

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**January 8, 2008 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

**I. General Functions:**

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:04 p.m.**
- B. Roll Call: Commissioners Carroll, Barnard, and Brady 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 VI. – Closed Session was moved subsequent to agenda item I. F – Public Comments.**

Motion by: **Pam Brady**  
Seconded by: **Russell Barnard**  
Vote: **3 – 0**

- E. Motion to Approve Minutes: December 11, 2007**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

**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

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

**TIME RETURNED TO OPEN SESSION AT: 5:27 p.m.**

**Personnel Commissioners took no action. Personnel Commissioners reviewed legal opinion.**

**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
- None**

2. Board of Education Report

**Dr. Mike Matthews, Assistant Superintendent of Human Resources, stated that Measure R is to be submitted for approval at the February 5, 2008 Special Election.**

**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. Santa Monica–Malibu Unified School District's Classification and Compensation Study Update**

- **Joint Board of Education and Personnel Commission Meeting**

**Dr. Young updated the Personnel Commission on the progress of the classification study. A joint meeting of the Board of Education and the Personnel Commission will be held after the Elections on February 5, 2008, instead of January 2008. Based on Dr. Young's conversation with Ms. Talarico, the Superintendent, the February date would be more suitable for her schedule.**

**B. Appointment of New Personnel Commissioner**

- **Application Period Extended Deadline: January 25, 2008**

**Dr. Young reported to the Personnel Commission that one application was received to this date. The application deadline was extended till January 25, 2008.**

**C. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0263**

**Dr. Young informed the Personnel Commission that a disciplinary Pre-Hearing Conference will be scheduled in the near future.**

**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. 19**

1. December 13, 2007

**B. Approve Classified Personnel – Non-Merit Report – No. A. 20**

1. December 13, 2007

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	1
Children’s Center Assistant	93
Instructional Assistant-Bilingual	15
Instructional Assistant-Classroom	169
Instructional Assistant-Physical Education	10
Instructional Assistant-Special Education	70
Office Specialist	5

**Commissioner Barnard requested clarification regarding the number of eligible candidates. Dr. Young stated that these candidates are still active on the Eligibility Lists for a year. Some of the candidates have been already hired.**

Motion by: **Russell Barnard**  
 Seconded by: **Pam Brady**  
 Vote: **3 – 0**

**IV. Discussion/Action Items/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placement for new hire Brett Cunningham in the classification of Plumber pursuant to Personnel Commission Rule §12.2.4. (B). - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

2. Advanced Step Placement for new hire Shauna Grady in the classification of Athletic Trainer pursuant to Personnel Commission Rule §12.2.4.(B) - **Tabled until February 12, 2008.**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

3. Advanced Step Placement for new hire Vida Kamkar in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4. – **Denied.**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

4. Advanced Step Placement for new hire Carey Upton in the classification of Director, Theater Operations and Facility Permits pursuant to Personnel Commission Rule §12.2.4.(B) - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

5. Working Out of Class Request – Lisa Cavaluzzi (Senior Office Specialist) - **Denied**

**Ms. Cavaluzzi, Senior Office Specialist, provided supportive information for her request.**

**Commissioner Barnard inquired about the definition of Ms. Cavaluzzi's work assignment. Dr. Young stated that the duties of the specific work assignment were in line with the classification specification requirements of Senior Office Specialist. This conclusion was determined based on the results of a desk audit as well as discussions with the employee and the employee's supervisor.**

**Commissioner Carroll expressed her appreciation on the Personnel Commission's behalf for Ms. Cavaluzzi's dedicated work for the District.**

Motion by: **Pam Brady**  
Seconded by: **Celia Carroll**  
Vote: **3 – 0**

6. Working Out of Class Request – Carol Cooper (Instructional Assistant – Special Education, Intensive Behavioral Intervention) - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

7. Working Out of Class Request – Cindy Johnston (Senior Office Specialist) - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

8. Working Out of Class Request – Sandra Moore (Cafeteria Worker I) - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

9. Working Out of Class Request – Ramiro Padilla (Gardener) - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

10. Working Out of Class Request – Salomen Perez (Instructional Assistant – Special Education, Intensive Behavioral Intervention) - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

11. Working Out of Class Request – Timothy Quiroz (Cafeteria Worker II) - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

**Dr. Young proposed that the Personnel Commission reviews the Merit Rules regarding deadlines for submitting working out of class requests. The suggestion was introduced in order to prevent resurrection of old cases where it is extremely difficult to draw objective conclusions due to lack of evidence. Dr. Young will engage in discussions with SEIU to examine the procedure for the deadlines.**

12. Limited Term Appointment – James Larry Scott, Director of Facilities Management – Extension - **Approved**

Motion by: **Russell Barnard**  
Seconded by: **Pam Brady**  
Vote: **3 – 0**

**B. Discussion Item(s):**

1. Personnel Commission’s Twelve-Month Calendar of Events

**Commissioner Barnard indicated he will be absent on March 11, 2008. Ms. Stephanie Perry, Personnel Analyst, will attend CSPCA Annual Conference from February 21 to 24, 2008.**

2. Monthly Vacancy Report

**Commissioner Carroll expressed her appreciation of having a Certification List count and Position Control – Open Positions count summaries on the report.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**Commissioner Brady shared that she is going to participate in a conference call regarding the State Education Budget with the Governor on January 9, 2008. She will participate at State of the Address for Education presented by Mr. Jack O’Connell, the State Superintendent, on January 22, 2008.**

**B. Future Items**

1. Annual Report
2. Merit Rules Revisions
3. Preliminary Classification and Compensation Study Results
4. Personnel Commission Budget Proposal – First Draft

**VII. Next Regular Personnel Commission Meeting:**

Tuesday, February 12, 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: **Russell Barnard**  
Vote: **3 – 0**

**TIME ADJOURNED: 5:57 p.m.**

Submitted by:

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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.