

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**August 11, 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 5:04 p.m.**

**B. Roll Call: Commissioners Brady and Carroll were present.**

**C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**

**D. Motion to Approve Agenda:**

Motion by: **Celia Carroll**

Seconded by: **Pam Brady**

Vote: **2 – 0**

**E. Motion to Approve Minutes: July 14, 2009**

Motion by: **Celia Carroll**

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

**Dr. Michael Matthews, Assistant Superintendent, Human Resources, informed the Personnel Commission about the District's preparations and staffing for the new school year. He expressed his deepest sympathy for the passing of Ms. Irma Lyons, Principal of Will Rogers Elementary School. Staff and faculty at the school have been receiving the District's support.**

**Dr. Matthews provided an update on the budgetary concerns. The District Administration is in full negotiations with the SMMCTA and SEIU representatives.**

**Dr. Matthews introduced the new Director of Special Education - Dr. Sarah Woolverton. Dr. Matthews inquired about the process for new commissioner election that will start in September 2009. Commissioner Carroll will complete her term in December 2009.**

**Commissioner Brady inquired about a special committee. Dr. Matthews informed the Personnel Commission about the Board of Education recruitment for the Blue Ribbon Parcel Tax committee members. The committee's role will be very similar to the functions of Measure R committee.**

**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. Career Advancement Training Update – July 23, 2009**

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

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

**Ms. Perry shared the participants' specific observations about each module. The majority of the attendees found both modules very informative and helpful. Possible future training topics will include Resume Writing and Mock Interview seminars. Personnel Commission staff plans to make the PowerPoint handout available on the web site - including training dates and electronic sign-up for the next sessions throughout the school year (October 2009, February 2010, and May 2010). The seminars will be conducted at various school sites in Santa Monica and Malibu to accommodate the classified employees' work schedule.**

**B. 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 Bott, Lead Person – Building Trades, in the position of the Maintenance Supervisor from August 17 to December 9, 2009**

### C. Personnel Commissioner Election

- News Release
- Announcement
- Application

**Dr. Young informed the Personnel Commission about the process and the time line for election of the new commissioner. Commissioner Brady asked Commissioner Carroll to join the election committee that will be established in early September 2009 to oversee the selection process. The District advisory committees and PTA Council will be contacted with request to provide potential candidates for the new commissioner.**

**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. TBD – moved till September 15, 2009

1. August 20, 2009

#### B. Approve Classified Personnel – Non-Merit Report – No. A. TBD – moved till September 15, 2009

1. August 20, 2009

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

<u>Classification</u>	<u># Eligibles</u>
Children Center Assistant	24
Instructional Assistant – Classroom	47
Instructional Assistant – Music	5
Instructional Assistant – Physical Education	12
Instructional Assistant – Special Education	49
Manager of Buildings and Grounds Operations	3
Physical Activities Specialist	14
Physical Therapist	3
Site Food Services Coordinator	12
Swimming Instructor/Lifeguard	5
Utility Worker	6

Motion by: **Celia Carroll**

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 Kimberly Curry in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: **Celia Carroll**

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 Jeannie O'Brien in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: **Celia Carroll**

Seconded by: **Pam Brady**

Vote: **2 – 0**

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

1. Personnel Requisition Status Report

**There were twenty-three (23) requisitions listed. Ms. Stephanie Perry, Personnel Analyst, informed the Personnel Commission about the month-to-month vacancy comparison since September 2008.**

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

#### V. Personnel Commission Business:

##### A. Personnel Commissioner Comments

**Commissioner Brady stated that the Personnel Commission is implementing a new pilot program for the annual evaluation of the Director of Classified Personnel. Twelve (12) different positions throughout the District and SEIU were identified to provide feedback for the Director's performance.**

## 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	
Advanced Step Placement Procedure		October 2009
Career Advancement Training		October 2009, February 2010, May 2010
Commissioner's Appointment Process		August 2009
Job Fair		Cancelled
Monthly Meeting with the Assistant Superintendent of Human Resources		September 2009
Vacancy Report		September 2009
Annual Report of Activities		October 2009
Exit Interview Data		September 2009

**Commissioner Carroll inquired about the implementation of the Exit Interview process. Dr. Matthews and Dr. Young have been collecting data using on-line survey system.**

## 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: **Pam Brady**

Vote: **2 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:35 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, September 15, 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: **Pam Brady**  
Seconded by: **Celia Carroll**  
Vote: **2 – 0**

**TIME ADJOURNED: 6:35 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.