

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

AGENDA

REGULAR MEETING
November 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: September 15, 2009, October 13, 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.

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. Amanda Baird, Technical Specialist II from November 1, 2009 to June 25, 2009
- Ms. Elizabeth Baker, Technical Specialist II from September 29, 2009 to June 25, 2010
- Ms. Wanda Boudreaux, Technical Specialist II from September 29, 2009 to June 25, 2010
- Mr. Stephen Dress, Technical Specialist III from October 1, 2009 to June 25, 2010
- Ms. Jane Glazer, Technical Specialist II from September 25, 2009 to June 25, 2010
- Ms. Yolanda Martinez, Technical Specialist II from September 1, 2009 to June 25, 2010
- Ms. Yolanda Martinez, Technical Specialist II from September 9, 2009 to June 30, 2010
- Ms. Pamela McRae, Technical Specialist I from September 16, 2009 to June 30, 2010
- Ms. Davida Raff-Leal, Technical Specialist III from October 7, 2009 to June 25, 2010
- Ms. Davida Raffa, Technical Specialist II from October 16, 2009 to June 19, 2010
- Ms. Kathryn Reddish, Technical Specialist III from October 1, 2009 to June 25, 2010
- Ms. Bobbi Ross-Neier, Technical Specialist I from September 8, 2009 to June 30, 2009

B. Approved Working Out of Class Request (less than 90 working days or total of 720 work hours 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 Plumber from October 22, 2009 to March 10, 2010**
- **Mr. Richard Lohmeyer, Plumber, in the position of the Maintenance Supervisor from October 16, 2009 to March 4, 2010**
- **Ms. Sandra Moore, Cafeteria Worker I, in the position of the Cafeteria Worker II from October 17 to October 30, 2009**
- **Mr. Fortino Tirado, Equipment Operator, Tree Trimmer, in the position of the Sprinkler Repair Technician from September 24 to October 13, 2009**

C. Personnel Commissioner Selection Update

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

- **Advisory Rules Committee Agenda – October 22, 2009**
- **Proposed Revisions to Personnel Commission Rules – October 26, 2009**

E. Career Advancement Training Update – October 27, 2009

F. School Sites Visits

- **Malibu Sites – visited**
- **Santa Monica Sites – visits being scheduled**

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 20

1. October 15, 2009

Approve Classified Personnel – Merit Report - No. A. 16

2. November 5, 2009

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

1. October 15, 2009

Approve Classified Personnel – Non-Merit Report - No. A. 17

2. November 5, 2009

C. Approve Classified Personnel Eligibility List(s):

| <u>Classification</u> | <u># Eligibles</u> |
|----------------------------------------------|--------------------|
| Children Center Assistant | 24 |
| Instructional Assistant – Physical Education | 22 |
| Instructional Assistant – Special Education | 18 |
| Physical Activities Specialist | 12 |
| Swimming Instructor/Lifeguard | 7 |

Motion by: _____

Seconded by: _____

Vote: _____

List Extension

Senior Administrative Assistant

Motion by: _____
Seconded by: _____
Vote: _____

IV. Discussion/Action 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 Rigoberto Carrillo in the classification of HVAC Mechanic 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 Rizk Rizk in the classification of Accounting Technician 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 Revisions:

Director's Recommendation: *Approve*

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

Motion by: _____
Seconded by: _____
Vote: _____

3. Seniority Lists

Director's Recommendation: *Certify*

B. Discussion Item(s):

1. Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - Twelve-Month Calendar 2009 – 2010

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

| Subject | Action Steps | Tentative Date |
|------------------------------------------------|---------------------|-----------------------|
| Geographical and Weekend Testing | On Going | |
| Merit Rules Revisions | On Going | |
| Career Advancement Training | | February 2010 |
| Commissioner's Appointment Process | On Going | |
| Quarterly Meeting with the Superintendent | | December 4, 2009 |
| Evaluation of Director of Classified Personnel | | December 2009 |
| Personnel Commission Retreat | | TBD |
| No-shows Report | | January 2010 |

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
 - Performance Review of Director, Classified Personnel

VII. Next Regular Personnel Commission Meeting:

Tuesday, December 1, 2009, at 5:00 pm - *District Office Board Room*

Special Personnel Commission Closed Session:

Friday, December 4, 2009, at 4:00 pm - *District Office Conference Board Room*

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

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.