

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

AGENDA

REGULAR MEETING
October 9, 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: August 14, 2007; September 11, 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. The Appointment of the Assistant Superintendent of Fiscal, Business Services & Chief Financial Officer

- Ms. Janece L. Maez

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

- Position Information Questionnaire Response Rate
- Next Steps

C. Appointment of New Personnel Commissioner

- Pre-Screening Panel Representatives Update
- Pre-Screening Panel Proposed Meeting

D. Human Resources Technician

- Recruitment Update

E. Classified Personnel Staff Professional Development

- CSPCA Merit Academy (Lesley Fairweather, Human Resources Technician, Stephanie Perry, Personnel Analyst)

III. Consent List:

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

1. September 6, 2007

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

2. September 27, 2007

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

3. October 4, 2007

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

1. September 6, 2007

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

2. September 27, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	7
Cafeteria Worker I	6
Campus Security Officer	9
Children's Center Assistant	89
Human Resources Technician	8
Instructional Assistant-Health Care	2
Instructional Assistant-Intensive Behavioral Intervention	14
Reprographics Operator	1

Motion by: _____
 Seconded by: _____
 Vote: _____

List Extension

Assistant Director, Facilities Management 5

Motion by: _____
 Seconded by: _____
 Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire Alicia Alvarez in the classification of Administrative Assistant – Bilingual pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: _____
 Seconded by: _____
 Vote: _____

2. Advanced Step Placement for new hire Vida Kamkar in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.

Motion by: _____
 Seconded by: _____
 Vote: _____

3. Advanced Step Placement for new hire Stephany James in the classification of Instructional Assistant – Intensive Behavioral Intervention pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: _____
Seconded by: _____
Vote: _____

4. Advanced Step Placement for new hire Michelle Kim in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: _____
Seconded by: _____
Vote: _____

5. Working Out of Class Request – Maria de Los Angeles Ruiz (Cafeteria Worker I)

Motion by: _____
Seconded by: _____
Vote: _____

6. Proposed New Classification – Director of Theater Operations

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. Annual Report
2. Merit Rules Revisions
3. 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, November 13, 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.