

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
January 16, 2007 @ 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 5:05 p.m.

B. Roll Call: Commissioners Carroll and Barnard were present.

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

D. Motion to Approve Agenda:

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

E. Motion to Approve Minutes: December 19, 2006

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

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

Chief Steward Cartee requested to close the meeting in honor of Mr. Ron Pennington, long time Computer Equipment Specialist, who passed away.

Ms. Cartee informed the Commission that SEIU Local 660 will become a new local and be known as Local 721. SMMUSD will be transitioning to SEIU Local 99 in Los Angeles, since the chapter has exclusive representation of school employees. The transition will take place at the end of March 2007.

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. Human Resources/Classified Personnel Offices Reorganization Update

Dr. Douglas Staine, Director of Human Resources, provided an update to the Personnel Commission about continuing the joint effort with Dr. Young to review the data collected from the Human Resources Department and Personnel Commission Pilot Program Opinion Survey.

Commissioner Carroll asked about the presentation of the data to the Personnel Commission and the Board of Education members. Dr. Staine stated that there are two drafts of the final report.

B. Request for Proposals for Classification and Compensation Study of Classified Positions Update

Dr. Young informed the Personnel Commission about the progress in this effort. Thirty to forty consultants were contacted and about five to ten percent expressed interest in receiving the RFP. Based on further responses, the date to submit the complete RFP may be extended. A classification committee will be developed to establish criteria necessary for the evaluation of received proposals and for recommending the most suitable consultants.

Dr. Hugo Pedroza, Principal of Santa Monica High School, requested the reclassification of clerical staff in order to establish uniformity across the school. Commissioner Barnard suggested working-out-of-class for these classified employees before the classification study takes place. Ms. Cartee provided background information for the Personnel Commission. Dr. Young agreed with Commissioner Barnard that the employees should be compensated for their additional duties by working-out-of-class status immediately. Classified Personnel staff will therefore process the request after Dr. Pedroza provides the required documentation.

He also emphasized the central issue related to the situation in Santa Monica High School; the need for conformity of classification of clerical staff across the District, looking at organizational parallel, and whether or not there is a appropriate administrative support in various departments.

- C. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0232 Update**
Dr. Young informed the Personnel Commission that a pre-hearing conference has been scheduled. Based on the results of the meeting, a hearing may take place shortly after. Commissioner Barnard inquired about the complexity of the case. Dr. Young replied that it is a rather straight forward case, however, details will be discussed in Closed Session.
- D. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0249**
Dr. Young informed the Personnel Commission about a pre-hearing conference that will take place in the near future. The case complexity will be discussed in greater detail during Closed Session.

The agenda was amended. Agenda items number IV.B.3, IV.B.2 and IV.C.2 – Discussion/Action Item were moved subsequent to agenda item III. – Consent List.

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

B. Action Item(s):

3. Working Out of Class Request – Carol Skowlund (Administrative Assistant)

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

The agenda was amended. Agenda item number IV.B.2 – Discussion/Action Item was placed after agenda item III. – Consent List.

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

C. Discussion Item(s):

2. Monthly Vacancy Report
Ms. Judy Abdo, Director of Child Development Services, provided an update on the preschool program in John Adams Middle School, starting on April 2, 2007. The new program has created a need to recruit for more positions with extended work hours. Many of the current Children Center Assistants will submit a transfer request for these positions.

Dr. Young assured Ms. Abdo that Classified Personnel continuously recruit for Children Center Assistants to provide qualified candidates for the preschool program. Ms. Johnston, Human Resources Technician, informed the Personnel Commission about this specific recruitment in detail including testing dates, certification lists, transfer candidates, and reinstatement requests.

Commissioner Carroll inquired about vacancy - item number 10, Instructional Assistant, Classroom, in Malibu. Ms. Johnston provided more information about the position. It is a challenging recruitment since the position requires a music background and is a two and a half hour assignment. Commissioner Barnard suggested offering this assignment to candidates for an Accompanist.

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 - none

B. Approve Classified Personnel – Non-Merit Report – none

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Technology Support Assistant	1

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Election of Personnel Commission Officers –tabled until February 20, 2007

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

B. Action Item(s):

1. Classification Specification Revision: Director of Information Services
Dr. Young informed the Personnel Commission about the intent of the current Director of Information Services, Mr. Will Carey, to retire by the end of the school year. Commissioner Barnard suggested specific revisions of the classification specification. The staff will incorporate these suggestions into the document. The areas of education and experience were corrected.

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

2. Working Out of Class Request – Irene Behrens (Senior Office Specialist)

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

C. Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events
Personnel Commission meetings will take place on the third Tuesday of each month until June 2007 as regularly scheduled. The meeting schedule may be revised in July.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

1. Merit Rules Revisions
2. Classified Employees Award Committee
3. Classification Committee
4. Reorganization
5. Hearing Procedures

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
- Pursuant to Government Code § 54957.5 (e), Performance Review of Director, Classified Personnel – tabled to November 14, 2006.

Motion by: **Celia Carroll**
 Seconded by: **Russell Barnard**
 Vote: **2 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:15 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:30 p.m.

Commissioner Carroll reported that there was no action taken during the closed session. Disciplinary actions and hearings were discussed.

The meeting was closed in honor of Mr. Ron Pennington, late classified employee.

VII. Next Regular Personnel Commission Meeting:

Tuesday, February 20, 2007, 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: **Russell Barnard**
Vote: **2 – 0**

TIME ADJOURNED: 6:32 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.