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**I. General Functions:**

**A. Call To Order**

**B. Roll Call**

**C. Pledge Of Allegiance**

**D. Motion To Approve Agenda**

**E. Motion To Approve Minutes**

**F. Public Comments**

**G. Communications**

**1. SEIU Report**

**2. Board Of Education/District Report**

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

**AGENDA**

**SPECIAL MEETING**  
**May 22, 2012 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

***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.

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

**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. 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. Closed Session:**

Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

- Employment of Personnel Commission Staff

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

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

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

**TIME ADJOURNED TO CLOSED SESSION:** \_\_\_\_\_

**TIME RETURNED TO OPEN SESSION AT:** \_\_\_\_\_

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

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

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed Personnel Commission Budget: *See attached*  
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: \_\_\_\_\_

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

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

- **TIME OPENED:** \_\_\_\_\_

Motion to Adopt Personnel Commission Budget for 2012 - 2013: \_\_\_\_\_

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

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

Motion to Close Public Hearing: \_\_\_\_\_

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

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

- **TIME CLOSED:** \_\_\_\_\_

IV. **Next Regular Personnel Commission Meeting:**  
Tuesday, June 12, 2012, at 5:00 pm - *District Office Board Room*

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:** \_\_\_\_\_

***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.

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. 70-279.

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## **II. Closed Session:**

Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

- Employment of Personnel Commission Staff

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

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

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

**TIME ADJOURNED TO CLOSED SESSION:** \_\_\_\_\_

**TIME RETURNED TO OPEN SESSION AT:** \_\_\_\_\_

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### **III. Discussion/Action Items/or Other Information:**

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

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed  
Personnel Commission Budget: *See attached*  
Director's Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget:

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

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

- **TIME OPENED:** \_\_\_\_\_

Motion to Adopt Personnel Commission Budget for 2012 - 2013:

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

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

Motion to Close Public Hearing: \_\_\_\_\_

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

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

- **TIME CLOSED:** \_\_\_\_\_

**PERSONNEL COMMISSION**  
**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Regular Meeting: Tuesday, May 22, 2012**

**AGENDA ITEM NO: III.A.1.**

SUBJECT: Public Hearing and Adoption: Fiscal Year 2012–2013. Proposed Personnel Commission Budget:

Attachments:

- *Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)*
- *Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2012-13 Personnel Commission Budget*
- *Annual Financial and Budget Report, Fiscal Year 2012 – 2013*
- *Personnel Commission Proposed Budget, 2012 -2013*

**BACKGROUND INFORMATION:**

The Personnel Commission is required by Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget by May 30<sup>th</sup> of each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. The Personnel Commission should consider the input of interested parties who wish to address the Personnel Commission on its budget. This budget is the culmination of the Personnel Commission's review and input from previous regular meetings held on April 17, 2012 and May 8, 2012.

The Santa Monica-Malibu Unified School District (SMMUSD) potentially is facing large reductions in available revenue next fiscal year. The Personnel Commission this year is being asked to reduce its fair share of the budget. Over the last five years, cognizant of the District's financial fluctuations, the Personnel Commission has been a willing and proactive partner to maintain fiscal restraint. For example:

- FY 2007-2008 – Reduced its staff by one full-time position, which reflected a thirteen (13%) decrease.
- FY 2008-2009 – Reduced its budget by ten (10%) due to decreases in Supplies and Operating expenses.
- FY 2009-2010 - Reduced its budget by two (2%) due to decreases in Supplies and Operating expenses.
- FY 2010-2011 – Reduced its budget by one (1%) due to decreases in Supplies and Operating expenses.

- FY 2011-2012 – Increased its budget by three (3%) due, in part, to mandated District budget formulas, agreed upon salary schedules, collective bargaining agreements and no approved furlough days.

The proposed budget reflects a six percent (6%) increase from the 2011-2012 adopted budget, in part, due to mandated District budget formulas, agreed upon salary schedules, bargaining contracts and no approved furlough days.

However, given California’s unsettled budget situation, reasonable adjustments to the Personnel Commission’s approved FY 2012-2013 budget may be necessary. These adjustments would be determined at the local level in concert with the District’s budgetary goals. This rationale is based upon advisement from the Los Angeles County Office of Education’s Division of Business Advisory Services.

The Personnel Commission’s proposed budget shall be forwarded to the County Superintendent for action, along with the *“Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2012-2013 Personnel Commission Budget.”* If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of the preceding fiscal year of 2011-2012, and the terms of expenditure shall be determined by the Personnel Commission.

**DIRECTOR’S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed fiscal year 2012-2013 budget.

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

Second by: \_\_\_\_\_

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

**DIRECTOR’S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for fiscal year 2012-2013, in accordance with Education Code Section §45253.

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

Second by: \_\_\_\_\_

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





**Annual Budget of Personnel Commission**  
**Fiscal Year 2012-2013**  
**(Education Code Section 45253)**

Santa Monica - Malibu Unified School District, Los Angeles County, California.

**Notice of Public Hearing by the Personnel Commission**

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

1651 16th Street, Santa Monica, California 90404

(Place)

on May 22, 2012 at 5:00 o'clock P. M.

You are invited to attend and present your views.

Signed

Chairman or Director of Personnel Commission

**Adopted Annual Budget of Personnel Commission**

To: Los Angeles County  
Office of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the District.

Date of meeting May 22, 2012

Signed

Chairman or Director of Personnel Commission

**Approval Annual Budget of Personnel Commission**

To the Governing Board and Personnel Commission:

This report has been examined and approved by

**Los Angeles County Office of Education**

By \_\_\_\_\_, Deputy

Date \_\_\_\_\_, 2012

LOS ANGELES COUNTY OFFICE OF EDUCATION  
Division of Business Advisory Services

NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT THE  
PROPOSED FISCAL YEAR 2012-13 PERSONNEL COMMISSION BUDGET

\_\_\_\_\_ The Governing Board concurs with the proposed fiscal year 2012-13 Personnel Commission Budget.

\_\_\_\_\_ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request that the Los Angeles County Superintendent of Schools reject the budget.**

\_\_\_\_\_ The Governing Board neither concurs with nor intends to request that the County Superintendent reject the Personnel Commission's budget.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Name

\_\_\_\_\_  
Signature  
District Superintendent/President

**NOTE:** The "Notice of Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.

## Annual Financial and Budget Report

Fiscal Year 2012-2013

Expenditure by Object	Column I 2010-2011 Actual ( dollars only )	Column II 2011-2012 Actual or Estimated ( dollars only )	Column III 2012-2013 Budget ( dollars only )
<b>2000 Classified Salaries <sup>1</sup></b>			
Commission Members <sup>2</sup>	\$ 2,000.00	\$ 2,400.00	\$ 1,800.00
Director	121,750.00	120,840.00	112,499.00
Secretaries, Clerks	236,899.00	234,908.00	267,940.00
Other	2,000.00	2,000.00	0.00
<b>3000 Employee Benefits</b>	128,108.00	149,095.00	159,592.00
<b>Subtotal</b>	490,757.00	509,243.00	541,831.00
<b>4000 Supplies and Equipment Replacement</b>	8,000.00	8,000.00	8,000.00
<b>5000 Operating Expenses</b>	18,000.00	16,300.00	14,800.00
<b>6000 Equipment</b>	0.00	0.00	0.00
<b>Subtotal</b>	26,000.00	24,300.00	22,800.00
<b>Appropriation for Contingencies <sup>3</sup></b>	0.00	0.00	0.00
<b>Total Expenditures</b>	\$ 516,757.00	\$ 533,543.00	\$ 564,631.00
	<b>Actual Expense</b>	\$ 533,543.00	
		<b>Amount Budgeted</b>	\$ 564,631.00

<sup>1</sup> Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

<sup>2</sup> Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

<sup>3</sup> Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

**Santa Monica-Malibu Unified School District  
Personnel Commission Proposed Budget  
2012-2013**

Object Code	Expenditure by Object	Column I 2010-2011 Actual (dollars only)	Column II 2011-2012 Actual (dollars only)	Column III 2012-2013 Actual or Estimated (dollars only)	Column IV Maintenance Actual or Estimated \$+/-
<b>2000</b>	<b>Classified Salaries<sup>1</sup></b>	<b>362,649</b>	<b>360,148</b>	<b>382,239</b>	<b>22,091</b>
2319	Commission Members <sup>2</sup>	2,000	2,400	1,800	-600
2300	Director	121,750	120,840	112,499	-8,341
2317- 2410	Personnel Analyst/ Technicians/Admin.	236,899	234,908	267,940	33,032
---	Other <sup>3</sup>	2,000	2,000	0	-2,000
<b>3000</b>	<b>Employee Benefits</b>	<b>128,108</b>	<b>149,095</b>	<b>159,592</b>	<b>10,497</b>
	<b>Subtotal (Obj. Codes 2 &amp; 3)</b>	<b>490,757</b>	<b>509,243</b>	<b>541,831</b>	<b>32,588</b>
<b>4000</b>	<b>Supplies and Equipment Replacement</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>
4310	General Supplies and Materials	8,000	8,000	8,000	0
4400	Non-Capital Equipment	0	0	0	0
<b>5000</b>	<b>Operating Expenses</b>	<b>18,000</b>	<b>16,300</b>	<b>14,800</b>	<b>-1,500</b>
5210	Mileage Reimbursement	200	200	200	0
5220	Conference/Travel Expense	1,000	500	300	-200
5300	Dues and Memberships	1,300	1,000	800	-200
5640	Repair by Vendor	0	0	0	0
5650	Maintenance Agreement	9,000	9,100	8,500	-600
5710	Direct Cost TRF-Intrafund	1,500	1,500	1,500	0
5750	FNS Receptions	0	0	0	0
5802	Independent Contractors/Consultants	0	0	0	0
5810	Advertising	4,000	3,000	2,500	-500
5820	Legal Costs	1,000	1,000	1,000	0
5890	Other Operating Expenses	0	0	0	0
5910	Postage and Postage Meters	0	0	0	0

**Santa Monica-Malibu Unified School District**  
**Personnel Commission Proposed Budget**  
**2012-2013**

Object Code	Expenditure by Object	Column I 2010-2011 Actual (dollars only)	Column II 2011-2012 Actual (dollars only)	Column III 2012-2013 Actual or Estimated (dollars only)	Column IV Maintenance Actual or Estimated \$/-
6000	<b>Equipment</b>	0	0	0	0
	37810				
	<b>Subtotal</b> (Obj. Codes 4,5 & 6)	26,000	24,300	22,800	-1,500
	Appropriation for Contingencies <sup>4</sup>	0	0	0	0
	<b>Total Expenditures</b>	516,757	533,543	564,631	31,088
	<b>Actual Expenses</b>				
			<b>Amount Budgeted</b>	564,631	6%

<sup>1</sup>Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

<sup>2</sup>Salaries for Commission members should not be included without prior and specific authorization by the Governing Board.  
(E.C. Section 45250)

<sup>3</sup> Additional clerical support for Classified Personnel office.

<sup>4</sup>Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

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**IV. Next Regular Personnel Commission Meeting:**  
Tuesday, June 12, 2012, at 5:00 pm - *District Office Board Room*

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**V. Adjournment:**