

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
November 4, 2008 @ 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 5:08 p.m.

B. Roll Call: Commissioners Brady, Carroll, and McLoud were present. Commissioner Carroll arrived later due to work commitment.

C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda:

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

E. Motion to Approve Minutes: October 14, 2008

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

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
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

SEIU Local 99 has been participating in the continuous campaign against budget cuts in education.

2. Board of Education Report

The Assistant Superintendent of Human Resources, Dr. Michael Matthews, informed the Commission about the District interest in elections as well as its concern with the State budget cuts. With a solid reserve, the District will maintain the high quality of services to the students. Dr. Matthews will conduct interviews for Director of Information Services in near future.

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. Personnel Commission Annual Report: Fiscal Year 2007-2008 submitted to Santa Monica Malibu Unified School District Board of Education

Dr. Young presented to the Personnel Commission the department's annual report of activities. It will serve as a baseline for future reports. Commissioner Brady expressed her appreciation of the staff's achievements.

B. Special Education Collaborative: Working Group Application

Dr. Young informed the Personnel Commission about submitting his application to assist the committee with issues related to Special Education. Commissioner Brady expressed her gratitude to the District for creating such a working group. She also has donated materials to the committee.

C. 2009 California School Personnel Commissioners Association Annual Conference

- February 5 – 8, 2009, San Diego, California

Dr. Young informed the Personnel Commissioners about this conference encouraging them to attend the event. The conference provides an overview of Commissioners' roles and responsibilities. It also offers various resources and networking opportunities.

D. Proposed Job Audit Study of Child Care Assistant (Non-merit) and Children's Center Assistant Positions

Dr. Young reported to the Personnel Commission that a new classification study would be conducted to review Children Center Assistant and Child Care Assistant positions. He will discuss the issue with Dr. Michael Matthews and Ms. Judy Abdo, Child Development Services Director. The planned classification study will be instrumental in proper

definition of assigned duties for both classifications – Children Center Assistant and Child Care Assistant.

Ms. Abdo updated the Personnel Commission on her classified staffing situation. She announced the opening of a new classroom for full-time students in Washington West Center. She expressed her gratitude to Commissioner Brady for book donation to the Head Start classes.

E. On-Line Application Kiosk

Dr. Young reported that Human Resources department and Personnel Commission have created an on-line application kiosk. Instructions for candidates will be posted next to the computer in near future. Dr. Young expressed his gratitude to the Information Services department for resolving access and security issues.

F. Personnel Commission Staffing Update: Human Resources Technician, Ms. Julie Younan, Working Out of Class as Human Resources Specialist.

Dr. Young reported to the Commissioners that Ms. Julie Younan is currently working out of class as Human Resources Specialist until the Human Resources department hires a permanent employee for the position.

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. October 16, 2008

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

1. October 16, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	3
Accounting Technician	3
Assistant Director of Fiscal Services	2
Bilingual Community Liaison	9
Campus Security Officer	9
Children’s Center Assistant	99
Electrician	1
Gardener	14
Instructional Assistant-Classroom	124
Instructional Assistant-Physical Education	17
Instructional Assistant-Special Education	71
Office Specialist	14

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Specification Revisions
Director's Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Manager of Maintenance and Construction.

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

Ms. Stephanie Perry, Personnel Analyst, provided a brief history of this classification. Dr. Matthews and Ms. Jan Maez, Chief Financial Officer had reviewed the revisions. Dr. Matthews shared his concerns with experience required for the position. He proposed to reduce it from five (5) to three (3) years. Commissioner McLoud supported the proposal in order to obtain a greater applicant pool. Mrs. Cartee-McNeely inquired about the impact of reducing the experience requirements for this classification on a similar position with the same salary range that is currently filled by a District employee. Staff will review the classification specifications revisiting the experience requirements with the subject matter experts and considering the internal alignment of classifications. It will be presented to the Personnel Commission at the next regular Personnel Commission meeting on December 2, 2008.

B. Discussion Item(s):

1. Personnel Requisition Status Report

Commissioner Brady inquired about the percentage for Malibu on Work Location chart. Ms. Perry replied that the ratio has changed based on the current student enrollment.

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

December 9, 2008 regular meeting was rescheduled to December 2, 2008.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

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

Commissioner Brady requested placing Personnel Commission Retreat date as a future item.

I. General Functions:

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1. Request to Speak on Agenda Items
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Mrs. Keryl Cartee-McNeely, Chief Steward, stated that she was disappointed in the comments made by Commissioner McLoud at the last Personnel Commission meeting implying that eligibles on an Eligibility List are not truly qualified; therefore, the hiring authority is forced to select from a list of sub-standard individuals. It is important to remember that eligibles have successfully passed the testing process established and approved by the hiring authority.

Commissioner Brady inquired about the SEIU office relocation. At this point, no decision has been reached by the District administration.

VI. Closed Session:

- Receipt of recommendation for approval of the proposed settlement case pursuant to Government Code § 54956.9 (b), as cited in the Brown Act:
GR-0003-06/07
- 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: 5:54 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:15 p.m.

The Commission reported out of Closed Session at 7:15 p.m. Action was taken - a personnel matter GR-0003-06/07 under Government Code § 54956.9 (b) was approved, and the settlement was reached. In addition, performance review of the Director of Classified Personnel and performance targets were discussed. No action was taken – the matter has been continued till December 2, 2008.

VII. Next Regular Personnel Commission Meeting:

Tuesday, December 2, 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: 7:15 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.