

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

MINUTES

REGULAR MEETING
May 16, 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 5:00 p.m.
Commissioner Carroll welcomed classified employees at the Classified Employee Appreciation reception expressing the Personnel Commission's gratitude for their contributions.
The Regular Meeting was resumed at 6:00 p.m.**
- B. Roll Call: Commissioners Carroll and Brady were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**
- Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 0**
- E. Motion to Approve Minutes: April 18, 2006**
- Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 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

Board Member, Mr. Oscar de la Torre informed the Personnel Commission about the Facilities Master Plan. He also expressed his appreciation of the District's classified employees.

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 SEIU activities. SEIU Local 660 is campaigning for Phil Angelides. It has launched a major Voter Registration campaign to register voters and has also devised a successful plan to get them to the polls to vote. SEIU Local 660 has stepped up its campaign for COPE membership and contributions from the union's members. The Union is organizing its 13th Annual "Keep LA Running" 5K, 10K Walk/Run and Coastal Fun Bike Cruise on Sunday, July 16, 2006 at Dockweiler Beach in Playa Del Rey.

2. Board of Education Report

Dr. Matthews communicated his appreciation of the classified employees' contributions in supporting the certificated staff and students in the District.

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. Cabinet Presentation – Update on: *Classified Personnel Recruitment, Examination and Selection Activities*

Dr. Young informed the Personnel Commission about his PowerPoint presentation given to the Full Cabinet.

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. 15

1. May 4, 2006

Approve Classified Personnel – Merit Report - Recommendation No. A. 9

2. May 11, 2006

B. Approve Classified Personnel – Non-Merit Report – No. A. 16

1. May 4, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	2
Cafeteria Worker I	4
Equipment Operator	1
Senior Office Specialist	1

Motion by: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Classified School Employee Week – Reception

The Personnel Commission and their staff hosted a reception to commend all classified employees in recognition of Classified School Employee Week, May 15 – 19, 2006.

B. Public Hearing: 2006 – 2007 Personnel Commission Budget: *See attached Budget*

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

TIME OPENED: 6:20 p.m.

Motion to Adopt Personnel Commission Budget for 2006 - 2007: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

Motion to Close Public Hearing: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

TIME CLOSED: 6:24 p.m.

C. Classification Study: HRIS Technician

Ms. Perry presented the results of this classification study for Mrs. Ashraf Khimani. The Interim Superintendent agreed with the recommendation, however with the exception of assigning Mrs. Khimani to the Personnel Commission Staff. Commissioner Brady suggested deferring this point until the next Regular Personnel Commission meeting on June 20, 2006.

D. Classification Specifications:

1. **Children's Center Assistant (revision)**
 2. **Children's Center Assistant – Preschool (proposed new classification)**
- The Salary Range was corrected to range 19.

Motion by: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

E. Personnel Commission's Twelve-Month Calendar of Events**F. Monthly Vacancy Report****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. Merit Rules Revisions
5. Classified Employees Award Committee

VI. Closed Session: - tabled until June 20, 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

Motion by:
 Seconded by:
 Vote:

TIME ADJOURNED TO CLOSED SESSION:**TIME RETURNED TO OPEN SESSION AT:****VII. Next Regular Personnel Commission Meeting:**

Tuesday, June 20, 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: **Pam Brady**
Vote: **2 – 0**

TIME ADJOURNED: 7:40 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.