

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

**AGENDA**

**REGULAR MEETING**  
**January 16, 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: December 19, 2006**

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. Human Resources/Classified Personnel Offices Reorganization Update**
- B. Request for Proposals for Classification and Compensation Study of Classified Positions Update**
- C. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0232 Update**
- D. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0249**

**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 - none**
- B. Approve Classified Personnel – Non-Merit Report – none**
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Technology Support Assistant	1

Motion by: \_\_\_\_\_  
 Seconded by: \_\_\_\_\_  
 Vote: \_\_\_\_\_

**IV. Discussion/Action Items/or Other Information:**

- A. Election of Personnel Commission Officers**
- B. Action Item(s):**
  - 1. Classification Specification Revision: Director of Information Services

2. Working Out of Class Request – Irene Behrens (Senior Office Specialist)

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

3. Working Out of Class Request – Carol Skowlund (Administrative Assistant)

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**C. 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. Classified Employees Award Committee
3. Classification Committee

**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, February 13, 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.