

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING

July 8, 2008 @ 5:00 p.m.

District Office Testing Room

Electronically Recorded

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

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:10 p.m.**
- B. Roll Call: Commissioners Brady, Carroll, and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

The agenda was approved with the Addendum to Agenda Item VI. Closed Session – correction to the Government Code § 54957, Performance Review of Director, Classified Personnel.

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

- E. Motion to Approve Minutes: June 10, 2008**

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

- F. Public Comments: Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to three (3) minutes. When there are 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

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
None
2. Board of Education Report
None

Personnel Commissioner received District's Press Release regarding the appointment of the Interim Superintendent, Mr. Tim Cuneo.

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. District-Wide Classification and Compensation Study for the Classified Service**
- **Board of Education Agenda – Information Item No. I. 02**

Dr. Young informed the Personnel Commission that Ewing's Final Report, including the recommendations, was presented to the Board of Education on June 26, 2008 so that the District and SEIU can start negotiations.

- B. Santa Monica – Malibu Unified School District Graduations:**
- **Santa Monica High School**

Dr. Young reported to the Commissioners that the Santa Monica High School Graduation ceremony was a well-organized event. Educators, students, and the students' parents celebrated the academic success of the graduates.

- C. Personnel Commission Staffing**

Dr. Young introduced Ms. Pat Cawley, who substitutes in the position of Human Resources Technician for Ms. Younan.

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

- A. Approve Classified Personnel – Merit Report – No.A.30**
1. June 26, 2008

B. Approve Classified Personnel – Non-Merit Report – No. A. 31

1. June 26, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children Center Assistant	109
Electrician	2
Senior Office Specialist	20
Supervisor-Buyer	9

Motion by: **Pam Brady**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

None

A. Discussion Item(s):

1. Personnel Requisition Status Report

Dr. Young reviewed the Personnel Requisition Status Report with forty-four (44) vacancies including eleven (11) vacancies that were certified to the hiring authorities. Commissioner Brady inquired about the noticeable decrease of Children Center Assistant positions. Dr. Young stated that the Child Development Services management is interviewing and selecting qualified candidates. The C.D.S. department reviewed the minimal qualifications the candidates met.

Dr. Young emphasized the important role of NEOGOV Insight, the automated recruitment system, in conducting the recruitments quickly and efficiently.

Commissioner Brady inquired about the recruitments for Special Education positions. The classification specifications for these positions are currently revised for minimum qualifications.

Commissioner Brady also asked whether a division between elementary and secondary level exists for Special Education positions. The District's Instructional Assistant – Special Education positions are not classified based on the elementary or secondary school level; the division is based on the appropriate kind of Instructional Assistant – Special Education, such as Health Care, and Intensive Behavioral Intervention.

Commissioner McLoud expressed his appreciation for the staff's recruitment efforts in providing notes with the current status of each vacancy.

2. Personnel Commission's Twelve-Month Calendar of Events
 - Personnel Commission Planning Workshop

November 11 regular meeting will have to be rescheduled due to Veteran's Day. Personnel Commissioners scheduled Personnel Commission Planning Workshop to August 12, 2008 at 3:00 p.m. at the District Board Conference Room.

Commissioner Brady reminded the Personnel Commission about scheduling Performance Evaluation for Director of Classified Personnel.

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

Dr. Young informed the Personnel Commission about reviewing and possibly abolishing classifications that have not been active for several years.

5. On-Line Application Process Status Report

Dr. Young stated that the On-Line Application Only process would become effective on September 1, 2008.

VI. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (1 case).
- Closed session with legal counsel concerning anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case).

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 5:35 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:20 p.m.

The Commission reported out of Closed Session at 7:20 p.m. The Personnel Commissioners directed the Director of Classified Personnel to meet with the District Administrators regarding the Interim Director of Facilities Management appointment, and subsequently inform the Personnel Commission about the results of the meeting.

Performance review of the Director of Classified Personnel has been scheduled.

VII. Next Regular Personnel Commission Meeting:

Tuesday, August 12, 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: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 7:21 p.m.

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.