

**PERSONNEL COMMISSION**

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

**AGENDA**

**REGULAR MEETING**  
**April 12, 2011 @ 5:00 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.  
Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee’s performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

**I. General Functions:**

**A. Call to Order:**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Motion to Approve Agenda:**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**E. Motion to Approve Minutes: March 8, 2011**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**F. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items scheduled and also 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.

1. Request to Speak on Agenda Items
2. Request to Speak on Non-agenda Items

**G. 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
  - Superintendent Search Update

**II. 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.

**A. Approved Professional Experts Request (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. Dian Andrews, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative Schoolhouse
- Ms. Natalie Atmajian, Technical Specialist I, Visual Arts Aide, from March 7, 2011 to June 22, 2011, John Adams Middle School
- Ms. Stephanie Demery, Technical Specialist I, Lunchtime Social Leader, from March 1, 2011 to June 22, 2011, Roosevelt Elementary School

**B. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**

- Mr. Marc Donovan, Skilled Maintenance Worker, in the position of the Glazier from March 21, 2011 to May 3, 2011
- Mr. Joe Mares, Equipment Operator/Tree Trimmer, in the position of the Skilled Maintenance Worker from March 17, 2011 to June 30, 2011
- Mr. Steve Parker, Skilled Maintenance Worker, in the position of the Plumber from March 17, 2011 to June 30, 2011
- Mr. Alejandro Villa, Utility Worker, in the position of the Skilled Maintenance Worker from March 21, 2011 to May 3, 2011

**C. Merit Rules Advisory Committee (A.R.C.) Update**

- Advisory Rules Committee Agendas – March 10 and 24, 2011

**D. Career Advancement Training for Maintenance and Operations Department**

- **March 30, 2011**
- **April 7, 2011**

**E. Disciplinary Hearings**

- **Ref. Number: 7003 1680 0002 6368 3371 - Withdrawal**
- **Ref. Number: 7003 1680 0002 6368 3401 - Pre-hearing Conference: TBD**

**F. NEOGOV Electronic Position Control Processing**

**G. Personnel Commission Staffing Update**

- **Human Resources Technician Vacancy**
- **Personnel Commissioner's Appointment**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 23**

1. **March 17, 2011**

**Approve Classified Personnel – Merit Report - No. A. 29**

2. **April 6, 2011**

**B. Approve Classified Personnel – Non-Merit Report - No. A. 24**

1. **March 17, 2011**

**Approve Classified Personnel – Non-Merit Report - No. A. 30**

2. **April 6, 2011**

**C. Approve Classified Personnel Eligibility List(s):**

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Accompanist	7
Instructional Assistant – Sign Language Interpreter	3
Instructional Assistant – Special Education	8
Specialized Instructional Assistant	5
Technology Support Assistant	3

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

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

**A. Action Item(s):**

1. Advanced Step Placements:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Kim Brown in the classification of Physical Activities Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

Director's Recommendation: *Approve*

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Yolanda Roller in the classification of Developmental/Health Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

2. Classification Study – Instruction Assistant–Special Education

Director's Recommendation: *Disapprove*

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Classification Study for Instruction Assistant–Special Education for Ms. Jean Greenfield.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

3. Reclassification Study – Instruction Assistant–Special Education  
 Director’s Recommendation: *Disapprove*

a. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Reclassification Study for Instruction Assistant–Special Education for Ms. Sohair Gerghis.

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

4. Santa Monica-Malibu Unified School District Personnel Commission Charge or Complaint Process

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

**B. Discussion Item(s):**

1. Proposed Budget - Personnel Commission Fiscal Year 2011/12 – First Reading
2. First Reading of Changes to Merit Rules:
  - *Chapter XI: Vacation, Leaves of Absence and Holidays*
  - *Chapter XII: Salaries, Overtime Pay, and Benefits*
3. Personnel Requisition Status Report
4. Personnel Commission’s Twelve-Month Calendar of Events
  - 2010 - 2011

**C. Information Item(s):**

1. Merit Rules Review Tracker
2. Communication Development and Strategic Partnerships Tracker

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classified Employees Appreciation Reception		May 2011
Proposed Budget - Personnel Commission Fiscal Year 2011/12	Second Reading	May 2011
Mid-year Progress Update by the Director of Classified Personnel	Strategic Goals Review	June 7, 2011

Electronic Version of the Full Personnel Commission Agenda		June 2011
Merit Rules Revisions	First Reading: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i>	June 2011

**VI. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

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

Tuesday, May 10, 2011, at 5:00 pm - *District Office Board Room*

**VIII. Adjournment:**

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

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

**TIME ADJOURNED:** \_\_\_\_\_

**Transparency:** characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc. The Personnel Commission’s intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.

Submitted by:

\_\_\_\_\_  
 Wilbert Young, Ph.D.  
 Secretary to the Personnel Commission  
 Director, Classified Personnel

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