

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

AGENDA

REGULAR MEETING
June 8, 2010 @ 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. 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: May 11, 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. Matthews' Service to the Santa Monica – Malibu Unified School District

B. Board of Education Agenda Item – Recommendation No. A.10: *Approve Personnel Commission Budget for 2010 – 2011 (May 26, 2010)*

C. 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. Eileen Mayelian, Technical Specialist II, from May 17 to June 18, 2010, Grant Elementary School

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

- Advisory Rules Committee Agendas – May 13, 2010; May 27, 2010

E. SMMUSD Press Release: *SMMUSD Board of Education Takes Action in Preparation for the 2010-11 Budget*

F. Tucker v. Grossmont Union High School District (2008) 168 Cal. App.4th 640

- The court expressly held that a laid-off classified employee has reemployment rights to positions in classes other than that from which he was laid off, if he or she meets the qualifications of the position. The court agreed with the trial court that, under Education Code section 45298, the employee had "the right to be reemployed by District in preference to new applicants for any position for which he applies and for which he is qualified." *Id.*, at 644.

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

- Pre-conference Hearing
- Regular Hearing

III. Consent List:

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

1. May 26, 2010

Approve Classified Personnel – Merit Report - No. A. 25

2. June 3, 2010

B. Approve Classified Personnel – Non-Merit Report - No. A. 30

1. May 26, 2010

Approve Classified Personnel – Non-Merit Report - No. A. 26

2. June 3, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Physical Education	4

Motion by: _____
Seconded by: _____
Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Accounting Technician classification specification

Motion by: _____
Seconded by: _____
Vote: _____

2. Classification Study – Instruction Assistant–Special Education

Director's Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instructional Assistant-Special Education

Motion by: _____
 Seconded by: _____
 Vote: _____

3. Second Reading of Changes to Merit Rules:
 Director's Recommendation: *Approve*

a. Chapter VI: *Eligibility Lists*

Motion by: _____
 Seconded by: _____
 Vote: _____

b. Personnel Commission Rule 7.3.3: *Summer Session Assignment*

Motion by: _____
 Seconded by: _____
 Vote: _____

B. Discussion Item(s):

1. First Reading of Changes to Merit Rules:
 - *Chapter VII: Appointment to Classified Positions*
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
 - 2009 - 2010
 - 2010 - 2011

C. Information Item(s):

1. Merit Rules Review Tracker
2. Process to Replace a Personnel Commissioner

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Director's Update – Progress of Mid-term Goals	Review of Specific Goals	June 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	July 2010
Classification Study: Child Care Assistant	In Progress	August 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	August 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

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, July 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.