

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

AGENDA

REGULAR MEETING
May 13, 2008 @ 5:00 p.m.
District Office Testing Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McLoud

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: May 6, 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. Classified School Employees Week Update

- Reception to Honor District’s Classified Employees - May 21, 2008

B. Grievance for Working Out of Class

- Date Received: January 26, 2007
- Follow up to Human Resources – Classified Personnel Reorganization Pilot Program

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

- Memorandum to the Concerned Employee

III. Consent List:

A. Approve Classified Personnel – Merit Report - None

B. Approve Classified Personnel – Non-Merit Report – None

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Technical Theater Coordinator	12

Motion by: _____

Seconded by: _____

Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Public Hearing and Adoption: Fiscal Year 2008–2009 Proposed Personnel Commission Budget: *See attached*
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: _____
Seconded by: _____
Vote: _____

- **TIME OPENED:** _____

Motion to Adopt Personnel Commission Budget for 2008 - 2009: _____
Seconded by: _____
Vote: _____

Motion to Close Public Hearing: _____
Seconded by: _____
Vote: _____

- **TIME CLOSED:** _____

2. The Director of Classified Personnel recommends that the Personnel Commission approve the *District-Wide Classification and Compensation Study for the Classified Service* – Final Report by Ewing Consulting Services. *See attached* – Tabled from May 6, 2008.
Director’s Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

The Director of Classified Personnel recommends that the Personnel Commission approve the formal distribution of the salary recommendations in the *District-Wide Classification and Compensation Study for the Classified Service* – Final Report by Ewing Consulting Services to the Board of Education pursuant to Personnel Commission Rule §12.1.4. (A) and SEIU Contract Article 2.3. (attachments) - Tabled from May 6, 2008.
Director’s Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

3. Advanced Step Placement for new hire Alex Carney in the classification of HVAC Mechanic pursuant to Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

4. Classification Specification Revisions – Special Education
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Special Education classification specification, along with the new classification title of Instructional Assistant III, within the Special Education.

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Health classification specification, along with the new classification title of Instructional Assistant IV, within the Special Education.

Motion by: _____
Seconded by: _____
Vote: _____

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Intensive Behavioral Intervention classification specification, along with the new classification title of Instructional Assistant V, within the Special Education.

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

1. Merit Rules Revisions
2. Geographical and Weekend Testing
3. Working Out of Class Summary

VI. Closed Session:

- None Scheduled

VII. Next Regular Personnel Commission Meeting:

Tuesday, June 10, 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.