

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
September 9, 2008 @ 5:00 p.m.
District Office Testing 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 5:15 p.m.

B. Roll Call: Commissioners Brady, 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:

Motion by: **Pam Brady**

Seconded by: **Shane McLoud**

Vote: **2 – 0** (Commissioner Carroll was not present
at the time of this motion)

E. Motion to Approve Minutes: August 12, 2008; September 2, 2008

Motion by: **Pam Brady**

Seconded by: **Shane McLoud**

Vote: **2 – 0** (Commissioner Carroll was not present
at the time of this motion)

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

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

Chief Steward, Ms. Keryl Cartee-McNeely, provided the Personnel Commission with the update on the Union lobby against the proposed educational cuts in Sacramento. SEIU organized Obama Election Kick-Off, which was greatly attended by the Union members from various school districts. Ms. Cartee-McNeely invited the District Administrators and Personnel Commissioner to join SEIU members in AIDSWALK that will take place on October 19, 2008. SEIU sponsors First Aid and CPR classes free of charge. SEIU representatives are able to conduct the classes at the District office if more than ten (10) people sign up. It would be ideal if all classified employees at the school sites received this training. Ms. Cartee-McNelly expressed SEIU's commitment to work in a collaborative manner with the District as well as the Personnel Commission. Commissioner Brady expressed the same dedication to increase the collaboration in the new school year.

2. Board of Education Report

The Assistant Superintendent of Human Resources, Dr. Michael Matthews, informed the Commission about the successful start of the new school year. More students enrolled in the District than was predicted. The District has one hundred and fifty (150) fewer students in this new school year. Dr. Matthews addressed specific needs of the District regarding filling classified vacancies in Malibu. Commissioner Brady inquired about data collection that would provide better understanding of high turn over in the classified service.

Commissioner Brady acknowledged and welcomed Board member Mr. Barry Snell.

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. Welcome Back Breakfast, August 28, 2008, Santa Monica High School

Dr. Young informed the Personnel Commission about attending the event that took place on August 28, 2008, at Santa Monica High School. It was a great opportunity for the District staff to gather together before the beginning of the new school year.

B. Scheduled Meetings with Principals

Dr. Young reported to the Commissioners that he has been in a process of scheduling meetings with individual principals at the school sites to talk about their specific staffing needs in classified service. He also offered his services as a noon duty volunteer. Dr. Young commented the principals at the elementary schools for being so approachable to the young students.

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. 24

1. August 21, 2008

Approve Classified Personnel – Merit Report - No. A. 17

2. September 4, 2008

B. Approve Classified Personnel – Non-Merit Report – No. A. 25

1. August 21, 2008

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

2. September 4, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children Center Assistant	93
Computer Operator	8
Custodian	54
Instructional Assistant-Bilingual	13
Instructional Assistant-Classroom	130
Instructional Assistant-Special Education	73
Physical Activities Specialist	7

Motion by: **Pam Brady**

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 Kimberly Christensen in the classification of Physical Activities Specialist pursuant to Personnel Commission Rule §12.2.4.(B)

Director’s Recommendation: *Approve*

Motion by: **Pam Brady**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

2. Advanced Step Placement for new hire Sandra Terzis in the classification of Instructional Assistant-Classroom pursuant to Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

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

B. Discussion Item(s):

1. Personnel Requisition Status Report

Dr. Young provided the Personnel Commission with a detailed report regarding the classified vacancies. Currently, there are fifty-two (52) vacancies; twenty-eight (28) were sent to the hiring authorities.

Dr. Matthews requested clarification regarding the Certification List with less than three (3) ranks. Dr. Young explained the rationale for the list's validity; however, the hiring authority has the right to return it to the Personnel Commission office providing the reasons for not selecting the candidates. Commissioner McLoud inquired about solutions to secure particular positions.

Ms. Cindy Johnston, Human Resources Technician, provided the Personnel Commission with a detailed report regarding vacancies for Children Center Assistant and Instructional Assistant classifications.

Dr. Young suggested examining the structure of these positions. He also stated that the possibility of increasing hours and combining positions with high turnover at specific school sites might be explored.

Dr. Young suggested implementing pool interviews so that the school sites would work collaboratively in candidates' selection instead of competing for candidates. Commissioner Brady perceived the pool interviews as a great instructional tool for administrators who conduct interviews.

Ms. Keryl Cartee-McNeely suggested that the Personnel Commission is invited to participate in a planning of new programs if it involves classified staffing so that the Personnel Commission staff can start recruiting in advance. She also encouraged the school sites to communicate with the Personnel Commission staff in advance so that the hiring process can be more efficient. Dr. Young elaborated on Ms. Cartee-McNeely's suggestions in a greater detail. He also stated that it would be instrumental if school sites should perceive themselves as part of the District rather than independent entities.

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

**November 11, 2008 regular meeting was rescheduled to November 4, 2008.
December 9, 2008 regular meeting was rescheduled to December 2, 2008.**

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

1. Strategic Goals of the Personnel Commission
2. Annual Report of Activities
3. Geographical and Weekend Testing
4. Classification Abolishments
5. On-Line Application Process Status Report

Dr. Young informed the Personnel Commission about reviewing and possibly abolishing classifications that have not been active for several years.

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 McLoud**
Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:02 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:35 p.m.

The Commission reported out of Closed Session at 7:35 p.m. The Personnel Commissioners conducted performance review of the Director of Classified Personnel.

VII. Next Regular Personnel Commission Meeting:

Tuesday, October 14, 2008, 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: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 7:36 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.