

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

AGENDA

REGULAR MEETING
September 13, 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: 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. Welcome Reception in Honor of Superintendent Lyon – September 1, 2011 at the Santa Monica Place – the Market

B. Search for the New Personnel Commissioner Update

C. Personnel Commission Staffing Update

- **Introduction of Ms. Elvira Rodriguez, Human Resources Technician**

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. Jody Anderson, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Robbie Anderson, Technical Specialist III, Orchestra Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Robert Anderson, Technical Specialist II, Music Instructor-Winds, from September 6, 2011 to June 18, 2012, Santa Monica Alternative School House – Middle School**
- **Mr. Ben Bartelt, Technical Specialist II, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Andrew Bill, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Judith Blake, Technical Specialist II, Art Instructor, from September 26, 2011 to June 15, 2012, Grant Elementary School**
- **Ms. Judy Blake, Technical Specialist II, Visual Art Instructor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Kathy Cass, Technical Specialist II, Kindergarten Dance Instructor, from September 1, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Ms. Kimberly Doane, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**

- **Ms. Jillian Donegan, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Mersedeh Farokzadeh, Technical Specialist II, Farsi Parenting Groups Leader, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Mersedeh Farokzadeh, Technical Specialist II, Student Counselor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Jane Glazer, Technical Specialist II, Dance Instructor, from September 15, 2011 to June 15, 2012, Grant Elementary School**
- **Ms. Rachel Gaynon, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Allison Jones, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Mr. Jason Karuza, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Ann Lambert, Technical Specialist II, Vocal Music Teacher, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Flanagan Margaret Lysy, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. Francisco Martinez, Technical Specialist II, Dance Instructor, from September 1, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Mr. Jeremy Miller, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Kyle Miller, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Elizabeth Ann Baker Newell, Technical Specialist II, Vocal Music Instructor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Elizabeth Ann Baker Newell, Technical Specialist II, Music Instructor, from September 19, 2011 to June 15, 2012, Grant Elementary School**
- **Ms. Andrea Philipson-Slosberg, Technical Specialist II, Computer Lab Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Davida Raffa, Technical Specialist II, Ceramics Instructor, from January 9, 2012 to June 15, 2012, Grant Elementary School**
- **Ms. Davida Raffa, Technical Specialist II, First and Second Grade Ceramics Instructor, from October 8, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Ms. Kate Reddish, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. Dan Thomason, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. David Young, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**

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. Rick Deanda, Gardener, in the position of the Equipment Operator from August 1, 2011 to August 31, 2011**
- **Ms. Leticia Tirado, Cafeteria Worker I, in the position of the Cafeteria Worker II from August 24, 2011 to January 9, 2012**

F. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
 - **Pre-hearing Conference: TBD**
 - **Hearing: TBD**

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

- **Advisory Rules Committee Agendas – August 25, 2011; September 8, 2011**

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 12

1. August 24, 2011

Approve Classified Personnel – Merit Report - No. A. 11

2. September 8, 2011

B. Approve Classified Personnel – Non-Merit Report – No. A. 13

1. August 24, 2011

Approve Classified Personnel – Non-Merit Report – No. A. 12

2. September 8, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	1
Children’s Center Assistant	109
Human Resources Technician	19
Instructional Assistant - Music	5
Specialized Instructional Assistant	7

Motion by: _____

Seconded by: _____

Vote: _____

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

Senior Administrative Assistant 15

Motion by:

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Classification Studies:

Director's Recommendation: *Approve*

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

Motion by: _____

Seconded by: _____

Vote: _____

Director's Recommendation: *Disapprove*

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

Motion by: _____

Seconded by: _____

Vote: _____

Director's Recommendation: *Approve*

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instructional Assistant – Special Education for Ms. Maribel Lopez.

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 Equipment Operator/Sports Facilities classification specification within the Theater Operations

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. California School Personnel Commissioners Association – The California School District Merit System: *An Orientation Handbook for Personnel Commissioners (Excerpt)*
3. Workforce Organization Development and Strategic District Partnership Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report 2010 - 2011		October 2011
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>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, October 11, 2011, at 5:00 pm - *District Office Board Room*

Special Personnel Commission Closed Session:

Tuesday, October 17, 2011, at 5:30 pm - *District Office Board Conference Room*

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

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.