

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
December 2, 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 5:07 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:**

The agenda was amended. Agenda item number IV.A.2. – Action Item: Advanced Step Placement was moved subsequent to agenda item I.E. – Motion to Approve Minutes. Agenda item number IV.A.1. – Action Item: Election of Personnel Commission Officers was moved subsequent to agenda item V. – Personnel Commission Business.

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

- E. Motion to Approve Minutes: November 4, 2008 - tabled until January 13, 2009**

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

- 2. Advanced Step Placement for new hire Eva Zakowicz in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.(B)
Director's Recommendation: *Approve*

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
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

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

Mr. Michael Haberberger, Project Director of SEIU Local 99, expressed his appreciation for cooperating with the Personnel Commission on a regular basis. Monthly meetings with Dr. Young have been productive in clarifying challenging issues within the classified service. He was looking forward to hearing the Personnel Commission’s discussion on criteria for establishing confidential employee status. Mr. Haberberger commended Dr. Young for attending the Steward’s Council meeting so that the SEIU Stewards had the opportunity of interacting with the Director of Classified Personnel.

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. Reappointment of Commissioner Pam Brady

Dr. Young informed the Personnel Commission about the reappointment of Commissioner Pam Brady by the State Superintendent of Public Instruction, Mr. Jack O’Connell. Dr. Young congratulated Ms. Brady.

B. Monthly Meeting with SEIU Representatives

Dr. Young agreed with Mr. Haberberger about the positive impact of the regularly held meetings with SEIU representatives. He stated that the meetings not only provide the opportunity to gain new insight into various issues concerning classified positions and staff, but also to learn about the District's history and SEIU's conduct in other school districts and the possible implications to our District.

C. Special Education Update

Dr. Young provided a copy of the Special Education Handbook to the Commissioners. Commissioner Brady shared her experience attending the Special Education Summit that took place in John Adams Middle School. Commissioner Carroll commended the Special Education department staff for their dedication to the program, special needs students, and their parents. Dr. Young informed the Personnel Commission about submitting his application to assist the committee with issues related to Special Education. He was not selected as a committee member.

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 meeting with the Director of Child Development Services, Ms. Judy Abdo, took place to review the Children's Center Assistant and Child Care Assistant positions in a classification study. The audit study will be instrumental in the proper definition of assigned duties for both classifications – Children's Center Assistant and Child Care Assistant. Gathered data from 2006 classification study will be used together with information provided by subject matter expert, Ms. Judy Abdo, and data received from other school districts and agencies that Ms. Abdo recommends.

Commissioner Carroll inquired about the rationale behind using substitutes for the Child Development Services positions instead of hiring permanent employees from certification lists. Mrs. Johnston, Human Resources Technician, provided detailed information regarding the certification and hiring process of candidates for these positions. Many substitutes were hired as permanent employees.

Dr. Young commended the Children Development Center staff for filling their vacancies promptly and efficiently.

E. Personnel Commission Presentation for New Board Members

Dr. Young reported to the Personnel Commission that requests had been made by board member, Mr. de la Torre, and Commissioner Carroll, to develop a presentation for new board members. This would introduce the purpose, functions and activities of the Personnel Commission. Dr. Young contacted CSPCA office, Mr. Jack Hays, to refer a CSPCA member who would make such a presentation. He also considered the possibility of developing the presentation by himself.

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. November 6, 2008

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

2. November 20, 2008

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

1. November 6, 2008

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

2. November 20, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children’s Center Assistant	95
Director of Information Services	13
Elementary Library Coordinator	3
Human Resources Specialist	5
Human Resources Technician	13
Instructional Assistant-Classroom	108
Instructional Assistant-Special Education	59
Laboratory Technician	3
Physical Activities Specialist	8

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

3. Classification Specification Revisions – tabled from November 4, 2008
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: **3 – 0**

Ms. Stephanie Perry, Personnel Analyst, provided a brief history of the discussion that took place at the last Personnel Commission meeting on December 2, 2008. Ms. Jan Maez, Chief Financial Officer, has conducted another review of the classification specification regarding education and experience requirements. Ms. Perry implemented Ms. Maez's recommendations into the document. The classification specification was revised in alignment with the other classifications with the same salary range fifty (50) on the Management Salary Schedule.

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

B. Discussion Item(s):

1. Personnel Requisition Status Report

Dr. Young reported to the Personnel Commission the number of open Personnel Requisitions and their status. He suggested making a presentation regarding vacancies to the Board of Education for their information. The Personnel Requisition Status Report is given on a regular basis to the Board of Education members in their Friday packets.

2. Criteria for a Confidential Position

Dr. Young provided a brief background for the enclosed chart regarding criteria for confidential positions. The information was gathered from several school districts and compared to the current status in our District.

Commissioner Brady commented on the wide range of interpretation of the Government Code referring to confidential employees. Dr. Young stated that the section specifically addresses employer-employee labor relations as negotiated in the Union contract. Most confidential employees are directly involved in the negotiations between the District and the Union.

Mr. Haberberger, Project Director of SEIU Local 99, informed the Personnel Commission about the Union's intent to evaluate specific confidential positions within the classified service. SEIU will particularly focus on currently vacated positions to determine the validity of the confidential status.

Commissioner Brady has noted the increased number of confidential employees in the District since her service as a Board member.

Dr. Young stated that the Superintendent identifies the District's needs for confidential employees and appoints particular employees into that status. He added that the status needs to be evaluated following the guidelines as defined in the Government Code as well as using other Districts' practices.

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

• Personnel Commission Retreat

The Personnel Commission Retreat was scheduled for January 13, 2009 at 3 p.m. in the District Board Room. It will be followed by a reception honoring

Commissioner Carroll's long-standing dedication as a Chair of the Personnel Commission.

CSPCA Annual Conference is taking place from February 5 to 8, 2009 in San Diego. It will be attended by Commissioner Brady and Commissioner McLoud.

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
7. Substitute Employees Status Report

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair

Commissioner Pam Brady was elected as the new Chair

Nomination: **Pam Brady**

Motion by: **Celia Carroll**

Seconded by: **Shane McLoud**

Vote: **2 – 0**

b. Nomination of Vice-Chair

Commissioner Celia Carroll was elected as the new Vice-Chair

Nomination: **Celia Carroll**

Motion by: **Pam Brady**

Seconded by: **Shane McLoud**

Vote: **2 – 0**

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: 6:10 p.m.

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

The Commission reported out of Closed Session at 7:15 p.m. Performance review of the Director of Classified Personnel and performance goals were discussed. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 13, 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: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 7:16 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.