



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

MINUTES

Board of Trustees Room

*501 South Santa Fe Avenue
Compton, CA 90221*

*Thursday, February 7, 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>(x)</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

- Swearing In of Ms. Tara Bonner, new Personnel Commissioner, appointed by the largest bargaining unit – AFT per education code 45245
- Recognition of Personnel Commission Staff for outstanding and invaluable service to the community from Laura Richardson, Congresswoman.

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

Recommend adoption of January 10, 2008 minutes.
Pursuant to PC Rule 20.200.8

7.

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

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8. Information Items

Mr. Jeffrey B. Tinch, CBS Outdoor. (Advertising Presentation)- 15 minutes

9. Communications

1. Recruiting/Selection Exam Calendar
2. Job Fair Calendar 2007/2008
3. January 22, 2008 Board Report – Personnel Actions.

10. Audience Comments

Non agenda items.

11. Unfinished Business

07/08-78

Public Employee: Consideration/Action regarding the Hearing Officer's decision in the matter of the disciplinary appeal of one (1) Director of Communications.

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

12. Action Items

Items 80-87 were approved as routine items.

*07/08-80

Approval to remove (1) one Accounting Manager (1) one Attendance Clerk, (17) seventeen Cafeteria Workers, (8) eight Clerk Typist II, (1) one Clerk Typist II – Bilingual, (7) seven Clerk Typist III, (2) two Clerk Typist III- Bilingual (1) Community Relations Specialist, (15) fifteen Instructional Assistants, (6) six Ground Worker, (1) one Maintenance Worker I, (3) three Plant Worker and (1) one School Secretary III, (1) one Warehouse Worker candidate(s) from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

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

*07/08-81

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

<i>Number of Candidates</i>	<i>Classification</i>
7	<i>Accounting Assistant Open</i>
5	<i>Accounting Specialist Open & Promotional</i>
3	<i>Carpenter Open & Promotional</i>
6	<i>Nutrition Services Operations Manager Open and Promotional</i>
4	<i>Payroll Specialist Open & Promotional</i>

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

*07/08-82

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. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

*07/08-83

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. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

*07/08-84

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. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

*07/08-85

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

Number of Requests	Classification
<i>1</i>	<i>Plant Worker</i>

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

*07/08-86

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

Number of Requests	Current Classification	Requested Classification
<i>1</i>	<i>IA -Child Development</i>	<i>IA- Special Education</i>
<i>1</i>	<i>IA- Elementary/Secondary</i>	<i>Library Assistant</i>
<i>1</i>	<i>Plant Worker</i>	<i>Ground Worker I</i>

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

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*07/08-87 Approval to ratify and open to the public the following job announcements as Pursuant to PC Rule 60.200.3:

Classification
<i>Intermediate Personnel Clerk</i>
<i>Multi Media Production Manager</i>
<i>Program Production Technician</i>

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

07/08-88 Request to address the Personnel Commissioners regarding application rejection of one Grounds Worker I and one Plant Worker applicant.

Item tabled to the next regularly scheduled meeting.

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

07/08-89 Public Employee: Consideration/Action regarding the Hearing Officer’s decision in the matter of the disciplinary appeal of one (1) Ground Worker II.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Abstention: Ms. Tara Bonner Vote: 2-1

*07/08-90 Approval to accept reinstatement for the following positions as Pursuant to PC Rule 60.200.1:

Number of Requests	Classification
<i>1</i>	<i>Attendance Clerk</i>
<i>1</i>	<i>Instructional Assistant</i>
<i>1</i>	<i>Clerk Typist III</i>
<i>1</i>	<i>Community Relations Specialist</i>
<i>1</i>	<i>Financial Analyst</i>
<i>1</i>	<i>Plant Manager I</i>

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

Personnel Commission Regular Meeting Agenda Items.

07/08-91

Consideration/Action of donation from Starbuck Coffee for applicants and oral panel members.

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

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*

1. *Item 07/08-78: Action reported out to accept the Hearing Officer's decision in the matter of the disciplinary appeal of one (1) Director of Communications.*
2. *Item 07/08-89: Action reported out to accept the Hearing Officer's decision in the matter of the disciplinary appeal of one (1) Grounds Worker II.*

14. Personnel Matters

A. Classifications advertised:

- *Intermediate Personnel Clerk*
- *Multi-Media Production Manager*
- *Program Production Technician*

B. Continuous filing classifications advertised:

- *Accounting Manager*
- *Administrative Secretary*
- *Administrative Secretary Bilingual/Spanish*
- *Campus Security Assistant*
- *Carpenter*
- *Clerk Typist II/Bilingual Spanish*
- *Clerk Typist III/Bilingual Spanish*
- *College Tutor*
- *College Worker*
- *Community Relations Specialist 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 – Child Development*
- *Instructional Assistant – Elementary/Secondary*
- *Instructional Assistant – Special Education*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Nutrition Specialist*
- *Painter*
- *Plant Manager I*
- *Plant Manager II*

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- *Plant Worker*
- *Plumber*

Continuous filing continued...

- *School Police Detective*
- *School Police Officer*
- *School Police Training Officer*
- *School Secretary I*
- *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. *Classification Study Flow Chart and Timeline Schedule of Project to commence on February 19, 2008 with (EMS) Employment Management Solutions.*
2. *Notice of PCASC and SDCSPCA Spring Conference to be held at the Hilton Irvine/Orange County Airport, on April 25-26, 2008.*
3. *SAVE THE DATE:* *Classified Employee Appreciation Week May 19, 2008 to May 23, 2008. The Classified Recognition Event is tentatively scheduled for Wednesday, May 21, 2008.*

16. *Personnel Commissioners’ General Comments*

17. *Adjournment.*

Next regularly scheduled meeting will be held on Thursday, March 6, 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

Personnel Commission Regular Meeting Agenda Items.

