

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

AGENDA

REGULAR MEETING
September 14, 2010 @ 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. 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 10, 2010

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 Ms. Debra Moore Washington, Assistant Superintendent of Human Resources

B. 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. Jennifer Bors, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Jacqueline Brosas, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Allison Bukowski, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Sandra Carter, Technical Specialist II, Marine Science Specialist, from September 7, 2010 to June 20, 2011, Point Dume Elementary School
- Mr. Rome de Vase, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Specialist, from September 3, 2010 to January 31, 2011, Educational Services/Will Rogers Elementary School
- Ms. Diane Farlow, Technical Specialist II, Reading Support Specialist, from September 7, 2010 to June 23, 2011, Point Dume Elementary School
- Ms. Alissa Galstad, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Debbie Harding, Technical Specialist I, Garden Specialist, from September 1, 2010 to June 30, 2011, Food & Nutrition Services

- Ms. Felicia Lopez, Technical Specialist II, English Language Learners Specialist, from September 3, 2010 to January 31, 2011, Educational Services/Franklin Elementary School
- Ms. Pamela McRae, Technical Specialist I, Fresh Fruit & Vegetable Program Specialist, from September 1, 2010 to June 30, 2011, Cafeteria of Will Rogers Elementary School
- Ms. Natalia Mondaca, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Lissbeth Sabrina Ramirez, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Zhanna Shekhtmeyster, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Mary Tafi, Technical Specialist II, Environmental Science – Organic Garden Specialist, from September 7, 2010 to June 20, 2011, Point Dume Elementary School
- Ms. Vonnie van Note-Street, Technical Specialist II, Reading Support Specialist, from September 7, 2010 to June 23, 2011, Point Dume Elementary School
- Ms. Christina Wakamoto, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Angela Whitman, Technical Specialist II, Reading Support Specialist, from September 7, 2010 to June 23, 2011, Point Dume Elementary School
- Ms. Maura Zagor, Technical Specialist II, English Language Learners Specialist, from September 3, 2010 to January 31, 2011, Educational Services/McKinley Elementary School

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

- Advisory Rules Committee Agendas – August 12, 2010 and August 26, 2010

D. 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. Robert Marroquin, Instructional Assistant – Special Education, in the position of the Developmental Health Instructional Assistant from September 1 to December 31, 2010

E. Appointment Process for Personnel Commissioner Update

III. Consent List:

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

1. August 18, 2010

Approve Classified Personnel – Merit Report - No. A. 10

2. September 1, 2010

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

1. August 18, 2010

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

2. September 1, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Senior Administrative Assistant	15
Senior Office Specialist	25

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion Items/or Other Information:

A. Action Item(s):

1. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Locksmith classification specification within the Maintenance and Operations department

Motion by: _____

Seconded by: _____

Vote: _____

2. Second Reading of Changes to Merit Rules:

Director's Recommendation: *Approve*

- a. *Chapter VII: Appointment to Classified Positions*

Motion by: _____

Seconded by: _____

Vote: _____

- b. *Chapter VIII: Employee Clearances*

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Commission 2010 Guiding Principles
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:

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	October 2010
Merit Rules Revisions	First Reading – Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	October 2010
Personnel Commission Annual Report of Activities	In Progress	October 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	November 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	November 2010
Appointment of Personnel Commissioner	In Progress	December 2010
No-shows Study	Survey Implementation/Report	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 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
 - Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180

VII. Special Personnel Commission Closed Session:

Tuesday, October 5, 2010, 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 Director, Classified Personnel

Next Regular Personnel Commission Meeting:

Tuesday, October 12, 2010, 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. 70-279.