



*Compton Unified School District
Regular Meeting of the Personnel Commission*

MINUTES

****Board of Trustees Room*
501 South Santa Fe Avenue
Compton, CA 90221***

***Thursday, July 10, 2008
4:30 p.m.***

Order of Business

- 1. Call to order***
- 2. Roll Call***

<i>Mr. Martin Chavez, Chairperson</i>	<i>(x)</i>
<i>Ms. Tara Bonner, Vice Chairperson</i>	<i>(x)</i>
<i>Ms. Myrtle Iris Caldwell, Member</i>	<i>(x)</i>
<i>Ms. Tanya Bragg, Secretary</i>	<i>(x)</i>

- 3. Pledge of Allegiance***
- 4. Invocation***
- 5. Recognition***

Merit Academy Certification of Completion for Ms. Guillermina Garcia, Intermediate Personnel Clerk, in the Personnel Commission

*Minutes – Regular Meeting of the Personnel Commission
July 10, 2008*

Audience Comments

Agenda items.

6.

All persons wishing to speak on Agenda items may do so at this point in the agenda. To be recognized to speak, the speaker must sign the sign-in sheet on the back table. Comments will be limited to 3 minutes per individual.

All persons who wish to speak during meetings of the Personnel Commission of the Compton Unified School District are expected to be courteous and respectful to other people and abide by the directions of the Chairperson of the Personnel Commission in terms of when and how long they may speak. Further, no individual is to engage in making remarks demeaning or related to attacks on personnel. Failure to abide by the directions of the Chairperson may be disruptive to the meeting and may result in the person being ejected from the meeting. Disruption of a commission meeting is also unlawful and may result in criminal prosecution. (See Education Code Section 32210: Penal Code Sections 403, 415 and 416.)

Members of the Personnel Commission, staff and community who participate in Commission meetings are requested to discuss only matters directly related to District business and, thus, to focus their statements on the general subject matter of the issues. Any criticism, comment, evaluation, or observation regarding staff, including members of this administration, should be addressed exclusively in Closed Session. Anyone who makes defamatory remarks or makes personal attacks does so without the knowledge, authority, or approval of the Personnel Commission as a whole, or their Administration.

If you wish to ask questions, please address them to the Chairperson and not to individual members of the Personnel Commission or its staff.

Approval of Minutes

7.

Recommend adoption of May 22, 2008 minutes. Pursuant to PC Rule 20.200.8

*Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Ms. Tara Bonner Seconded: Ms. Myrtle Caldway Vote: 3-0*

8.

Information Items

- 1. Introduction of the new Superintendent Dr. Kaye Burnside.
Dr. Burnside was not in attendance at the meeting.*
- 2. Presentation by Educational Management Solutions on the Job Classification Study Findings and Recommendations.*

9. Communications

1. *Recruiting/Selection Exam Calendar*
2. *Job Fair Calendar 2007/2008*
3. *June 10 & 24, 2008 and July 22, 2008 Board Report – Personnel Actions.*

10. Audience Comments

Non agenda items.

Mr. Tony Hicks, Sr. Community Relations Specialist commented on the District-wide Job Classification Study. He was appreciative of staff and their efforts to involve all parties. He expressed a concern with the media portion (as it relates to his classification) of the study. Currently he is the only Community Relations Specialist who has conducted a cable television show. He expressed a need for others to be trained and is anticipating the next phase of the job study.

11. Unfinished Business

12. Action Items

***08/09-001**

Approval to remove from eligibility list: (3) Carpenter,(2) Clerk Typist II (2) Electricians, (2) HVAC Assistant,(1) Instructional Assistant – Bilingual, (1) Instructional Assistant Special Education, (1) Maintenance Worker II,(1) Painter (4) Plant Workers, (1) Warehouse Worker, (9) School Police Officers Pursuant to PC Rule 50.100.6.

Financial: No impact.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Ms. Tara Bonner Seconded: Ms. Myrtle Caldway Vote: 3-0

***08/09-002**

Approval to accept and ratify the eligibility list(s) for a one-year period. Pursuant to PC Rule 50.100(B)

<i>Number of Candidates</i>	<i>Classification</i>
38	<i>Campus Security Assistant (Prom.& Open)</i>
4	<i>Chief Facilities Officer (Unranked)</i>
3	<i>Community Relations Specialist – Bilingual (Promotional)</i>
2	<i>Cooks (Open)</i>
4	<i>Grounds Equipment Operator (Prom. & Open)</i>
8	<i>HVAC Assistant (Open)</i>
2	<i>HVAC Mechanic (Open)</i>
35	<i>Instructional Assistant – Special Education (Open)</i>
15	<i>Intermediate Personnel Clerk (Prom. & Open)</i>
3	<i>Plumber (Open)</i>
4	<i>School Police Officer (Open)</i>
5	<i>School Police Recruit (Open)</i>
4	<i>School Police Sergeant (Promotional& Open)</i>
14	<i>Warehouse Worker (Open)</i>

*Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Secoded: Ms. Myrtle Caldway Vote: 3-0*

***08/09-003**

Approval to accept and ratify the District’s request to employ Public Employees to work a substitute assignment when employees are absent as Pursuant to PC Rule 30.200.7 and Ed. Code 45110:

*Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Secoded: Ms. Myrtle Caldway Vote: 3-0*

***08/09-004**

Approval to accept and ratify the District’s request to employ Public Employees to work out of class when no eligibility list exists or an insufficient number of available eligibles exists as Pursuant to PC Rule 30.200.7 and Ed. Code 45110, 45287:

Accepted: Mr. Martin Chavez *Rejected:* _____ *Modify:* _____
Moved: Ms. Tara Bonner *Seconded:* Ms. Myrtle Caldwell *Vote:* 3-0

***08/09-005**

Approval to accept the Consultant Agreement with Fagan, Friedman & Fulfroost to perform legal services for the 08/09 school year for the Personnel Commission.

Accepted: Mr. Martin Chavez *Rejected:* _____ *Modify:* _____
Moved: Ms. Tara Bonner *Seconded:* Ms. Myrtle Caldwell *Vote:* 3-0

***08/09-006**

Approval to accept, reject, or amend the transfer of the following as Pursuant to PC Rule 60.200.1:

<i>Number of Requests</i>	<i>Classification</i>
<i>1</i>	<i>Campus Security Assistant</i>
<i>1</i>	<i>Clerk Typist II – Bilingual</i>
<i>1</i>	<i>Executive Secretary</i>
<i>1</i>	<i>Plant Worker</i>

Accepted: Mr. Martin Chavez *Rejected:* _____ *Modify:* _____
Moved: Ms. Tara Bonner *Seconded:* Ms. Myrtle Caldwell *Vote:* 3-0

***08/09-007**

Approval to accept, reject, or amend the Reinstatement Request of the following as Pursuant to PC Rule 60.200.3:

<i>Number of Requests</i>	<i>Request to Reinstate</i>	<i>Recommendation</i>
<i>1</i>	<i>Cafeteria Worker</i>	<i>To Accept</i>
<i>1</i>	<i>Campus Security Assistant</i>	<i>To Accept</i>
<i>1</i>	<i>Campus Security Assistant</i>	<i>To Reject</i>
<i>1</i>	<i>Cook</i>	<i>To Accept</i>

Item approved with the exception of Campus Security Assistant (Reject), to submit requested additional documentation to the Personnel Commissioners at the next regularly scheduled meeting.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

***08/09-008**

Approval to ratify and open to the public the following job announcement as Pursuant to PC Rule 60.200.3:

<i>Classification</i>
<i>Communications Coordinator</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

08/09-009

Approval of (4) Hearing Officers for the 2008-09 school year

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Ms. Myrtle Caldway Vote: 3-0

08/09 -010

Approval of (2) Consultant Services Agreement for Psychological Testing and Trauma Incident Psychological Evaluation Services.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

14. Executive/Closed Session

Pursuant to Government Code 54954.5, 54954.2, 54956, 54956.7, 54956.8, 54956.9, 54956.95, 54961, 54957.6, 54957.8, 1461, 32106, 32155, 37606, 37624.3, 54956.86, 54956.96, 54956.75, 54956.5, 54956, 54956.8, 54956.86, 54957, 5457.6 (a), 54957.8 (1)

1. *Public Employee(s) Discipline/Dismissal/Release/Appeal Hearing*
2. *Information/Discussion of Public Employee(s) complaint against another Public Employee(s) Pursuant to government code 54957.*

15. Personnel Matters

A. Classifications advertised:

- *Communications Coordinator*

B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Carpenter Supervisor*
- *Cook*
- *Electronic Technician I*
- *Electrician*
- *Equipment Service Worker*
- *Glazier*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body & Fender Repair*
- *Instructional Assistant – C.A.I.*
- *Library Aide Clerk*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Nutrition Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plumbing Supervisor*
- *School Police Detective*
- *School Police Officer*
- *School Police Recruit*
- *School Secretary I – Bilingual Spanish*
- *School Secretary II*
- *School Secretary III*
- *School Secretary III – Bilingual Spanish*
- *Senior Secretary Bilingual Spanish – Non-Steno*
- *Senior Network Analyst*
- *Welder*

16. Personnel Commissioners' and Director's Discussion.

1. Update: Roundtable Discussion "Recruitment Marketing Strategies Meeting," scheduled on July 10, 2008, from 9:00 a.m. to 10:00 a.m., in the Personnel Commission Conference Room.
2. Upcoming: Mr. Erik Colliers, Human Resources Analyst, from the County of Riverside, presenting "Web Base Examination Proctoring Process.'
3. Outcome of the HR/PC Audit Report presented by Mr. Rick Werlin, Consultant to the Board of Trustees on June 24, 2008.
4. Update: New Administrators for the 2008-09 school year.
5. Save the Date: SPCA/NC Annual Conference scheduled on October 10-12, 2008 in Northern California

17. Personnel Commissioners' General Comments

18. Adjournment.

Next regularly scheduled meeting is Thursday, August 7, 2008 commencing at 4:30 p.m., in the Board of Trustees Room, at 501 S. Santa Fe Avenue, Compton, CA 90221.

Approved by: _____

Tanya R. Bragg, Director
Classified Personnel Services