

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

AGENDA

REGULAR MEETING
December 11, 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: November 13, 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

- Meeting with the Superintendent and Ewing Consulting Services
- Joint Board of Education and Personnel Commission Meeting

B. Appointment of New Personnel Commissioner

- Applications
- New Commissioner Selection Committee Meeting – November 14, 2007

C. Public School Week

- December 2 –9, 2007

D. Advanced Step Placement Update

- Regarding Personnel Commission Rule 12.2.4.B – *Salary on Employment*

III. Consent List:

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

1. November 15, 2007

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

1. November 15, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	6
Director of Theater Operations	3
Plumber	6
Production Kitchen Coordinator	2
Senior Office Specialist	8

Motion by:

Seconded by: _____

Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Proposed New Classification – Supervisor - Buyer

Motion by: _____

Seconded by: _____

Vote: _____

2. Working Out of Class Request – Wally Berriman, Director of Facilities Management - Extension

Motion by: _____

Seconded by: _____

Vote: _____

3. Working Out of Class Request – Lisa Cavaluzzi, Senior Office Specialist

Motion by: _____

Seconded by: _____

Vote: _____

4. Working Out of Class Request – Virginia Hyatt, Director of Purchasing and Warehouse - Extension

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events
 - California School Personnel Commissioners Association Conference Flier
 - California School Personnel Commissioners Association Application
 - January Regular Personnel Commission Meeting
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. Classified Employees Newsletter
5. Screening Employment Applications
 - Interpretation of “any combination of experience and education...”

VI. Next Regular Personnel Commission Meeting:

Tuesday, January 8, 2008, at 5:00 pm - *District Office Board Room.*

VII. 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.