

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

**MINUTES**

**REGULAR MEETING**  
**June 20, 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.**

**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: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

**E. Motion to Approve Minutes: May 16, 2006 - laid over to August 15**

Motion by: **Russell Barnard**

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

**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  
**Dr. Matthews reported on the transitions within the District. Selection interviews have been conducted for principal positions at Santa Monica High School, Lincoln and John Adams Middle Schools. Two principal positions were filled at Franklin and Will Rogers Elementary Schools. Tim Walker is now the Assistant Superintendent of Educational Services. The Superintendent search is still in progress. Dr. Matthews is leaving the District for a position with a private educational firm.**

**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. Draft of Santa Monica – Malibu Unified School District Employee Opinion Survey**  
**Dr. Young presented the Personnel Commission with this document as a tool to examine job satisfaction, working relationships between different departments and coworkers, and for feedback from customers.**

**B. Santa Monica – Malibu Unified School District Job Fair**  
**Dr. Young informed the Commissioners about organizing the job fair for Saturday, July 29, 2006 at the District’s parking lot. People from the community will be invited to inquire about different positions needed for the new school year. They will be encouraged to submit applications.**

**C. Advertising Update – Santa Monica Mirror**  
**Dr. Young presented the Personnel Commission with a general ad that was released in the Santa Monica Mirror to attract potential candidates.**

**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. 16**

1. May 18, 2006

**Approve Classified Personnel – Merit Report - Recommendation No. A. 13**

2. June 1, 2006

**Approve Classified Personnel – Merit Report - Recommendation No. A. 14**

3. June 15, 2006

**B. Approve Classified Personnel – Non-Merit Report – No. A. 17**

1. May 18, 2006

**Approve Classified Personnel – Non-Merit Report - No. A. 14**

2. June 1, 2006

**Approve Classified Personnel – Non-Merit Report - No. A. 15**

2. June 15, 2006

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	1
Children Center Assistant	2
Fiscal Services Supervisor	3
Gardener	5
Instructional Assistant - Classroom	10
Instructional Assistant – Physical Education	3
Instructional Assistant – Special Education	2
Senior Office Specialist	2
Technology Support Assistant	7

Motion by: **Russell Barnard**Seconded by: **Celia Carroll**Vote: **2 – 0****IV. Discussion/Action Items/or Other Information:****A. Classification Study: Human Resources Technician**

Ms. Perry presented the results of this classification study for Mr. Paul Doty. The Commissioners agreed with the recommendation to award Mr. Doty with a pay differential in the amount of five percent above his current salary range retroactive to February 2005.

Motion by: **Russell Barnard**Seconded by: **Celia Carroll**Vote: **2 – 0****B. Human Resources/Classified Personnel Depart. Reorganization – laid over to August 15**

1. Memorandum of Understanding
2. Organization Charts
3. Survey
4. Desk Audit/Classification Study
5. Class Specs

**C. Second Reading of Changes to Merit Rules: *Chapter II Personnel Commission* – laid over to July 11****D. Personnel Commission's Twelve-Month Calendar of Events**

### **E. Monthly Vacancy Report**

Commissioner Carroll suggested renaming the monthly vacancy report in order to simplify it. Dr. Young informed the Commissioners about the percentages in the vacancy report. He also expressed his gratitude to Dr. Matthews for his assistance with requesting Certification Lists in a timely manner from the District's managers.

Cindy Johnston, Human Resources Technician, reported on the current status of fulfilling NCLB requirements, both on the tutoring sessions and the testing. Dr. Matthews expressed his appreciation of Ms. Johnston's diligence and her effort to support the Instructional Assistants who need to satisfy this requirement.

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

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

Commissioner Barnard expressed his concern about his home address being printed in CSPCA 2005 Directory.

### **B. Future Items**

1. Closed Session
2. Hearing Officer Selection/ Procedures  
**Dr. Young suggested that this agenda item should be retitled as Hearing Officer Procedures for Conducting Disciplinary Hearings.**
3. Merit Rules Revisions
4. Classified Employees Award Committee

## **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:  
Seconded by:  
Vote:

**TIME ADJOURNED TO CLOSED SESSION: 5:25 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 5:50 p.m.**

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

Tuesday, July 11, 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:           **Celia Carroll**  
Vote:                       **2 – 0**

**TIME ADJOURNED: 5:50 p.m.**

Submitted by:

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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.