

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

**AGENDA**

**REGULAR MEETING**  
**November 14, 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: October 17, 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. Human Resources/Classified Personnel Departments Reorganization Update**
- C. Children's Center Classification Update**
- D. Shadowing the Principal, Mr. Friedenber, Grant Elementary**
- E. Monthly Meetings with the Superintendent, Mrs. Talarico**

**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. October 19, 2006

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

2. November 2, 2006

**B. Approve Classified Personnel – Non-Merit Report – A. 11**

1. October 19, 2006

**Approve Classified Personnel – Non-Merit Report – A. 15**

2. November 2, 2006

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
<b>Administrative Assistant</b>	<b>2</b>
<b>Cafeteria Worker I</b>	<b>3</b>
<b>Occupational Therapist</b>	<b>2</b>
<b>Senior Administrative Assistant</b>	<b>5</b>

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Vote: \_\_\_\_\_

**IV. Discussion/Action Items/or Other Information:**

**A. Action Items:**

- 1. Request for Proposals for Classification and Compensation Study of Classified Positions
- 2. Advanced Step Placement for new hire Brett Cunningham in the classification of Plumber pursuant to Personnel Commission Rule 12.2.4 (B).
- 3. Advanced Step Placement for new hire John Louis Durra in the classification of Accompanist pursuant to Personnel Commission Rule 12.2.4 (B).
- 4. 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: \_\_\_\_\_

**B. Merit Rules Revisions:**

- 1. First Reading of Changes to *Chapter IV: Application for Employment*

**C. Personnel Commission’s Twelve-Month Calendar of Events**

**D. Monthly Vacancy Report**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

- 1. Closed Session
- 2. Merit Rules Revisions
- 3. Classified Employees Award Committee
- 4. Proposed New Classification: HR/Benefits Technician
- 5. Hearing Officer Procedures

**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, December 12, 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.