

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

AGENDA

REGULAR MEETING
March 11, 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: February 12, 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

- Feedback Process

B. Appointment of New Personnel Commissioner

- Interview

C. SMMUSD Organization Charts

D. California School Personnel Commissioners Association Conference Report

- Stephanie Perry, Personnel Analyst

E. PCASC & SDCSPCA Spring Conference

- April 25 – April 26, 2008

F. Loyola Marymount University Career Fair – February 14, 2008 Report

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

- Pre-Hearing Conference

III. Consent List:

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

1. February 21, 2008

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

1. February 21, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	20
Bus Driver	5
Cafeteria Worker	35
Carpenter	3
Custodian	50

Children’s Center Assistant	99
HVAC Mechanic	1
Instructional Assistant-Classroom	183
Instructional Assistant-Special Education	82
Instructional Assistant-Special Education (Health Care)	3
Network Engineer/Computer Systems Specialist	3
Supervisor, Buyer	2

Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire John Castillo in the classification of Network Engineer/Computer Systems Specialist pursuant to Personnel Commission Rule §12.2.4.(B)

Director’s Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

2. Advanced Step Placement for new hire Katy Carlson in the classification of Instructional Assistant-Health Care pursuant to Personnel Commission Rule §12.2.4.(A)

Director’s Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

3. Advanced Step Placement for new hire Maria Meyer 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: _____

4. Advanced Step Placement for new hire Kristina Ramirez 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. Revised Classification Specification – Supervisor, Buyer

Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

6. Working Out of Class Request – Chandra Narain (Administrative Assistant)

Director's Recommendation: *Not to Approve*

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events
2. Personnel Requisition Status Report

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

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

VI. Closed Session:

- None Scheduled

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 8, 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.