

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

AGENDA

REGULAR MEETING
August 11, 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: July 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. Career Advancement Training Update – July 23, 2009

- **Module 1: Applications and Resumes**
- **Module 2: Test and Interview Preparation**

B. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel – to be updated

- **Mr. Michael Bott, Lead Person – Building Trades, in the position of the Maintenance Supervisor from August 17 to December 9, 2009**

C. Personnel Commissioner Election

- **News Release**
- **Announcement**
- **Application**

III. Consent List:

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

1. August 20, 2009

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

1. August 20, 2009

C. Approve Classified Personnel Eligibility List(s):

| <u>Classification</u> | <u># Eligibles</u> |
|--|--------------------|
| Children Center Assistant | 24 |
| Instructional Assistant – Classroom | 47 |
| Instructional Assistant – Music | 5 |
| Instructional Assistant – Physical Education | 12 |
| Instructional Assistant – Special Education | 49 |
| Manager of Buildings and Grounds Operations | 3 |
| Physical Activities Specialist | 14 |
| Physical Therapist | 3 |
| Site Food Services Coordinator | 12 |
| Swimming Instructor/Lifeguard | 5 |
| Utility Worker | 6 |

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 Kimberly Curry in the classification of Administrative 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 Jeannie O’Brien in the classification of Administrative 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. Discussion Item(s):

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

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 | |
| Advanced Step Placement Procedure | | October 2009 |
| Career Advancement Training | | July 2009 |
| Commissioner's Appointment Process | | August 2009 |
| Job Fair | | August 2009 |
| Monthly Meeting with the Assistant Superintendent of Human Resources | | September 2009 |
| Vacancy Report | | September 2009 |
| Annual Report of Activities | | October 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

VII. Next Regular Personnel Commission Meeting:

Tuesday, September 15, 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.