

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

AGENDA

REGULAR MEETING
December 2, 2008 @ 5:00 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McLoud

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: November 4, 2008

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 Pam Brady**
- B. Monthly Meeting with SEIU Representatives**
- C. Special Education Update**
- D. Proposed Job Audit Study of Child Care Assistant (Non-merit) and Children’s Center Assistant Positions Update**
- E. Personnel Commission Presentation for New Board Members**

III. Consent List:

- A. Approve Classified Personnel – Merit Report - No. A. 21**
 1. November 6, 2008**Approve Classified Personnel – Merit Report - No. A. 20**
 2. November 20, 2008
- B. Approve Classified Personnel – Non-Merit Report – No. A. 22**
 1. November 6, 2008**Approve Classified Personnel – Non-Merit Report - No. A. 21**
 2. November 20, 2008
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant	95
Director of Information Services	13
Elementary Library Coordinator	3
Human Resources Specialist	5
Human Resources Technician	13
Instructional Assistant-Classroom	108
Instructional Assistant-Special Education	59
Laboratory Technician	3
Physical Activities Specialist	8

Motion by: _____
Seconded by: _____
Vote: _____

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

- b. Nomination of Vice-Chair

Nomination: _____
Motion by: _____
Seconded by: _____
Vote: _____

2. Advanced Step Placement for new hire Eva Zakowicz in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

Motion by: _____
Seconded by: _____
Vote: _____

3. Classification Specification Revisions – tabled from November 4, 2008
Director's Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Manager of Maintenance and Construction.

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Requisition Status Report
2. Criteria for a Confidential Position
3. Personnel Commission's Twelve-Month Calendar of Events
 - Personnel Commission Retreat

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items:

1. Geographical and Weekend Testing
2. Classification Abolishments
3. Merit Rules Revisions
4. Exit Interview Update
5. Pool Interview Update
6. Classified Employees Access to Personnel Commission Meetings
7. Substitute Employees Status Report

VI. Closed Session:

- Director of Classified Personnel's performance evaluation and 2008-09 Performance Targets pursuant to Government Code § 54954.5 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, January 13, 2008, 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.