

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

AGENDA

REGULAR MEETING
May 11, 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:

D. Motion to Approve Agenda:

Motion by: _____
Seconded by: _____
Vote: _____

E. Motion to Approve Minutes: April 13, 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. Acknowledgement of Dr. Michael Matthews, Assistant Superintendent of Human Resources, as the new Superintendent of Manhattan Beach Unified School District

B. Approved Limited Term Request (not expected to exceed 6 months per Personnel Commission Rule §7.4.1.(A): *Positions Defined*) by the Director of Classified Personnel

- Mr. Brian Nahas, Instructional Assistant – Special Education, from May 13, 2010 to June 18, 2010, Olympic High School
- Mr. Rodney Rogers, Instructional Assistant – Special Education, from March 2, 2010 to June 18, 2010, Child Development Services – Pine Street

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

- Advisory Rules Committee Agendas – April 22, 2010

D. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 23

1. April 22, 2010

Approve Classified Personnel – Merit Report - No. A. 15

2. May 6, 2010

B. Approve Classified Personnel – Non-Merit Report - No. A. 24

1. April 22, 2010

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

2. May 6, 2010

C. Approve Classified Personnel Eligibility List(s):

Classification

Eligibles

Campus Security Officer 13
Swimming Instructor – Lifeguard 3

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Adoption of Board of Education Resolution No. 09-40, in recognition of Classified Employees Week, May 17-21, 2010.

Motion by: _____
Seconded by: _____
Vote: _____

2. Public Hearing and Adoption: Fiscal Year 2010–2011 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 2010 - 2011: _____
Seconded by: _____
Vote: _____

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

- **TIME CLOSED:** _____

3. Advanced Step Placement:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Pamela McHenry in the classification of Buyer 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

C. Information Item(s):

1. Merit Rules Review Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	August 2010
Classification Study: Instructional Assistant – Special Education	In Progress	June 2010
Merit Rules Revisions	First Reading – Chapter VII: <i>Appointment to Classified Positions</i> Second Reading – Chapter VI: <i>Eligibility Lists</i> Personnel Commission Merit Rule 7.3.3: <i>Summer Session Assignment</i>	June 2010
No-shows Study	Survey Implementation/Report	August 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011
Electronic Version of the Full Personnel Commission Agenda	In Progress	August 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	June 2010
Director's Update – Progress of Mid-term Goals	Review of Specific Goals	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, June 8, 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.