

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
April 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 5:07 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. Agenda item number IV.B.2. – Discussion: First Reading of Changes to Merit Rules: *Rule 12.2.4.(B) Salary on Employment* session was tabled to May 12, 2009 after public comments.

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

Mrs. Keryl Cartee-McNeely, Chief Steward, provided the rationale for her request to table this item. All Advisory Rules Committee members will meet to further review and revise the rule regarding salary on employment. Dr. Young also requested that the item be postponed so that the District Administration representatives can participate in the discussion. Commissioner Brady expressed her expectations regarding the revision process including the methodology and rationale for the final recommendation. She requested a list of committee members.

- E. Motion to Approve Minutes: March 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
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. Approved Working Out of Class Request by the Director of Classified Personnel

- **Mr. Timothy Buchanan, Custodian I, in the position of the Utility Worker from March 16 to June 30, 2009**
- **Mr. Marc Donovan, Skilled Maintenance Worker, in the position of the Electrician from April 6 to June 30, 2009**
- **Mr. Dennis Chavez, Glazier, in the position of the Facilities Technician from April 6 to June 30, 2009**
- **Ms. Virginia Hyatt, Director of Purchasing, performing higher level duties from April 1 to June 30, 2009**
- **Mr. Angel Ybarra, Custodian I, in the position of the Utility Worker from January 5 to March 13, 2009**

Dr. Young presented the list of Working Out of Class assignments.

B. Classified School Employees Week

- **Reception to Honor District's Classified Employees – tentative date: May 12, 2009**

Dr. Young informed the Personnel Commission about the planned reception to celebrate District's Classified staff during the second week of May.

Board of Education members, the Superintendent, and District Administrators will be invited to acknowledge the vital role of the Classified Employees in the students' success.

C. SMMUSD PTA Council Honorary Service Award Breakfast – May 12, 2009

Dr. Young notified the Personnel Commission about this event organized by PTA.

D. Merit Rules Grievance – File Number 002 – Received on March 27, 2009

Dr. Young informed the Personnel Commission about the grievance.

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. 17

1. March 19, 2009

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

2. April 2, 2009

B. Approve Classified Personnel – Non-Merit Report – No. A. 18

1. March 19, 2009

Approve Classified Personnel – Non-Merit Report - No. A. 21

2. April 2, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children Center Assistant	73
Electrician	1
Elementary Library Coordinator	15
Fiscal Services Supervisor	15
HVAC Mechanic	2
Instructional Assistant – Intensive Behavioral Intervention	10
Instructional Assistant – Physical Education	11
Instructional Assistant – Special Education	28
Physical Activities Specialist	9
Senior Office Specialist	37
Speech Language Pathology Assistant	1
Swimming Instructor/Lifeguard	5

Motion by: **Celia Carroll**

Seconded by: **Shane McCloud**

Vote: **3 – 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 Jesse Guberman in the classification of Speech Language Pathology Assistant pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

Ms. Cartee-McNeely inquired about the accelerated hiring rate due to difficulty in recruitment. Dr. Young stated that the Board of Education has to approve the accelerated hiring rate requests before they are presented to the Personnel Commission. Commissioner Carroll inquired about the difficult recruitments and their relations to the Classification Study awaiting for negotiations.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ricardo Lopez in the classification of Fiscal Supervisor pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

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

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Craig Smith in the classification of HVAC Technician pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

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

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Mary McMahon in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment*

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

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Database Administrator classification specification within the Computer Services department.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Public Information Officer classification specification within the Superintendent office.

Dr. Young provided a brief overview of the specifics for classification revisions including the title change. Mrs. Cartee-McNeely inquired about the rationale for the title change and its implications regarding supervisory duties. Dr. Young stated that the directing responsibilities relate to information and data rather than to a departmental staff, even though the director may exercise supervision over technical and clerical personnel. Specifics of this matter will be discussed in greater details again before recruiting for this position.

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

3. Proposed New Classifications:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification – Construction Supervisor

Commissioner Brady requested that the proposed classification is defined as “new” in the director’s detailed recommendation.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification – Instructional Assistant - Music

Mrs. Cartee-McNeely expressed her appreciation for this new classification. She commended the Personnel Commission staff and the Academic Officer, Dr. Chow's personnel for such an effective collaboration during the classification development.

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

4. Working Out of Class Request – Tina Bulchand (Administrative Assistant) from March 7, 2009 to April 6, 2009 (Extension)
Director's Recommendation: *Approve*

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

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2009/10 – First Reading

Commissioner Carroll inquired about the resources for independent contractors. Dr. Young stated that if there is a need to use their services, the Personnel Commission staff will be very careful before engaging in any contracts. Commissioner Carroll also asked about the significant decrease in advertising resources. Dr. Young indicated the current trend of on-line advertisement instead of using traditional newspaper ads to accommodate the employment search strategy of today's applicant.

2. First Reading of Changes to Merit Rules: *Rule 12.2.4. Salary on Employment – tabled till May 12, 2009*
3. Personnel Requisition Status Report

Dr. Young informed the Personnel Commission about positive feedback the Personnel Commission staff has been receiving from the District. Commissioner Brady inquired about the Campus Security Officer vacancy in Malibu High School. Dr. Young provided the rationale for the challenge filling this vacancy. The District Administration will reevaluate such positions in order to prevent high turnover of employees. Commissioner Brady inquired about the Braille Transcriber vacancy. Ms. Julie Younan, Human Resources Technician, provided a brief history of the recruitment for this position.

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

Personnel Commissioners planned meeting dates for the next fiscal year 2009 – 2010.

C. Information Item(s):

None

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

1. Geographical and Weekend Testing
2. Merit Rules Revisions
3. Exit Interview Update

Dr. Young stated that Dr. Matthews and he scheduled a meeting to review the Exit Interview process. The Special Education Working Committee is also interested in developing such a questionnaire.

4. Pool Interview Update

Dr. Young reminded the Personnel Commission about the possible implementation of pool interviews during which hiring managers interview candidates collectively.

5. Classified Employees Access to Personnel Commission Meetings
6. Substitute Employees Status Report

At the request of SEIU, the Personnel Commission staff developed a report of temporary employees, substitutes, and special services employees in relation to vacancies.

7. Samples of Personnel Commission Agenda Formats – Other Public Agencies – **removed from the list**

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: 6:00 p.m.

TIME RETURNED TO OPEN SESSION AT: 8:01 p.m.

The Commission reported out of Closed Session at 7:35 p.m. The Personnel Commissioners conducted a performance review of the Director of Classified Personnel - no action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, May 12, 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 McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 8:05 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.