

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

**AGENDA**

**REGULAR MEETING**  
**July 12, 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: June 14, 2011 – tabled till August 9, 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

**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 Ms. Sandra Lyon as the new Superintendent of Santa Monica – Malibu Unified School District**
- B. Search for the New Personnel Commissioner**
  - *Personnel Commissioner: Appointment Process*
- C. Annual Budget of Personnel Commission for FY 2011-2012**
  - Approval Annual Budget of Personnel Commission
- D. 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. Tiffany Estrada, Technical Specialist II, Reading Specialist, from August 29, 2011 to June 15, 2012, Will Rogers Elementary School
- E. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
  - Mr. Stevie Davis, Custodian, in the position of the Equipment Operator from July 1, 2011 to November 8, 2011
  - Mr. Damon Kratz, Custodian, in the position of the Utility Worker from July 1, 2011 to November 8, 2011
  - Mr. Jose Lopez, Gardener, in the position of the Sprinkler Repair Technician from July 1, 2011 to November 8, 2011
  - Mr. Thomas O’Rourke, Custodian, in the position of the Gardener from July 1, 2011 to November 8, 2011
  - Ms. Leticia Tirado, Cafeteria Worker I, in the position of the Cafeteria Worker II from June 15, 2011 to June 22, 2011
- F. Merit Rules Advisory Committee (A.R.C.) Update**
  - Advisory Rules Committee Agenda – June 16, 2011

**G. Disciplinary Hearings**

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

**H. SEIU Grievances Update**

- **Ref. Number: 002/2011 – May 20, 2011**
- **Ref. Number: 003/2011 – June 8, 2011**
- **Ref. Number: 004/2011 – June 8, 2011**

**III. Consent List:**

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

1. June 30, 2011

**B. Approve Classified Personnel – Non-Merit Report - None**

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Glazier	3
Specialized Instructional Assistant	3

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)**

Swimming Instructor/Lifeguard	2
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Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**IV. Action/Discussion 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 Christina Olague in the classification of Elementary Library Coordinator 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: \_\_\_\_\_

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Cafeteria Worker I classification specification within the Food and Nutrition Services

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Cafeteria Worker II classification specification within the Food and Nutrition Services

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Health Office Specialist classification specification within the Student Services

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

3. Proposed New Classifications:  
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification Facility Permit Supervisor

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification Sports Facility Attendant

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**B. Discussion Item(s):**

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events
  - 2011 – 2012
3. Proposed Human Resources and the Personnel Commission Departments' Reorganization

**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:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	First Reading: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>  Second Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	August 2011       September 2011
Electronic Version of the Full Personnel Commission Agenda		August 2011
Personnel Commission Annual Report 2010 - 2011		September 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, August 9, 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: \_\_\_\_\_

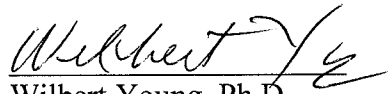
Seconded by: \_\_\_\_\_

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.