

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

AGENDA

REGULAR MEETING
January 11, 2011 @ 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: November 9, 2010; December 14, 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
 - Superintendent Search Update

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. Barry Cowan, Technical Specialist II, Graphic Arts Specialist, from November 1, 2010 to June 30, 2011, Olympic High School**
- **Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Instructor, from October 1, 2010 to June 22, 2011, Educational Services/Will Rogers Elementary School**
- **Ms. Felicia Lopez, Technical Specialist II, English Language Learners Instructor, from February 1, 2011 to June 22, 2011, Educational Services/Franklin Elementary School**
- **Ms. Maura Zagor, Technical Specialist II, English Language Learners Instructor, from February 1, 2011 to June 22, 2011, Educational Services/McKinley Elementary 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

- **Mr. Marc Donovan, Skilled Maintenance Worker, in the position of the Glazier from December 13, 2010 to March 18, 2011**
- **Mr. Arturo Gonzalez, Custodian, in the position of the Utility Worker from December 14, 2010 to April 29, 2011**
- **Mr. Alejandro Villa, Utility Worker, in the position of the Skilled Maintenance Worker from December 13, 2010 to March 18, 2011**

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

D. Personnel Commission Staffing Update

III. Consent List:

A. Approve Classified Personnel – Merit Report

None

B. Approve Classified Personnel – Non-Merit Report

None

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant	88
Custodian	39
Developmental/Health Instructional Assistant	10

Motion by: _____

Seconded by: _____

Vote: _____

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Children’s Center Assistant	35
Human Resources Technician	4

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair

Nomination: _____

Motion by: _____

Seconded by: _____

Vote: _____

b. Nomination of Vice-Chair

Nomination: _____
 Motion by: _____
 Seconded by: _____
 Vote: _____

2. 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 Gabrielle Bhakti Langley 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: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - 2010 - 2011

C. Information Item(s):

1. Merit Rules Review Tracker
2. Diagram of the Recruitment Process – for Commissioner Brady's comments

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	February 2011
Merit Rules Revisions	Second Reading: Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	February 2011
Classification Study: Instruction Assistant-Special Education	In Progress	February 2011

Career Advancement Training		March 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	April 2011
Electronic Version of the Full Personnel Commission Agenda		April 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. Next Regular Personnel Commission Meeting:

Tuesday, February 8, 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.