

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

**AGENDA**

**REGULAR MEETING**  
**February 10, 2009 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

***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.

**PERSONNEL COMMISSIONERS:** Mrs. Celia Carroll, Mrs. Pam Brady, 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:**     January 13, 2009  
  November 4, 2008

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. Appointment of the New Superintendent Tim Cuneo**

**B. Director of Classified Personnel: *Goals/Targets for 2009***

**C. Presentation to the Special Education Working Group – January 22, 2009**

- **Position Control Form Flow Diagram**

**D. 2009 California School Personnel Commissioners Association Annual Conference**

- **February 5 – 8, 2009, San Diego, California**

**E. Western Region Intergovernmental Personnel Assessment Council Training**

- **January 27 – 30, 2009, San Diego, California**

**F. Approved Working Out of Class Request by the Director of Classified Personnel**

- **Mr. Michael Bott, Lead Person-Building Trades, in the position of the Maintenance Supervisor from January 5 to May 15, 2009**
- **Mr. Jeffrey Davis, Carpenter, in the position of the Plant Manager from January 22 to April 30, 2009**
- **Mr. Spikes Ford, Skilled Maintenance Worker, in the position of the Metal Worker from February 2 to June 11, 2009**
- **Mr. Hector Gonzalez, Sprinkler Repair Technician, in the position of the Leads Groundperson from January 8 to January 28, 2009**
- **Mr. David Marmolejo, Technology Support Assistant, in the position of the Telephone System/Computer Equipment Specialist from January 13 to May 22, 2009**
- **Mr. Curtis Sugars, Plant Manager, in the position of the Manager Facilities and Grounds from January 30 to April 30, 2009**

**G. Transparency between SEIU and the Personnel Commission**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 32**

1. January 15, 2009

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

2. February 5, 2009

**B. Approve Classified Personnel – Non-Merit Report – No. A. 33**

1. January 15, 2009

**Approve Classified Personnel – Non-Merit Report - No. A. 26**

2. February 5, 2009

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

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	11
Campus Security Officer	15
Children’s Center Assistant	7
Director of Facility Improvement Projects	6
Elementary Library Coordinator	5
Instructional Assistant – Classroom	95
Instructional Assistant – Special Education	45
Laboratory Technician	4
Manager of Maintenance and Construction	7

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

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

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

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

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

1. Classification Study – Systems Analyst

Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study – System Analyst

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

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

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

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

1. Criteria for Advanced Step Placement and Salary on Promotion

- Merit Rule 12.2.4: *Salary on Employment*
- Merit Rule 12.2.7: *Salary on Promotion*

2. Samples of Personnel Commission Agenda Formats – Other Public Agencies

- Banning Unified School District
- Berkley Unified School District
- Conejo Valley Unified School District
- Hacienda La Puente Unified School District

- Hayward Unified School District
  - Long Beach Unified School District
  - Los Angeles County Office of Education
3. Personnel Requisition Status Report
  4. Personnel Commission's Twelve-Month Calendar of Events

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

1. Summary of the Personnel Commission Retreat

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

1. Preliminary Personnel Commission Budget – Fiscal Year 2009 - 2010
2. Geographical and Weekend Testing
3. Classification Abolishments
4. Merit Rules Revisions
5. Exit Interview Update
6. Pool Interview Update
7. Classified Employees Access to Personnel Commission Meetings
8. Substitute Employees Status Report

**VI. Closed Session:**

- Director of Classified Personnel's performance evaluation and 2008-09 Performance Targets pursuant to Government Code § 54954.5 as cited in the Brown Act.
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (1 case).

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

**TIME ADJOURNED TO CLOSED SESSION:** \_\_\_\_\_

**TIME RETURNED TO OPEN SESSION AT:** \_\_\_\_\_

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

Tuesday, March 10, 2009, 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:** \_\_\_\_\_

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. 279.