

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

AGENDA

REGULAR MEETING
May 12, 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: April 14, 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. Board of Education Agenda Item No. D. 02 – Special Education Collaborative Working Group Report

- **Goal 2: Recruit, Retain and Train Excellent Special Education Staff**

B. Employees Exit Interview Survey Update

C. Substitute/Temporary Employees Status Report

D. Chapter XIII: Seniority, Layoff, Displacement and Reemployment

- **Seniority Ties Update – 13.1.3.A.2.**

III. Consent List:

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

1. April 23, 2009

Approve Classified Personnel – Merit Report - No. A. 28

2. May 7, 2009

B. Approve Classified Personnel – Non-Merit Report - No. A. 29

2. May 7, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	7
Children Center Assistant	49
Instructional Assistant - Bilingual	7

Instructional Assistant – Physical Education	10
Instructional Assistant – Special Education	28
Physical Activities Specialist	7
Specialized Instructional Assistant	12
Swimming Instructor/Lifeguard	5

Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. *Classified School Employees Week (May 17-23, 2009): Reception*
2. Public Hearing and Adoption: Fiscal Year 2009–2010 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 2009 - 2010: _____
 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 Megan Costello 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 licensing.

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Julie Sampsons 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: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Michael Simmonds in the classification of Bus Driver pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment* based upon exceeding the minimum experience.

Motion by: _____
Seconded by: _____
Vote: _____

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

- a. Mr. Jeffrey Davis (Carpenter) from April 30, 2009 to June 30, 2009 (First Extension) in the position of the Plant Supervisor

Motion by: _____
Seconded by: _____
Vote: _____

- b. Mr. Curtis Sugars (Plant Manager) from April 30, 2009 to June 30, 2009 (First Extension) in the position of the Manager of Buildings and Grounds Operations

Motion by: _____
Seconded by: _____
Vote: _____

- c. Mr. Michael Bott (Lead Person – Building Trades) from May 15 to June 30, 2009 (First Extension) in the position of the Maintenance Supervisor

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. First Reading of Changes to Merit Rules: Tabled from March 10, 2009
Rule 12.2.4.(B) Salary on Employment
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - Twelve-Month Calendar 2008 – 2009
 - Twelve-Month Calendar 2009 – 2010
4. Classified Employees Access to Personnel Commission Meetings

C. Information Item(s):

None

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Tentative Date
Geographical and Weekend Testing	July 2009
Merit Rules Revisions	On Going
Employees Selection Pool Interview Update	July 2009
Vacancy Report	August 2009

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
 - Performance Review of Director, Classified Personnel
 - Personnel Commission Staffing

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:

Tuesday, June 9, 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.