

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
January 13, 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 5:12 p.m.**
- B. Roll Call: Commissioners Brady, Carroll, and McLoud were present.**
- C. Pledge of Allegiance: The Pledge of Allegiance was performed at the Personnel Commission Retreat at 3:00 p.m.**
- D. Motion to Approve Agenda:**

The agenda was amended. Addendum was included in the agenda item II.D. – Report from the Director of Classified Personnel: Professional Expert Designation.

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

- E. Motion to Approve Minutes: November 4, 2008 - tabled until February 10, 2009
December 2, 2008**
Motion by: **Shane McLoud**
Seconded by: **Celia Carroll**
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 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**

Ms. Keryl Cartee-McNeely, Chief Steward, and Mr. Howard Smart, former Campus Security Officer, addressed the Personnel Commission regarding Mr. Smart's substitute assignment and reinstatement rights. He is seeking permanent employment with the District in lieu of substituting. SEIU is requesting public discussion on the topic of delayed hiring practices for classified positions. Commissioner McLoud inquired about the standard procedures for such cases. Detailed information will be provided for the Commissioners when the item is placed on the agenda for discussion. Commissioner Brady directed Dr. Young to communicate with the District Administration and SEIU on the specifics.

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

Ms. Keryl Cartee-McNeely, Chief Steward, reported that SEIU Local 99 has been in full negotiations with several of its industry units. SEIU international and local leaders will be attending the Presidential Inauguration. SEIU continues to work with other key stakeholders in Sacramento. Despite the current climate and dismal financial state of California, SEIU remains committed to protecting educational funding

2. Board of Education Report

Dr. Michael Matthews, Assistant Superintendent, Human Resources, congratulated Commissioner Brady as the new Chair of the Personnel Commission. He also expressed gratitude to the former Chair, Commissioner Carroll, for her dedication to the District. Dr. Matthews informed the Personnel Commission about the District's budgetary concerns. The Board of Education will review the projected enrollment data for school year 2009 – 2010. The Superintendent is committed to avoiding lay-offs, if possible. There will be a financial incentive for employees who are planning to retire next year. Dr. Matthews stated that the District will continue working collaboratively with the Personnel Commission. Commissioner Brady suggested conducting monthly meetings with the District Administration and a Board of Education representative to assure that the District's needs are met.

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. Approved Working Out of Class Request by the Director of Classified Personnel

- Ms. Virginia Hyatt, Director of Purchasing, in the position of the Director of Facility Improvement Projects**
- Curtis Sugars, Plant Manager, in the position of the Manager of Operations & Grounds**

Dr. Young presented the original Working Out of Class assignments he approved. Extension of Working Out of Class beyond ninety (90) working days will be presented to the Personnel Commission for its approval.

B. Monthly Meeting with SEIU Representatives

Dr. Young informed the Personnel Commission about the positive impact of the regularly held meetings with SEIU representatives dealing with issues pertaining to the classified employees. Commissioner Brady stated that improved communication with the Union and also the District prevents damage control.

C. “Overview of the Personnel Commission” Presentation for New Board Members
• January 15, 2009

Dr. Young provided a copy of the Overview of Personnel Commission that was delivered to the Board of Education members in the Friday packets for their information. Dr. Young informed the Personnel Commission about the various aspects of the presentation including Merit Principles and data based on the Personnel Commission Annual report.

D. Professional Expert Designation

Dr. Young included addendum to this agenda item. In agreement with SEIU and the Chief Academic Officer, Ms. Sally Chou, the Professional Experts will be reinstated at the District. It should resolve the District’s needs for experts with a specific set of skills.

E. Sample Personnel Commission Agendas

Dr. Young will supply the Personnel Commission with samples of Personnel Commission agendas from various Districts and government agencies to compare the different structures.

F. California School Personnel Association Executive Director Recruitment Announcement

Dr. Young informed the Personnel Commission about Executive Director recruitment for CSPCA since Mr. Jack Hayes has retired after a long-term service.

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. 19

1. December 11, 2008

B. Approve Classified Personnel – Non-Merit Report – No. A. 20

1. December 11, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	9
Children’s Center Assistant	83

Elementary Library Coordinator	4
Instructional Assistant - Intensive Behavioral Intervention	4
Laboratory Technician	4
Senior Administrative Assistant	16
Speech Language Pathology Assistant	1
Swimming Instructor/Lifeguard	4

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

List Extension

Site Food Service Coordinator	4
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Mr. Orlando Griego, Director of Food and Nutrition Services, provided history that led to the possibility of extending the eligibility list for Site Food Service Coordinator. He suggested two options: either let the eligibility list expire, or administer another test merging the new and the current eligibility lists to obtain a wider applicant pool for a vacancy that is expected in the near future. Mr. Griego also stated that an employee is currently working out of class performing the duties of Site Food Service Coordinator.

Dr. Young proposed extending the list for six (6) months since there are three (3) ranks of available candidates providing rational for his proposal. Commissioner Brady supported the idea of extending the eligibility list, and directed staff to continue the discussion with the Director of Food and Nutrition Services. She offered participating in further discussions regarding this issue.

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire Michael Denoya in the classification of Speech Language Pathology Assistant pursuant to Personnel Commission Rule §12.2.4.(B)
 Director’s Recommendation: *Approve*

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

2. Advanced Step Placement for new hire Christina Villalobos in the classification of Bilingual Community Liaison pursuant to Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

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

3. Classification Study – Systems Analyst – **tabled until February 10, 2009**
Director's Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study – System Analyst

Motion by:
Seconded by:
Vote:

4. Working Out of Class Request – Esperanza Castro (Cafeteria Worker II)

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

5. Working Out of Class Request – Sandra Moore (Cafeteria Worker I)

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

B. Discussion Item(s):

1. Personnel Requisition Status Report

Dr. Young submitted an expanded version of the Personnel Requisition Status Report to Superintendent Cuneo for review.

Dr. Young reported to the Personnel Commission that there are twenty-seven (27) open Personnel Requisitions. Commissioner Carroll commended staff for their effort filling vacancies.

Commissioner Carroll inquired about recruiting for positions within Special Education department and their salaries. Dr. Young stated that the challenge of competitive salaries with other Districts is reflected in the number of Advanced Step Placement requests.

Ms. Cartee-McNeely added that the issue of competitive salaries, as proposed in the Classification and Compensation Study, will be addressed in the negotiations with the District.

2. Personnel Commission's Twelve-Month Calendar of Events
 - Personnel Commission Retreat

Commissioner Brady may be absent at the regular Personnel Commission meeting on March 10, 2009.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner McCloud welcomed Commissioner Brady as the new Chair of the Personnel Commission.

B. Future Items

1. Geographical and Weekend Testing
2. Classification Abolishments
3. Merit Rules Revisions
4. Exit Interview Update
5. Pool Interview Update
6. Classified Employees Access to Personnel Commission Meetings
7. Substitute Employees Status Report

VI. Closed Session:

- Director of Classified Personnel's performance evaluation and 2008-09 Performance Targets pursuant to Government Code § 54954.5 as cited in the Brown Act.

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

TIME ADJOURNED TO CLOSED SESSION: 6:21 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:30 p.m.

The Commission reported out of Closed Session at 7:30 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, February 10, 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: 7:30 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.