

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

AGENDA

REGULAR MEETING
October 12, 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: September 14, 2010; October 5, 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. 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. Robbie Anderson, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 22, 2011, Educational Services/SAMOHI
- Ms. Elizabeth Ann Baker, Technical Specialist II, Vocal Music Instructor, from September 1, 2010 to June 30, 2011, Franklin Elementary School
- Ms. Elizabeth Ann Baker, Technical Specialist II, Vocal Music Instructor, from September 15, 2010 to June 30, 2011, Webster Elementary School
- Ms. Elizabeth Ann Baker, Technical Specialist II, Vocal Music Instructor, from September 21, 2010 to June 22, 2011, Grant Elementary School
- Ms. Judy Blake, Technical Specialist II, Visual Arts Instructor, from September 1, 2010 to June 30, 2011, Franklin Elementary School
- Ms. Judy Blake, Technical Specialist II, Visual Arts Instructor, from October 15, 2010 to June 22, 2011, Grant Elementary School
- Mr. Stephen Dress, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Mersedeh Farokhzadeh, Technical Specialist II, Counselor, from September 9, 2010 to June 18, 2011, Franklin Elementary School
- Ms. Kelly Flickinger, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Jane Glaser, Technical Specialist II, Dance Instructor, from September 17, 2010 to June 22, 2011, Grant Elementary School
- Mr. Justin Hageman, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services

- **Mr. Mark Harris, Technical Specialist II, Music Instructor, from September 7, 2010 to June 30, 2011, Olympic High School**
- **Mr. Michael Paul Hyziak, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**
- **Ms. Margaret Lysy, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 22, 2011, Educational Services/SAMOHI**
- **Ms. Yolanda Martinez, Technical Specialist II, Music Instructor, from September 1, 2010 to June 30, 2011, Franklin Elementary School**
- **Dr. Josephine Liu Moerschel, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**
- **Ms. Davida Raffa-Leal, Technical Specialist III, Ceramics Instructor, from September 29, 2010 to June 22, 2011, Grant Elementary School**
- **Mr. Teag Reaves, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**
- **Ms. Kathryn M. Reddish, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 23, 2011, Educational Services/SAMOHI**
- **Ms. Jennifer Roth, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**
- **Ms. Bobbi Ross-Neier, Technical Specialist I, Community Service Learning Coordinator, from September 7, 2010 to June 30, 2011, Malibu High School**
- **Ms. Jody Rubin, Technical Specialist II, Dream Strings/Winds Instructor, from September 23, 2010 to June 22, 2011, Educational Services**
- **Ms. Juliana Ruiz, Technical Specialist I, Produce Coordinator, from September 3, 2010 to June 22, 2011, Edison Language Academy**
- **Mr. Peter Senchuk, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**
- **Mr. Dan Thomason, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 23, 2011, Educational Services/SAMOHI**
- **Ms. Lydia Tseng, Technical Specialist II, Dream Strings/Winds Instructor, from September 23, 2010 to June 22, 2011, Educational Services**
- **Ms. Meghan Turner, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**
- **Ms. Kelly Weaver, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**
- **Mr. David Young, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 22, 2011, Educational Services/SAMOHI**
- **Ms. Karolina Zaziemiec, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services**

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

- **Advisory Rules Committee Agendas – September 30, 2010**

C. 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. Wilma Iniguez, Senior Office Specialist – Bilingual, in the position of the Administrative Assistant from September 1 to September 24, 2010**
- **Ms. Sandra Moore, Cafeteria Worker I, in the position of the Cafeteria Worker II from September 13 to November 30, 2010**

D. Appointment Process for Personnel Commissioner Update

- **Chair's Recommendation for Panel**

- E. **Request from Ms. Jan Maez, Assistant Superintendent, Chief Financial Officer**
 - **Draft Minutes**
 - **Draft Modified Merit Rules**

- F. **Joint Personnel Commission and Human Resources Process Improvement Meeting**

III. Consent List:

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

- 1. September 23, 2010

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

- 2. October 7, 2010

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

- 1. September 23, 2010

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

- 2. October 7, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Athletic Trainer	6
Developmental/Health Instructional Assistant	7
Instructional Assistant – Physical Education	10
Instructional Assistant – Special Education	17
Maintenance Supervisor	4
Occupational Therapist	2
Specialized Instructional Assistant	14

Motion by: _____

Seconded by: _____

Vote: _____

IV. Action/Discussion 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 Jacob Henderson in the classification of Instructional Assistant – Sign Language

Interpreter 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. Personnel Commission 2010 Guiding Principles
 - Determination of placement on the Personnel Commission Agenda

Motion by: _____
 Seconded by: _____
 Vote: _____

B. Discussion Item(s):

1. Personnel Commission Annual Report: 2009 – 2010
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	November 2010
Merit Rules Revisions	First Reading: Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	November 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	November 2010
Appointment of Personnel Commissioner	In Progress	December 2010
Final Evaluation of the Director of Classified Personnel	Review of Specific Goals	December 7, 2010
No-shows Study	Survey Implementation/Report	December 2010

Hiring Managers' Orientation – Hiring Process	In Progress	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011
Electronic Version of the Full Personnel Commission Agenda	In Progress	February 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, November 9, 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.