

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

AGENDA

REGULAR MEETING
September 15, 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: August 11, 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. Approved Professional Experts Request (less than 90 working days per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- **Mr. Stephen Dress, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Ms. Kelly Flickinger, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Ms. Liberty Grammer, Technical Specialist II from July 1 to August 28, 2009**
- **Mr. Justin Hageman, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Ms. Margaret Lysy, Technical Specialist III from September, 2009 to June 25, 2010**
- **Ms. Josephine Liu Moerschel, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Ms. Carolina Naziemiec, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Ms. Jennifer Roth, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Mr. Peter Senchuk, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Mr. Meghan Turner, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Ms. Kelly Weaver, Technical Specialist II from September 14, 2009 to June 30, 2010**

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

- **Mr. Michael Anderson, Custodian, in the position of the Plant Supervisor from July 1 to August 31, 2009**

- C. **Personnel Commissioner Election**
 - **News Release**
 - **Application**
- D. **All Administrators Leadership Institute – August 25, 2009, Malibu West**
- E. **Tour Santa Monica Police Department by Detective L. Gladden and Investigator R. Talbott – September 3, 2009**
- F. **Personnel Commission Procedures Manual Update**
 - **Outline of Procedures**

III. Consent List:

- A. **Approve Classified Personnel – Merit Report - No. A. 25**
 - 1. August 19, 2009
 - Approve Classified Personnel – Merit Report - No. A. 15**
 - 2. September 3, 2009
- B. **Approve Classified Personnel – Non-Merit Report - No. A. 26**
 - 1. August 19, 2009
 - Approve Classified Personnel – Non-Merit Report - No. A. 16**
 - 2. September 3, 2009
- C. **Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	23
Cafeteria Worker II	6
Campus Security Officer	18
Children Center Assistant	24
HVAC Mechanic	7
Instructional Assistant – Bilingual	17
Instructional Assistant – Classroom	75
Instructional Assistant – Physical Education	17
Office Specialist	80
Physical Activities Specialist	12
Skilled Maintenance Worker	3
Specialized Instructional Assistant	16
Swimming Instructor/Lifeguard	8
Technology Support Assistant	2

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 Wendy Castillo 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 Amanda Hall 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 April Murray in the classification of Swimming Instructor - Lifeguard 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: _____

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Mary Cate Ong 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: _____

- e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Joyce Rosenbaum in the classification of Physical Therapist 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		October 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
 - Certification Summary List for Cafeteria Worker II
 - Performance Review of Director, Classified Personnel

VII. Special Personnel Commission Closed Session:

Tuesday, October 6, 2009, 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
 - Performance Review of Director, Classified Personnel

Next Regular Personnel Commission Meeting:

Tuesday, October 13, 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.