

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

AGENDA

REGULAR MEETING
March 9, 2010 @ 5:30 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: Completed earlier at the Personnel Commission Retreat

D. Motion to Approve Agenda:

Motion by: _____
Seconded by: _____
Vote: _____

E. Motion to Approve Minutes: February 9, 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. Kelly Weaver, Technical Specialist II from January 1, 2010 to May 13, 2010, Lincoln Middle School

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

- Advisory Rules Committee Agendas – February 11, 2010; February 25, 2010

C. California School Personnel Commissioners Association Annual Conference in Irvine – February 18, 2010

D. SMMUSD Personnel Commissioner’s Electronic Resource Packet

- Table of Content

E. Career Advancement Training – February 23, 2010 and February 25, 2010

- Ms. Stephanie Perry, Personnel Analyst
- Ms. Cindy Johnston, Human Resources Technician
- Agenda

III. Consent List:

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

1. February 18, 2010

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

1. February 18, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	7
Buyer	14
Motion by: _____	
Seconded by: _____	
Vote: _____	

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Reclassification Study – Instruction Assistant - Music
Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the Reclassification Study from Instructional Assistant - Classroom to Instruction Assistant – Music for Mr. Russell Mullen

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 Database Administrator classification specification within the Information Services department

Motion by: _____
Seconded by: _____
Vote: _____

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

- a. Mr. Lovell Colvin, Custodian, in the position of the Utility Worker from February 11, 2010 to March 11, 2010 (First Extension)

Motion by: _____
Seconded by: _____
Vote: _____

- b. Mr. Ronald Ford, Painter, in the position of the Plumber from February 22, 2010 to June 25, 2010 (First Extension)

Motion by: _____
 Seconded by: _____
 Vote: _____

- c. Mr. Hector Gonzalez, Sprinkler Repair Technician, in the position of the Painter from February 22, 2010 to June 25, 2010 (First Extension)

Motion by: _____
 Seconded by: _____
 Vote: _____

4. 2010 Personnel Commission Strategic Goals

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

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	May 2010
Classification Study: Instructional Assistant – Special Education	In Progress	May 2010
Preliminary Budget – Fiscal Year 2010-2011	First Reading	April 2010
Merit Rules Revisions	First Reading – Chapter VI First Reading – Chapter VII	April 2010
No-shows Study	Survey Implementation/Report	April 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	June 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	June 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

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 13, 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. 279.