

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

**AGENDA**

**REGULAR MEETING**  
**November 9, 2010 @ 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. 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:    October 12, 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, Music Instructor for Orchestra, from October 1, 2010 to June 22, 2011, Lincoln Middle School**
- **Ms. Suzanne DeMarco, Technical Specialist II, Art Instructor, from September 13, 2010 to June 3, 2011, Juan Cabrillo Elementary School**
- **Ms. Kelly Flickinger, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Mr. Justin Hageman, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from September 20, 2010 to June 10, 2011, Juan Cabrillo Elementary School**
- **Ms. Ann Lambert, Technical Specialist II, Vocal Music Instructor, from September 20, 2010 to June 17, 2011, Juan Cabrillo Elementary School**
- **Dr. Josephine Liu Moerschel, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Ms. Andrea Philipson-Slosberg, Technical Specialist II, Compute Lab Consultant, from September 20, 2010 to June 3, 2011, Juan Cabrillo Elementary School**
- **Mr. William Plenk, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Ms. Jennifer Roth, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Ms. Davida Raffa, Technical Specialist II, Art/Ceramics Instructor, from November 8, 2010 to June 18, 2011, Roosevelt Elementary School**

- **Ms. Susan Shelton, Technical Specialist II, Art Instructor, from November 2, 2010 to June 2, 2011, Malibu High School**
- B. Merit Rules Advisory Committee (A.R.C.) Update**
- **Advisory Rules Committee Agendas – October 14 and 28, 2010**
- C. 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. Robert Marroquin, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from October 8 to January 29, 2011**
- D. Appointment Process for Personnel Commissioner Update**
- **Selection Interviews – November 16, 2010**
- E. Joint Personnel Commission and Human Resources Process Improvement Meeting**

**III. Consent List:**

- A. Approve Classified Personnel – Merit Report - No. A. 19**
1. October 21, 2010
- Approve Classified Personnel – Merit Report - No. A. 18**
2. November 4, 2010
- B. Approve Classified Personnel – Non-Merit Report - No. A. 20**
1. October 21, 2010
- Approve Classified Personnel – Non-Merit Report - No. A. 19**
2. November 4, 2010
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	8
Elementary Library Coordinator	15
Instructional Assistant – Music	10
Occupational Therapist	3
Plant Supervisor	4

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

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

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

1. Classification Study – Child Care Assistant  
Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Child Care Assistant

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

2. Working Out of Class Requests:  
Director’s Recommendation: *Approve*

- a. The following employees, Custodian, in the position of Utility Worker on June 14, 2010 and June 18, 2010 for maximum of 3 hours per day:

- Mr. Bruno Anderson
- Ms. Kathy Boyd
- Mr. Felipe Cueva
- Mr. Wilson Moton
- Mr. Salem Omari
- Mr. Thomas O’Rourke
- Mr. Eduardo Suaste
- Mr. Louis Walker

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

3. 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 Colleen Ruddy in the classification of Instructional Assistant – Music 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: \_\_\_\_\_

4. Classification Revisions:  
Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Buyer classification specification within the Purchasing department

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Assistant Buyer classification specification within the Purchasing department

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

5. Reclassification Study – Developmental/Health Instructional Assistant  
Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the Reclassification Study from Instructional Assistant – Special Education to Developmental/Health Instructional Assistant for Ms. Pearl Gershuni, Ms. Renee Hurtado, Ms. Latasha Jackson, and Ms. Ayda Tanamas.

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

6. Proposed New Classification:  
Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification – Senior Buyer

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

7. Personnel Commission Guiding Principles  
• Determination of placement on the Personnel Commission Agenda

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

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

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

1. First Reading of Changes to Merit Rules:
  - *Chapter IX: Employment Status*
  - *Chapter X: Performance Evaluation*
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>
Final Evaluation of the Director of Classified Personnel	Review of Specific Goals	December 7, 2010
Appointment of Personnel Commissioner	In Progress	December 2010
Hiring Managers' Orientation – Hiring Process	In Progress	December 2010
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
Electronic Version of the Full Personnel Commission Agenda	In Progress	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:**

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

**VII. Special Personnel Commission Closed Session:**

Tuesday, December 7, 2010, at 5:30 pm - *District Office Board Conference Room*

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

**Next Regular Personnel Commission Meeting:**

Tuesday, December 14, 2010, 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. 70-279.