

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

**MINUTES**

**REGULAR MEETING**  
**April 4, 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 5:20 p.m.**

**B. Roll Call: Commissioners Carroll and Barnard were present.**

**C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**

**D. Motion to Approve Agenda:**

Motion by: **Celia Carroll**  
Seconded by: **Russell Barnard**  
Vote: **2 - 0**

**E. Motion to Approve Minutes: March 21, 2006 – laid over to April 18**

Motion by:  
Seconded by:  
Vote:

**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
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 shared a few comments that were made in the Superintendent's meeting. The Interim Superintendent complemented the Classified Personnel for their exceptional work.**

2. Board of Education Report

**No Report**

**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 – deferred

**A. No Child Left Behind Requirement Update**

**Dr. Young provided an update on the progress of meeting the Instructional Assistant NCLB requirements. Testing of five Instructional Assistants took place on March 31, 2006. Two of them passed the entire test, two passed one section and one person did not pass at all. In addition, five people presented their credentials. There are still 23 Instructional Assistants who need to fulfill the NCLB requirements.**

**B. Children's Center Assistant Classification Update**

**Ms. Perry, Personnel Analyst, presented the draft of the Children's Center Assistant classifications. An additional classification was proposed so that there are two distinct classifications to satisfy the Center's needs. One is the regular Children Center Assistant intended for the infant, toddler and after-school program; the other classification will be fulfilling the requirements for the Universal Preschool program. Recommendation for this additional classification will be presented to the Board of Education on April 6, 2006 for approval. Ms. Abdo, Director of Child Development Services, informed the Commissioners about the specific personnel requirements of the Universal Preschool program and Head Start.**

**C. Web Page Update**

**Dr. Young presented an update on the new Classified Personnel web page. He is in the process of composing content for specific areas of the page.**

**D. Plant Manager Recruitment Update**

**Dr. Young informed the Commissioners about the two positions being filled. Candidates have been selected.**

**E. Campus Security Recruitment Update**

**Dr. Young informed the Commissioners about the two positions. One of them has been filled. The other position is pending.**

**F. Vacancy Committee Update**

**Dr. Young informed the Commissioners about his planned meeting with Ms. Rodriguez, PTA Representative. They will meet on Friday, April 7, 2006 to discuss vacancies and forming a committee.**

**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 - deferred

**A. Approve Classified Personnel – Merit Report - No. A. 10**

1. March 23, 2006

**B. Approve Classified Personnel – Non-Merit Report – No. A. 11**

1. March 23, 2006

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

<u>Classification</u>	<u># Eligibles</u>
Campus Security Officer	9
Children’s Center	1
Custodian	16
Instructional Assistant – Classroom	4
Instructional Assistant – Special Education	2
Plant Manager	10

**Commissioner Barnard inquired about the Eligibility List being a public document. Dr. Young stated ranking of candidates is public information, however, not the individuals’ scores. Candidates receive their scores including preferential points as well as their rank.**

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

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

**A. Working Out of Class – Ms. Irene Behrens**

**B. Working Out of Class – Ms. Patricia Hernandez**

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

**C. Personnel Commission’s Twelve-Month Calendar of Events**

**Commissioner Barnard inquired about the date as to when the Personnel Commission Budget has to be presented to the Board of Education (based on the Merit Rules).**

**Dr. Young stated that the Proposed Budget would be presented to the Commissioners on April 18 for their input. The final version has to be presented to the Board of Education by May 30, 2006.**

**Commissioner Barnard moved that the Personnel Commission would waive the Merit Rule requiring a meeting with the Board of Education on the Budget within a specified number of days of agendaizing the Budget meeting.**

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

#### **D. Monthly Vacancy Report**

**Dr. Young stressed the key question of hiring managers responding to the Certified List in a timely fashion. Dr. Young repeatedly expressed his gratitude to Dr. Matthews for contacting the District managers and Principals and requesting that they act upon the Certified List.**

**Commissioner Barnard suggested capturing data concerning the length of time since the certification graphically. The Commissioners appreciated the Certified Lists being placed on the bottom of the Vacancy Report.**

**Commissioner Carroll inquired if the administrators at Santa Monica High School are comfortable with the staffing of the Campus Security Officer and Plant Manager positions. Dr. Young informed the Commissioners that the administrators in SAMOHI are extremely positive about the Plant Manager candidates. They were also given a large pool of Campus Security Officer candidates to meet their needs and, in addition, have other personnel in terms of back up.**

#### **V. Personnel Commission Business:**

##### **A. Personnel Commissioner Comments**

**Commissioner Barnard underlined the pressing need to conduct the Director's review.**

##### **B. Future Items**

1. Closed Session
2. Hearing Officer Selection/ Procedures
3. Human Resources – Classified Personnel Departments Reorganization
4. Revision of Personnel Commission Agenda Format
5. Budget Request
6. Merit Rules Revisions
7. Classified Employees Award Committee
8. Classification Study: Human Resources Information System
9. Cafeteria Worker I Examination

**VI. Closed Session:** tabled to April 18, 2006

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
- Pursuant to Government Code § 54957.5 (e), Performance Review of Director, Classified Personnel - laid over to April 18, 2006.

Motion by:  
 Seconded by:  
 Vote:

**TIME ADJOURNED TO CLOSED SESSION:**

**TIME RETURNED TO OPEN SESSION AT:**

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

Tuesday, April 18, 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:                   **Celia Carroll**  
 Seconded by:               **Russell Barnard**  
 Vote:                           **2 – 0**

**TIME ADJOURNED: 5:45 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.