

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

AGENDA

REGULAR MEETING
April 14, 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: March 10, 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 Working Out of Class Request by the Director of Classified Personnel**
- **Mr. Timothy Buchanan, Custodian I, in the position of the Utility Worker from March 16 to June 30, 2009**
 - **Mr. Marc Donovan, Skilled Maintenance Worker, in the position of the Electrician from April 6 to June 30, 2009**
 - **Mr. Dennis Chavez, Glazier, in the position of the Facilities Technician from April 6 to June 30, 2009**
 - **Ms. Virginia Hyatt, Director of Purchasing, performing higher level duties from April 1 to June 30, 2009**
 - **Mr. Angel Ybarra, Custodian I, in the position of the Utility Worker from January 5 to March 13, 2009**
- B. Classified School Employees Week**
- **Reception to Honor District’s Classified Employees – tentative date: May 12, 2009**
- C. SMMUSD PTA Council Honorary Service Award Breakfast – May 12, 2009**
- D. Merit Rules Grievance – File Number 002 – Received on March 27, 2009**

III. Consent List:

- A. Approve Classified Personnel – Merit Report - No. A. 17**
1. March 19, 2009
- Approve Classified Personnel – Merit Report - No. A. 20**
2. April 2, 2009
- B. Approve Classified Personnel – Non-Merit Report – No. A. 18**
1. March 19, 2009
- Approve Classified Personnel – Non-Merit Report - No. A. 21**
2. April 2, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children Center Assistant	73
Electrician	1
Elementary Library Coordinator	15
Fiscal Services Supervisor	15
HVAC Mechanic	2
Instructional Assistant – Intensive Behavioral Intervention	10
Instructional Assistant – Physical Education	11
Instructional Assistant – Special Education	28
Physical Activities Specialist	9
Senior Office Specialist	37
Speech Language Pathology Assistant	1
Swimming Instructor/Lifeguard	5

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 Jesse Guberman in the classification of Speech Language Pathology Assistant pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ricardo Lopez in the classification of Fiscal Supervisor pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

Motion by: _____
Seconded by: _____
Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Craig Smith in the classification of HVAC Technician pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

Motion by: _____
Seconded by: _____
Vote: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Mary McMahon in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

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 Computer Services department.

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Public Information Officer classification specification within the Superintendent office.

Motion by: _____
Seconded by: _____
Vote: _____

3. Proposed New Classifications:

Director's Recommendation: *Approve*

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

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification – Instructional Assistant - Music

Motion by: _____
Seconded by: _____
Vote: _____

4. Working Out of Class Request – Tina Bulchand (Administrative Assistant) from March 7, 2009 to April 6, 2009 (Extension)
Director’s Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2009/10 – First Reading
2. First Reading of Changes to Merit Rules: Tabled from March 10, 2009
Rule 12.2.4.(B) Salary on Employment
3. Personnel Requisition Status Report
4. Personnel Commission’s Twelve-Month Calendar of Events

C. Information Item(s):

None

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

1. Geographical and Weekend Testing
2. Merit Rules Revisions
3. Exit Interview Update
4. Pool Interview Update
5. Classified Employees Access to Personnel Commission Meetings
6. Substitute/Temporary Employees Status Report
7. Samples of Personnel Commission Agenda Formats – Other Public Agencies

VI. Closed Session:

- Director of Classified Personnel's performance evaluation and 2008-09 Performance Targets pursuant to Government Code § 54954.5 as cited in the Brown Act.

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:

Tuesday, May 12, 2009, 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.