

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

**MINUTES**

**REGULAR MEETING**  
**January 24, 2006 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

**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 Carroll, Brady and Barnard were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

**Commissioner Carroll moved Section V. in front of Section III. in consideration of the District Administrators joining the meeting.**

Motion by: **Celia Carroll**  
Seconded by: **Russell Barnard**  
Vote: **3 - 0**

- E. Motion to Approve Minutes: December 13, 2005**

Motion by: **Pam Brady**  
Seconded by: **Russell Barnard**  
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 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

**No Public Comments**

**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

**Chief Steward Cartee provided an update on the SEIU activities, in particular examining the Governor's budget. SEIU is active in promoting State funding for education. SEIU is continuing to support victims of several natural disasters without administrative cost. Chief Steward Cartee complimented the professionalism used in negotiation between the Union and the District, which provided a new SEIU Contract.**

2. Board of Education Report

**Dr. Matthews also showed his appreciation for the Contract negotiation process. Dr. Matthews informed the Commission about Facilities Master Plan, a 20-year plan to improve education in the District. Dr. Matthews welcomed Ms. Stephanie Perry, the new Personnel Analyst, aboard.**

**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

Motion by: **Celia Carroll**

Seconded by: **Pam Brady**

Vote: **3 - 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:45 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 7:45 p.m.**

**The Personnel Commission reached decisions in two areas.**

**The Personnel Commission upheld the appeal of the Appellant and directed the District to file a written reprimand putting the employee on notice of potential discipline should improvement not occur within a specified time frame.**

**The Personnel Commission determined that it has no authority to grant Ms. Shafiey Advanced Step Placement retroactively in the classification of Job Developer. However, SEIU and the District may agree to such a waiver.**

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

**A. Personnel Commission Election of Officers – deferred until February 21, 2006**

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

1. Advanced Step Placement for new hire Mahvash Shafiey in the classification of Job Developer pursuant to Personnel Commission Rule 12.2.4 (A) - deferred from December 13, 2005.

Motion by:  
 Seconded by:  
 Vote:

**The Personnel Commission delegated this item to the District and SEIU. Ms. Shafiey expressed her appreciation of the Personnel Commission's effort to evaluate her request.**

2. Advanced Step Placement for new hire China Gerstner in the classification of Student Outreach Specialist pursuant to Personnel Commission Rule 12.2.4 (B) - deferred from December 13, 2005.

Motion by: **Celia Carroll**  
 Seconded by: **Pam Brady**  
 Vote: **3 – 0**

**Ms. Peggy Harris, Director of Student Services, provided additional information about Ms. Gerstner's professional experience.**

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

1. Revision of Personnel Commission Agenda Format – deferred
  - 1.1 Hayward Unified School District
  - 1.2 Long Beach Unified School District
  - 1.3 Los Angeles County Office of Education
  - 1.4 San Bernardino City Unified School District
  - 1.5 Torrance Unified School District
2. Advisory Rules Committee – deferred
3. Human Resources – Classified Personnel Departments Reorganization:
  - 3.1. Robert Seed's Report – deferred until February 21, 2006
4. Personnel Commission's Twelve-Month Calendar of Events
5. Monthly Vacancy Report

**Ms. Johnston, Human Resource Technician provided a detailed report on current classified vacancies. Commissioner Barnard recommended the Classified Personnel staff provide assistance to the sites in their hiring process. He asked for older vacancies to have the date they were received by Classified Personnel. Dr. Young agreed that the vacancy report is a tool to initiate communication with hiring sites and departments and assist them in the process.**

**Dr. Matthews promised assistance in communicating with the sites if the hiring process is prolonged. He agreed that active interaction between sites and Classified Personnel is crucial.**

**Ms. Cartee informed the Personnel Commission about discussions regarding specific vacancies, especially in Malibu, that have been taking place between SEIU and the District. The question of combining certain positions to stabilize the turnover and make these jobs attractive for quality applicants has been addressed. Ms. Cartee stated there has been a vast improvement in filling the vacancies.**

Commissioner Brady requested clarification about identification numbers of individual vacancies and the time frame since they have been requested. She inquired about the position of Athletic Trainer. Ms. Johnston provided the explanation of the specific situation at Franklin Elementary School.

Commissioner Brady requested to address the difficult recruitments on a regular basis.

**III. 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 – deferred

- B. Commissioner’s Pam Brady, Vice Chair, Reappointment**
- C. Principals’ Meeting on January 9, 2006**
- D. Advertising Update**
- E. Exit Interview Update**
- F. NEOGOV Update**
- G. CSPCA 2006 Annual Conference**
- SMMUSD Educational Programs Newsletter**

**IV. 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 - deferred

- A. Approve Classified Personnel – Merit Report - Recommendation No. A. 10**
  - 1. January 5, 2006
- Approve Classified Personnel – Merit Report - Recommendation No. A. 11**
  - 2. January 19, 2006

- B. Approve Classified Personnel – Non-Merit Report – Recommendation No. A. 11**
  - 1. January 5, 2006
- Approve Classified Personnel – Non-Merit Report – Recommendation No. A. 12**
  - 2. January 19, 2006

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	4
Bilingual Community Liaison	5
Cafeteria Worker I	3
Custodian	17
Elementary Library Coordinator	3
Senior Office Specialist	5

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

**VI. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**No Comments**

**B. Future Items**

1. Closed Session
2. HR Reorganization
3. List of Hearing Officers
4. Exit Interview
5. Vacancy Report

**VII. Next Regular Personnel Commission Meeting:**

Tuesday, February 21, 2006, 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:	<b>Russell Barnard</b>
Seconded by:	<b>Pam Brady</b>
Vote:	<b>3 – 0</b>

**TIME ADJOURNED: 8:25 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. 277.