

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING  
July 14, 2009 @ 5:00 p.m.  
District Office Board 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 5:02 p.m.**
- B. Roll Call: Commissioners Brady, Carroll, and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

**The agenda was amended. Addenda were included in the agenda items III.A. – Approved Classified Personnel – Merit Report – No.A.38, July 16, 2009, and III.B. – Approved Classified Personnel – Non-Merit Report – No.A.39, July 16, 2009.**

Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

- E. Motion to Approve Minutes: June 9, 2009**

Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

June 25, 2009

**Correction: The Personnel Commissioners conducted the six-month goal progress performance review of the Director of Classified Personnel - no action was taken.**

Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
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

**None**

2. Request to Speak on Non-agenda Items

**None**

**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

**None**

2. Board of Education Report

**None**

**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. The District Graduation Ceremonies**

**Dr. Young notified the Personnel Commission about the District graduations ceremonies. He was not able to attend graduations at Franklin Elementary School and Santa Monica High School due to jury duty. Commissioner Carroll attended John Adams Middle School graduation.**

**B. Career Advancement Training**

- **Module 1: Applications and Resumes**
- **Module 2: Test and Interview Preparation**

**Ms. Stephanie Perry, Personnel Analyst, reported to the Personnel Commission about the Career Advancement Training that took place on June 23, 2009. This training was designed to enhance the promotional opportunities for the District classified employees.**

**Ms. Lesley Fairweather, Human Resources Technician, conducted the Module 1 sessions regarding creating first class applications and resumes. Ms. Stephanie Perry presented the Module 2 sessions providing information related to successful testing and interviewing. Ms. Perry shared the participants' specific comments about the training.**

**Another workshop is scheduled for July 22, 2009. Future training sessions will be conducted at various school sites.**

- C. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**
- **Mr. Michael Anderson, Custodian, in the position of Plant Supervisor from July 1 to August 1, 2009**
  - **Ms. Irene Behrens, Senior Office Specialist, in the position of Human Resources Technician from June 29 to September 4, 2009**
  - **Mr. Michael Bott, Lead Person – Building Trades, in the position of Maintenance Supervisor from July 1 to July 14, 2009 and from August 17 to August 30, 2009**
  - **Mr. Timothy Buchanon, Custodian, in the position of Utility Worker from July 1 to November 5, 2009**
  - **Ms. Tina Bulchand, Administrative Assistant, in the position of Senior Administrative Assistant from April 10 to May 27, 2009**
  - **Mr. Cesar Herrera, Skilled Maintenance Worker, in the position of Glazier from July 1 to August 15, 2009**
  - **Mr. Dennis Chavez, Glazier, in the position of Facilities Technician from July 1 to August 15, 2009**
  - **Mr. Richard Lohmeyer, Plumber, in the position of Maintenance Supervisor from July 15 to August 14, 2009**
  - **Mr. David Marmolejo, Technology Support Assistant, in the position of Telephone System, Computer Equipment Specialist from July 1 to November 1, 2009**
  - **Ms. Elizabeth Papp, Human Resources Technician, in the position of Human Resources Specialist from June 29 to September 4, 2009**
  - **Mr. Stephen Parker, Custodian, in the position of Utility Worker from July 1 to November 5, 2009**
  - **Mr. Pete Patterson, Utility Worker, in the position of Skilled Maintenance Worker from July 1 to August 15, 2009**
  - **Mr. Curtis Sugars, Plant Supervisor, in the position of Manager Facilities and Grounds Operation from July 1 to August 15, 2009**

**D. Update on Merit Rules Grievance – File Number 002**

**Dr. Young informed the Personnel Commission that the Merit Rules grievance regarding procedures for special service employees was resolved.**

**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.

**A. Approve Classified Personnel – Merit Report - No. A. 36**

1. June 25, 2009

**Approve Classified Personnel – Merit Report - No. A. 38**

2. July 16, 2009

**B. Approve Classified Personnel – Non-Merit Report – No. A. 37**

1. June 25, 2009

**Approve Classified Personnel – Merit Report - No. A. 39**

2. July 16, 2009

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

<b><u>Classification</u></b>	<b><u># Eligibles</u></b>
Children's Center Assistant	31
Instructional Assistant – Physical Education	10
Metal Worker	13
Physical Activities Specialist	11
Swimming Instructor/Lifeguard	5

Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

**List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)**

Assistant Buyer	8
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Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

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

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

1. Advanced Step Placements:  
Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ellen Mark in the classification of Elementary Library Coordinator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

**Commissioner Carroll abstained from this item due to direct supervision of the employee at a different organization.**

Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Narbeh Nazloomian in the classification of Database Administrator pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

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

**Dr. Young stated that specific criteria will be developed to assess new employees' eligibility for Advanced Step Placement more objectively. This mechanism will also provide more authority to the Superintendent and District managers. The information will reside at the Personnel Commission web site. This issue will be presented to the Personnel Commission in the near future under the Director's Report.**

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Job Development Placement Specialist classification specification within the Special Education department.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Sign Language Interpreter classification specification within the Special Education department.

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

3. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Spikes Ford (Skilled Maintenance Worker) from June 11 to June 30, 2009 (First Extension) in the position of the Metal Worker

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

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

1. Personnel Requisition Status Report

**There were nineteen (19) requisitions listed. Dr. Young informed the Personnel Commission about the positive feedback he has received from the Superintendent and several hiring managers. Commissioner Brady expressed her gratitude to the staff members for their effort decreasing the number of vacancies.**

**Commissioner Carroll inquired about the Occupational Therapist vacancies. Ms. Perry provided a brief update, stating that the two positions are currently filled on a provisional basis. A written test was administered on July 7, 2009, and the certification list with three (3) ranks has been submitted to the hiring authority for final selection. There are no vacancies for Malibu school sites.**

2. Personnel Commission’s Twelve-Month Calendar of Events
  - Twelve-Month Calendar 2008 – 2009
  - Twelve-Month Calendar 2009 – 2010

**A Special Personnel Commission meeting is scheduled for June 25, 2009.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**Commissioner Carroll commended Personnel Commission staff members for their hard work during the past school year.**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	On Going	
Employees Selection Pool Interview Update	On going conversations with the Superintendent	
Career Advancement Training		July 2009
Commissioner’s Appointment		August 2009
Job Fair		August 2009
<b>Quarterly Meeting with the Superintendent, the Assistant Superintendent of Human Resources, Personnel Commissioner and the Director of Classified Personnel</b>		
Monthly Meeting with the Assistant Superintendent of Human Resources		August 2009
Vacancy Report		September 2009
Annual Report of Activities		October 2009
<b>Criteria for Advanced Step Placement</b>		

**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
  - Performance Review of Director, Classified Personnel

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

**TIME ADJOURNED TO CLOSED SESSION: 5:42 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 6:35 p.m.**

**The Commission reported out of Closed Session at 6:35 p.m. No action was taken.**

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

Tuesday, August 11, 2009, 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: **Shane McLoud**  
Seconded by: **Celia Carroll**  
Vote: **3 – 0**

**TIME ADJOURNED: 6:35 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.