

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

AGENDA

REGULAR MEETING
September 19, 2006 @ 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: August 1, 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. Reappointment of Commissioner Celia Carroll**
- B. Meeting with Mr. Braham, Assistant Superintendent, and Department Directors**
- C. Superintendent's Retreat Update, August 15, 2006**
- D. NEOGOV Implementation Update**

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. 10**
 1. July 27, 2006; August 17, 2006; August 31, 2006; September 14, 2006
- B. Approve Classified Personnel – Non-Merit Report – none**
 1. July 27, 2006; August 17, 2006; August 31, 2006; September 14, 2006
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Accountant	4
Accounting Technician	2
Assistant Director of Facilities Management	5
Bus Driver	3
Cafeteria Worker I	6
Campus Security Officer	3
Children Center Assistant	3
Custodian	18
Instructional Assistant – Bilingual	2
Instructional Assistant – Classroom	10
Instructional Assistant – Physical Education	2
Instructional Assistant – Special Education	5
Job Development/Placement Specialist	3
Senior Administrative Assistant	4
Senior Office Specialist	3
Utility Worker	3

Motion by: _____
Seconded by: _____
Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Items:

- 1. Human Resources/Classified Personnel Departments Reorganization
- 2. Advanced Step Placement for new hire Naomi Curland in the classification of Instructional Assistant, Intensive Behavioral Intervention pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: _____
Seconded by: _____
Vote: _____

- 3. Advanced Step Placement for new hire Mark DiProperis Sr. in the classification of Assistant Director of Facilities Management pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: _____
Seconded by: _____
Vote: _____

- 4. Advanced Step Placement for new hire Elena Perez in the classification of Accountant pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: _____
Seconded by: _____
Vote: _____

- 5. Advanced Step Placement for new hire Jill Riedmiller in the classification of Occupational Therapist pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: _____
Seconded by: _____
Vote: _____

- 6. Advanced Step Placement for new hire Sarah Wahrenbrock in the classification of Assistant to Superintendent pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: _____
Seconded by: _____
Vote: _____

B. Merit Rules Revisions:

1. Second Reading of Changes to *Chapter II: Personnel Commission*
2. First Reading of Changes to *Chapter III: Classification of Employees and Positions*
3. First Reading of Changes to *Chapter IV: Application for Employment*

C. Classification Specification Revisions:

1. **Bus Driver**
2. **Cafeteria Worker II**
3. **Instructional Assistant – Health Care**
4. **Instructional Assistant – Special Education**
5. **Stock and Delivery Clerk**

D. Classification Study: Translator**E. Monthly Vacancy Report****V. Personnel Commission Business:****A. Personnel Commissioner Comments****B. Future Items:**

1. Closed Session
2. Hearing Officer Selection/ Procedures
3. Merit Rules Revisions
4. Classified Employees Award Committee
5. New Classification: Theater Operations Manager

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
- Pursuant to Government Code § 54957.5 (e), Performance Review of Director, Classified Personnel

Motion by: _____
 Seconded by: _____
 Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:

Tuesday, October 17, 2006, 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.