

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

AGENDA

REGULAR MEETING
May 10, 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: April 12, 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. Jennifer Obando, Technical Specialist I, School Psychologist Intern, from April 1, 2011 to June 30, 2011, District Office

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. Damon Kratz, Custodian, in the position of the Utility Worker from May 2, 2011 to June 30, 2011
- Mr. Thomas O'Rourke, Custodian, in the position of the Gardener from March 21, 2011 to June 30, 2011

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

D. Disciplinary Hearings

- Ref. Number: 7003 1680 0002 6368 3401 - Pre-hearing Conference: TBD

E. Personnel Commission Staffing Update

- Human Resources Technician Vacancy – Position Control Form to fill the vacancy was submitted on or about February 22, 2011

III. Consent List:

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

1. May 7, 2011

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

1. May 7, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Developmental/Health Instructional Assistant	3
Locksmith	5

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Adoption of Board of Education Resolution No. 10-41, in recognition of Classified Employees Week, May 15-21, 2011.

Motion by: _____
Seconded by: _____
Vote: _____

2. Public Hearing and Adoption: Fiscal Year 2011–2012 Proposed Personnel Commission Budget: *See attached*
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: _____
Seconded by: _____
Vote: _____

• **TIME OPENED:** _____

Motion to Adopt Personnel Commission Budget for 2011 - 2012: _____
Seconded by: _____
Vote: _____

Motion to Close Public Hearing: _____
Seconded by: _____
Vote: _____

• **TIME CLOSED:**

3. 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 Amanda Barrera in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Motion by: _____
Seconded by: _____
Vote: _____

Director's Recommendation: *Approve*

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Michelle Kerrigan in the classification of Specialized Instructional Assistant 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: _____

Director's Recommendation: *Approve*

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ronald Miller 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: _____

Director's Recommendation: *Approve*

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Laura Tenison in the classification of Specialized Instructional Assistant 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: _____

4. Classification Revisions:
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Reprographics Operator classification specification within the Purchasing department

Motion by: _____
Seconded by: _____
Vote: _____

5. Working Out of Class Requests:
Director's Recommendation: *Approve*

- a. Marc Donovan (Skilled Maintenance Worker) from May 4 to June 30, 2011 (First Extension) in the position of the Glazier

Motion by: _____
Seconded by: _____
Vote: _____

- b. Alejandro Villa (Utility Worker) from May 4 to June 30, 2011 (First Extension) in the position of the Skilled Maintenance Worker

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. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i>	June 2011
Electronic Version of the Full Personnel Commission Agenda		August 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. Special Personnel Commission Closed Session:

Tuesday, June 7, 2011, at 5:30 pm - *District Office Board Conference Room*

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

Next Regular Personnel Commission Meeting:

Tuesday, June 14, 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.