

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

AGENDA

REGULAR MEETING
July 17, 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: June 19, 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

- **Position Information Questionnaire Response Rate**
- **Composition of the Advisory Committee for the 2007 *Classification and Compensation Study* – new member: Ms. Patsy Herschberger, Administrative Assistant, Food and Nutrition Services**

B. Job Fair

- **July 28, 2007 at the District Office**

C. Management Retreat

- **August 14 to 15, 2007**

D. CODESP Seminar

- **CODESP Job Analysis – Job Description Tools, June 21, 2007**

E. Personnel Commissioner Election

- **News Release**
- **Announcement**

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. 24

1. June 28, 2007

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

2. July 12, 2007

B. Approve Classified Personnel – Non-Merit Report – No. A. 25

1. June 28, 2007

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

2. July 12, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	2
Cafeteria Worker I	2
Children Center Assistant	51
Custodian	26
Instructional Assistant – Classroom	56
Instructional Assistant – Special Education	38

Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire Teni Makarian in the classification of Physical Therapist pursuant to Personnel Commission Rule §12.2.4. (A).

Motion by: _____
 Seconded by: _____
 Vote: _____

2. Working Out of Class Request – Tomita Glover, Sr. Office Specialist

Motion by: _____
 Seconded by: _____
 Vote: _____

3. Proposed New Classification – Network Engineer/Computer Systems Specialist

Motion by: _____
 Seconded by: _____
 Vote: _____

4. Personnel Commission's Twelve-Month Calendar of Events

Motion by: _____
 Seconded by: _____
 Vote: _____

B. Discussion Item(s):

1. Monthly Vacancy Report

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

- 1. Merit Rules Revisions

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, August 21, 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.