

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING

March 10, 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 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:**

The agenda was amended. Agenda item number VI. – Closed session was removed.

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

- E. Motion to Approve Minutes: February 10, 2009,**

Motion by: **Shane McLoud**
Seconded by: **Celia Carroll**
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**

Ms. Jan Maez, Assistant Superintendent of Business and Fiscal Services, Chief Financial Officer, addressed the Personnel Commission regarding the revisions of classification

She expressed her gratitude to the Personnel Commission staff for its support and expertise during the revision process.

Ms. Maez also provided recommendations for the Advanced Step Placement for Mr. Stuart Sam in the classification of Director of Facility Improvement Projects for his extensive professional training and vast experience.

Ms. Maez commended the Personnel Commission staff for its assistance during several recruitments for positions that report to her.

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. Matthews informed the Personnel Commission about the District's budgetary concerns. The Board of Education has been reviewing the budgetary options of cost reduction for the next fiscal year which will involve operating expenses as well as personnel. The District budget is due on June 30, 2009.

On behalf of the Superintendent, Dr. Matthews commended the Personnel Commission staff for the results regarding decrease of vacancies on the Personnel Requisition Status Report.

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.

None

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. 21

1. February 19, 2009

Approve Classified Personnel – Merit Report - No. A. 22

2. March 5, 2009

B. Approve Classified Personnel – Non-Merit Report – No. A. 22

1. February 19, 2009

Approve Classified Personnel – Non-Merit Report - No. A. 23

2. March 5, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	54
Cafeteria Worker I	18
Children's Center Assistant	73
HVAC Mechanic	1
Instructional Assistant – Physical Education	11
Instructional Assistant – Special Education (Test Date: 2.18.09)	17
Instructional Assistant – Special Education (Test Date: 3.2.09)	26
Physical Activities Specialist	9
Swimming Instructor/Lifeguard	4
Technology Support Assistant	1

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

Dr. Young provided a brief overview of the classification study and also specifics for classification revisions.

1. Classification Study – Sports Facility Coordinator
Director's Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study – Sports Facility Coordinator

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

2. Classification Revisions: Maintenance and Operations Department
Director's Recommendations: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Director of Facilities Management classification specification within the Maintenance and Operations department.

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Manager of Facilities and Grounds Operations classification specification within the Maintenance and Operations department.

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Manager of Maintenance and Construction classification specification within the Maintenance and Operations department.

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

- d. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Plant Manager classification specification within the Maintenance and Operations department.

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

- e. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Maintenance Supervisor classification specification within the Maintenance and Operations department.

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

3. Classification Revisions: Special Education Department
Director's Recommendations: *Approve*

- a. 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: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

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

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

4. Classification Revision: Systems Analyst

The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Systems Analyst classification specification within the Computer Services department.

Director's Recommendation: *Approve*

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

5. Advanced Step Placement for new hire Stuart Sam in the classification of Director of Facility Improvement Projects pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

6. Advanced Step Placement for new hire Russell Schoen in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

Motion by: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

B. Discussion Item(s):

1. First Reading of Changes to Merit Rules:

1. *Rule 12.2.4. Salary on Employment and Rule 12.2.7. Salary on Promotion Chapter 13 Seniority, Layoff, Displacement and Reemployment*

Commissioner McLoud inquired about the revision consistency with the California Education Code. Dr. Young provided explanation based on the California Education Code. These changes are part of the ongoing revision process of the entire Merit Rules. Dr. Young provided the outline for the approval process. He also explained the role of the Merit Rules Advisory Committee (A.R.C.) in the revision process.

Commissioner McLoud inquired about the criteria for seniority and the relevance of performance evaluations in layoff situations. Dr. Matthews shared his experience with

seniority criteria for certificated staff. Dr. Young would research the impact of performance evaluations in layoff scenarios based on information from various school districts. He will present the issue to the A.R.C. committee for further discussion.

2. Personnel Requisition Status Report

Dr. Young reported to the Personnel Commission that there were thirteen (13) vacancies. He expressed his gratitude to the Personnel Commission staff as well as to the District hiring authorities for their hard work filling positions.

3. Personnel Commission's Twelve-Month Calendar of Events

C. Information Item(s):

None

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

1. Preliminary Personnel Commission Budget – Fiscal Year 2009 – 2010
2. Proposed New Classification – Instructional Assistant - Music
3. Geographical and Weekend Testing
4. Classification Abolishments
5. Merit Rules Revisions
6. Exit Interview Update
7. Pool Interview Update
8. Classified Employees Access to Personnel Commission Meetings
9. Substitute Employees Status Report
10. Samples of Personnel Commission Agenda Formats – Other Public Agencies

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.
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (1 case).

Motion by: _____
Seconded by: _____
Vote: _____

TIME ADJOURNED TO CLOSED SESSION: _____

TIME RETURNED TO OPEN SESSION AT: _____

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 14, 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: **Celia Carroll**
Seconded by: **Shane McCloud**
Vote: **2 – 0**

TIME ADJOURNED: 5:55 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.