

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

**AGENDA**

**REGULAR MEETING**  
**August 9, 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; July 12, 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. Search for the New Personnel Commissioner Update**

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*ersonnel Commissioner: Appointment Process*

**B. 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. Sandy Carter, Technical Specialist II, Science Instructor, from September 19, 2011 to June 1, 2012, Point Dume Marine Science Elementary School
- Ms. Stephanie Demery, Technical Specialist II, Lunchtime Social Skills Group Leader, from August 30, 2011 to June 15, 2012, Roosevelt Elementary School
- Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Specialist, from August 29, 2011 to June 20, 2012, Will Rogers Elementary School/Educational Services
- Ms. Diane Farlow, Technical Specialist II, Reading Support Specialist, from September 1, 2011 to June 14, 2012, Point Dume Marine Science Elementary School
- Ms. Marni Gittleman, Technical Specialist II, Art Instructor, from August 30, 2011 to June 19, 2012, Santa Monica Alternative Schoolhouse
- Ms. Felicia Lopez, Technical Specialist II, English Language Learners Specialist, from August 29, 2011 to June 20, 2012, Franklin Elementary School/ Educational Services
- Ms. Julianna Ostrovsky, Technical Specialist II, Visual Art Instructor, from August 30, 2011 to June 19, 2012, Santa Monica Alternative Schoolhouse
- Ms. Kristy Pace, Technical Specialist II, Performance Art Instructor, from August 30, 2011 to June 19, 2012, Santa Monica Alternative Schoolhouse
- Ms. Susan Shelton, Technical Specialist II, Art Instructor, from October 3, 2011 to April 25, 2012, Point Dume Marine Science Elementary School
- Ms. Vonnie Van Note, Technical Specialist II, Reading Instructor, from September 1, 2011 to June 14, 2012, Point Dume Marine Science Elementary School

- Ms. Angela Whitman, Technical Specialist II, Reading Support Specialist, from September 1, 2011 to June 14, 2012, Point Dume Marine Science Elementary School
  - Ms. Maura Zagor, Technical Specialist II, English Language Learners Specialist, from August 29, 2011 to June 20, 2012, McKinley Elementary School/ Educational Services
- C. 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. Rick Deanda, Gardener, in the position of the Equipment Operator from July 5, 2011 to July 15, 2011
  - Mr. Abel Orozco, Gardener, in the position of the Tree Trim Equipment Operator from July 1, 2011 to November 8, 2011
  - Mr. Alejandro Villa, Utility Worker, in the position of the Skilled Maintenance Worker from July 1, 2011 to November 8, 2011
- D. Reappointment Letter from the State Superintendent of Public Instruction – Commissioner McCloud**
- E. Disciplinary Hearings**
- Ref. Number: 7003 1680 0002 6368 3401 -  
- Pre-hearing Conference: TBD  
- Hearing: TBD
- F. SEIU Grievances Update**
- Ref. Number: 002/2011 – May 20, 2011
  - Ref. Number: 003/2011 – June 8, 2011
  - Ref. Number: 004/2011 – June 8, 2011
- G. Personnel Commission Staffing Update**
- Human Resources Technician Position

**III. Consent List:**

- A. Approve Classified Personnel – Merit Report - No. A. 38**
1. July 20, 2011
- Approve Classified Personnel – Merit Report - No. A. TBD**
2. August 10, 2011
- B. Approve Classified Personnel – Non-Merit Report – No. A. 39**
1. July 20, 2011
- Approve Classified Personnel – Non-Merit Report – No. A. TBD**
2. August 10, 2011

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	3
Licensed Vocational Nurse (LVN)	3
Senior Buyer	1

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

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

Instructional Assistant – Classroom	43
Senior Office Specialist	25

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 Lu Anne Reed in the classification of Licensed Vocational Nurse (LVN) 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: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new Miriam Garcia-

Elmesiry in the classification of Specialized Instructional Assistant 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 Studies:

Director's Recommendation: *Approve/Disapprove* – tabled till September 13, 2011

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Classification Study for Administrative Assistant for Ms. Jana Hatch.

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

Director's Recommendation: *Approve/Disapprove* – tabled till September 13, 2011

- b. The Director of Classified Personnel recommends that the Personnel Commission approve/disapprove the Classification Study for Cafeteria Cook/Baker for Mr. Damone Fowler.

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

3. Proposed New Classification:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification Equipment Operator/Sports Facilities

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

**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>
Personnel Commission Annual Report 2010 - 2011		September 2011
Review of Personnel Commissioners' Roles and Responsibilities		September 2011
Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i>	October 2011
Merit Rules Revisions	Second Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	October 2011
Electronic Version of the Full Personnel Commission Agenda		October 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, September 13, 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.