

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

**AGENDA**

**PERSONNEL COMMISSION RETREAT**

SEIU & District staff representatives invited to participate

**March 9, 2010 @ 4:00 p.m. - 5:30 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Pam Brady, Ms. Suzanne Kim, 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. Summary of the Personnel Commission Retreat – January 13, 2009**

**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

**II. Mission of Personnel Commissioners:** The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters, on the basis of merit, fitness and the principle of “like pay for like work.”

**A. Why did you volunteer for this job?**

- Proponent of the Merit System
- Community Responsibility

**B. What do you hope to accomplish?**

**III. Improving Personnel Commission’s Transparency throughout the District:**

*Transparency:* characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc.

*Current Commission Goal:*

**The Personnel Commission’s intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.**

|                     |
|---------------------|
| Consensus for 2010? |
|---------------------|

**A. Why is transparency necessary?**

**B. What can we do to improve transparency/communication?**

**C. How is the transparency achieved and what else could be done?**

As these questions relate to:

**1. The Board of Education**

- One on one meetings with staff
- Commission meetings and future agenda calendar (web)
- BOE Agenda Action Items
- Letters
- Summary of reports/meetings
- Superintendent meetings
- Round table discussions

**WHAT ELSE????**

**2. SEIU Local 99**

- One-on-one meetings
- Commission meetings and future agenda calendar (web)
- BOE Agenda Action Items
- Letters
- Summary of reports/meetings

**WHAT ELSE????**

3. Employees
  - Commission meetings and future agenda calendar (web)
  - BOE Agenda Action Items
  - Letters
  - WHAT ELSE????**
  
4. Public
  - Commission meetings and future agenda calendar (web)
  - BOE Agenda Action Items
  - Recruitment and Testing
  - Letters
  - WHAT ELSE????**

**IV. Strategic Mission Planning and Goals Setting for the Personnel Commission:**

**A. Review of the District Mission**

**B. Review of the 2010 Personnel Commission Strategic Goals**

**Communication:**

- Provide two way communication structure with all constituent groups.
- Coordinate with Human resource department on a comprehensive procedure manual conducting trainings with each constituent group.
- Regularly visit and communicate with sites and departments.

**Governance Management:**

- Meet core budgetary responsibilities and demands.
- Provide meaningful opportunities for commissioners training and development.

**Merit Rules:**

- Collaborate with District and SEIU to implement a 3 year maintenance plan for auditing classification specifications by job families.
- Continue timely review and updating of *Personnel Commission Rules*.

**Classified Staffing Management:**

- Be pro-active in classified recruitment and testing.
- Communicate and publicize a recruiting system which provides hiring management a list of qualified applicants in a timely manner.
- Provide the commissioners and department with internal and external comparable merit data to enhance recruitment techniques to identify areas of best practices and improvement

**Employee Satisfaction:**

- Continue a professional skills development plan for each staff member in the classified commission personnel office and complete annual employee evaluations in a timely manner

(on regular meeting agenda later tonight for adoption with or without corrections)

V. **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