

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

MINUTES

REGULAR MEETING
April 18, 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 5:07 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:

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

Dr. Young modified the Agenda removing IV.A and IV.D.

E. Motion to Approve Minutes: March 21, 2006; April 4, 2006

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
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
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
No Report
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. Cafeteria Worker I Performance Exam Update

Ms. Perry informed the Commission about the revision of item B of the performance test. It will be administered at the end of April or the beginning of May. Mr. Griego, Director of Food and Nutrition Services, would like this test to be administered at least once per month.

B. No Child Left Behind Requirement Update

Dr. Young provided an update on the progress of meeting the Instructional Assistant NCLB requirements. A tutoring session took place on April 7. Seven Instructional Assistants participated in English and math tutoring. The next test is scheduled for April 27. Two additional tests will be administered in May as well as in June based on the number of Instructional Assistants who need to pass the examination.

C. Vacancy Committee Update

Dr. Young informed the Commission about his meeting with Ms. Rodriguez, the PTA Representative. They discussed vacancies, work hours and the locations of specific positions. Ms. Rodriguez will create a vacancy committee, which will revise some of the positions. Ms. Rodriguez will discuss this issue with the Board of Education. Commissioner Brady suggested that Classified Personnel pens a letter to the PTA Council.

D. Certification Form Update

Dr. Young presented an update on the revision of the Certification Form. He provided a revised sample to Dr. Matthews. They will work together editing the document so that it can be implemented at the beginning of the new fiscal year. Dr. Young will conduct in-service training for District Managers and Principals.

E. Classified Employees Appreciation Week Update

Dr. Young informed the Commissioners about honoring classified employees and inviting them to a reception on May 16. The announcement of Classified Employees Appreciation Week will be submitted to the Board of Education Agenda. Suggestions about honoring classified employees were discussed among the Commissioners.

Commissioner Barnard requested an update on the department evaluation. Dr. Young stated that Classified Personnel would provide an annual report. Currently the staff is collecting data to create a PowerPoint presentation.

Commissioner Barnard requested a Customer Satisfaction Survey to be a part of the annual report.

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. 11

1. April 6, 2006

B. Approve Classified Personnel – Non-Merit Report – No. A. 12

1. April 6, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	1
Cafeteria Worker I	4
Senior Office Specialist	5

Motion by: **Pam Brady**

Seconded by: **Russell Barnard**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Advanced Step Placement – Scott Eley (Plant Manager)

This item was removed due to Mr. Eley's decision to remain in his current job.

B. Working Out of Class – Angel DeCordova (Equipment Operator)

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 - 0**

C. Working Out of Class – Maria Ruiz-Lopez (Cafeteria Worker II)

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 - 0**

D. Classification Study: HRIS Technician

Postponed until May 16, 2006

E. Classification Specification Revision – Technology Support Assistant

Ms. Perry stated that there were four key revisions to the class specification - two of those in the duties section and two in the employment standard section.

Commissioner Brady inquired about insurance liability for this position. Ms. Perry will research this issue further.

Commissioner Barnard requested clarification of the education requirements for this class specification.

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 - 0**

F. Proposed Budget – Personnel Commission FY 2006 – 2007

Commissioner Barnard inquired about the difference between categories 4,000 and 6,000.

Dr Young stated that category 4,000 includes books and equipment under \$5,000.

Category 6,000 includes equipment over \$5,000.

The budget was increased in a section designated for advertising as well as for professional staff development. Dr. Young emphasized the need for the on-line service, NEOGOV, for recruitment processing. It would serve as a base for job, content and quantitative analyses.

G. Personnel Commission’s Twelve-Month Calendar of Events

Classified Employees Appreciation Week – May 16, 2006

Approval of the Personnel Commission Budget for FY 2006 -2007 – May 16, 2006

H. Monthly Vacancy Report

Dr. Young stated that the Monthly Vacancy Report has not changed significantly since the April 4 meeting. He repeatedly stressed the key question of hiring managers responding to the Certified List in a timely fashion.

The Vacancy Committee will focus on the status of the Certified Lists as well as on revision of positions with difficult recruitment.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

No Comments

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 – currently no need to revise
5. Proposed Budget – Personnel Commission FY 2006 -2007
6. Merit Rules Revisions
7. Classified Employees Award Committee

Commissioners added

8. The Annual Report – Customer Satisfaction Survey
9. Review of Advanced Step Placement
10. HRIS Technician

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
- Pursuant to Government Code § 54957.5 (e), Performance Review of Director, Classified Personnel

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 5:55 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:45 p.m.

VII. Next Regular Personnel Commission Meeting:

Tuesday, May 16, 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: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

TIME ADJOURNED: 6:45 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.