

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

AGENDA

REGULAR MEETING
June 9, 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: May 12, 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. Personnel Commission FY 2009-10 Proposed Budget

B. Update on Merit Rules Grievance – File Number 002

C. The District Graduation Ceremonies

III. Consent List:

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

1. May 21, 2009

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

2. June 4, 2009

B. Approve Classified Personnel – Non-Merit Report - No. A. 27

1. May 21, 2009

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

2. June 4, 2009

C. Approve Classified Personnel Eligibility List(s):

| <u>Classification</u> | <u># Eligibles</u> |
|------------------------------|---------------------------|
| Accounting Technician | 8 |
| Braille Transcriber | 1 |
| Campus Security Officer | 15 |
| Children Center Assistant | 59 |
| Custodian | 69 |
| Database Administrator | 1 |

| | |
|--|----|
| Instructional Assistant – Physical Education | 10 |
| Physical Activities Specialist | 11 |
| Sports Facility Coordinator | 10 |
| 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 Elias Briseno 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: _____

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

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

Motion by: _____
 Seconded by: _____
 Vote: _____

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

- a. Ms. Esperanza Castro (Cafeteria Worker II) from May 8, 2009 to June 18, 2009 (First Extension) in the position of the Site Food Services Coordinator

Motion by: _____
Seconded by: _____
Vote: _____

- b. Mr. David Marmolejo (Technology Support Assistant) from May 23, 2009 to June 30, 2009(First Extension) in the position of the Telephone System, Computer Equipment Specialist

Motion by: _____
Seconded by: _____
Vote: _____

- c. Ms. Sandra Moore (Cafeteria Worker I) from May 8 to June 19, 2009 (First Extension) in the position of the Cafeteria Worker II

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
 - Twelve-Month Calendar 2008 – 2009
 - Twelve-Month Calendar 2009 – 2010

C. Information Item(s):

None

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

| Subject | Action Steps | Tentative Date |
|---|--|-----------------------|
| Geographical and Weekend Testing | On Going | |
| Merit Rules Revisions | On Going | |
| Employees Selection Pool Interview Update | On going conversations with the Superintendent | |
| Vacancy Report | | August 2009 |

VI. Closed Session:

None Scheduled

VII. Special Personnel Commission Closed Session:

Tuesday, June 25, 2009, at 5:30 pm - *District Office Board Room*

- 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

Next Regular Personnel Commission Meeting:

Tuesday, July 14, 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.