are allotted to. In addition, task changes were made at the request of the Union to better-adhere to the California Education Code.

At this time, the changes are not sufficient to alter the salary allocation for the classification. Please find attached the classification specification revisions presented in legislative format.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Bilingual Community Liaison classification specification.

Motion by: _____
Second by: _____
Vote: _____

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: BILINGUAL COMMUNITY LIAISON or COMMUNITY LIAISON SPECIALIST

Classified Employees Salary Schedule – **Range A-25**

BASIC FUNCTION:

Under direction, serves as a liaison among the school, home, and community in order to promote positive home-school relationships; provides information and assistance to limited and non-English speaking students and parents; translates and explains a variety of school policies, regulations, programs and communications; provides assistance to school families by referring them to community resources and agencies as appropriate.

REPRESENTATIVE DUTIES

Promotes parent and student participation in school by assuring dissemination of information. Provides parents and students with reference source and encourages parent involvement in school activities and classes.	BCL-1
Assists parents, administrators, staff and others by translating verbal conversations and written communications, <u>including, but not limited to, student admission and enrollment records.</u>	BCL-2
Establishes and maintains community resource contacts. Maintains information on available community resources for use by District personnel, parent groups and families. In conjunction with school administration makes referrals to community agencies and organizations for clothing, housing, health care, welfare employment and other forms of assistance	BCL-3
Facilitates communication of school concerns regarding students, such as truancy, attitude, academic performance, and health issues to parents and community concerns to school; assists parents in communicating individual concerns in meetings with site administrators, teachers, nurses, counselors, or other District staff.	BCL-4
Assists in planning, organizing, and promoting of various District advisory committee meetings and elections; attends, promotes and participates in parents meetings and participates in school councils and committees; enlists parents and promotes involvement in school workshop and other groups.	BCL-5
Makes home visits to assist parents in identifying and providing for needed service in academic, health or social areas.	BCL-6
Transports students and parents to a variety of locations as required <u>while being accompanied by an administrator or the parent.</u> ; audit and evaluate the daily sales reports from each satellite location.	BCL-7
Coordinates and complies survey data.	BCL-8
Performs a variety of general office duties including answering phones, filing, photocopying, and maintaining records as required.	BCL-9
Coordinate tracking and monitoring record keeping activities including individual health check-ups, parent potential IEP follow up activities	BCL-10
Coordinate team planning and evaluation meeting for Family and Community Partnerships	BCL-11
Maintain partnership agreements	BCL-12
Assist in developing procedures and department standards	BCL-13
Participate on program leadership team.	BCL-14
Evaluate program activities	BCL-15
Performs related duties as assigned.	BCL-16

SUPERVISION MATRIX:

<u>Supervision:</u>	<u>Establishing overall expectations, goals and objectives, and aligning departmental resources</u>
<u>Received from:</u>	<u>Site Principal or Director of Child Development Services (when assigned to preschool student group)</u>
<u>Given to:</u>	<u>None.</u>
<u>Work Direction:</u>	<u>Providing specific instruction on how to complete daily activities.</u>
<u>Received from:</u>	<u>Site Principal or Director of Child Development Services (when assigned to preschool student group)</u>
<u>Given to:</u>	<u>None.</u>
<u>Work Evaluation:</u>	<u>Assessing the performance outcomes based on work direction and supervision expectations.</u>
<u>Received from:</u>	<u>Site Principal or Director of Child Development Services (when assigned to preschool student group)</u>
<u>Given to:</u>	<u>None.</u>

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Community resources and social service agencies.
- Oral and written communication skills in English and a designated second language.
- School programs, requirements, objectives and policies and concerns.
- Culture, needs, and concerns of ESL and other students and their families.
- Practical principals of intercultural relationships and communication techniques.
- Modern office practices, procedures, and equipment.
- Techniques used in Public Relations.
- Telephone techniques and etiquette.

ABILITY TO:

- Communicate effectively both orally and in writing in English and a designated second language and translate English into designated second language and visa-vice versa.
- Learn about community services and resources and explain them to parents.
- Promote participation in school and community programs and activities.
- Understand and follow oral and written directions.
- Understand and maintain confidentially.
- Work independently with minimal direction.
- Explain health regulations and school programs, rules and policies.
- ~~Work cooperatively and effectively with others.~~ Establish and maintain cooperative working relationships with all those contacted in the course of work.
- Attend night and weekend meetings.
- Be flexible.

MINIMUM QUALIFICATIONS

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency. ~~Educational attainment equivalent to a high school diploma or its recognized equivalent.~~

EXPERIENCE:

One (1) year paid or volunteer experience working with a school or other community service organization, preferably in a leadership role.

LICENSES AND OTHER REQUIREMENTS:

- Ability to demonstrate bilingual and biliterate skills in a designated second language.
- Must maintain a valid California Class C Driver's License and availability of private transportation or ability to provide transportation between job sites. Must maintain automotive insurability as prescribed by Board Policy 3541.
- ~~Must~~ have the use of a personal ~~vehicle and a~~ telephone.
- Must be available to attend night and weekend meetings

PREFERRED QUALIFICATIONS

EXPERIENCE:

One year paid or volunteer experience working with K-12 students is desirable.

SPECIAL INFORMATION:

None.

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; however, certain duties require working outside with the use of a motor vehicle which may expose the incumbent to adverse weather and driving conditions. The employee interfaces with students, parents, co-workers, faculty, school staff, administrators, and department supervisors in providing guidance regarding a variety of school policies, regulations, programs and communications and referring them to community resources and agencies.

PHYSICAL ABILITIES:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds.

DUTIES APPROVED BOARD OF EDUCATION:

No date.

CLASSIFICATION APPROVED PERSONNEL COMMISSION:

Revised October 2000
Revised December 13, 2011
Revised October 8, 2013

III. Discussion Items

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
Regular Meeting: Tuesday, October 8, 2013

AGENDA ITEM NO: III.B.1.

SUBJECT: Discussion of Modified Working Criteria for Advanced Step Placement

BACKGROUND INFORMATION:

At the previous regular PC meeting on September 10, 2013, the Commissioners expressed their agreement with the proposed working criteria for the Director to base advanced step recommendations on. The criteria below reflect the changes previously suggested by the Commissioners along with one recommended modification.

The Director of Classified Personnel shall base the recommendation on the following criteria:

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

The adjustment made to Criteria 2 addresses the potentially unjustified overvaluation of education. Classifications are dissected, analyzed, and compared to determine the minimum qualifications. It is a careful process to validate that a certain level of education is necessary to obtain knowledge, skills, and abilities for the job. Therefore, obtaining additional education may often be simply unnecessary and not relevant for successful performance of the position. If a job requires only a high school diploma equivalent and a candidate has a Master's degree, it is questionable whether it is in the District and public taxpayers best interest to compensate the additional education that may simply be in excess of what is sufficient. Where education is relevant to the position, the Commission must find a balanced way to recognize and reward without setting questionable precedents for unjustified overcompensation, which may take precious financial resources from other areas.

DIRECTOR'S RECOMMENDATION

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



Personnel Commission Annual Report 2012 - 2013

PERSONNEL COMMISSIONERS

Mr. Michael Sidley, Chair
Ms. Barbara Inatsugu, Vice Chair
Mr. Joseph Pertel, Member

DIRECTOR

2012: Wilbert Young, Ph.D.
2013: Brandon Tietze

Personnel Commission meetings are held once a month, generally on the second Tuesday of the month. Agendas for Commission meetings are posted outside the District's building, sent to each work location and placed on the District's website. The agenda includes the exact time, date and place of the meeting. Minutes of the meetings are placed on the District's website. Employees and members of the public are cordially invited to attend Commission meetings.

The 2012-2013 Annual Report of the Personnel Commission is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2. The report encompasses the period from July 1, 2012 through June 30, 2013.

Personnel Commission Overview

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

CORE RESPONSIBILITIES

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

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

PRIMARY DUTIES

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

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

The Merit System

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

MERIT PRINCIPLES

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

Department/Staff Structure

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

Personnel Commissioners

Our Commissioners, **Barbara Inatsugu** (Current Chair), **Joseph Pertel** (Current Vice-Chair), and **Michael Sidley** (Current Member), review, discuss, and approve actions pertaining to classified employee recruitment, appointment, and due process rights using the guidance of Merit System Law, staff, District, and bargaining unit feedback.

Director of Classified Personnel

Our Director, **Dr. Wilbert Young / Brandon Tietze**, carries out all the Merit System Rules and Regulations functions of the Personnel Commission, plans, organizes and directs the personnel management program for the classified employee workforce in conformance with the Education Code, and supervises, and evaluates the performance of assigned staff. The Director leads the Merit Rules Advisory Committee and is a member of our Superintendent's District Leadership Team.

Administrative Assistant

Our Administrative Assistant, **Jana Hatch**, prepares Personnel Commission agendas, supporting documentation and minutes, maintains department files and records, and responds to various requests for information. She prepares the Board of Education merit and non-merit reports. She is also responsible for tracking all performance evaluation records for both permanent and probationary classified employees, department payroll, advanced step placement, disciplinary hearings, layoff actions, requisitions, and handling rater requests received from external agencies. Ms. Hatch participates in meetings with our District's Sustainability Coordination team.

Personnel Analyst

Our Personnel Analyst, **Stephanie Perry / Bryon Miller**, conducts employment recruitment, testing and selection for confidential, supervisory and management positions, researches and designs structured examination methods to meet the District's need for qualified employees, conducts position classification and compensation studies, analyzes personnel policies, rules and legal issues, administers the web-based recruitment and applicant tracking system, and serves as a team leader for career development workshops, procedural forms development, and annual report preparation. Ms. Perry served as a member of our District's Intercultural Equity and Excellence Advisory Committee.

Human Resources Technicians

Our Human Resources Technicians (**Cindy Johnston, Beth Papp and Julie Younan**) conduct employment recruitment, testing and selection for bargaining unit classifications, coordinate substitute assignments, handle summer (and inter-session) employment assignments, process non-merit employees, perform employment verifications, process unemployment claims, develop seniority lists, support the development and facilitation of career development workshops, assist in performing job analyses, salary surveys and exam development, and provide information to the Director regarding accommodation and layoff matters, and participate in meetings and committees related to School District operations.

Professional Membership of Staff

Staff maintains memberships with the following professional organizations to build networks of professional colleagues, exchange ideas, and stay abreast of current developments, trends and best practice. (With the exception of CSPCA and CODESP, staff pays the cost of individual memberships in these organizations in light of current budget considerations.)

- California School Personnel Commissioners Association (CSPCA)
- Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- International Public Management Association for Human Resources (IPMA-HR)
- National Career Development Association (NCDA)
- Personnel Testing Council-Southern California (PTC-SC)
- Southern California Public Management Association-Human Resources (SCPMA-HR)

SWOT Analysis

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

STRENGTHS

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

WEAKNESSES

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

OPPORTUNITIES

- More sophisticated selection tools backed by research and empirical evidence, such as situational judgment tests (SJT), personality measures, and cognitive ability assessments
- Performance appraisal system for precise measurement and reliability
- Training opportunities and workshops for current employees' professional growth
- Further strengthen relationships with local agencies (e.g., City, Santa Monica College)

OPPORTUNITIES (Continued)

- Management training and workshops for employee development and legal compliance
- More descriptive and data-driven compensation studies conducted in-house as opposed to hiring outside contractors
- A multi-level competency model system that identifies critical work behaviors and skillsets to be incorporated in areas such as employee selection, performance appraisal, and training
- Comprehensible job descriptions that identify working relationships, behavioral expectations, and provide clear and incremental differences among classifications in the same job family

THREATS

- Cost-of-living increases and economic hardship
- Increased liability concerns / litigation regarding employment discrimination and management practices
- Jobs are becoming more flexible and multi-purposed requiring job designs to be based on broad competencies instead of task-based functions
- Employees' opposition to change in times when change is inevitable
- Demand and need for new technology

Statistical Data

Recruitment and Examination Activities

<u>Activity</u>	<u>2011-2012</u>	<u>2012-2013</u>
Personnel Requisition (Position Control) Forms Processed	1246	1227
Requisitions Received for Permanent Vacancies	249	130
Transfer Bulletins	40	52
Job Interest Cards Submitted	490	1077
Recruitment	53	64
Applications Received and Evaluated	3,513 (98% online)	2,539 (99% online)
Examination Stages Established (not including number of administrations)	81	53
Written	46	26
Structured Interview	30	20
Performance	4	3
In Basket Assessment	0	3
Training & Experience Evaluation	1	1
Eligibility Lists Promulgated	51	42
Number of Eligible Candidates	462	479

Employment Activities

<u>Activity</u>	<u>2011-2012</u>	<u>2011-2012</u>
Job Offers-New/Promotional	176	76
Advanced Step Requests	27	28
Daily Substitute Assignments	258	3,412
Summer (and Inter-session) Assignment Requests	661	685

Classification Activities

<u>Activity</u>	<u>2011-2012</u>	<u>2011-2012</u>
Classifications Revised	10	8
Classification Studies	2	2
Reclassification Studies	1	0

Talent Management

<u>Activity</u>	<u>2011-2012</u>	<u>2011-2012</u>
Employee Performance Evaluations-Permanent Employees	340	292
Employee Performance Evaluations-Probationary Employees	69	20

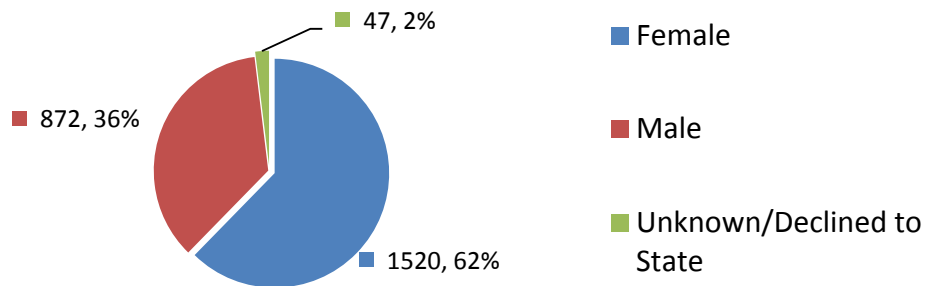
Ancillary Activities

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

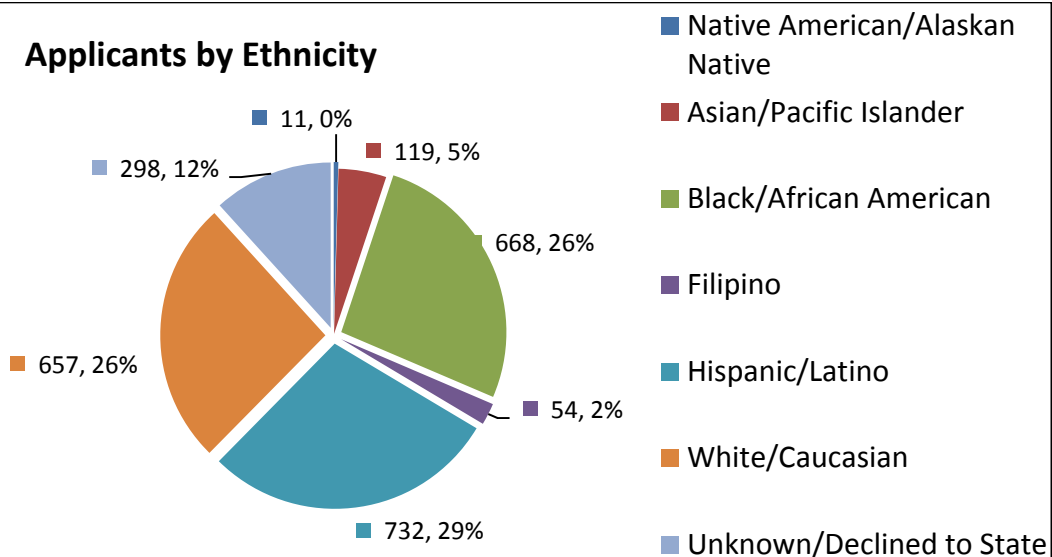
Applicant EEO Summary Data

<u>Category</u>		<u>2011-2012</u>	<u>2011-2012</u>
Applicant Total		3,736	2539
Gender	Female	2,010	1520
	Male	1,557	872
	Unknown/Declined to state	169	47
Ethnicity	American Indian <u>or</u> Alaska Native	9	11
	Asian <u>or</u> Pacific Islander	175	119
	Black <u>or</u> African American	1019	668
	Filipino	58	54
	Hispanic <u>or</u> Latino	994	732
	White	878	657
	Unknown/Declined to state	170	298

Applicants by Gender

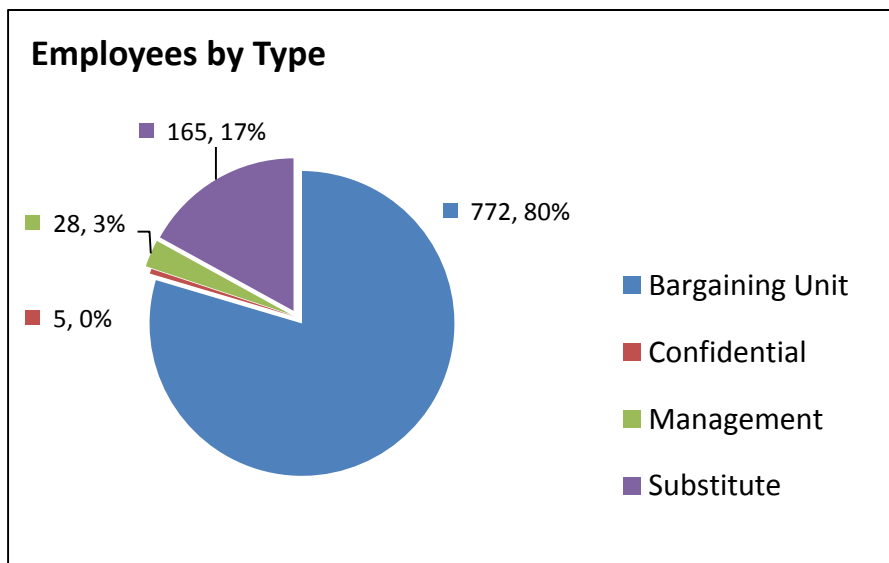


Applicants by Ethnicity



Classified Employee Data

<u>Type</u>	<u>7/1/2012</u>	<u>7/1/2013</u>
Classified Bargaining Unit Employees	749	772
Classified Confidential Employees	5	5
Classified Management Employees	27	28
Classified Substitute Employees	180	165
Total:	961	970



On behalf of the Personnel Commissioners and the Santa Monica-Malibu Unified School District, we sincerely appreciate the following agencies for assisting our District in serving as raters on our structured interview and performance examination panels:

- **City of Santa Monica**
- **Culver City Unified School District**
- **Los Angeles County Office of Education**
- **Santa Monica College**
- **San Gabriel Unified School District**

ANNUAL REPORT

2012-2013

Santa Monica-Malibu Unified School District

Personnel Commission

Office of Classified Personnel

1651 Sixteenth Street

Santa Monica, CA 90404

Phone: (310) 450-8338, ext. 70279

Website: www.smmusd.org/hrs/classified

**A special thanks goes out to all staff who contributed to the preparation
and publication of 2012-2013 Annual Report.**

III. Information Items

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

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

Advanced Step Placement Fiscal Impact Report

PC Meeting Approval Date	Position	Months	Hours	Salary Range	Adv Step	Step A Monthly Rate	Step A Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Annual Fiscal Impact
2013-2014												
6/4/2013	Custodian	12	8	22	F	\$2,341	\$13.51	\$2,987	\$17.23	28,092	35,844	\$7,752
8/13/2013	Athletic Trainer	10	7	35	B	\$3,213	\$18.54	\$3,374	\$19.47	28,114	29,530	\$1,416
8/13/2013	IA-Specialized	10	6	26	F	\$2,581	\$14.89	\$3,294	\$19.00	19,358	24,700	\$5,343
9/13/2013	Physical Therapist	11	8	61	D	\$6,059	\$34.96	\$7,014	\$40.47	66,649	77,164	\$10,515
9/13/2013	Administrative Assistant	12	8	29	D	\$2,776	\$16.02	\$3,213	\$18.54	33,312	38,564	\$5,252
9/13/2013	Bus Driver	9.5	7	28	F	\$2,710	\$15.63	\$3,458	\$19.95	22,527	28,745	\$6,218
9/13/2013	Accountant	12	8	41	F	\$3,720	\$21.46	\$4,747	\$27.39	44,640	56,972	\$12,332
											TOTAL	\$51,110

Personnel Requisition Detailed Report – 10/8/13 PC Meeting

OPEN REQUISITION ACTIVITY COMPARISON BY MONTH – (At time of Agenda distribution)															
PC Meeting Date	8/14/12	9/11/12	10/9/12	11/13/12	12/11/12	1/8/13	2/12/13	3/12/13	4/9/13	5/14/13	6/4/13	7/2/13	8/13/13	9/10/13	10/8/13
Top 3 Ranks Available: <i>Able to select from eligibility list</i>	10	5	4	8	6	3	6	5	10	6	10	8	8	14	6
Top 3 Ranks Not Available: <i>Recruitment necessary</i>	6	7	7	8	12	10	9	8	8	5	6	9	7	14	18
TOTAL	16	12	11	16	18	13	15	13	18	11	16	17	15	28	24

OPEN REQUISITIONS – (At time of Agenda distribution)																	
Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
12-103	Certified Occupational Therapist Assistant	Special Education	Kari Isackson	NO	9/8/11	9/14/11	Continuous			34	33	IN PROGRESS					Advertising expenses approved by Special Education for new strategy
13-121	Instructional Assistant-Classroom	McKinley	Deborah Moore	NO	6/5/13	6/13/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
14-016	Campus Security Officer	JAMS	Chancy Jones	NO	8/13/13	8/19/13	9/18/13	10/4/13	-	-	-	-	-	-	-	-	IN PROGRESS
14-019	Sports Facility Attendant	Business Services	NEW	YES	8/16/13	8/28/13	3/15/13	4/08/13	24	95	63	24	-	8	4/29/14	-	Pending interview with hiring manager
14-021	Health Office Specialist	Student Services	Rosa Santos	NO	8/23/13	9/1/13	8/28/13	9/4/13	20	41	32	-	4	-	-	-	IN PROGRESS
14-023	Senior Office Specialist	Special Education	Lisa Persinger	YES	8/26/13	9/1/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-025	Instructional Assistant – Classroom	John Muir	Susan Kim	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress

OPEN REQUISTIONS – (At time of Agenda distribution)

Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
14-026	Instructional Assistant – Classroom	Pt. Dume	Megan Curran	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress
14-027	Instructional Assistant – Special Education	Franklin	Kirin Malik	YES	8/23/13	9/2/13	8/30/13	9/16/13	10	54	19	28	-	-	-	-	Pending interview with hiring manager
14-028	Instructional Assistant – Special Education	McKinley	Carole Cooper	YES	8/26/13	9/2/13	8/30/13	9/16/13	10	54	19	28	-	-	-	-	Pending interview with hiring manager
14-029	Instructional Assistant – Classroom	Will Rogers	Chandi Gaur	NO	8/27/13	9/2/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Pending interview with hiring manager Additional recruitment in progress
14-035	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	8/31/13	9/16/13	10	44	11	21	-	-	-	-	IN PROGRESS
14-036	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	8/31/13	9/16/13	10	44	11	21	-	-	-	-	IN PROGRESS
14-042	Occupational Therapist	Special Education	Jennifer Morgan	NO	9/09/13	9/18/13	8/28/13	10/09/13	42	-	-	-	-	-	-	-	IN PROGRESS
14-040	IA – Developmental Health	Special Education	Gladys Souza	NO	9/12/13	9/18/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
14-043	IA - Special Education	Pt. Dume	Nicholas Griego	NO	9/12/13	9/19/13	8/30/13	9/16/13	17	54	19	28	-	-	-	-	IN PROGRESS
14-039	IA - Specialized	Special Education	Susan Reardon	NO	09/12/13	9/18/13	8/30/13	9/16/13	17	44	11	21	-	-	-	-	IN PROGRESS
14-041	IA - Special Education	McKinley	Lilian Escobar	NO	09/12/13	9/18/13	8/30/13	9/16/13	17	54	19	28	-	-	-	-	IN PROGRESS
14-037	IA - Specialized	Special Education	Melvin Vasquez	NO	9/9/13	9/18/13	8/30/13	9/16/13	17	44	11	21	-	-	-	-	IN PROGRESS
14-038	IA - Specialized	Special Education	NEW	NO	9/9/13	9/18/13	8/30/13	9/16/13	17	44	11	21	-	-	-	-	IN PROGRESS

OPEN REQUISTIONS – (At time of Agenda distribution)

14-045	IA – Classroom	Will Rogers	NEW	NO	9/17/13	9/24/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-046	Administrative Assistant	Special Education	NEW	NO	9/23/13	9/30/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
14-047	IA – Music	SAMOH	Julia Barnett	YES	9/30/13	10/07/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager
14-048	IA - Special Education	SAMOH	Sabrina Smith	NO	9/30/13	10/07/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
14-049	IA - Specialized	Special Education	Eliza Krause	NO	9/30/13	10/07/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
13-088	Instructional Assistant-Music	Lincoln	Colleen Ruddy	YES	3/14/13	3/20/13	6/28/13	7/19/13	22	54	19	6	14	6	8/14/14	N/A	Filled from Eligibility List
13-097	Physical Activities Specialist	Franklin	Aaron Kahle	YES	4/8/13	4/14/13	7/12/13	8/2/13	21	106	-	-	-	-	-	-	Filled from Eligibility List
13-105	Physical Therapist	Special Education	Lauren Cowan	NO	4/26/13	5/5/13	5/3/13	7/21/13	80	3	2	-	1	1	-	N/A	Filled from Eligibility List
13-114	Campus Security Officer	SAMOH	Victoria Lopez	YES	6/4/13	6/10/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-006	Administrative Assistant	SAMOH	Tomita Glover	YES	7/17/13	7/28/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-007	Administrative Assistant	Student Services	Annette Bolan	YES	7/25/13	8/4/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-008	Instructional Assistant – Special Education	Malibu	NEW	YES	5/20/13	5/27/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-010	Instructional Assistant – Specialized	Special Education	Jason Williams	YES	8/8/13	4/21/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-011	Elementary Library Coordinator	McKinley	Christina Olague	YES	8/13/13	8/19/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List
14-018	IA-Specialized	Special Education	Julianne Mack	YES	8/21/13	8/28/13	-	-	-	-	-	-	-	-	-	-	Filled from Eligibility List

FILLED REQUISTIONS – (Within previous 2 months)

Req ID	Position	Dept/Site	New or Replacing Who?	Was there 3 Ranks at Time of Request?	Date Rec'd by PC	Transfer Bulletin Close Date	New Posting Open Date	New Posting Close Date	# of Days Posted	# of Applicants	# Disqualified	# Failed Written Test	# Interviewed	# on Eligibility List	Elig List Expire Date	# of Days to establish list from date rec'd	NOTES
14-024	Accountant	Child Dev	Huy Phan	YES	8/27/13	9/2/13	7/8/13	7/24/13	16	96	48	37	11	5	9/02/14	-	Filled from Eligibility List
13-119	Cafeteria Worker I	Grant	Amanda Stwell	YES	6/5/13	6/13/13	7/17/13	7/31/13	16	57	19	-	18	7	2/14/14	-	Filled from Eligibility List
14-009	Physical Activities Specialist	John Muir	Reggie St. Claire	NO	3/14/13	3/20/13	7/12/13	8/2/13	21	106	59	13	11	4	9/16/14	-	Filled from Eligibility List
14-020	Sports Facility Attendant	Business Services	NEW	YES	8/16/13	8/28/13	3/15/13	4/08/13	24	95	63	24	-	8	4/29/14	-	Filled from Eligibility List
14-022	Instructional Assistant – Specialized	Special Education	Michelle Manabe	YES	8/23/13	9/1/13	5/23/13	6/03/13	11	79	20	32	27	14	N/A	-	Filled from Eligibility List
14-030	Instructional Assistant – Specialized	Special Education	Teresa Ivey	YES	8/26/13	9/2/13	5/23/13	6/03/13	11	79	20	32	27	14	N/A	-	Filled from Eligibility List
14-031	Instructional Assistant – Specialized	Special Education	Amanda Barrera	YES	8/28/13	9/3/13	5/23/13	6/03/13	11	79	20	32	27	14	N/A	-	Filled from Eligibility List
14-034	Instructional Assistant – Specialized	Special Education	NEW	YES	8/28/13	9/5/13	5/23/13	6/03/13	11	79	20	32	27	14	N/A	-	Filled from Eligibility List
14-017	Instructional Assistant – Classroom	Grant	Lillian Marshall	NO	8/14/13	8/20/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Filled from Eligibility List
14-014	Instructional Assistant – Classroom	Grant	Joann Green	NO	8/13/13	8/19/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Filled from Eligibility List
14-013	Instructional Assistant – Classroom	Grant	Christina Braley	NO	8/13/13	8/19/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Filled from Eligibility List
14-014	Instructional Assistant – Classroom	Grant	Joann Green	NO	8/13/13	8/19/13	7/26/13	8/8/13	13	64	10	14	18	6	3/1/14	16	Filled from Eligibility List
14-001	Instructional Assistant – Classroom	Grant	Eddie Schlierman	NO	7/9/13	7/18/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS to provide more candidates

FILLED REQUISTIONS – (Within previous 2 months)

14-002	Instructional Assistant – Classroom	Webster	Alia Tate	NO	7/9/13	7/18/13	-	-	-	-	-	-	-	-	-	-	IN PROGRESS to provide more candidates
14-003	Instructional Assistant – Physical Education	Edison	NEW	NO	7/12/13	7/18/13	7/17/13	8/6/13	-	-	-	-	-	-	-	-	IN PROGRESS
14-033	Gardener	M&O	NEW	YES	8/29/13	9/5/13	8/27/13	9/30/13	-	43	-	-	-	-	-	-	Pending interview with hiring manager
14-012	Instructional Assistant – Bilingual	JAMS	Lucia Tejeda	YES	8/9/13	8/19/13	-	-	-	-	-	-	-	-	-	-	Pending interview with hiring manager

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

ACTION/CONSENT
 09/19/13

RECOMMENDATION NO. A.23

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

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Canales, Marissa McKinley ES	Administrative Assistant 8 Hrs/10+10 Mo/Range:29 Step:A	8/8/13
Colter, Melva Webster ES	Administrative Assistant 8 Hrs/10+10 Mo/Range:29 Step:A	8/8/13
Davis, Jessica McKinley ES	Inst Asst – Classroom 2.5 Hrs/SY/Range:18 Step:A	8/21/13
Delgadillo, Cristina Roosevelt ES	Inst Asst – Classroom 3 Hrs/SY/Range:18 Step:A	8/21/13
Fulache-Palma, Madeilaine Santa Monica HS	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:F	8/21/13
Jorgenson, Stephanie Roosevelt ES	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:A	8/21/13
Kim, Laura Lincoln MS	Inst Asst – Music 3 Hrs/SY/Range:20 Step:A	8/26/13
Long, Lakesha McKinley ES	Inst Asst – Classroom 3 Hrs/SY/Range:18 Step:A	8/21/13
Smith, Dylon Cabrillo ES	Inst Asst – Physical Ed 4 Hrs/SY/Range:20 Step:A	8/21/13
 <u>PROMOTION</u>		 <u>EFFECTIVE DATE</u>
Alvarez, Jennifer Franklin ES	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:A Fr: Inst Asst – Classroom: 3 Hrs/SY	8/21/13
Lo Greco, Vincent Malibu HS	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:D Fr: Inst Asst – Special Ed: 6 Hrs/SY	8/21/13
Sturgis, Lynn Grant ES	Administrative Assistant 8 Hrs/10+10 Mo/Range:29 Step:B Fr: Children's Center Asst.: 7 Hrs/SY	8/8/13
Warmington, Brigitte Webster ES	Inst Asst – Specialized 6 Hrs/SY/Range:26 Step:D Fr: Inst Asst – Special Ed: 6 Hrs/SY	8/21/13

SUMMER ASSIGNMENTS**EFFECTIVE DATE**

Alvarez, Jennifer Special Education	Inst Asst – Specialized	8/20/13
Castro, Esperanza Food and Nutrition Svcs	Site Food Services Coordinator	8/19/13
Cisneros, Yolanda FNS-Santa Monica HS	Cafeteria Worker II	8/7/13
Cisneros, Yolanda Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Coburn, Sharon Food and Nutrition Svcs	Cafeteria Cook Baker	8/19/13
Cojan, Carmen Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Coria-Alvarez, Consuelo FNS-Santa Monica HS	Cafeteria Worker II	8/7/13
Coria-Alvarez, Consuelo Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Davis, Jonathan Special Education	Inst Asst – Specialized	8/20/13
Escobar, Victoria Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Fowler, Damone Food and Nutrition Svcs	Cafeteria Cook Baker	8/19/13
Fulache-Palma, Madeilaine Special Education	Inst Asst – Specialized	8/20/13
Garcia, Irene Child Develop Svcs	Children's Center Asst	7/1/13-8/16/13
Garcia, Mayra Child Develop Svcs	Children's Center Asst	7/1/13-8/16/13
Gomez, Jose Food and Nutrition Svcs	Production Kitchen Coordinator	8/19/13
Gordon-Johnson, Robin Grant ES	Senior Office Specialist	7/30/13-8/14/13
Jorgenson, Stephanie Special Education	Inst Asst – Specialized	8/20/13
Lai, Gloria Food and Nutrition Svcs	Production Kitchen Coordinator	8/19/13
Lo Greco, Vincent Special Education	Inst Asst – Specialized	8/7/13-8/21/13
Lopez, Sandy Grant ES	Senior Office Specialist	7/30/13-8/14/13

McGrath, Kathy Special Education	Senior Office Specialist	8/5/13-8/16/13
Mederos, Eden Special Education	Inst Asst – Specialized	8/20/13
Miranda, Karla FNS-Santa Monica HS	Cafeteria Worker II	8/7/13
Miranda, Karla Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Moore, Sandra Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Morgan, Jennifer Special Education	Occupational Therapist	8/7/13-8/20/13
Newman, Pasley Special Education	Inst Asst – Special Ed	8/2/13-8/16/13
Nolen, Henry Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Oyenoki, Liz McKinley ES	Senior Office Specialist	8/8/13-8/22/13
Quiroz, Timothy Food and Nutrition Svcs	Site Food Services Coordinator	8/19/13
Ridley, Tisha FNS-Santa Monica HS	Cafeteria Worker II	8/7/13
Ridley, Tisha Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Riedmiller, Jill Special Education	Occupational Therapist	7/25/13
Romo, Jennifer Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Spitzer, Sarah Special Education	Inst Asst – Specialized	8/20/13
Steward, April Special Education	Inst Asst – Specialized	8/20/13
Sturgis, Lynn Grant ES	Administrative Assistant	7/30/13-8/7/13
Tirado, Leticia Food and Nutrition Svcs	Cafeteria Worker II	8/19/13
Yeh, Wendy Special Ed-Lincoln MS	Inst Asst – Special Ed	8/16/13

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

Alaniz, Federico Food and Nutrition Svcs	Stock and Delivery Clerk [additional hours; extra deliveries]	8/21/13-10/31/13
Ausman, Devon Facility Permits	Technical Theater Technician [additional hours; Facility Permits events]	7/1/13-6/30/14
Ausman, Devon Facility Permits	Technical Theater Technician [overtime; Facility Permits events]	7/1/13-6/30/14
Bolan, Anette Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Bracamonte, Jorge Santa Monica HS	Custodian [overtime; school events]	7/1/13-6/30/14
Burkett, Deena Facility Permits	Administrative Assistant [additional hours; Facility Permits project]	8/1/13-8/31/13
Calderon, Bianca Facility Permits	Swim Instructor/Lifeguard [additional hours; Facility Permits events]	7/1/13-7/31/13
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Cornejo, Natalie Santa Monica HS	Campus Security Officer [additional hours; registration]	8/12/13-8/14/13
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Davis, Stevie Facility Permits	Custodian [additional hours; Facility Permits events]	7/1/13-6/30/14
Fairchild, Kathy Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Garrett, Christine Lincoln MS	Senior Office Specialist [additional hours, clerical project]	8/12/13-8/14/13
Gomez, Jack Facility Permits	Custodian [additional hours; Facility Permits events]	7/1/13-6/30/14
Gonzalez, Terri Lincoln MS	Senior Office Specialist [additional hours, clerical project]	8/12/13-8/14/13
Hughes, Walter Facility Permits	Technical Theater Technician [overtime; Facility Permits events]	7/1/13-6/30/14
Jaramillo, Guido Santa Monica HS	Campus Security Officer [additional hours; registration]	8/12/13-8/14/13
Jaramillo, Guido Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Kellett, Greville Facility Permits	Technical Theater Technician [additional hours; Facility Permits events]	7/1/13-6/30/14

Kellett, Greville Facility Permits	Technical Theater Technician [overtime; Facility Permits events]	7/1/13-6/30/14
Lockett, Tyrone Facility Permits	Custodian [additional hours; Facility Permits events]	7/1/13-6/30/14
Lockett, Tyrone Operations	Gardener [limited term; gardening projects]	8/12/13-9/13/13
Mangum, Don Santa Monica HS	Campus Security Officer [additional hours; registration]	8/12/13-8/14/13
Mangum, Don Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Martin, Charles Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Morris, Sean Facility Permits	Custodian [additional hours; Facility Permits events]	7/1/13-6/30/14
Nunez, Sherry Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Nyden, Diane Lincoln MS	Senior Office Specialist [additional hours, clerical project]	8/12/13-8/14/13
Omari, Saleem Santa Monica HS	Custodian [overtime; school project]	8/17/13
Paddock, Lori Lincoln MS	Senior Office Specialist [additional hours, clerical project]	8/12/13-8/14/13
Preciado, Daniel Facility Permits	Campus Security Officer [additional hours; Facility Permits events]	7/1/13-8/21/13
Romero, Clara Grant ES	Administrative Assistant [additional hours; training]	8/8/13-8/30/13
Ruiz de Cortez, Maria FNS-Edison ES	Cafeteria Worker I [additional hours; cafeteria reorganization]	8/21/13-10/31/13
Schenker, Allison Facility Permits	Technical Theater Technician [additional hours; Facility Permits events]	7/1/13-6/30/14
Schenker, Allison Facility Permits	Technical Theater Technician [overtime; Facility Permits events]	7/1/13-6/30/14
Segura, Bethel Facility Permits	Custodian [additional hours; Facility Permits events]	7/1/13-6/30/14
Smith, Dunell Santa Monica HS	Campus Security Officer [additional hours; registration]	8/12/13-8/14/13
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Stout, Lewis Facility Permits	Technical Theater Technician [overtime; Facility Permits events]	7/1/13-6/30/14

Suaste, Eduardo Santa Monica HS	Custodian [overtime; school project]	8/17/13
Tangum, Cathy Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Vasquez, Grace Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Vila, Florinda Lincoln MS	Bilingual Community Liaison [additional hours, translation]	8/12/13-8/14/13
Walker, Louis Santa Monica HS	Custodian [overtime; school project]	8/17/13
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk [additional hours; extra deliveries]	8/21/13-10/31/13
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime; school events]	7/1/13-6/30/14
Zaldivar, Guadalupe FNS-Edison ES	Cafeteria Worker I [additional hours; cafeteria reorganization]	8/21/13-10/31/13

SUBSTITUTES

Bonilla, Leroy
FNS-Malibu HS

Cafeteria Worker I

EFFECTIVE DATE

8/21/13-6/30/14

Cole, Victor
District

Inst Asst – Physical Ed

8/23/13-6/30/14

Shamsian, Dalia
Special Education

Inst Asst – Special Ed

7/5/13-7/12/13

VOLUNTARY TRANSFER

James, Carolin
Rogers ES

Administrative Assistant
8 Hrs/10+10 Mo
Fr: 8 Hrs/12 Mo/Facility Permits

EFFECTIVE DATE

8/8/13

Sanchez, Yolanda
Muir ES

Administrative Assistant
8 Hrs/10+10 Mo
Fr: 8 Hrs/10+10 Mo/Grant ES

8/8/13

VOLUNTARY TRANSFER IN LIEU OF LAYOFF

Newman, Pasley
Child Develop Svcs-Lincoln MS

Inst Asst – Special Ed
6.5 Hrs/SY
Fr: Inst Asst – Special Ed: 6.5 Hrs/SY

EFFECTIVE DATE

8/21/13

VOLUNTARY DEMOTION IN LIEU OF LAYOFF

Lockett, Tyrone
Operations

Custodian
4 Hrs/12 Mo
Fr: Gardener: 3 Hrs/12 Mo

EFFECTIVE DATE

8/12/13

Thomas, Craig
Webster ES

Inst Asst – Special Ed
6 Hrs/SY
Fr: Inst Asst – Special Ed: 6.5 Hrs/SY

8/21/13

INVOLUNTARY TRANSFER**EFFECTIVE DATE**

Brewer, Ariana Rogers ES	Inst Asst – Special Ed 5 Hrs/SY Fr: 5 Hrs/SY/Franklin ES	8/21/13
Brown, Elizabeth Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Santa Monica HS	8/21/13
Chevalier, Crispin Malibu HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Cabrillo ES	8/22/13
Cruz, Carmen McKinley ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs-Wash. W.	8/21/13
Delgado, Eduardo Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Malibu HS	8/21/13
Drayton, Brandon McKinley ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Adams MS	8/21/13
Elliott, Eugene McKinley ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Roosevelt ES	8/21/13
Flores, Martha Adams MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Santa Monica HS	8/22/13
Gheewala, Nasreen Rogers ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Grant ES	8/21/13
Gomez, Aida McKinley ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs-Pine St.	8/21/13
Gonzalez, April Pt. Dume ES	Inst Asst – Special Ed 5 Hrs/SY Fr: 5 Hrs/SY/Santa Monica HS	8/29/13
Gonzalez, Cecilia Grant ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers ES	8/21/13
Hofland, Keri Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Franklin ES	8/22/13
Hoorazideh, Shayesteh Child Develop Svcs-Pine St.	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Muir ES	8/21/13
Hunter-Sallustio, Dominique Child Develop Svcs-Pine St.	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs-Wash. W.	8/21/13

Jimenez, Osvaldo Lincoln MS	Inst Asst – Special Ed 7 Hrs/SY Fr: 7 Hrs/SY/McKinley ES	8/22/13
Johnson, Lore McKinley ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Franklin ES	8/21/13
Martinez, Daniel Franklin ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/McKinley ES	8/21/13
Mekari, Neven Roosevelt ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Franklin ES	8/21/13
Mena, Mariam Muir ES	Inst Asst – Special Ed 4.5 Hrs/SY Fr: 4.5 Hrs/SY/Franklin ES	8/22/13
Mesrobian, Koko Roosevelt ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Franklin ES	8/21/13
Muhammed, Baheera McKinley ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers ES	8/21/13
Neylan, Suzanne Santa Monica HS	Inst Asst – Special Ed 5 Hrs/SY Fr: 5 Hrs/SY/Cabrillo ES	8/22/13
Parra, Yvette McKinley ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Roosevelt ES	8/21/13
Pineda-De Lara, Blanca Child Develop Svcs-Wash. W.	Children's Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Child Develop Svcs-Pine St.	8/21/13
Ramirez, Armida Child Develop Svcs-Wash. W.	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Rogers ES	8/21/13
Razon-McMillan, Monica Rogers ES	Children's Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Grant ES	8/21/13
Reid, Shuntoria Grant ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Lincoln MS	8/21/13
Sandoval, Vanessa McKinley ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Adams MS	8/21/13
Schlierman, Cherie Muir ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Rogers ES	8/22/13

Schlierman, Jason Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Santa Monica HS	8/21/13
Torres, Victor Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Grant ES	8/21/13
Trepagnier, Bryant Franklin ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Lincoln MS	8/21/13
Trujillo, Sandy Adams MS	Children's Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/McKinley ES	8/21/13
Yeh, Wendy Lincoln MS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/McKinley ES	8/22/13
Yi, Renee Special Education	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/ Muir ES	8/21/13

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Greenseid, Diane Muir ES, SMASH	Elementary Library Coordinator 8 Hrs/10 Mo Fr: 7 Hrs/10 Mo/Muir ES, SMASH	8/15/13
Richards, Michelle McKinley ES	Inst Asst – Classroom 2.5 Hrs/SY Fr: 2 Hrs/SY/McKinley ES	8/21/13

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Cornell, Constance Santa Monica HS	Inst Asst – Special Ed Medical	8/21/13-9/8/13
Hope, Judith Child Develop Svcs	Children's Center Asst Medical	8/21/13-2/24/14
Marrujo, Leonardo Food Svcs	Stock and Delivery Clerk Medical	8/21/13-1/27/14
Zaki, Emil Food and Nutrition Svcs	Cafeteria Worker I Medical	8/21/13-12/31/13

LEAVE OF ABSENCE (UNPAID)

EFFECTIVE DATE

Buccioni, Tashia McKinley ES	Inst Asst – Classroom CFRA	8/21/13-9/30/13
Olfert, Rebecca McKinley ES	Inst Asst – Classroom CFRA	8/21/13-11/13/13
Part, Nancy Santa Monica HS	Inst Asst – Special Ed CFRA	8/21/13-11/13/13
Part, Nancy Santa Monica HS	Inst Asst – Special Ed Child Care	11/14/13-6/10/14

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Cornejo, Natalie Santa Monica HS	Campus Security Officer	9/1/13
Gheewala, Mehrun Child Develop Svcs	Children's Center Asst	9/1/13
Gonzalez, Ofelia Santa Monica HS	Office Specialist	9/1/13
Gutierrez-Prada, Nancy Adams MS	Bilingual Community Liaison	9/1/13
Mikhail, Christina Rogers ES	Inst Asst – Special Ed	9/1/13
Morales, Ismael Cabrillo ES	Inst Asst – Classroom	9/1/13
Rodriguez, Frances Child Develop Svcs	Children's Center Asst	9/1/13
Vazquez-Gomez, Miguel Webster ES	Custodian	9/1/13

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Campos, Oscar Operations	Equipment Operator/Tree Trimmer Fr: Gardener	7/1/13-12/9/13
Davis, Jeffery Maintenance	HVAC Mechanic Fr: Carpenter	8/5/13-8/19/13 8/20/13-12/20/13
Kratz, Damon Operations	Utility Worker Fr: Custodian	8/2/13-8/9/13
Lamont, Odom Operations	Utility Worker Fr: Custodian	8/26/13-9/27/13
McAlpin, Michael Operations	Utility Worker Fr: Custodian	8/26/13-9/27/13
O'Rourke, Thomas Operations	Plant Manager Fr: Custodian	6/12/13-8/21/13
Parker, Stephen Maintenance	Carpenter Fr: Skilled Maintenance Worker	8/5/13-8/19/13 8/20/13-12/20/13
Peoples, Jeffrey Maintenance	Skilled Maintenance Worker Fr: Custodian	8/16/13-12/19/13
Williams, Steven Food and Nutrition Svcs	Stock and Delivery Clerk Fr: Cafeteria Worker I	8/21/13-1/15/14

SUSPENSION WITHOUT PAY

		<u>EFFECTIVE DATE</u>
RH 4233529 Special Education	Instructional Asst - Specialized	9/24/13, 10/1/13

ABOLISHMENT OF POSITION

	<u>EFFECTIVE DATE</u>
Inst Asst – Developmental Health 6 Hrs/SY; McKinley ES	8/22/13
Inst Asst – Special Ed 6 Hrs/SY; Malibu HS	8/21/13
Inst Asst – Special Ed 6 Hrs/SY; Malibu HS	8/22/13
Inst Asst – Special Ed 6 Hrs/SY; McKinley ES	8/22/13
Inst Asst – Special Ed 6 Hrs/SY; Santa Monica HS	8/22/13
Inst Asst – Special Ed 6 Hrs/SY; Santa Monica HS	8/22/13
Inst Asst – Special Ed 6.5 Hrs/SY; Santa Monica HS	8/21/13
Inst Asst – Specialized 6 Hrs/SY; Special Education	8/22/13

RESIGNATION

	<u>EFFECTIVE DATE</u>
Avalos, Michelle Malibu HS	Inst Asst – Special Ed 8/19/13
Barnum, Jessica Child Develop Svcs-Wash W	Children Center Asst 6/30/13
Diaz, Roxana Child Develop Svcs-Pine St	Children Center Asst 8/19/13
Iverson, Ocea Muir ES	Inst Asst – Special Ed 8/7/13
Ivey, Teresa Cabrillo ES	Inst Asst – Specialized 8/19/13
Kim, Susan Muir ES	Inst Asst – Classroom 6/11/13
Langley, Gabrielle Malibu HS	Inst Asst – Special Ed 7/31/13
Mack, Julianne Santa Monica HS	Inst Asst – Specialized 8/5/13
Manabe, Michelle Roosevelt ES	Inst Asst – Specialized 8/12/13
Marshall, Lillian Grant ES	Inst Asst – Classroom 6/11/13
Morgan, Jennifer Special Education	Occupational Therapist 11/1/13

Olague, Christina McKinley ES	Elementary Library Coordinator	8/23/13
Osaki, Brenda McKinley ES	Inst Asst – Classroom	8/7/13
Santos, Rosa Grant ES	Health Office Specialist	6/11/13
Souza, Gladys Santa Monica HS	Inst Asst – Developmental Health	7/17/13
Vasquez, Melvin Rogers ES	Inst Asst – Specialized	9/20/13
Zaitoon, Raed McKinley ES	Inst Asst – Specialized	8/21/13

RETIREMENT

Green, Joann Grant ES	Inst Asst – Classroom	<u>EFFECTIVE DATE</u> 6/12/13
Malik, Kiran Franklin ES	Inst Asst – Special Ed	6/11/13

LAYOFF/REDUCTION OF HOURS

Correction to Budget Report on the 6/27/12 Board Agenda: 0.5 FTE HR Tech, Human Resources - rescinded 0.5 FTE HR Tech, Personnel Commission – rescinded	<u>EFFECTIVE DATE</u> 7/1/12
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RESCIND LAYOFF/REDUCTION OF HOURS - DUE TO LACK OF FUNDS

FD8484927 Grant ES	Inst Asst - Classroom 2 Hrs/SY Fr: 3 Hrs/SY	<u>EFFECTIVE DATE</u> 10/28/13
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MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:

TO: BOARD OF EDUCATION

FROM: SANDRA LYON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
10/03/13

RECOMMENDATION NO. A.11

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

NEW HIRES

		<u>EFFECTIVE DATE</u>
Chew, Jenny Santa Monica HS	Administrative Assistant 8 Hrs/12 Mo/Range: 29 Step: D	9/3/13
Mendoza, Leonel Edison ES	Inst Asst – Physical Ed 3 Hrs/SY/Range: 20 Step: A	8/28/13
Shanley, Scott Franklin ES	Physical Activities Specialist 6 Hrs/SY/Range: 26 Step: A	9/9/13
Sloboda, Jaclyn Special Education	Physical Therapist 8 Hrs/SY/Range: 61 Step: D	9/9/13

RE-EMPLOYMENT

		<u>EFFECTIVE DATE</u>
Lockett, Tyrone Operations	Gardener 4 Hrs/12 Mo/Range: 24 Step: F	9/3/13
Ontiveros, Lawrence Fiscal and Business Svcs	Accounting Technician 8 Hrs/12 Mo/Range: 29 Step: F	9/1/13

PROMOTION

		<u>EFFECTIVE DATE</u>
Griego, Nicholas Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: D Fr: Inst Asst – Special Ed: 5.75 Hrs/SY	9/9/13
Persinger, Lisa Student Svcs	Administrative Assistant 6.4 Hrs/12 Mo/Range: 29 Step: D Fr: Senior Office Specialist: 8 Hrs/12 Mo	9/3/13
Schlierman, Jason Special Education	Inst Asst – Specialized 6 Hrs/SY/Range: 26 Step: A Fr: Inst Asst – Special Ed: 6 Hrs/SY	9/9/13

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Aldana, Monica Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Ayala, Magdalena Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Bechkovski, Stefan Facility Permits	Swim Instructor/Lifeguard [additional hours; Facility Permits events]	8/25/13-6/10/14
Bechkovski, Stefan Facility Permits	Swim Instructor/Lifeguard [overtime; Facility Permits events]	8/25/13-6/10/14

Bolan, Anette Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Braley, Christina Muir ES	Inst Asst – Classroom [additional hours; school project]	8/22/13-9/6/13
Burleigh, David Facility Permits	Campus Security Officer [additional hours; SAMOHI parking]	8/26/13-12/20/13
Burrell, Catherine Facility Permits	Swim Instructor/Lifeguard [additional hours; Facility Permits events]	8/25/13-6/10/14
Burrell, Catherine Facility Permits	Swim Instructor/Lifeguard [overtime; Facility Permits events]	8/25/13-6/10/14
Capra, Lucas Facility Permits	Technical Theater Technician [overtime; Facility Permits events]	8/14/13-6/13/14
Casillas, Veronica Student Svcs	Student Outreach Specialist [overtime; SARB and hearing translation]	8/22/13-6/10/14
Cooper, Raymond Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Cornejo, Natalie Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
De Los Santos, Gabriela Muir ES	Inst Asst – Classroom [additional hours; school project]	8/22/13-9/6/13
Fairchild, Kathleen Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Fisher, Maria Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Gardea-Perez, Guadalupe Student Svcs	Bilingual Community Liaison [overtime, SARB and hearing translation]	8/22/13-6/10/14
Goldberg, Hayden Facility Permits	Swim Instructor/Lifeguard [additional hours; Facility Permits events]	8/1/13-8/16/13 8/25/13-6/10/14
Goldberg, Hayden Facility Permits	Swim Instructor/Lifeguard [overtime; Facility Permits events]	8/25/13-6/10/14
Greene, Milton Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Greene, Milton Malibu HS	Campus Security Officer [overtime; ASB events]	8/15/13-6/30/14
Greene, Milton Malibu HS	Campus Security Officer [overtime; school events]	8/15/13-6/30/14
Heiderman, Daniel Malibu HS	Custodian [overtime; ASB events]	8/1/13-6/30/14
Heiderman, Daniel Malibu HS	Custodian [overtime; school events]	8/1/13-6/30/14

Hernandez, Yolanda Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Herrada, Joe Lincoln MS	Custodian [overtime; ASB events]	8/22/13-6/10/14
Hobkirk, Christina Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
James, Carolin Facility Permits	Administrative Assistant [overtime; Facility Permits events]	8/15/13-6/21/14
Jaramillo, Guido Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/1/13-8/16/13 8/14/13-6/13/14
Jones, Chancy Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Jones, Mashawnda Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Leavitt, Lynn Lincoln MS	Library Assist I [additional hours; ASB events]	8/22/13-6/10/14
Leavitt, Lynn Lincoln MS	Library Assist I [additional hours; computer lab assistance]	8/22/13-6/10/14
Lucas, Ralph McKinley ES	Inst Asst – Classroom [additional hours; school project]	8/15/13-8/21/13
Mangum, Don Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Marquez, Lilia McKinley ES	Bilingual Community Liaison [overtime, newsletter translation]	8/15/13-6/10/14
Martin, Charles Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Martin, Charles Lincoln MS	Campus Security Officer [overtime; ASB events]	8/22/13-6/10/14
Martin, Charles Lincoln MS	Campus Security Officer [overtime; nighttime school events]	8/22/13-6/10/14
Martin, Eric Malibu HS	Custodian [overtime; ASB events]	8/1/13-6/30/14
Martin, Eric Malibu HS	Custodian [overtime; school events]	8/1/13-6/30/14
Minca, Robin Lincoln MS	Administrative Assistant [overtime; ASB events]	8/22/13-6/10/14
Murray, April Facility Permits	Swim Instructor/Lifeguard [additional hours; Facility Permits events]	8/25/13-6/10/14
Murray, April Facility Permits	Swim Instructor/Lifeguard [overtime; Facility Permits events]	8/25/13-6/10/14

Navia, Mary Muir ES	Inst Asst – Classroom [additional hours; school project]	8/22/13-9/6/13
Nunez, Sherry Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; ASB events]	8/22/13-6/10/14
Nunez, Sherry Lincoln MS	Campus Security Officer [overtime; nighttime school events]	8/22/13-6/10/14
Nyden, Diane Lincoln MS	Senior Office Specialist [overtime; ASB events]	8/22/13-6/10/14
Ortiz, Patricia Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Paddock, Lori Lincoln MS	Senior Office Specialist [overtime; ASB events]	8/22/13-6/10/14
Persinger, Lisa Special Education	Senior Office Specialist [additional hours; clerical assistance]	9/3/13-10/1/13
Preciado, Daniel Adult Education Center	Campus Security Officer [additional hours; school project]	8/26/13-8/30/13
Preciado, Daniel Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Santiago, Sandra Muir ES	Inst Asst – Classroom [additional hours; school project]	8/22/13-9/6/13
Smith, Dunell Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Smith, Luz-Stella Student Svcs	Translator [additional hours; SARB and hearing translation]	8/22/13-6/10/14
Stout, Amy Muir ES	Inst Asst – Classroom [additional hours; school project]	8/22/13-9/6/13
Tangum, Cathy Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Thompson, Raquel Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Thruston, Linda Muir ES	Inst Asst – Classroom [additional hours; school project]	8/22/13-9/6/13
Tirado, Leticia FNS-Edison ES	Cafeteria Worker II [additional hours; cafeteria reorganization]	8/21/13-10/31/13
Vasquez, Graciela Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Vasquez, Graciela Malibu HS	Campus Security Officer [overtime; ASB events]	8/15/13-6/30/14

Vasquez, Graciela Malibu HS	Campus Security Officer [overtime; school events]	8/15/13-6/30/14
Villegas, Bibiana Health Services	Health Office Specialist [additional hours; new school year preparations]	8/21/13-8/22/13
Watkins, Ernest Malibu HS	Custodian [overtime; ASB events]	8/1/13-6/30/14
Watkins, Ernest Malibu HS	Custodian [overtime; school events]	8/1/13-6/30/14
Widner, Kim Malibu HS	Custodian [overtime; ASB events]	8/1/13-6/30/14
Widner, Kim Malibu HS	Custodian [overtime; school events]	8/1/13-6/30/14
Wilson, Stanley Facility Permits	Campus Security Officer [overtime; Facility Permits events]	8/14/13-6/13/14
Wishart, William Facility Permits	Media Services Coordinator [overtime; Facility Permits events]	9/1/13-6/30/14

SUBSTITUTES

EFFECTIVE DATE

Aldana, Monica Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Alvarez, Amanda Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Amirehsani, Taraneh Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Anderson, Sally Health Services	Health Office Specialist	8/22/13-6/10/14
Ansite, Shawn Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Arnao, Dora Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Arriola, Olga Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Atashbar, Molouk Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Atta Aum, Neviem Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Ayala, Patricia Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Baker, Lanik Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Bakhyt, Said Special Education	Inst Asst – Special Ed	7/1/13-6/30/14

Ballat, Nawal Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Belt, Jimmy Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Benninger, Elizabeth Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Boradeh, Fattaneh Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Bosque, Gloria Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Bosque, Gloria Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Brahmbatt, Urvashi Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Burnham, Evelyn Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Castro, Carolina Child Develop Svcs	Children's Center Asst	8/29/13-6/30/14
Cruz-Aguilar, Julia Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Curry, Russell Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Dacanay, Peter Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Delgadillo, Christina District	Inst Asst – Physical Education	8/28/13-6/30/14
Dixon, Crystal Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Doyle, Cathy Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Dudley, David Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Duhalde, Lavonne Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Erickson, Ana Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Faust, Stacy Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Ford, Jamie Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14

Galstian, Arrousiak Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Gardner, Eugenia Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Gardner II, Rodney Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Garfield, Kristina Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Gear, Lynne Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Gomez, Noelia McKinley ES	Inst Asst - Classroom	8/21/13-6/10/14
Gonzalez, Martha Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Gonzalez-Pasayes, Dora Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Graciano, Luis Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Guardado, Francisco Operations	Gardener	8/27/13-6/30/14
Guzman, Yelena Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Harmon, Laurie Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Haro, Krystal Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Hernandez, Wendy Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Hunter-Sallustio, Dominique Child Develop Svcs	Children's Center Asst	8/29/13-6/30/14
Hutchinson, Joan Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Ighani, Roshanak Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Jones, Myiesha Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Joseph, Ann Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Lazo, Noreen Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14

Lewis, Tyhera Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Licassi, Juliana Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Losoya, Selye Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Lowe, Heather McKinley ES	Elementary Library Coordinator	8/26/13-9/20/13
Lucero, Amy Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Martinez, Martha Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
McConville-Awbrey, Gigi Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Mendoza, Ana McKinley ES	Inst Asst - Classroom	8/21/13-6/10/14
Mladinov, Cynthia McKinley ES	Inst Asst - Classroom	8/21/13-6/10/14
Mladinov, Cynthia Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Moore, Tenisha Grant ES	Inst Asst - Classroom	8/22/13-6/10/14
Nguyen, Chieu Special Education	Inst Asst – Developmental Health	7/1/13-6/10/14
Nguyen, Chieu Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Noori, Sara Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Orellana, Juana Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Pass, Shelby Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Pass, Shelby Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Peracha, Olga Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Pernell, Jade Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Peterson, Erin Health Services	Health Office Specialist	8/22/13-6/10/14

Pittman, Angela Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Polhemus, Ann Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Rabbani, Susan Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Rendon, Virginia Food and Nutrition Svcs	Cafeteria Worker I Cafeteria Worker II	8/22/13-6/10/14
Renteria, Rudy Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Reyes, Marybel Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Romero, Clara Rogers ES	Administrative Assistant	8/8/13-8/30/13
Ruff, Denzel Facility Permits	Sports Facility Attendant	8/5/13-6/30/14
Sadeghpour, Mojdeh Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Sadjadpour, Sarah Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Sampson, Bobby Special Education	Inst Asst – Special Ed Inst Asst – Specialized	7/1/13-6/30/14
Schlierman, John Grant ES	Inst Asst - Classroom	8/22/13-6/10/14
Shamsian, Dalia Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Simonian, Patricia Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Singleton, Monique Child Develop Svcs	Children's Center Asst	8/22/13-6/30/14
Tate, Alia Webster ES	Inst Asst - Classroom	8/21/13-6/10/14
Tello, Alicia Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Terzis, Sandra Muir ES	Inst Asst - Classroom	8/13/13-6/10/14
Upchurch, Courtney Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Vandermeijden, Marike Special Education	Inst Asst – Special Ed	7/1/13-6/30/14

Villa, Maria Food and Nutrition Svcs	Cafeteria Worker I	8/22/13-6/10/14
Ward, Allison Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Wolff, Amy Special Education	Inst Asst – Special Ed	7/1/13-6/30/14
Yang, Susan Special Education	Inst Asst – Special Ed	7/1/13-6/30/14

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Hess, Katya Child Develop Svcs-Rogers ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs-Wash. West	8/21/13
Llosa, Silvia Pt. Dume ES	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Edison ES	8/21/13
McCarthy, Kimiko Child Develop Svcs-Franklin ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs- Wash. West	8/21/13
Navia, Janene Child Develop Svcs-Muir ES	Children's Center Asst 7 Hrs/SY Fr: 7 Hrs/SY/Child Develop Svcs-McKinley ES	8/21/13
Padilla, Gloria Santa Monica HS	Inst Asst – Special Ed 6 Hrs/SY Fr: 6 Hrs/SY/Rogers ES	8/22/13
Phillips, Ledoree Child Develop Svcs-Woods	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs- Wash. West	8/21/13
Ralph, Linda Child Develop Svcs- Wash. West	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs-Rogers ES	8/21/13
Sampson, Claudia Child Develop Svcs- Roosevelt ES	Children's Center Asst 3.5 Hrs/SY Fr: 3.5 Hrs/SY/Child Develop Svcs- Wash. West	8/21/13

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Manjarrez, Lisette Mc Kinley ES	Inst Asst – Developmental Health 7 Hrs/SY Fr: 6 Hrs/SY	8/22/13
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Chevalier, Crispin Malibu HS	Inst Asst – Special Ed Medical	8/21/13-12/6/13
Cornell, Constance Santa Monica HS	Inst Asst – Special Ed Medical	9/9/13-10/4/13

Durham, Michael Pt. Dume ES	Custodian Medical	8/5/13-8/19/13
Leister, Erin Special Education	Occupational Therapist Maternity	11/6/13-1/7/14
Padilla, Gloria Santa Monica HS	Inst Asst – Special Ed Medical	8/21/13-9/15/13

LEAVE OF ABSENCE (UNPAID)

Chevalier, Crispin Malibu HS	Inst Asst – Special Ed CFRA	<u>EFFECTIVE DATE</u> 12/7/13-2/23/14
Leister, Erin Special Education	Occupational Therapist CFRA	1/8/14-4/2/14

PROFESSIONAL GROWTH

Everage, Askia Special Education	Inst Asst – Specialized	<u>EFFECTIVE DATE</u> 10/1/13
McGrath, Kathy Adams MS	Senior Office Specialist	9/1/13
Soloway, Beth Pt. Dume ES	Inst Asst – Classroom	10/1/13

RESCIND LAYOFF

Child Develop Svcs	Bilingual Community Liaison 1.0 FTE/8 Hrs/12 Mo/1 position	<u>EFFECTIVE DATE</u> 8/5/13
Child Develop Svcs	Children's Center Asst 4.82 FTE/11 positions 3.5 Hrs/SY	8/5/13
Child Develop Svcs	Children's Center Asst 0.75 FTE/1 position 6 Hrs/SY	8/5/13

ABOLISHMENT OF POSITION

Equipment Operator/Tree Trimmer 8 Hrs/12 Mo; Operations	<u>EFFECTIVE DATE</u> 9/3/13
Inst Asst – Classroom 3 Hrs/SY; McKinley ES	8/21/13
Inst Asst – Special Ed 5 Hrs/SY; Special Education	8/22/13
Senior Office Specialist 4 Hrs/12 Mo; Human Resources	7/23/12
Senior Office Specialist 8 Hrs/12 Mo; Special Education	9/20/13

RESIGNATION

Barnett, Julia
Santa Monica HS

Inst Asst - Music

EFFECTIVE DATE
9/6/13

Barrera, Amanda
Santa Monica HS

Inst Asst – Specialized

8/21/13

Curran, Megan
Pt. Dume ES

Inst Asst - Classroom

6/14/13

Eikenbary, Mary
Santa Monica HS

Administrative Assistant

9/23/13

Gaur, Chandini
Rogers ES

Inst Asst - Classroom

8/19/13

RESCIND RESIGNATION

Lang, John
Pt. Dume ES

Inst Asst - Classroom
(7-24-13 Agenda)

EFFECTIVE DATE
6/11/13

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

TO: BOARD OF EDUCATION

ACTION/CONSENT

10/03/13

FROM: SANDRA LYON / DEBRA MOORE WASHINGTON / BRANDON TIETZE

RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.12

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

AVID TUTOR

MARTIN, MICHAEL	ADAMS MS	9/1/13-6/10/14
WILSON, TERRY	ADAMS MS	9/1/13-6/10/14

COACHING ASSISTANT

BEVINGTON, JASON	SANTA MONICA HS	9/1/13-6/30/14
BURDICK, BART	SANTA MONICA HS	9/1/13-6/30/14
CLARK, TRAVIS	SANTA MONICA HS	8/1/13-6/30/14
CRAIG, JACK	MALIBU HS	8/13/13-6/30/14
DOS SANTOS, LUIZ	SANTA MONICA HS	9/1/13-6/30/14
DOYLE, JOSEPH	SANTA MONICA HS	8/13/13-6/30/14
FARNHAM, CHANDRA	MALIBU HS	8/14/13-6/30/14
FELLOWS, ROCHELLE	MALIBU HS	8/13/13-6/30/14
GAINES, ANDRE	SANTA MONICA HS	9/1/13-6/30/14
GOLDBERG, HAYDEN	MALIBU HS	7/1/13-6/30/14
HALL, DANIEL	MALIBU HS	7/1/13-6/30/14
KEMPANEN, EDWARD	MALIBU HS	8/1/13-6/30/14
LIPPS, LAURA	SANTA MONICA HS	9/1/13-6/30/14
MAKRIS, JAMES	SANTA MONICA HS	9/1/13-6/30/14
MURRAY, BIANCA	SANTA MONICA HS	9/1/13-6/30/14
PART, BRIAN	SANTA MONICA HS	9/1/13-6/30/14
POON, WILSTON	SANTA MONICA HS	9/1/13-6/30/14
PROCTOR, SEAN	SANTA MONICA HS	9/1/13-6/30/14
RODRIGUEZ, SERAFIN	SANTA MONICA HS	9/1/13-6/30/14
SHANNON V, MAURICE	MALIBU HS	8/21/13-6/30/14
SKEHAN, NIAL	SANTA MONICA HS	9/1/13-6/30/14
SMITH, DYLEN	MALIBU HS	7/1/13-6/30/14
TRINH, NGUYEN	SANTA MONICA HS	9/1/13-6/30/14
VASQUEZ, ANGEL	SANTA MONICA HS	9/1/13-6/30/14
WACO, SHAWN	MALIBU HS	7/1/13-6/30/14
WESTON, SEAN	SANTA MONICA HS	9/1/13-6/30/14
WILSON, TERRY	SANTA MONICA HS	9/1/13-6/30/14
WRIGHT, JULIAN	MALIBU HS	7/1/13-6/30/14
YOUNG, BRUCE	MALIBU HS	7/1/13-6/30/14
ZWEIG, MARIE	MALIBU HS	8/1/13-6/30/14

NOON SUPERVISION AIDE

ADAMS, DARYL	WEBSTER ES	8/22/13-6/10/14
ALVAREZ, MARYKE	MCKINLEY ES	8/22/13-6/10/14
AUSMUS, JULEY	CABRILLO ES	8/22/13-6/10/14
BELTRAN, MANUEL	FRANKLIN ES	8/26/13-6/10/14
BLANCHARD, JULIA	GRANT ES	8/22/13-6/10/14
BONILLA, REINA	EDISON ES	8/21/13-6/10/14

BORADEH, FATTANEH	FRANKLIN ES	8/22/13-6/10/14
BRAVO, MARIA	MUIR ES	8/26/13-6/10/14
BROOKES, KAREN	WEBSTER ES	8/22/13-6/10/14
BROOKS, RYAN	GRANT ES	8/22/13-6/10/14
BUCCIONI, TASHA	MCKINLEY ES	8/22/13-6/10/14
BUSTILLO, ABDIEL	MUIR ES	8/22/13-6/10/14
CHAVEZ, LUIS	ROGERS ES	8/22/13-6/10/14
COJAN, PETER	ROOSEVELT ES	8/22/13-6/10/14
COLEMAN, DANIEL	WEBSTER ES	8/22/13-6/10/14
DALTON, JUDY	ROOSEVELT ES	8/22/13-6/10/14
DE HERNANDEZ, GLADIS	ROGERS ES	8/22/13-6/10/14
DE LEON, ADRIAN	ROGERS ES	8/22/13-6/10/14
DELGADILLO, CRISTINA	ROOSEVELT ES	8/22/13-6/10/14
ESQUIVEL, SANDRA	ROOSEVELT ES	8/22/13-6/10/14
FAY, JUNALYN	MUIR ES	8/22/13-6/10/14
FOUNTAIN, MARESA	GRANT ES	8/22/13-6/10/14
GALLARDO, IRMA	ADAMS MS	8/22/13-6/10/14
GIROUX, SHARON	EDISON ES	8/21/13-6/10/14
GIROUX, STEPHANIE	EDISON ES	8/21/13-6/10/14
GOMEZ, NOELIA	MCKINLEY ES	8/22/13-6/10/14
GONDO, JANET	MCKINLEY ES	8/22/13-6/10/14
GONZALEZ, SIMONA	ROOSEVELT ES	8/22/13-6/10/14
GRAHAM, KYLE	ROOSEVELT ES	8/22/13-6/10/14
GRANT, CAROLYN	ADAMS MS	8/22/13-6/10/14
GRANT, CAROLYN	MUIR ES	8/22/13-6/10/14
GUNASEKARA, CHANDRA	ROGERS ES	8/22/13-6/10/14
HERNANDEZ, HILDA	FRANKLIN ES	8/22/13-6/10/14
HORTON, KASEY	FRANKLIN ES	8/22/13-6/10/14
ISLAS, DAVID	ROOSEVELT ES	8/22/13-6/10/14
KELLY, PATRICIA	ROOSEVELT ES	8/22/13-6/10/14
KISSKALT, MIKE	WEBSTER ES	8/22/13-6/10/14
KODA, DEREK	FRANKLIN ES	8/22/13-6/10/14
KUYAMA, KEIKO	ROOSEVELT ES	8/22/13-6/10/14
LANG, JOHN	PT. DUME ES	8/21/13-6/10/14
LEFEBVRE, MAGGIE	ROOSEVELT ES	8/22/13-6/10/14
LLOSA, SILVIA	ROGERS ES	8/22/13-6/10/14
LOPEZ, SALOMON	FRANKLIN ES	8/22/13-6/10/14
LUCAS, RALPH	MCKINLEY ES	8/22/13-6/10/14
MARION, ROSA	MCKINLEY ES	8/22/13-6/10/14
MCDONOUGH, BARBARA	GRANT ES	8/22/13-6/10/14
MOLDONADO BOATMAN, M.	FRANKLIN ES	8/22/13-6/10/14
MOORE, TENISHA	GRANT ES	8/22/13-6/10/14
MORALES, CARMELA	ROGERS ES	8/22/13-6/10/14
MURPHY, TONY	SMASH	8/22/13-6/10/14
NIXON, ROBERT	ROOSEVELT ES	8/22/13-6/10/14
NUNEZ, MARIA	FRANKLIN ES	8/22/13-6/10/14
OLIVA, REFUGIO	ROGERS ES	8/22/13-6/10/14
ORBAN, MARIE	GRANT ES	8/22/13-6/10/14
OYENOKI, AIMEE	MCKINLEY ES	8/22/13-6/10/14
PEREZ, SHARON	GRANT ES	8/22/13-6/10/14
PERSHEN, NAJMEH	ROOSEVELT ES	8/22/13-6/10/14
REABER, WINIFRED	GRANT ES	8/22/13-6/10/14
REYES, MARTHA	ROGERS ES	8/22/13-6/10/14
REYES, MODESTA	MCKINLEY ES	8/22/13-6/10/14
ROBERSON, KIMBERLY	MUIR ES	8/22/13-6/10/14

RODRIGUEZ, OFELIA	EDISON ES	8/21/13-6/10/14
RODRIGUEZ, SERGIO	EDISON ES	8/21/13-6/10/14
RUIZ, ANTELMA	ADAMS MS	8/22/13-6/10/14
SANTINO, SUSAN	MUIR ES	8/22/13-6/10/14
SANTINO, SUSAN	SMASH	8/22/13-6/10/14
SCOTT, TREANNA	GRANT ES	8/22/13-6/10/14
SEGURA, PATRICIA	MUIR ES	8/22/13-6/10/14
SENCIO, HEIDI	ROGERS ES	8/22/13-6/10/14
SILVERN, ZACHARY	GRANT ES	8/22/13-6/10/14
SOTOJ, MARIA	MCKINLEY ES	8/22/13-6/10/14
STRAUSS, YOKO	ROOSEVELT ES	8/22/13-6/10/14
TATE, ALIA	WEBSTER ES	8/22/13-6/10/14
TOMITA, CHRISTIAN	FRANKLIN ES	8/22/13-6/10/14
VALADEZ, LUZ	EDISON ES	8/21/13-6/10/14
VIVIANI, VHALIA	ROGERS ES	8/22/13-6/10/14
WALSH, LESLIE	ROOSEVELT ES	8/22/13-6/10/14
WHITE, PAULA	GRANT ES	8/21/13-6/10/14
WILSON, TERRY	ADAMS MS	8/22/13-6/10/14
YBARRA, KEVIN	GRANT ES	8/22/13-6/10/14

TECHNICAL SPECIALIST – LEVEL I

BURKE, LUCIA	FOOD AND NUTRITION SVCS [School Garden Coordinator Assistant] - Funding: Child Nutrition	8/22/13-6/10/14
GINSBERG, ALISHA	SPECIAL EDUCATION [Psychology Field Worker] - Funding: Special Education	8/22/13-6/10/14
GUTHRIE, STEPHANIE	CABRILLO ES [Computer Lab Instructor] - Funding: Reimbursement by PTA	8/21/13-5/24/14
HAGHIGHI, MASHID	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/21/13-6/10/14
HARDING, DEBBIE	FOOD AND NUTRITION SVCS [School Garden Coordinator Assistant] - Funding: Child Nutrition	8/22/13-6/10/14
JACKSON, LAUREN	SPECIAL EDUCATION [Psychologist Intern] - Funding: Special Education	8/22/13-6/10/14

TECHNICAL SPECIALIST – LEVEL II

ANDERSON, JODY	ED SERVICES/SANTA MONICA HS [Band Coach] - Funding: SM Arts Parents Association	7/1/13-6/30/14
ANDERSON, ROBERT	SMASH [Music Instructor] - Funding: Reimbursement by PTA	8/22/13-6/10/14

BILL, ANDREW	ED SVCS/SANTA MONICA HS [Band Coach] - Funding: SM Arts Parents Association	7/1/13-6/30/14
DEMERY, STEPHANIE	ROOSEVELT ES [Social Skills Counselor] - Funding: Reimbursed by PTA	8/22/13-6/10/14
FISHER, NICOLE	CABRILLO ES [Art Instructor] - Funding: Reimbursed by PTA	8/21/13-5/24/14
GITTLEMAN, MARNI	SMASH [Art Programs Coordinator] - Funding: Reimbursed by PTA	8/22/13-6/10/14
GONZALEZ, JUAN	ED SVCS/SANTA MONICA HS [Band Coach - Color Guard] - Funding: SM Arts Parents Association	7/1/13-6/30/14
HARRIS, MARK	OLYMPIC HS [Music Instructor] - Funding: SMMEF – Dream Winds	8/22/13-6/10/14
HSU, GRACE	ADAMS MS [Music Clinician] - Funding: Gifts	8/22/13-6/10/14
HUTCHINSON, CATHY	CABRILLO ES [Science Instructor] - Funding: Reimbursement by PTA	8/21/13-5/24/14
HYZIAK, MICHAEL	SMASH [Music Instructor] - Funding: Reimbursement by PTA	8/22/13-6/10/14
MIYOSHI, YOSUKE	ED SVCS/SANTA MONICA HS [Band Coach] - Funding: SM Arts Parents Association	7/1/13-6/30/14
OSTROVSKY, JULIANNA	SMASH [Visual Art Instructor] - Funding: Reimbursed by PTA	8/22/13-6/10/14
PACE, KRISTY	SMASH [Performance Art Instructor] - Funding: Reimbursed by PTA	8/22/13-6/10/14
SUKOVATY, SHANNON	CABRILLO ES [Vocal Music Instructor] - Funding: Reimbursement by PTA	8/21/13-5/24/14

EDUCATIONAL SPECIALIST – LEVEL I

LAUERMAN, NENA	MALIBU HS [Community Service Coordinator] - Funding: Tier III Programs CAT FLEX (54%); Gifts (23%); Malibu Shark Fund (23%)	8/15/13-6/30/14
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EDUCATIONAL SPECIALIST – LEVEL II

BAKER NEWELL, ELIZABETH	FRANKLIN ES [Vocal Music Instructor] - Funding: Reimbursement by PTA	8/22/13-6/10/14
BAKER NEWELL, ELIZABETH	ROOSEVELT ES [Vocal Music Instructor] - Funding: Reimbursement by PTA	8/22/13-6/10/14
FAROKZADEH, MERSEDEH	FRANKLIN ES [Counselor] - Funding: Tier III Programs CAT FLEX	8/22/13-6/10/14
MARTINEZ, YOLANDA	FRANKLIN ES [Art Instructor] - Funding: Reimbursed by PTA	8/22/13-6/10/14

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

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

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

SMMUSD Board of Education Meeting Schedule 2013-2014

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

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

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

IV. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Children's Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant–Special Education Instructional Assistant–Specialized Sports Facility Attendant	November 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	November 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	December 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	January 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, November 12, 2013, at 4:00 pm - *District Office Board Room*

VI. Closed Session:

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

A. PUBLIC EMPLOYEE DISCIPLINARY HEARING
CONFERENCE

Employee #: RD2623521

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

VII. Adjournment:

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