

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

**MINUTES**

**REGULAR MEETING**  
**November 15, 2005 @ 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 5:09 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: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 - 0**
- E. Motion to Approve Minutes: October 18, 2005**

**Commissioner Carroll made a correction: "Commissioner Carroll stated that changes are required in Position Control, especially when the basic tool File Maker Pro is not working effectively."**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
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 is 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 "I. F., 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.**
- 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 gave an update on SEIU convention and election activities. Chief Steward Cartee referred to Merit Rules-Grievance issues. The Classification Study Questionnaire will be reconstructed in Ms. Gloria Davis' case. Regarding item eighteen, Chief Steward Cartee is waiting for desk audit results. Commissioner Brady stated that this particular position was in existence before the relocation. Chief Steward Cartee provided the case history. Commissioner Brady clarified that the current functions in the classification are being debated. In item twenty-three, Classification Study Questionnaire has to be returned to the Classified Personnel. Chief Steward Cartee provided a summary of the Information Technology case. Dr. Matthews suggested that this case would be discussed in Closed Session. Commissioner Carroll requested written documentation regarding this issue. Commissioner Barnard suggested this issue would be included in Closed Session of the December 13 meeting.**

2. Board of Education Report –

**Dr. Matthews introduced the new director of Human Resources, Mr. Doug Staine. Dr. Matthews updated the Personnel Commission on HR reorganization. He stated that by Thanksgiving a decision would be made whether or not the District will maintain the use of File Maker Pro system for Position Control. Dr. Matthews will provide a report on the reorganization in February. Commissioner Brady requested a list of specific functions for Human Resources and Classified Personnel. Dr. Young offered to define the lines of demarcation between HR and Classified Personnel based on data from other Merit Districts for comparison. Commissioner Brady requested a flow chart on recruiting an individual in general terms. Commissioner Barnard suggested that the District supervisors and principals should be well informed about the recruitment and hiring process in order to avoid misunderstandings. Dr. Young stressed the complexity of the recruitment and selection process that is completed at the end of employee's probationary period. Dr. Matthews emphasized that Classified Personnel has a more difficult job than Certified since there is a more direct selection process involved and also more stability of the certified staff. He pointed out that with Dr. Young in office there is a great opportunity to establish strong communication between Classified Personnel and the school sites. Dr. Young reported on his meetings with principals at the school sites. He agreed with Commissioner Barnard that more information must be provided to the principals and all supervisors so that they have a clear understanding of Personnel Commission functions.**

**II. Closed Session: Adjourn to Closed Session to consider any Employee Appointment/ Contract/ Resignation/ Contract/ Resignation/ Retirement/ Discipline/ Appeal or Release; and return to Open Session to report any action taken in Closed Session. Pursuant to Government Code Section 54957. Commissioner Barnard suggested to move the Closed Session to the end of the meeting.**

Motion by: **Russell Barnard**  
 Seconded by: **Pam Brady**  
 Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 6:35 p. m.**

**TIME RETURNED TO OPEN SESSION AT: 7:50 p. m.**

- III. 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. SMMUSD Bargaining Update**  
**Dr. Young informed the Commission about the result of the election in Torrance Unified School District. It remains a Merit District.**
  - B. “In Touch,” California School Personnel Commissioners Association Quarterly Newsletter**  
**Dr. Young noted that CSPCA Annual Conference would take place in Sacramento from February 9 to February 12, 2006.**
  - C. Monthly Joint Meeting of Classified Personnel and Human Resources – continuous process**
  - D. Weekly Meetings with Dr. Matthews, Assistant Superintendent, Human Resources/Chief of Staff and Ms. Cartee, Chief Steward of SEIU – continuous process**
  - E. Meeting with Principals**  
**Dr. Young reported on his meetings with various principals to discuss their individual needs. He has visited nine schools so far.**
  - F. Recruitment Updates**
    - 1. Human Resource Technician  
**Dr. Young informed the Commissioners that Ms. Lesley Fairweather accepted the position and will join the Personnel Commission staff after Thanksgiving.**
    - 2. Personnel Analyst  
**Dr. Young reported that the selection interviews for this position are scheduled for Thursday, November 17. There are three qualified applicants interviewing.**
  - G. Exit Interview Update**  
**Dr. Young presented the document to Dr. Matthews who recognized its value. It will be introduced to the organization. Ms. Kathy Wisnicki, Board Member, received a copy.**
  - H. Merit Advisory Committee Update**  
**Dr. Young requested nominations from Dr. Matthews and Ms. Cartee.**
  - I. Position Control Update**  
**Using File Maker Pro for this purpose is still being discussed in the organization.**
  - J. Clarification of Special Services Contracts – will be discussed in near future**

- IV. 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.

**Consent Items to be approved in One Motion:**

- A. Approve Classified Personnel – Merit Report - Recommendation No. A. 13**  
October 20, 2005; November 3, 2005
- B. Approve Classified Personnel – Non-Merit Report – Recommendation No. A. 14**  
October 20, 2005; November 3, 2005
- C. Approve Classified Personnel Eligibility List(s):**

<b><u>Classification</u></b>	<b><u>#Eligibles</u></b>
Assistant Director of Fiscal Services	7
Cafeteria Worker I	1
Human Resource Technician	4
Instructional Assistant - Children Center Assistant	3
Instructional Assistant – Classroom	7
Instructional Assistant – Special Education	5
Occupational Therapist	1
Personnel Analyst	3
Skilled Maintenance Worker	5
Student Outreach Specialist	10

Motion by: **Pam Brady**  
 Seconded by: **Russell Barnard**  
 Vote: **3 – 0**

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

**A. Action Item(s):**

- Advance Step Placement for new hire Angelita Dalan in the classification of Assistant Director of Fiscal Services pursuant to Personnel Commission Rule 12.2.4 (A).

Motion by: **Russell Barnard**  
 Seconded by: **Pam Brady**  
 Vote: **3 – 0**

2. Advance Step Placement for new hire Angelique Smith in the classification of Certified Occupational Therapist pursuant to Personnel Commission Rule 12.2.4 (A).

Motion by: **Russell Barnard**  
 Seconded by: **Pam Brady**  
 Vote: **3 – 0**

3. Advance Step Placement for new hire Lesley Fairweather in the classification of Human Resource Technician pursuant to Personnel Commission Rule 12.2.4 (A).

Motion by: **Russell Barnard**  
 Seconded by: **Pam Brady**  
 Vote: **3 – 0**

**Dr. Young provided additional information about the difficulty of recruitment for all the positions.**

**B. Discussion Item(s):**

1. Personnel Commission's Twelve-Month Calendar of Events – no changes  
**Commissioner Brady informed the Commission she would not be able to attend December 13 meeting due to work requirement.**
2. Monthly Vacancy Report  
**Dr. Young stated that the report is in the same format. It is a working process. He supports an automated system to view personnel acquisition records and the flow of vacancies, however the system has to be accurate.**  
**Commissioner Brady asked about the "TBD" (to be determined) status. Ms. Johnston, Human Resource Technician, explained that since the File Maker Pro is not accurate these vacancies are being clarified with the site.**  
**Commissioner Carroll asked about the time frame to revise the File Maker Pro. Dr. Matthews stated that there is a time frame for determining if the system will be used for this purpose or if it will be discontinued. Director of Technology is looking into other implemented systems other school districts are using.**

**VI. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

**Discussion with local universities to jointly develop a marketing plan for PC/HR customers**

**New Classification: Plant Manager**

**Information Technology Issue – Closed Session**

**Bob Seeds' Report – January 17, 2006 Meeting**

**Revision of Personnel Commission Agenda Format**

**II. Personnel Commission went to Closed Session**

**TIME ADJOURNED TO CLOSED SESSION: 6:35 p. m.**

**TIME RETURNED TO OPEN SESSION AT: 7:50 p. m.**

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

Tuesday, December 13, 2005, 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: **3 – 0**

**TIME ADJOURNED: 8:15 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. 277.