

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

AGENDA

REGULAR MEETING
March 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. 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.

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: February 10, 2009

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.

None

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 21

1. February 19, 2009

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

2. March 5, 2009

B. Approve Classified Personnel – Non-Merit Report – No. A. 22

1. February 19, 2009

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

2. March 5, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	54
Cafeteria Worker I	18
Children’s Center Assistant	73
HVAC Mechanic	1
Instructional Assistant – Physical Education	11
Instructional Assistant – Special Education (Test Date: 2.18.09)	17
Instructional Assistant – Special Education (Test Date: 3.2.09)	26
Physical Activities Specialist	9
Swimming Instructor/Lifeguard	4
Technology Support Assistant	1

Motion by: _____

Seconded by: _____

Vote:

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Study – Sports Facility Coordinator
Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study – Sports Facility Coordinator

Motion by: _____
Seconded by: _____
Vote: _____

2. Classification Revisions: Maintenance and Operations Department
Director’s Recommendations: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Director of Facilities Management classification specification within the Maintenance and Operations department.

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Manager of Facilities and Grounds Operations classification specification within the Maintenance and Operations department.

Motion by: _____
Seconded by: _____
Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Manager of Maintenance and Construction classification specification within the Maintenance and Operations department.

Motion by: _____
Seconded by: _____
Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Plant Manager classification specification within the Maintenance and Operations department.

Motion by: _____
Seconded by: _____
Vote: _____

- e. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Maintenance Supervisor classification specification within the Maintenance and Operations department.

Motion by: _____
Seconded by: _____
Vote: _____

3. Classification Revisions: Special Education Department
Director's Recommendations: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant – Intensive Behavioral Intervention classification specification within the Special Education department.

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant – Health Care classification specification within the Special Education department.

Motion by: _____
Seconded by: _____
Vote: _____

4. Classification Revision: Systems Analyst
The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Systems Analyst classification specification within the Computer Services department.
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

5. Advanced Step Placement for new hire Stuart Sam in the classification of Director of Facility Improvement Projects pursuant to Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

6. Advanced Step Placement for new hire Russell Schoen in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. First Reading of Changes to Merit Rules:
 - a. *Rule 12.2.4. Salary on Employment and Rule 12.2.7. Salary on Promotion*
 - b. *Chapter 13 Seniority, Layoff, Displacement and Reemployment*
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events

C. Information Item(s):

None

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

1. Preliminary Personnel Commission Budget – Fiscal Year 2009 – 2010
2. Proposed New Classification – Instructional Assistant - Music
3. Geographical and Weekend Testing
4. Classification Abolishments
5. Merit Rules Revisions
6. Exit Interview Update
7. Pool Interview Update
8. Classified Employees Access to Personnel Commission Meetings
9. Substitute Employees Status Report
10. Samples of Personnel Commission Agenda Formats – Other Public Agencies

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.

Motion by: _____
Seconded by: _____
Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 14, 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.