

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

AGENDA

REGULAR MEETING
November 13, 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: October 9, 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. Human Resources Technician

- Introduction of the New Employee

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

- Position Information Questionnaire Interviews

C. Appointment of New Personnel Commissioner

- Media Announcements

III. Consent List:

A. Approve Classified Personnel – Merit Report - No. A. 13

1. October 18, 2007

Approve Classified Personnel – Merit Report - No. A. 14

2. November 1, 2007

B. Approve Classified Personnel – Non-Merit Report – No. A. 14

1. October 18, 2007

Approve Classified Personnel – Non-Merit Report - No. A. 15

2. November 1, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	4
Accounting Technician	5
Athletic Trainer	2
Cafeteria Worker I	7
Children’s Center Assistant	98
Equipment Operator/Tree Trimmer	4
Laboratory Technician	1
Office Specialist	17

Motion by:

Seconded by: _____
Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. 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: _____

2. Advanced Step Placement for new hire Heather Klenk in the classification of Instructional Assistant – Classroom (Music) pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: _____
Seconded by: _____
Vote: _____

3. Advanced Step Placement for new hire Andrew Monostori in the classification of Director of Information Services pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: _____
Seconded by: _____
Vote: _____

4. Advanced Step Placement for new hire Julie Younan in the classification of Human Resources Technician pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: _____
Seconded by: _____
Vote: _____

5. Desk Audit – Gloria Davis (Data Entry Specialist)

Motion by: _____
Seconded by: _____
Vote: _____

6. Working Out of Class Request – Irene Behrens (Sr. Office Specialist)

Motion by: _____
Seconded by: _____
Vote: _____

7. Working Out of Class Request – Ruthy Mangle (Assistant Director of Information Services)

Motion by: _____
Seconded by: _____
Vote: _____

8. Working Out of Class Request – Spikes Ford (Skilled Maintenance Worker)

Motion by: _____
Seconded by: _____
Vote: _____

9. Working Out of Class Request – Ramiro Padilla (Gardener)

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. Next Regular Personnel Commission Meeting:

Tuesday, December 11, 2007, at 5:00 pm - *District Office Board Room.*

VII. 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.