

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

AGENDA

**REGULAR MEETING
March 8, 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: February 8, 2011

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

- Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach - Substitute, from February 8, 2011 to June 22, 2011, Educational Services/Santa Monica High School
- Ms. Kathy Cass, Technical Specialist II, Dance Instructor, from February 1, 2011 to June 22, 2011, Roosevelt Elementary School
- Ms. Julianna Ostrovsky, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative Schoolhouse

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. Stevie Davis, Custodian, in the position of the Equipment Operator from February 15, 2011 to June 29, 2011
- Mr. Jayvee Miguel-Salonga, in the position of Senior Buyer from March 4, 2011 until the position is filled

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

- Advisory Rules Committee Agendas – February 10 and 24, 2011

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

- Pre-hearing Conference: TBD

E. Personnel Commission Staffing Update

III. Consent List:

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

1. February 17, 2011

Approve Classified Personnel – Merit Report - No. A. 13

2. March 3, 2011

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

1. February 17, 2011

Approve Classified Personnel – Non-Merit Report - No. A. 14

2. March 3, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Classroom	43
Physical Activities Specialist	17

Motion by: _____

Seconded by: _____

Vote: _____

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

Instructional Assistant - Bilingual	14
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Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Classification Revision:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Construction Supervisor 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 Fiscal Program Supervisor-Child Development Services classification specification within the Child Development Services.

Motion by: _____
Seconded by: _____
Vote: _____

2. Classification Study – Instruction Assistant–Special Education
Director’s Recommendation: *Disapprove*

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Classification Study for Instruction Assistant–Special Education for Ms. Jean Greenfield.

Motion by: _____
Seconded by: _____
Vote: _____

Director’s Recommendation: *Approve*

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instruction Assistant–Special Education for Ms. Maribel Lopez.

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Proposed – Santa Monica-Malibu Unified School District Personnel Commission Charge or Complaint Process
2. Communication Development and Strategic Partnerships
3. Personnel Requisition Status Report
4. Personnel Commission’s Twelve-Month Calendar of Events
 - 2010 - 2011

C. Information Item(s):

1. SEIU Contract: *Chapter 19.4: Comprehensive Classification/Compensation Studies*
2. Merit Rules Review Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Career Advancement Training		March 30, 2011 April 7, 2011
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	April 2011
Preliminary Budget – Fiscal Year 2011-2012	First Reading	April 2011
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	April 2011
Administrator’s Workshop	HR/Personnel Commission/ Payroll Process	April 28, 2011
Guide to Recruiting Classified Staff		April 28, 2011
Classified Employees Appreciation Reception		May 2011
Electronic Version of the Full Personnel Commission Agenda		June 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, April 12, 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.