

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
February 12, 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 5:07 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:**

Attachment regarding Agenda Item IV.A.5. – Proposed New Classification – Technical Theater Coordinator was added to the Personnel Commission Agenda packets.

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

- E. Motion to Approve Minutes: January 8, 2008**

Motion by: **Pam Brady**
Seconded by: **Russell Barnard**
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
None

2. Board of Education Report

Dr. Mike Matthews, Assistant Superintendent of Human Resources, expressed his appreciation of the joint Board of Education and Personnel Commission meeting that took place on Monday, February 11, 2008.

The District is currently focused on the enrollment projections for the next school year; the decreasing tendencies will impact the District on several levels. The Board of Education is considering open enrollment for students from other school districts.

Measure R passed with a majority of voters supporting the proposition. The District's schools have a good reputation in the community.

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 was held on Monday, February 11, 2008. Dr. Young received positive feedback from the Superintendent, Ms. Talarico, and also from several Board members. It was a good opportunity to pose questions and clarify issues first hand from the consultants as well as to learn about the current status of the study. Mr. Ewing and his consultants are in process of gathering compensation data. They completed drafts of all classification specifications that will be distributed to the employees who submitted the questionnaires and also to managers for feedback.

B. Appointment of New Personnel Commissioner

- **Panel Interview Process**

Dr. Young reported to the Personnel Commission that the interview had to be rescheduled until the end of February.

C. Parent Teacher Association Council

- **Personnel Commission Liaison**

Dr. Young informed the Personnel Commission that he has become a liaison on the Council to assist the association with classified staffing funded by the PTA.

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

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

E. Staffing Freeze

- **Memorandum from Ms. Dianne Talarico, Superintendent of SMMUSD**

Dr. Young informed the Personnel Commission about the staffing freeze due to the District budget. Any request for a new position will be reviewed and approved by Senior Cabinet. Commissioner Brady suggested that the District staff is informed and assured about the commitment of the Administration and Personnel Commission to keep the District whole. Commissioner Barnard inquired about the fiscal responsibility regarding Advanced Step Placement requests, and if these requests will be also reviewed by the Senior Cabinet. Dr. Matthews replied that the members of Senior Cabinet have not discussed this issue yet.

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. January 17, 2008

Approve Classified Personnel – Merit Report - No. A. 13

2. February 7, 2008

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

1. January 17, 2008

Approve Classified Personnel – Non-Merit Report – No. A. 14

2. February 7, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	5
Accounting Technician	7
Children’s Center Assistant	103
Instructional Assistant-Classroom	186
Instructional Assistant-Physical Education	12
Instructional Assistant-Special Education	76
Instructional Assistant-Special Education (Intensive Behavioral Intervention)	5
Laboratory Technician	5
Physical Activities Specialist	14
Site Food Services Coordinator	5
Technology Support Assistant	6
Textbook Coordinator	7

Judy Abdo, Director of Child Development Services, reported on her recruitment needs for Children Center Assistants.

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire Shauna Grady in the classification of Athletic Trainer pursuant to Personnel Commission Rule §12.2.4.(A) – **Approved**

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

2. Advanced Step Placement for new hire Anna Bochensky-Futala in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4.(B) – **Approved**

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

3. Advanced Step Placement for new hire Timothy Quiroz in the classification of Site Food Service Coordinator pursuant to SEIU Agreement, Article §16.4.1.(A) - **Approved**

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

4. Advanced Step Placement for new hire Abraham Ucan in the classification of Instructional Assistant-Intensive Behavioral Intervention pursuant to Personnel Commission Rule §12.2.4.(B) - **Approved**

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

5. Proposed New Classification - Technical Theater Coordinator – **Approved with amendments relative to Knowledge of/Ability to, Training and Customer Service after discussions with subject matter expert.**

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

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

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

7. Working Out of Class Request – Salomen Perez (Instructional Assistant – Special Education, Intensive Behavioral Intervention) – 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 would be absent on March 11, 2008; hence the current meeting was his last one. A reception in his honor will be held during Classified Employees Appreciation Week in May 2008. Commissioner Brady will be absent after March 23 due to medical reasons.

2. Monthly Vacancy Report

Commissioner Barnard expressed his appreciation of having data on work hours and work location relative to the universe, and finding them to be very helpful. Commissioner Carroll commended staff for their effort in recruitments.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

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

Commissioner Barnard offered his future services editing drafts of proposed new classifications and reports.

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 ADJOURNED TO CLOSED SESSION: 5:50 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:24 p.m.

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

VII. Next Regular Personnel Commission Meeting:

Tuesday, March 11, 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: 6:25 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.