

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

AGENDA

REGULAR MEETING
February 12, 2008 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mr. Russell Barnard and Mrs. Pam Brady

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: January 8, 2008

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. Santa Monica–Malibu Unified School District’s Classification and Compensation Study Update

- **Joint Board of Education and Personnel Commission Meeting**

B. Appointment of New Personnel Commissioner

- **Panel Interview Process**

C. Parent Teacher Association Council

- **Personnel Commission Liaison**

D. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0263

- **Pre-Hearing Conference**

E. Staffing Freeze

- **Memorandum from Ms. Dianne Talarico, Superintendent of SMMUSD**

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 19

1. January 17, 2008

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

2. February 7, 2008

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

1. January 17, 2008

Approve Classified Personnel – Non-Merit Report – No. A. 14

2. February 7, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	5
Accounting Technician	7
Children’s Center Assistant	103
Instructional Assistant-Classroom	186
Instructional Assistant-Physical Education	12

Instructional Assistant-Special Education	76
Instructional Assistant-Special Education (Intensive Behavioral Intervention)	5
Laboratory Technician	5
Physical Activities Specialist	5
Site Food Services Coordinator	14
Technology Support Assistant	5
Textbook Coordinator	6
	7

Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire Shauna Grady in the classification of Athletic Trainer pursuant to Personnel Commission Rule §12.2.4.(A) – tabled from January 8, 2008

Director’s Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

2. Advanced Step Placement for new hire Anna Bochensky-Futala in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4.(B)

Director’s Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

3. Advanced Step Placement for new hire Timothy Quiroz in the classification of Site Food Service Coordinator pursuant to SEIU Agreement, Article §16.4.1.(A)

Director’s Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

4. Advanced Step Placement for new hire Abraham Ucan in the classification of Instructional Assistant-Intensive Behavioral Intervention pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

5. Proposed New Classification - Technical Theater Coordinator

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

6. Working Out of Class Request – Carol Cooper (Instructional Assistant – Special Education, Intensive Behavioral Intervention) – Extension

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

7. Working Out of Class Request – Salomen Perez (Instructional Assistant – Special Education, Intensive Behavioral Intervention) – Extension

Director's Recommendation: *Approve*

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events
2. Monthly Vacancy Report

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

1. Annual Report
2. Merit Rules Revisions
3. Preliminary Classification and Compensation Study Results
4. Personnel Commission Budget Proposal – First Draft

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

Motion by: _____
Seconded by: _____
Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:

Tuesday, March 11, 2008, 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. 279.