

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

**MINUTES**

**PERSONNEL COMMISSION RETREAT**

SEIU & District staff representatives invited to participate

**April 17, 2012 @ 2:00 p.m. - 4:45 p.m.**

**District Office Testing Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Michael Sidley, and Mr. Shane McLoud

**I. General Functions:**

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 2:02 p.m.**
- B. Roll Call: Commissioners Inatsugu, McLoud, and Sidley were present.**
- C. Pledge of Allegiance: Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Motion by: **Michael Sidley**

Seconded by: **Barbara Inatsugu**

Vote: **3 – 0**

- E. 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: (Mr. Cole: 1 hour and 45 minutes)**

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. Roles and Responsibilities**

- Board and Personnel Commission
- Director and Superintendent

**Mr. George Cole, Executive Director of California Schools Personnel Commissioners Association presented the following:**

- Essential Functions of Board of Education
- Essential Functions of the Personnel Commission
- The Commission and Collective Bargaining
- The Commission’s Director

**B. The Role of the Director**

**Mr. George Cole, Executive Director of California Schools Personnel Commissioners Association presented the following:**

- The Importance of the Director
- Discussion of Director’s Role
- Typical District Functions Performed by Personnel Commission Staff
- Personnel Commission Budget

**III. The Brown Act: Open Meetings for Local Legislative Bodies: (Dr. Young: 25 minutes)**

**A. Overview**

**Mr. George Cole, Executive Director of California Schools Personnel Commissioners Association presented the following:**

- Communication among Personnel Commissioners

**IV. Personnel Commission’s Guiding Principles and Transparency: (Dr. Young: 5 minutes) - tabled**

- A. Guiding Principles:** Ensures the District’s merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public. Advocates that the Employee Performance Evaluations are consistently done on an annual basis, that they are designed to measure the effectiveness of each employee’s performance, that they are valued by both management and employees as a tool to improve the effectiveness of the District, and that the results are used to support the professional development of all employees.

- B. 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. 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.

**V. Overview of the District Strategic Plan 2012: (Dr. Young: 5 minutes) - tabled**

**A. Strengthen Talent at Every Level**

**VI. Strategic Mission Planning and Goals Setting for the Personnel Commission: (Dr. Young: 20 minutes) - tabled**

**A. Review of the 2011-12 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
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**VII. Robert's Rules - Parliamentary Procedure Cheat Sheet: (Dr. Young: 5 minutes) - tabled**

**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