

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

AGENDA

REGULAR MEETING
August 14, 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: May 15, June 19, July 17, 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**

B. Appointment of Personnel Commissioners

- **Pre-1965 Personnel Commission Procedures**

C. Job Fair

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

D. Management Retreat

- **August 14 to 15, 2007**

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. 18

1. August 9, 2007

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

1. August 9, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	4
Director of Information Services	20
Elementary Library Coordinator	3
Sr. Office Specialist	7

Motion by: _____

Seconded by: _____
Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

- 1. Recruitment process for Assistant Superintendent of Business and Fiscal Services

Motion by: _____
Seconded by: _____
Vote: _____

- 2. Advanced Step Placement for new hire Denny Lubin in the classification of Physical Activities Specialist pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: _____
Seconded by: _____
Vote: _____

- 3. Working Out of Class Request – Michael Anderson, Custodian

Motion by: _____
Seconded by: _____
Vote: _____

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

Motion by: _____
Seconded by: _____
Vote: _____

- 5. Working Out of Class Request – Rodney Gardner, Custodian

Motion by: _____
Seconded by: _____
Vote: _____

- 6. Working Out of Class Request – Jose Gomez, Site Food Services Coordinator

Motion by: _____
Seconded by: _____
Vote: _____

- 7. Working Out of Class Request – Zenon Herrera, Gardener

Motion by: _____
Seconded by: _____
Vote: _____

8. Working Out of Class Request – Virginia Hyatt, Director of Purchasing and Warehouse

Motion by: _____
Seconded by: _____
Vote: _____

9. Working Out of Class Request – Ramiro Padilla, Gardener

Motion by: _____
Seconded by: _____
Vote: _____

10. Working Out of Class Request – Tim Quiroz, Cafeteria Worker II

Motion by: _____
Seconded by: _____
Vote: _____

11. Working Out of Class Request – Fortino Tirado, Gardener

Motion by: _____
Seconded by: _____
Vote: _____

12. Limited Term Appointment – James Larry Scott, Director of Facilities Management

Motion by: _____
Seconded by: _____
Vote: _____

B. 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

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, September 11, 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.