

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

AGENDA

REGULAR MEETING
May 15, 2007 @ 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: April 15, 2007

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

- **Ewing Consulting Services’ Orientation for:**
 1. Classification and Compensation Advisory Committee
 2. SEIU Local 99

B. Human Resources – Classified Personnel Reorganization Pilot Program Result

- Board of Education Meeting, April 19, 2007 – Action Item Number A.21 (see attached)

C. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0249 Update

- The District and SEIU resolved the matter on February 28, 2007.

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

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

1. April 19, 2007

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

2. May 3, 2007

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

1. April 19, 2007

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

2. May 3, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	5
Cafeteria Worker I	2
Employee Benefits Technician	6
Human Resources Technician	2

Instructional Assistant – Intensive Behavioral Intervention	4
Lead Grounds Person	5
Office Specialist	3
Office Specialist – Bilingual	4
School Campus Security Officer	7

Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. *Classified School Employees Week: Reception*
2. Public Hearing and Adoption: Fiscal Year 2007–2008 Proposed Personnel Commission
 Budget: *See attached*

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

- **TIME OPENED:** _____

Motion to Adopt Personnel Commission Budget for 2007 - 2008: _____
 Seconded by: _____
 Vote: _____

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

- **TIME CLOSED:** _____

3. Working Out of Class Request – Tomita Glover (Senior Office Specialist) - Extension

Motion by: _____
 Seconded by: _____
 Vote: _____

4. Working Out of Class Request – Elena Martin (Senior Office Specialist) - Extension

Motion by: _____
 Seconded by: _____
 Vote: _____

5. Working Out of Class Request – Sylvia Terry (Senior Office Specialist) - Extension

Motion by: _____
Seconded by: _____
Vote: _____

6. Working Out of Class Request – Chanee Washington (Senior Office Specialist) - Extension

Motion by: _____
Seconded by: _____
Vote: _____

7. Advanced Step Placement for new hire Cheryl Bryant in the classification of Employee Benefits Technician pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: _____
Seconded by: _____
Vote: _____

8. Advanced Step Placement for new hire Judith Gottesman in the classification of Accompanist pursuant to Personnel Commission Rule 12.2.4 (B).

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. Merit Rules Revisions
- 2. Appointment of a New Commissioner

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, June 19, 2007, 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.