

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

**AGENDA**

**REGULAR MEETING**  
**February 8, 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: January 11, 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
  - Superintendent Search Update

**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 or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**

- Mr. Jerome de Vase, Technical Specialist I, School Psychologist Intern, from January 4, 2011 to June 30, 2011, District Office
- Ms. Stephanie Demery, Technical Specialist III, Social Skills Counselor, from January 3, 2011 to June 22, 2011, Roosevelt Elementary School
- Ms. Tiffany Estrada, Technical Specialist II, Reading Specialist, from February 2, 2011 to June 22, 2011, Will Rogers Elementary School
- Ms. Abigail Fels, Technical Specialist II, Art Instructor, from January 3, 2011 to June 22, 2011, Roosevelt Elementary School
- Ms. Arwen Hernandez, Technical Specialist II, Band – Percussion Coach, from February 1, 2011 to June 30, 2011, Educational Services/Santa Monica High School
- Mr. Francisco Martinez, Technical Specialist III, Dance Instructor, from January 1, 2011 to June 18, 2011, Roosevelt Elementary School
- Mr. Greg Moul, Technical Specialist I, Computer Instructor, from December 1, 2010 to June 22, 2011, John Muir Elementary School
- Mr. Lynn Robb, Technical Specialist II, Art Instructor, from January 3, 2011 to June 22, 2011, Roosevelt Elementary School

**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. Tracey Harris, Custodian, in the position of the Utility Worker from December 13, 2010 to January 10, 2011

- **Mr. Tracey Harris, Custodian, in the position of the Utility Worker from December 13, 2010 to January 10, 2011**
- **Mr. Tracey Harris, Custodian, in the position of the Utility Worker from January 11, 2011 to April 28, 2011**
- **Mr. Robert Marroquin, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from December 2 to December 3, 2010**

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

- **Advisory Rules Committee Agendas – January 13 and 27, 2011**

**D. Update of Revisions of Classification Specifications for Custodian and Utility Worker**

**E. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3371**

- **Pre-hearing Conference: February 15, 2011**

**F. Personnel Commission Staffing Update**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 32**

1. January 13, 2011

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

2. February 3, 2011

**B. Approve Classified Personnel – Non-Merit Report - No. A. 33**

1. January 13, 2011

**Approve Classified Personnel – Non-Merit Report - No. A. 25**

2. February 3, 2011

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

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	8
Cafeteria Worker II	6
Children’s Center Assistant	88
Human Resources Technician	5
Laboratory Technician	4

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**IV. Action/Discussion Items/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placements:

Director's Recommendation: *Disapprove*

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new hire Natalie Cornejo in the classification of Campus Security Officer 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: \_\_\_\_\_

Director's Recommendation: *Approve*

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Kim Nguyen in the classification of Senior 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: \_\_\_\_\_

2. Classification Study – Instruction Assistant–Special Education

Director's Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instruction Assistant–Special Education

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

3. Second Reading of Changes to Merit Rules:

Director's Recommendation: *Approve*

- a. *Chapter IX: Employment Status*

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

- b. *Chapter X: Performance Evaluation*

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

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

1. Orientation of New Department Managers
2. Personnel Requisition Status Report
3. Personnel Commission's Twelve-Month Calendar of Events
  - 2010 - 2011

**C. Information Item(s):**

1. Merit Rules Review Tracker

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Career Advancement Training	Planning Sessions	March 2011
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	March 2011
Hearing Procedures	Review of Current Personnel Commission Procedures	March 2011
Preliminary Budget – Fiscal Year 2011-2012	First Reading	April 2011
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	April 2011
Administrator's Workshop	HR/Personnel Commission/ Payroll Process	May 2011
Guide to Recruiting Classified Staff		May 2011
Classified Employees Appreciation Reception		May 2011
Electronic Version of the Full Personnel Commission Agenda		June 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, March 8, 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.