

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

AGENDA

REGULAR MEETING
March 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: January 16, 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. Classified Personnel Web Page

- Presentation of the Web Page Content

B. Request for Proposals for Classification and Compensation Study of Classified Positions Update

- Introduction of potential consultants

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

- Pre-hearing Conference – to be determined

D. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0232 Update

- Pre-hearing conference – February 14, 2007

E. Group Grievance for Working Out of Class

- Date Received: January 26, 2007
- Related to Human Resources – Classified Personnel Reorganization Pilot Program

F. Report of California School Personnel Commissioners Association Conference

G. Mission Statement for Personnel Commission

- Reminder of Focus

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. 17

1. January 18, 2007

Approve Classified Personnel – Merit Report - No. A. 16

2. February 1, 2007

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

3. February 15, 2007

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

4. March 1, 2007

B. Approve Classified Personnel – Non-Merit Report – No. A. 18

1. January 18, 2007

Approve Classified Personnel – Non-Merit Report – No. A. 17

2. February 1, 2007

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

3. February 15, 2007

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

4. March 1, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	9
Accounting Assistant II	5
Bilingual Community Liaison	1
Bus Driver	3
Cafeteria Worker I	6
Custodian	22
Office Specialist	3
Senior Office Specialist	2
Student Outreach Specialist	3

Motion by: _____

Seconded by: _____

Vote: _____

List Extension

Bilingual Community Liaison 5

Motion by: _____

Seconded by: _____

Vote: _____

IV. Discussion/Action Items/or Other Information:**A. Action Item(s):**

1. Advanced Step Placement for new hire Anna Kubicz-Preis in the classification of Administrative Assistant pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: _____

Seconded by: _____

Vote: _____

2. Working Out of Class Request – Mary Cruz (Cafeteria Worker I)

Motion by: _____

Seconded by: _____

Vote: _____

3. Working Out of Class Request – Maria de Ruiz (Cafeteria Worker I)

Motion by: _____

Seconded by: _____

Vote: _____

4. Working Out of Class Request – Alicia Franco (Cafeteria Worker I)

Motion by: _____

Seconded by: _____

Vote: _____

5. Working Out of Class Request – Lauren Santiago (I. A. Special Education)

Motion by: _____

Seconded by: _____

Vote: _____

6. Hearing Appeal Procedures

Motion by: _____

Seconded by: _____

Vote: _____

B. Discussion Item(s):

1. Personnel Commission Budget Proposal – First Draft
2. Personnel Commission's Twelve-Month Calendar of Events
3. 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
4. Classified School Employees Week

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, April 17, 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.