

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
February 10, 2009 @ 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 5:03 p.m.**
- B. Roll Call: Commissioners Brady, Carroll, and McLoud were present. Commissioner Carroll arrived at 5:40 p.m. due to her work obligations at the public library.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

The agenda was amended. Addenda were included in the agenda item I.E. – Motion to Approve Minutes: November 4, 2008 and the agenda item IV.A.1. – Action Item: Classification Study – Systems Analyst. Agenda item number VI. – Closed session: second item was moved subsequent to agenda item I.E. – Motion to Approve Minutes.

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 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 (1 case).

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

TIME ADJOURNED TO CLOSED SESSION: 5:10 p.m.

TIME RETURNED TO OPEN SESSION AT: 5:35 p.m.

The Commission reported out of Closed Session at 5:35 p.m. No action was taken.

E. Motion to Approve Minutes: January 13, 2009,
November 4, 2008

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

Commissioner McLoud stated the he did not intend his statement regarding applicants' qualifications to be interpreted in the way Ms. Cartee-McNeely presented it in her public comment as recorded in the minutes on November 4, 2008.

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

Ms. Keryl Cartee-McNeely, Chief Steward, reported that SEIU Local 99 continues to work on the State budget with other key stakeholders in Sacramento. SEIU is entering negotiations with the District. A Communication Lab has been included in the negotiation process. The Union is using the services of Robert Germaine to help the negotiation team facilitate the Communication Lab.

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. Appointment of the New Superintendent Tim Cuneo

Dr. Young informed the Personnel Commission about the appointment of the new Superintendent, Mr. Tim Cuneo by the Board of Education.

B. Director of Classified Personnel: *Goals/Targets for 2009*

Dr. Young provided an overview of the five (5) strategic goals for the Personnel Commission department dealing with matters pertaining to effective communication, governance, Merit Rules updates, classified staffing management as well as employee satisfaction.

C. Presentation to the Special Education Working Group – January 22, 2009

- **Position Control Form Flow Diagram**

Dr. Young provided and reviewed a copy of the Position Control Form Flow Diagram that was presented to the Special Education Working Group on January 22, 2009. Dr. Young also informed the Personnel Commission about a City Hall meeting that followed the discussion regarding special education. Ms. Julie Younan, Human Resources Technician, shared her observations from the meeting.

D. 2009 California School Personnel Commissioners Association Annual Conference

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

Dr. Young shared his perspective attending the annual CSPCA conference held from February 5 to February 8, 2009 in San Diego. He especially appreciated presentations regarding the use of technology and Internet to improve personnel processes. Commissioner McLoud agreed that the conference was a great opportunity to learn about Human Resources processes and to network with other Commissioners.

E. Western Region Intergovernmental Personnel Assessment Council Training

- **January 27 – 30, 2009, San Diego, California**

Ms. Stephanie Perry, Personnel Analyst, shared her observations from attending the Western Region Intergovernmental Personnel Assessment Council training that took place from January 27 to January 30, 2009 in San Diego. Ms. Perry provided the organization's history and its association with other Human Resources agencies. She attended a workshop dealing with structured interviews. Ms. Perry also enjoyed networking with other Human Resources professionals. Commissioner Brady inquired about membership. Ms. Perry explained the membership conditions and requirements.

F. Approved Working Out of Class Request by the Director of Classified Personnel

- **Mr. Michael Bott, Lead Person-Building Trades, in the position of the Maintenance Supervisor from January 5 to May 15, 2009**
- **Mr. Jeffrey Davis, Carpenter, in the position of the Plant Manager from January 22 to April 30, 2009**
- **Mr. Spikes Ford, Skilled Maintenance Worker, in the position of the Metal Worker from February 2 to June 11, 2009**
- **Mr. Hector Gonzalez, Sprinkler Repair Technician, in the position of the Leads Groundperson from January 8 to January 28, 2009**
- **Mr. David Marmolejo, Technology Support Assistant, in the position of the Telephone System/Computer Equipment Specialist from January 13 to May 22, 2009**
- **Mr. Curtis Sugars, Plant Manager, in the position of the Manager, Facilities and Grounds from January 30 to April 30, 2009**

Dr. Young presented the original Working Out of Class assignments he approved. Extension of Working Out of Class beyond ninety (90) working days will be presented to the Personnel Commission for its approval.

G. Transparency between SEIU and the Personnel Commission

Dr. Young informed the Personnel Commission about the positive impact of the transparent communication between SEIU representatives and the Personnel Commission staff with a common commitment to the District and its classified employees.

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. 32

1. January 15, 2009

Approve Classified Personnel – Merit Report - No. A. 25

2. February 5, 2009

B. Approve Classified Personnel – Non-Merit Report – No. A. 33

1. January 15, 2009

Approve Classified Personnel – Non-Merit Report - No. A. 26

2. February 5, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	11
Campus Security Officer	15
Children’s Center Assistant	7
Director of Facility Improvement Projects	6
Elementary Library Coordinator	5
Instructional Assistant – Classroom	95
Instructional Assistant – Special Education	45
Laboratory Technician	4
Manager of Maintenance and Construction	7

Motion by: **Celia Carroll**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Study – Systems Analyst
Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study – System Analyst

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

Ms. Stephanie Perry, Personnel Analyst, indicated the change within the agenda item recommendation related to the background information. She also provided a brief overview of the internal positions alignment in the Computer Services Department. Ms. Perry shared the concern with the salary range proposed for this position recruiting qualified applicants. She proposed considering the accelerated hiring rate.

Ms. Cartee-McNeely, Chief Steward, was not opposed to the accelerated hiring; however, she expressed her concern implementing it at a time close to SEIU negotiations of the classification study, and its impact on the position .

Ms. Ruth Mangle, Director of Computer Services, shared her knowledge of other agencies’ recruitment challenges for this position. She expressed her expectations for the candidate’s expertise. Ms. Mangle agreed that the classifications’ internal alignment must not be skewed.

B. Discussion Item(s):

1. Criteria for Advanced Step Placement and Salary on Promotion
 - Merit Rule 12.2.4: *Salary on Employment*
 - Merit Rule 12.2.7: *Salary on Promotion*

Commissioner Brady requested that the rules be reviewed by the Merit Rules Committee. Ms. Cartee-McNeely provided explanation based on the SEIU Contract. The Salary on Promotion was defined in that way to prevent the perception of unfair compensation once an employee received the Advanced Step Placement at the time of original hire. Dr. Young will present the request for review to the Merit Rules Committee supplying examples from other agencies for comparison.

2. Samples of Personnel Commission Agenda Formats – Other Public Agencies
 - Banning Unified School District
 - Berkley Unified School District
 - Conejo Valley Unified School District
 - Hacienda La Puente Unified School District
 - Hayward Unified School District
 - Long Beach Unified School District
 - Los Angeles County Office of Education

Personnel Commissioners reviewed examples of Personnel Commission agenda formats.

3. Personnel Requisition Status Report

Personnel Requisition Status Summary was added to the Personnel Requisition Status Report for a quick overview. Dr. Young stated that the Personnel Requisition Status Report has been provided to the Board of Education members on a regular basis. Commissioner Brady met with Mr. Mechur, President of the Board of Education, discussing this document. Commissioner McLoud suggested placing the Personnel Requisition Status Summary on the first page of the document.

Dr. Young reported to the Personnel Commission that there are twenty-six (26) open Personnel Requisitions.

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

- Personnel Commission Retreat

Commissioner Brady will be absent at the regular Personnel Commission meeting on March 10, 2009.

Dr. Young proposed informing the Personnel Commissioners about various events throughout the District so that they have the opportunity to attend them.

C. Information Item(s):

1. Summary of the Personnel Commission Retreat

Commissioner Brady added that the Personnel Commission intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in transparent manner. The summary of the Personnel Commission retreat will be presented to the Board of Education and the Superintendent.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Carroll expressed her appreciation for the work accomplished and presented at this meeting.

B. Future Items

1. Preliminary Personnel Commission Budget – Fiscal Year 2009 - 2010
2. Geographical and Weekend Testing
3. Classification Abolishments
4. Merit Rules Revisions
5. Exit Interview Update
6. Pool Interview Update
7. Classified Employees Access to Personnel Commission Meetings
8. Substitute Employees Status Report

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.
- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (1 case).

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

TIME ADJOURNED TO CLOSED SESSION: 6:55 p.m.

TIME RETURNED TO OPEN SESSION AT: 8:37 p.m.

The Commission reported out of Closed Session at 8:37 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, March 10, 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: **Shane McLoud**
Seconded by: **Celia Carroll**
Vote: **3 – 0**

TIME ADJOURNED: 8:38 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.