

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

**REGULAR MEETING
May 12, 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.1. – Discussion: First Reading of Changes to Merit Rules: *Rule 12.2.4.(B) Salary on Employment* item was moved subsequent to agenda item I.G. – Communications. Agenda item number IV.A.3.a. – Advanced Step Placement was removed from the agenda.

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

- E. Motion to Approve Minutes: April 14, 2009,**

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**

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

Mrs. Keryl Cartee-McNeely, Chief Steward, (on behalf of the District classified employees) commended the Personnel Commission for the Classified Employees Appreciation Reception. She expressed her gratitude to the Food and Nutrition Services staff for preparing the lovely refreshments. SEIU held elections for its Executive Board, and Mrs. Cartee-McNeely was reelected for the next term. The negotiations between SEIU and the District have begun on May 1, 2009.

2. Board of Education Report
None

IV. Discussion/Action Items/or Other Information:

B. Discussion Item(s):

1. First Reading of Changes to Merit Rules: *Rule 12.2.4. Salary on Employment*

Dr. Young provided background information of the rule development and the changes that occurred. On behalf of the Advisory Rules Committee, Mrs. Beth Papp, Human Resources Technician, described the methodology applied in the rules revisions including comparison with other school districts. The concept of merit and the relationships between the different job classes were addressed during the revision process. She noted that promotional candidates are awarded by a salary increase of five (5) to ten (10) percent when accepting a promotional position. Mrs. Papp expressed hope that the Classification and Compensation Study will be implemented district-wide providing a solution to these salary issues.

Commissioner Brady clarified the intention for the rule revision – to create equal criteria for internal and external candidates alike regarding advanced step placement.

Mrs. Cartee-McNeely added that Classified Employees have the opportunity to receive increments and advance their qualifications by participating in the Professional Growth program. She also stated that the SEIU contract allows for promotional employees to request advanced step placement, but only if they have not received it on initial hire.

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. Board of Education Agenda Item No. D. 02 – Special Education Collaborative Working Group Report**
 - **Goal 2: Recruit, Retain and Train Excellent Special Education Staff**

Dr. Young presented a portion of the Special Education Collaborative Group Report regarding recruitment, retaining, and training of Special Education staff. The Personnel Commission staff will be implementing these recommendations. The Superintendent, Mr. Cuneo, will be involved in developing strategies for the implementation. Dr. Young expressed his appreciation for cooperating with the Special Education Collaborative Group.

B. Employees Exit Interview Survey Update

Dr. Young informed the Personnel Commission about his joint meeting with Dr. Matthews to discuss and review the Exit Interview Survey that was developed a couple of years ago. The new survey will be on-line for easy access and user-friendly formatting. The electronic version will be also more beneficial for data analysis.

C. Substitute/Temporary Employees Status Report

Dr. Young notified the Personnel Commission about the Personnel Commission staff generating Substitute/Temporary Employees Status reports for SEIU to monitor the temporary employees and the length of their assignments.

D. Chapter XIII: Seniority, Layoff, Displacement and Reemployment

- Seniority Ties Update – 13.1.3.A.2.**

Dr. Young informed the Personnel Commission about the Advisory Rules Committee discussions regarding seniority ties during layoffs. Information from other district and governmental agencies was reviewed and compared to the District's rules. Majority of the districts' policies concur with the SEIU contract and the proposed revision of the Merit Rules – the lottery system. The practice of using performance evaluation as a mechanism to break ties was not currently used by any organization. The seniority tie happens only on rare occasion. The Advisory Rules Committee recommends keeping the current policy for seniority ties. The proposed revisions of this rule will be distributed to the District for additional review before it will be presented to the Personnel Commission for approval.

Commissioner McLoud asked if the California Education Code and the SEIU Contract allow the utilization of performance evaluation in seniority tie situations. Mrs. Cartee-McNeely provided an explanation based on the SEIU Contract and the discussions of the Advisory Rules Committee on that subject. Dr. Young addressed the issue based on the California Education Code – it specifies seniority calculations, not tiebreaker.

Commissioner McLoud proposed revision of the classified employees' performance evaluation process. Dr. Young will share the Personnel Commission concerns with Dr. Matthews. They will collaboratively examine the process, tools used, and timelines.

Commissioner Brady shared her experience with electronic evaluations and how effective they are.

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. April 23, 2009

Approve Classified Personnel – Merit Report - No. A. 28

2. May 7, 2009

B. Approve Classified Personnel – Non-Merit Report – No. A. 29

2. May 7, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	7
Children Center Assistant	49
Instructional Assistant - Bilingual	7
Instructional Assistant – Physical Education	10
Instructional Assistant – Special Education	28
Physical Activities Specialist	7
Specialized Instructional Assistant	12
Swimming Instructor/Lifeguard	5

Motion by: **Celia Carroll**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. *Classified School Employees Week (May 17-23, 2009):* Reception

Commissioner Brady presented the SMMUSD Board of Education and Personnel Commission Resolution No. 08-37 for the Classified School Employees Week, May 18-22, 2009, honoring the District classified staff’s contributions to the quality education of the District students. The reception was a well organized and well attended event. The Personnel Commissioners expressed their gratitude to all classified employees in the District.

2. Public Hearing and Adoption: Fiscal Year 2009–2010 Proposed Personnel Commission Budget: *See attached*
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **3 - 0**

- **TIME OPENED: 5:55 p.m.**

Motion to Adopt Personnel Commission Budget for 2009 - 2010: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **3 - 0**

Motion to Close Public Hearing: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **3 - 0**

- **TIME CLOSED: 6:00 p.m.**

The Proposed Personnel Commission Budget reflects the District's financial needs and concerns.

3. 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 Megan Costello in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment* based on exceeding the minimum experience and licensing – **removed from the agenda.**

Motion by:
Seconded by:
Vote:

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Julie Sampsons in the classification of Instructional Assistant – Special Education 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: **Shane McLoud**
Vote: **3 - 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Michael Simmonds in the classification of Bus Driver pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment* based upon exceeding the minimum experience.

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

4. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Jeffrey Davis (Carpenter) from April 30, 2009 to June 30, 2009 (First Extension) in the position of the Plant Supervisor

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

- b. Mr. Curtis Sugars (Plant Manager) from April 30, 2009 to June 30, 2009 (First Extension) in the position of the Manager of Buildings and Grounds Operations

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

- c. Mr. Michael Bott (Lead Person – Building Trades) from May 15 to June 30, 2009 (First Extension) in the position of the Maintenance Supervisor

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

B. Discussion Item(s):

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, informed the Personnel Commission about the number of vacancies as of May 7, 2009. There were seventeen (17) vacancies; six (6) were certified to the hiring authorities; and eleven (11) remained open. Dr. Young added that one of the positions was filled on that day; and one was put on hold by the hiring manager.

Commissioner Brady inquired about the Campus Security Officer vacancies. Dr. Young reported that the Administration intends to consolidate the two positions.

Commissioner Carroll commended the staff for filling vacancies for the Child Development Center.

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

- Twelve-Month Calendar 2008 – 2009
- Twelve-Month Calendar 2009 – 2010

Personnel Commissioners scheduled the Performance Reviews of Director of Classified Personnel for June 25, 2009; October 6, 2009; December 1, 2009; and June 25, 2010 at 5:30 p.m.

4. Classified Employees Access to Personnel Commission Meetings

C. Information Item(s):

None

V. Personnel Commission Business:

A. Personnel Commissioner Comments

On May 12, 2009 Commissioner Brady attended a great event - the District PTA Council Award Breakfast. The Superintendent, Mr. Cuneo, and Special Education Advisory Committee received honorary service awards.

B. Future Items

Subject	Tentative Date
Geographical and Weekend Testing	July 2009
Merit Rules Revisions	On Going
Employees Selection Pool Interview Update	July 2009
Vacancy Report	August 2009

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
 - Personnel Commission Staffing

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

TIME ADJOURNED TO CLOSED SESSION: 6:20 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:20 p.m.

The Commission reported out of Closed Session at 7:20 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, June 9, 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: 7:20 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.