



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

MINUTES

Board of Trustees Room

*501 South Santa Fe Avenue
Compton, CA 90221*

*Thursday, April 3, 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. Myrtle Iris Caldwell, Member</i>	<i>Excused</i>
<i>Ms. Tara Bonner, Member</i>	<i>(x)</i>
<i>Ms. Tanya Bragg, Secretary</i>	<i>(x)</i>

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

- Maintenance – Carpentry Shop Employees
Department of the Month*

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 March 6, 2008 minutes. Pursuant to PC Rule 20.200.8

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

Information Items

8.

1. Michael A. Culver, Coastline Street Advertising LLC (10 min. presentation)

Mr. Voo spoke on behalf of Mr. Culver regarding the update of the Bus Bench Advertisement Campaign.

9. Communications

1. Recruiting/Selection Exam Calendar
2. Job Fair Calendar 2007/2008
3. March 18, 2008 Board Report – Personnel Actions.

10. Audience Comments

Non agenda items.

11. Unfinished Business

07/08-100

Approval to accept the following new classification:

Classification	Schedule and Range
School Police Dispatcher/Records Supervisor	Schedule V, Range 13

Item tabled to the next regularly scheduled meeting.

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

07/08-101

Request to address the Personnel Commissioners regarding application rejection of one Athletic Coach applicant.

Item tabled until applicant provides the Personnel Commissioners with requested documentation.

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

12. Action Items

*07/08-103

Approval to remove (1) Accounting Specialist, (2) Cafeteria Worker, (1) Campus Security Assistant, (2) Carpenter (1) HVAC, (3) Instructional Assistant- Child Development, (1) Painter candidate(s) from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

*07/08-104

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>
<i>Accounting Specialist (Open)</i>	<i>4</i>
<i>Campus Security Assistant (Open)</i>	<i>32</i>
<i>Executive Secretary(Promotion)</i>	<i>3</i>
<i>Library Aide Clerk (Open)</i>	<i>3</i>
<i>Personnel Clerk (Promotion & Open)</i>	<i>14</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

*07/08-105

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 Seconded: Mr. Martin Chavez Vote: 2-0

***07/08-106** 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: Mr. Martin Chavez Vote: 2-0

***07/08-107** Approval to accept and ratify the District’s request to employ Public Employees to work a provisional assignment 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 and 45287:**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

***07/08-108** 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>Instructional Assistant (Special Needs)</i>
<i>1</i>	<i>Plant Worker</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

***07/08-109** Approval to accept, reject, or amend the lateral transfer of the following as **Pursuant to PC Rule 60.200.1:**

<i>Number of Requests</i>	<i>Current Classification</i>	<i>Requested Classification</i>
<i>1</i>	<i>Carpenter</i>	<i>Locksmith</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

***07/08-110** Approval to ratify and open to the public the following job announcements as Pursuant to PC Rule 60.200.3:

Classification
<i>Carpenter Supervisor</i>
<i>Glazier</i>
<i>Library Aide Clerk</i>
<i>Plumbing Supervisor</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

07/08-111 Request to address the Personnel Commissioners regarding application rejection of one Athletic Coach applicant.

Item tabled to the next regularly scheduled meeting.

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

07/08-112 Ratification and approval of Personnel Commission Staff Conference Requests.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

07/08-113 Submission of first review of Proposed Personnel Commission Budget for 2008-09

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Tara Bonner Seconded: Mr. Martin Chavez Vote: 2-0

07/08-114 Approval of Vice Chairperson of the Personnel Commission.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Mr. Martin Chavez Seconded: Ms. Tara Bonner Vote: 2-0

07/08-115 *Public Employee request to address the Personnel Commission regarding the Area Plant Supervisor Exam*

No action taken on this item.

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

13. 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*

14. Personnel Matters

A. Classifications advertised:

- *Asset Inventory Specialist*
- *Carpenter Supervisor*
- *Glazier*
- *Library Aide Clerk*
- *Plumbing Supervisor*
- *School Police Dispatcher – Bilingual*
- *Warehouse Worker*

B. *Continuous filing classifications advertised:*

- *Administrative Secretary*
- *Administrative Secretary Bilingual/Spanish*
- *Cook*
- *Electronic Technician I*
- *Electrician*
- *Equipment Service Worker*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body & Fender Repair*
- *Instructional Assistant – C.A.I.*
- *Instructional Assistant – Special Education*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Nutrition Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *School Police Detective*
- *School Police Officer*
- *School Police Training Officer*
- *School Secretary I – Bilingual Spanish*
- *School Secretary II*
- *School Secretary III*
- *School Secretary III – Bilingual Spanish*
- *Sr. Director of Maintenance and Transportation*
- *Sr. Secretary – Non Steno*
- *Senior Secretary Bilingual Spanish – Non-Steno*
- *University Educational Support Provider Tutor (Unclassified) 4 hours*
- *Welder*

15. Personnel Commissioners' and Director's Discussion.

1. Status Report of the Classification Study Flow Chart and Timeline Schedule of Project with (EMS) Employment Management Solutions.
2. SAVE THE DATE: Classified Employee Appreciation Week May 19, 2008 to May 23, 2008. The Classified Luncheon Event is tentatively scheduled for Wednesday, May 21, 2008.
3. Reminder: Notice to all Administrators regarding Classified Evaluations due date of April 30, 2008.
4. Response to Mr. Mickel Siler, Grounds Worker II, regarding the status of Athletic/Landscaping Technician recruitment/reclassification.

16. Personnel Commissioners' General Comments

17. Adjournment.

Next regularly scheduled meeting will be cancelled for Thursday, May 1, 2008 and rescheduled for Thursday, May 22, 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