

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

**AGENDA**

**REGULAR MEETING**  
**December 14, 2010 @ 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: December 6, 2010**

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

**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**

- **Mr. Robert Anderson, Technical Specialist II, Musical Arrangement, from October 1, 2010 to June 22, 2011, Lincoln Middle School**
- **Ms. Dian Andrews, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative School House**
- **Ms. Lucia Burke, Technical Specialist I, Gardening Instructor, from November 5, 2010 to June 30, 2011, Food & Nutrition Services**
- **Ms. Suzanne DeMarco, Technical Specialist II, Art Instructor, from September 13, 2010 to June 3, 2011, Juan Cabrillo Elementary School**
- **Ms. Marni Gittleman, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative School House**
- **Mr. Alan McFarlane, Technical Specialist II, Band – Low Brass Instructor, from November 1, 2010 to June 30, 2011, Educational Services/Santa Monica High School**
- **Ms. Kristy Pace, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative School House**
- **Ms. Susan Shelton, Technical Specialist II, Art Instructor, from November 2, 2010 to June 2, 2011, Point Dume Elementary School**
- **Ms. Kelly Weaver, Technical Specialist II, Music Instructor, from October 1, 2010 to June 22, 2011, Lincoln Middle 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**

- **Ms. Pearl Gershuni, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to November 30, 2010**
- **Ms. Renee Hurtado, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to September 30, 2010**

- **Ms. Latasha Jackson, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to September 30, 2010**
- **Ms. Ayda Tanamas, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to November 30, 2010**

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

- **Advisory Rules Committee Agenda – November 18, 2010**

**D. Appointment Process for Personnel Commissioner Update**

- **Board of Education Agenda No. A.35 – December 9, 2010**

**E. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3371**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 22**

1. November 18, 2010

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

2. December 9, 2010

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

1. November 18, 2010

**Approve Classified Personnel – Non-Merit Report - No. A. 25**

2. December 9, 2010

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

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	15
Campus Security Officer	14
Developmental/Health Instructional Assistant	7
Instructional Assistant – Sign Language Interpreter	2
Office Specialist	36

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 Daniel Guerrero in the classification of Physical Activities Specialist 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: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Teresa Ivey in the classification of Children Center 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: \_\_\_\_\_

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Kloie Karels in the classification of Instructional Assistant – Special Education 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: \_\_\_\_\_

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Jesus Jayvee Salonga Miguel in the classification of Buyer 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: \_\_\_\_\_

- e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Allison Peters in the classification of Specialized 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: \_\_\_\_\_

- f. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Anne Sadeghpour in the classification of Elementary Library Coordinator 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: \_\_\_\_\_

- g. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Deirdre Shoemaker in the classification of Instructional Assistant – Special Education 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: \_\_\_\_\_

- h. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Robbi Smith in the classification of Instructional Assistant – Sign Language Interpreter 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: \_\_\_\_\_

- i. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Hollie Tirrell in the classification of Athletic Trainer 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: \_\_\_\_\_

- j. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Luisa Vilchez in the classification of Bilingual Community Liaison 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: \_\_\_\_\_

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

1. Diagram of the Recruitment Process
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
  - 2010 - 2011

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

1. Merit Rules Review Tracker

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Regular Personnel Commission Minutes: November 9, 2010		January 2011
Appointment of Personnel Commissioner	In Progress	January 2011
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i>	January 2011

Merit Rules Revisions	Second Reading: Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	January 2011
Classification Study: Instruction Assistant-Special Education	In Progress	February 2011
Electronic Version of the Full Personnel Commission Agenda		February 2011
Career Advancement Training		February 2011
Hearing Procedures	Review of Current Personnel Commission Procedures	March 2011
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	March 2011

**VI. Closed Session:**

- None

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

Tuesday, January 11, 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.