

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

AGENDA

REGULAR MEETING
September 11, 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: None

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. Professional Development Day For SMMUSD Employees – August 31, 2007

B. Merit Rules Revisions

- **District-Wide Comments for Merit Rule Chapters:**
 - **Chapter III – *Classification of Employees and Positions***
 - **Chapter IV – *Application for Employment***
 - **Chapter V – *Recruitment and Examinations***
 - **Chapter VI – *Eligibility Lists***

C. Santa Monica–Malibu Unified School District’s Classification and Compensation Study Update

- **Position Information Questionnaire**

D. Appointment of New Personnel Commissioner

- **Timeline of Activities**

III. Consent List:

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

1. August 9, 2007

Approve Classified Personnel – Merit Report - No. A. 10

2. August 23, 2007

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

1. August 9, 2007

Approve Classified Personnel – Non-Merit Report - No. A. 11

2. August 23, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
• Assistant Superintendent, Business & Fiscal Services	2
• Cafeteria Worker I	27
• Campus Security Officer	9

• Children’s Center Assistant	67
• Human Resources Technician	4
• Instructional Assistant-Bilingual (Spanish)	9
• Instructional Assistant-Classroom	79
• Instructional Assistant-Special Education	45
• Physical Activities Specialist	11
• Science Laboratory Technician	3

Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Working Out of Class Request – Tomita Glover (Senior Office Specialist) - Extension

Motion by: _____
 Seconded by: _____
 Vote: _____

2. Working Out of Class Request – Elena Martin (Senior Office Specialist) - Extension

Motion by: _____
 Seconded by: _____
 Vote: _____

3. Working Out of Class Request – Sylvia Terry (Senior Office Specialist) - Extension

Motion by: _____
 Seconded by: _____
 Vote: _____

4. Working Out of Class Request – Chanee Washington (Senior Office Specialist) - Extension

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
2. Preliminary Classification and Compensation Study Results

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, October 9, 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.