

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

**AGENDA**

**REGULAR MEETING**  
**September 9, 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: August 12, 2008; September 2, 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. Welcome Back Breakfast, August 28, 2008, Santa Monica High School**

**B. Scheduled Meetings with Principals**

**III. Consent List:**

**A. Approve Classified Personnel – Merit Report - No. A. 24**

1. August 21, 2008

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

2. September 4, 2008

**B. Approve Classified Personnel – Non-Merit Report – No. A. 25**

1. August 21, 2008

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

2. September 4, 2008

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

| <b><u>Classification</u></b>              | <b><u># Eligibles</u></b> |
|-------------------------------------------|---------------------------|
| Children Center Assistant                 | 93                        |
| Computer Operator                         | 8                         |
| Custodian                                 | 54                        |
| Instructional Assistant-Bilingual         | 13                        |
| Instructional Assistant-Classroom         | 130                       |
| Instructional Assistant-Special Education | 73                        |
| Physical Activities Specialist            | 7                         |

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

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

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

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

**A. Action Item(s):**

1. Advanced Step Placement for new hire Kimberly Christensen in the classification of Physical Activities Specialist pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

2. Advanced Step Placement for new hire Sandra Terzis in the classification of Instructional Assistant-Classroom pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

**B. Discussion Item(s):**

1. Personnel Requisition Status Report
2. Personnel Commission's Twelve-Month Calendar of Events

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items:**

1. Strategic Goals of the Personnel Commission
2. Annual Report of Activities
3. Geographical and Weekend Testing
4. Classification Abolishments
5. On-Line Application Process 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, October 14, 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.