

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

AGENDA

REGULAR MEETING
January 13, 2009 @ 5:00 p.m.
District Office Board 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: December 2, 2008
November 4, 2008 – tabled until February 10, 2009,**

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. Approved Working Out of Class Request by the Director of Classified Personnel

- Ms. Virginia Hyatt, Director of Purchasing, in the position of the Director of Facility Improvement Projects
- Curtis Sugars, Plant Manager, in the position of the Manager of Operations & Grounds

B. Monthly Meeting with SEIU Representatives

C. “Overview of the Personnel Commission” Presentation for New Board Members

- January 15, 2009

D. Professional Expert Designation

E. Sample Personnel Commission Agendas

F. California School Personnel Association Executive Director Recruitment Announcement

III. Consent List:

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

1. December 11, 2008

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

1. December 11, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	9
Children’s Center Assistant	83
Elementary Library Coordinator	4
Instructional Assistant - Intensive Behavioral Intervention	4
Laboratory Technician	4

Senior Administrative Assistant	16
Speech Language Pathology Assistant	1
Swimming Instructor/Lifeguard	4

Motion by: _____
 Seconded by: _____
 Vote: _____

List Extension

Site Food Service Coordinator	4
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Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire Michael Denoya in the classification of Speech Language Pathology Assistant 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 Christina Villalobos in the classification of Bilingual Community Liaison pursuant to Personnel Commission Rule §12.2.4.(B)
 Director's Recommendation: *Approve*

Motion by: _____
 Seconded by: _____
 Vote: _____

3. Classification Study – Systems Analyst
 Director's Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study – System Analyst

Motion by: _____
 Seconded by: _____
 Vote: _____

4. Working Out of Class Request – Esperanza Castro (Cafeteria Worker II)

Motion by: _____
Seconded by: _____
Vote: _____

5. Working Out of Class Request – Sandra Moore (Cafeteria Worker I)

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

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

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

1. Geographical and Weekend Testing
2. Classification Abolishments
3. Merit Rules Revisions
4. Exit Interview Update
5. Pool Interview Update
6. Classified Employees Access to Personnel Commission Meetings
7. Substitute Employees Status Report

VI. Closed Session:

- Director of Classified Personnel’s performance evaluation and 2008-09 Performance Targets pursuant to Government Code § 54954.5 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, February 10, 2009, 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.