

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

SPECIAL MEETING
September 2, 2008 @ 5:00 p.m.
District Office Testing Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:15 p.m.**
- B. Roll Call: Commissioners Brady, Carroll, and McLoud 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 (Commissioner McLoud was not present at the time of this motion)**

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. Reappointment of Commissioner Pam Brady

Dr. Young described the reappointment process. Commissioner Carroll expressed gratitude to Commissioner Brady for her willingness to serve an additional term, and said that the Personnel Commission and the District benefits greatly by Ms. Brady's expertise and knowledge of school operations and personnel issues.

Dr. Matthews, Assistant Superintendent of Human Resources, requested keeping the reappointment process formal using the selection committee.

Dr. Young presented details of the reappointment process. The Board of Education and SEIU will have the opportunity to provide their input in the reappointment. It will be communicated to the State Superintendent's office. Commissioner Brady intends to compose a letter to the Board of Education expressing the rationale for her desire to be reappointed to this post.

Dr. Young recapped all the steps in the Pre-1965 process for the reappointment of a Personnel Commissioner, and stated that using a selection committee applies to selection of a new Personnel Commissioner.

III. Discussion/Action Items/or Other Information:

A. Action Item(s):

Classification Specification Revisions – Special Education –
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Special Education classification specification within the Special Education Department.

Motion by: **Pam Brady**
Seconded: **Shane McLoud**
Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Health classification specification within the Special Education Department.

Motion by: **Pam Brady**
Seconded: **Shane McLoud**
Vote: **3 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Intensive Behavioral Intervention classification specification within the Special Education Department.

Motion by: **Pam Brady**
Seconded: **Shane McLoud**
Vote: **3 – 0**

Ms. Cindy Johnston, Human Resources Technician, expressed her concerns regarding particular representative duties and work experience in proposed revisions of the classification specifications. Dr. Young addressed these concerns. The Personnel Commission, Senior Administration staff, SEIU representatives, and Special Education department staff met and modified the classification specifications focusing on the specific needs of the Special Education department and clarified similar concerns.

Commissioner Brady stressed the importance of work experience in relation to the representative duties even if it results in a challenging recruitment.

Dr. Matthews stated that student's needs would be assessed individually, and an employee in the appropriate classification will be assigned to the particular student.

Dr. Young added that job analysis took place, subject matter experts provided their expertise, and SEIU representatives shared their opinions in the revision process.

IV. Closed Session:

- Pursuant to Government Code § 54957, Performance Review of Director, Classified Personnel

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

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

TIME RETURNED TO OPEN SESSION AT: 7:55 p.m.

The Commission reported out of Closed Session at 7:55 p.m. The Personnel Commissioners prepared a draft of the evaluation and goals for the Director of Classified Personnel and the Personnel Commission office. They will be presented at the next regular meeting on September 9, 2008.

V. Next Regular Personnel Commission Meeting:

Tuesday, September 9, 2008, at 5:00 pm - *District Office Board Room.*

VI. Adjournment: There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Motion by: **Shane McLoud**
Seconded by: **Celia Carroll**
Vote: **3 – 0**

TIME ADJOURNED: 7:56 p.m.

Submitted by:

Wilbert Young, Ph.D.
Secretary to the Personnel Commission
Director, Classified Personnel

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