

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

**AGENDA**

**REGULAR MEETING**  
**October 13, 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: September 15, 2009, October 8, 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. Mark Harris, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Mr. William J. Plenk, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Mr. Teag Reaves, Technical Specialist II from September 14, 2009 to June 30, 2010**
- **Ms. Lydia Tseng, 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**

- **Ms. Sandra Moore, Cafeteria Worker I, in the position of the Cafeteria Worker II from September 8 to October 16, 2009**
- **Mr. Stanley Perchlak, Skilled Maintenance Worker, in the position of Painter from October 1, 2009 to February 16, 2010**
- **Mr. Fortino Tirado, Equipment Operator-Tree Trimmer, in the position of Sprinkler Repair Technician from September 24 to February 5, 2010**

**C. Personnel Commissioner Election Update – Current Deadline: October 16, 2009**

**D. Update on Monthly Meeting with Dr. Michael Matthews, the Assistant Superintendent of Human Resources**

**E. School Sites Visit**

**F. Merit Rules Advisory Committee (A.R.C.) Update**

**III. Consent List:**

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

1. September 17, 2009

**Approve Classified Personnel – Merit Report - No. A. 20**

2. October 1, 2009

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

3. October 15, 2009

**B. Approve Classified Personnel – Non-Merit Report - No. A. 24**

1. September 17, 2009

**Approve Classified Personnel – Non-Merit Report - No. A. 21**

2. October 1, 2009

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

3. October 15, 2009

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

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	4
Children Center Assistant	24
Developmental/Health Instructional Assistant	2
Director of Maintenance and Operations	3
Instructional Assistant – Physical Education	22
Job Development and Placement Specialist	23
Maintenance Supervisor	2
Occupational Therapist	1
Physical Activities Specialist	12
Swimming Instructor/Lifeguard	8

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 Christy Liao in the classification of Instructional Assistant - Classroom 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 Jessica Swift in the classification of Instructional Assistant - Music 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 Robert White in the classification of Instructional Assistant – Physical Education 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 Ian Wuh in the classification of Accounting Technician 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: \_\_\_\_\_

2. Reclassification Study – Instruction Assistant - Music  
Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Reclassification Study from Instructional Assistant - Classroom to Instruction Assistant – Music for Ms. Heather Klenk, Ms. Sarah Reichenthal, Ms. Naomi Sato, and Ms. Maia Zander

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

3. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Bus Driver classification specification within the Transportation department.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Campus Security Officer classification specification.

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

4. Appeal to the Personnel Commission Regarding Acceptance of Classified Employment Application for HVAC Mechanic Position

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

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

1. Personnel Commission Annual Report: 2008 – 2009
2. Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process
3. Personnel Requisition Status Report
4. Personnel Commission's Twelve-Month Calendar of Events
  - Twelve-Month Calendar 2009 – 2010

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	On Going	
Career Advancement Training		October 2009
Commissioner's Appointment Process	On Going	
Quarterly Meeting with the Superintendent		TBD
Evaluation of Director of Classified Personnel		December 2009

**VI. Closed Session:**

- Closed session with legal counsel anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (2 cases)
- 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, November 10, 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.