

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**January 12, 2010 @ 5:15 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 5:23 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:**

**Commissioner Brady expressed her gratitude to the Personnel Commission staff and Food and Nutrition Services department for organizing a farewell reception for Commissioner Celia Carroll.**

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

- E. Motion to Approve Minutes: December 4, 2009; December 8, 2009**

Motion by: **Celia Carroll**  
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  
**None**
- 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

**Ms. Keryl Cartee-McNeely, Chief Steward, congratulated Commissioner Carroll by expressing her gratitude for Ms. Carroll's dedication to the Merit System for three full terms.**

**Ms. Cartee-McNeely informed the Personnel Commission about the continuing negotiations with the District. Contract Articles regarding the classification and compensation study have been challenging.**

**SEIU representatives were participating in the Maintenance and Operations department monthly meeting. The Maintenance and Operations management expressed their satisfaction with the working out of class program as defined in the SEIU Agreement.**

2. Board of Education Report

**Dr. Michael Matthews, Assistant Superintendent of Human Resources, thanked Commissioner Carroll for her dedication to the classified service.**

**He notified the Personnel Commission about the fiscal and budgetary challenges the District is currently facing due to the State budget cuts. Parcel tax will be added to the May 25, 2010 election ballot for the community's consideration. Superintendent Cuneo will conduct informational sessions for the community and also the District employees. Dr. Matthews voiced his hope that the District will overcome these difficult times with least possible reduction of staff and without jeopardizing students' education.**

**Commissioner Brady complimented the District for the outreach to the community and also District staff. She stated that the Personnel Commission will work with the District in the spirit of collaboration to overcome these challenging times.**

**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. Reception to Honor Personnel Commissioner Celia Carroll**

**Dr. Young expressed his best wishes to Commissioner Carroll.**

**B. Approved Working Out of Class Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**

- **Mr. Barton Burdick, Gardener, in the position of the Equipment Operator from November 22, 2009 to March 10, 2010**
- **Mr. Ramiro Padilla, Equipment Operator, in the position of the Skilled Maintenance Worker from November 22, 2009 to March 10, 2010**

**C. Approved Limited Term Request (not expected to exceed 6 months per Personnel Commission Rule §7.4.1.(A): *Positions Defined*) by the Director of Classified Personnel**

- **Mr. George IV Gaidzik, Technology Support Assistant from September 9, 2009 to February 28, 2010, Educational Services – St. Anne's Catholic School**

#### **D. Personnel Commissioner Selection Update**

- **Board of Education Minutes – Recommendation No. A. 32 – Appointment of Personnel Commissioner – Ms. Suzanne Kim – December 10, 2009**

**Dr. Young informed the Personnel Commission about the Board of Education approval of Ms. Suzie Kim as the new Personnel Commissioner at the December 10, 2009 meeting. The recommendation was forwarded to Mr. Jack O’Connell, the State Superintendent, for his final approval.**

**Ms. Suzie Kim expressed her commitment to the classified staff as the new Personnel Commissioner. She is looking forward to serving the District in this role.**

#### **E. Advertising Sources Report (How did you learn about this job?) by Job Families**

**Ms. Julie Younan, Human Resources Technician, presented a report regarding candidate application sources utilizing Neogov – the automated system for recruitments. Seventy-four (74%) percent of applicants found out about open positions on-line either from the District website or Government Jobs, which is the subset of Neogov. Thirteen (13%) percent of candidates learned from District employees, and less than two (2%) percent were walk-ins, or they learned from the posted bulletins.**

#### **F. Bilingual Exam Report**

**Ms. Julie Younan, Human Resources Technician, provided a summary regarding the bilingual (Spanish) oral exam. The purpose of the testing was to secure eligible candidates for bilingual positions in advance, so that if a position becomes available, they can be interviewed right away- shortening the recruitment process. Sixty-two (62) employees scheduled to take the exam; forty-eight (48) took the oral test, and forty-six (46) passed. Employees who did not succeed can retake the test in ninety (90) days.**

#### **G. Personnel Commission Retreat Update**

**Dr. Young inquired about available dates for the Personnel Commission retreat. Tentatively, February 23, 2010 was selected for this event.**

#### **H. Merit Rules Advisory Committee (A.R.C.) Update**

- **Advisory Rules Committee Agenda – December 10, 2009**
- **District and SEIU Review of Chapter V: *Recruitment and Examinations***

**Dr. Young drew attention to the A.R.C. agenda from December 2009 and the specific revisions to Chapter V that have been provided to the District Administration and SEIU representatives for review before they are given to the Personnel Commission for second reading and approval.**

#### **I. California School Personnel Commissioners Association Annual Conference in Irvine – February 18, 2010**

**Dr. Young reminded the Personnel Commission about the CSPCA annual conference. If Ms. Kim, the new Personnel Commission nominee, is appointed by the State Superintendent by that time, she will attend this event. Per conversation with the CSPCA**

**Executive Director, Mr. George Cole, Ms. Kim may register on the very day the conference begins.**

**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. 23**

1. December 10, 2009

**B. Approve Classified Personnel – Non-Merit Report - No. A. 24**

1. December 10, 2009

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

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	6
Cafeteria Worker I	23
Children’s Center Assistant	37
Elementary Library Coordinator	18
Occupational Therapist	2
Senior Office Specialist	30

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

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

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

1. 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 Tony Murphy in the classification of Physical Activities Specialist 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 McCloud**  
Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ernestina Silvestre in the classification of Bus Driver 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**

2. Classification Revisions:  
Director's Recommendation: *Approve*

1. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Buyer classification specification within the Purchasing department – tabled from December 8, 2009

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Credential Analyst classification specification within the Human Resources department – tabled from December 8, 2009

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

**Dr. Young made a correction: the Credential Analyst is the new title; the original title was Personnel Service Specialist.**

3. Second Reading of Changes to Merit Rules:  
Director's Recommendation: *Approve*

- a. *Chapter III: Classification of Employees and Positions*

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

**Commissioner Brady inquired about time period an employee serves in an exempt position in order to retain bumping rights in his permanent position (Rule 3.1.2.B: *Special Categories*). Dr. Young specified that the re-employment rights are for thirty-nine (39) or sixty-three (63) months, but the Education Code does not address this issue in EC 45112. He will research the matter further providing an answer at the next regular Personnel Commission meeting in February 2010.**

*b. Chapter IV: Application for Employment*

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

**Commissioner Brady commended the Merit Rules Advisory Committee for their valuable contribution to the Merit Rules revisions. She inquired about Appeal from Disqualification (Rule 4.2.2.B.D.) regarding the formal investigation conducted by the Director of Classified Personnel. Dr. Young will present the issue to the Advisory Rules Committee and provide a response at the next regular Personnel Commission meeting in February 2010.**

*c. Personnel Commission Rule 12.2.4.B: Salary on Employment*

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

**Mr. Elhamy Tanios, Assistant Director of Fiscal Services, requested Advanced Step Placement retroactively. Dr. Young provided background for the revision of the Rule. It was edited for new employees to recommend themselves for the Advanced Step Placement. He presented rationale for the challenges the District would face if the Rule would become retroactive. Dr. Young recommended making the Rule effective after the approval of the Personnel Commission. The Personnel Commission approved the Director's recommendation.**

*d. Chapter XII: Seniority, Layoff, Displacement and Reemployment*

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

**Commissioner McLoud inquired about classified performance evaluation as a criterion for ties in layoffs. Dr. Young brought this concept back to the Advisory Rules Committee for consideration. The Committee delegated Dr. Young to present a list of concerns related to evaluations as criteria in the layoff process. Dr. Matthews provided a detailed explanation of the performance evaluation process using various tools in order to improve classified staff performance.**

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

**1. Personnel Requisition Status Report**

**Ms. Stephanie Perry, Personnel Analyst, provided a detailed report related to vacancies. Currently, there are four (4) certified and twelve (12) open positions. She also pointed out the month-to-month comparison data. Commissioner Brady inquired about the Sign Language Interpreter vacancy. Ms. Younan informed the Personnel Commission about the recruitment process.**

**Dr. Matthews noted certified vacancies with less than three (3) ranks.**

2. Personnel Commission's Twelve-Month Calendar of Events
  - Twelve-Month Calendar 2009 – 2010

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**Commissioner Carroll expressed her gratitude to her fellow Commissioners and staff sharing her positive experiences in the post.**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
New Personnel Commissioner Installation	Pending Approval by the State of the Superintendent of Instruction	February 2010
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	First Reading – Chapter VI	February 2010
	First Reading – Chapter VII	
	Second Reading - Chapter III	January 2010
	Second Reading - Chapter IV	
	Second Reading - Rule 12.2.4.B	
Second Reading - Chapter XIII		
Career Advancement Training	Revision/Update of Training Modules	February 2010
Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process	Review of Board Policies and Administrative Rules with Dr. Michael Matthews	January 2010
Personnel Commission Retreat	Confer with Commissioners	TBD
No-shows Study	Survey Implementation/Report	January 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	February 2010

**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

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

**TIME ADJOURNED TO CLOSED SESSION: 6:45 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 7:54 p.m.**

**The Commission reported out of Closed Session at 7:54 p.m. No action was taken.**

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

Tuesday, February 9, 2010, 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**

**Adjourned in memory of Mr. Ken Genser and his twenty years of service to Santa Monica and the District.**

**TIME ADJOURNED: 7:55 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.