

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

AGENDA

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

Electronically Recorded

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

The Personnel Commission will call the meeting to order at 3:00 p.m. in the Board Conference Room at the District Office, at which time the Personnel Commission will move to Closed Session regarding the items listed below. The public meeting will reconvene at 5:00 p.m. in the Board Room.

I. General Functions:

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

II. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (Interim Director of Facilities Management)
- Pursuant to Government Code § 54957, Performance Review of Director, Classified Personnel

Motion by: _____

Seconded by: _____

Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

I. General Functions:

D. Motion to Approve Agenda:

Motion by: _____
Seconded by: _____
Vote: _____

E. Motion to Approve Minutes: July 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

III. 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. International Public Management Association for Human Resources Conference, Las Vegas, October 18 – 22, 2008

B. Merit Rules Revisions

- **District-Wide Comments for Merit Rule Chapters:**
 - Chapter III – *Classification of Employees and Positions*
 - Chapter IV – *Application for Employment*

C. Santa Monica – Malibu Unified School District Administrators and Managers Retreat, August 18, 2008, Malibu West Swim Club

D. Reappointment or Appointment of Personnel Commissioner

IV. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 31

1. July 24, 2008

B. Approve Classified Personnel – Non-Merit Report – No. A. 32

1. July 24, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Assistant Buyer	13
Cafeteria Worker I	26
Children Center Assistant	103
Human Resources Technician	7
Instructional Assistant-Classroom	117
Instructional Assistant-Special Education	64

Motion by: _____

Seconded by: _____

Vote: _____

List Extension

In accordance with Personnel Commission Merit Rule §6.1.3. (A), the Director of Classified Personnel has extended the following list to facilitate the orderly progress of business. The eligibles have been polled for interest and availability.

Elementary Library Coordinator

Extension Date: August 9, 2009

Motion by: _____

Seconded by: _____

Vote: _____

V. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Specification Revisions – Special Education –
Tabled from June 10 and May 15, 2008
Director’s Recommendation: *Tabled*

- 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: _____

2. Advanced Step Placement for new hire Noel Rindlisbacher in the classification Assistant Buyer 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 Jesse Bunayog in the classification of Accountant pursuant to SEIU Agreement §16.4.1.(a) and Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

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

VI. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

1. Strategic Goals of the Personnel Commission
2. Annual Report of Activities
3. Geographical and Weekend Testing
4. Classification Abolishments
5. Classification Study - Children Center Assistant - Non-merit Positions
6. Personnel Commission Procedural Guide
7. Insight
 - Conversion to "Online Employment Application Only" Process
 - Electronic Review of Employment Applications by the Hiring Authority
 - Electronic Flow of the Personnel Requisition

VII. Next Regular Personnel Commission Meeting:

Tuesday, September 9, 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.