

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

MINUTES

REGULAR MEETING
February 21, 2006 @ 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 5:10 p.m.**
- B. Roll Call: Commissioners Carroll, Brady and Barnard were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Commissioner Barnard moved Section IV. to the beginning of the Agenda in consideration of the District Administrators joining the meeting.

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

- E. Motion to Approve Minutes: January 24, 2005**

Commissioner Brady requested correction of the order of Commissioners who move and second motions.

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

IV. Discussion/Action Items/or Other Information:

- A. Cafeteria Worker I Testing – Food and Nutrition Services**

Mr. Orlando Griego, Director of Food and Nutrition Services, presented his concerns with filling vacancies and requested administering the Cafeteria Worker I Test in Spanish. It would benefit the three long-term substitute employees who are not able to pass the test in English. Mr. Griego requested a performance-based test for Cafeteria Worker I.

Dr. Young addressed the issue of a potential Spanish test for all candidates, not just the three long-term substitutes. Several agencies, including CODESP, and LAUSD were contacted to learn if they administer their tests in Spanish. They do not provide the test in any other language besides English.

Dr. Young stated that a performance-based test in English is being considered as a solution for a higher rate of successful applicants.

Commissioner Barnard asked Mr. Griego about his thoughts concerning the performance-based test.

Mr. Griego addressed the issue of administering a one time only test in Spanish for the three long-term substitutes.

Chief Steward Cartee added that SEIU works with the language issue in the Contract. She was concerned about a test administered solely in Spanish in order to satisfy the language requirements of Edison Language Academy so that bilingual applicants can be placed there. It would be a selective certification within the testing process.

Commissioner Barnard clarified that the performance-based test for Cafeteria Worker I will not be a one time only test, but will be used for all candidates. He directed the staff to develop a performance-based test so that it can be administered within 30 days.

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

C. Discussion Item(s):

1. Classification Revision of Instructional Assistant:
 - 1.1 Special Education
 - 1.2 Special Education – Intensive Behavioral Intervention
 - 1.3 Special Education – Physically Disabled

Stephanie Perry, Personnel Analyst, provided clarification on the salary ranges. Instructional Assistant Special Education continues to be salary range 20; I. A. for Intensive Behavior Intervention is salary range 26 and I. A. for Physically Disabled is salary range 23. The classification specifications were changed at the request of the Assistant Superintendent of Special Education.

Commissioner Barnard raised a question about supervision of these classifications and suggested the definition of the supervisor of the Instructional Assistants as the administrator.

Commissioner Barnard inquired about the experience of the applicants, and whether it should be defined as paid experience or volunteer experience. Ms. Perry clarified that it is defined as experience. Commissioner Carroll suggested that this specific experience should be defined within a specific time frame – the past three years.

Chief Steward Cartee brought attention to the section about communication of student's progress to a designated service provider. Since the student's progress is a sensitive subject, it would be more appropriate for any Instructional Aid to discuss the student's progress only with the certificated teacher.

Dr. Young clarified the process of classification in specific steps. The Board of Education does not have to approve it. The classification becomes valid once the Personnel Commission approves it.

Commissioner Carroll showed her appreciation for the complexity and precision of these revised job descriptions.

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

5. Monthly Vacancy Report

Ms. Judy Abdo, Director of Child Development Services requested to speak about the vacancies in the preschool center. She was concerned about candidates' qualifications regarding ECE units that are required by the funding of her center for the Universal Preschool classrooms. There is still need for applicants without the ECE units for the after school program.

Dr. Young suggested revising the classification specification revision. Qualified applicants can be placed in the positions on provisional bases.

Dr. Matthews offered assistance in revising the job description.

Ms. Abdo emphasized that there should be two classifications; however, the job descriptions should cover duties across the line and be compatible.

Dr. Young stated that this new classification would be developed and brought to the Board of Education.

Ms. Abdo also requested revision of the test to be consistent with the required duties in the Children's Center. Dr. Young welcomed Ms. Abdo's suggestion to revise the test.

Ms. Maria Rodriquez, PTA representative, requested to speak about her concerns regarding the vacancies. Commissioner Barnard provided her with a detailed explanation and background of specific vacancies, especially in Malibu, using graphical representation of the data. He suggested that the District combine appropriate positions to create more appealing and stable jobs with benefits and sufficient work hours.

Dr. Matthews stated that the District would conduct a cost analysis to evaluate if certain positions could be combined to make them more stable.

3. Human Resources – Classified Personnel Departments Reorganization:

3.1. Robert Seed's Report – deferred until February 21, 2006

Mr. Bob Seeds presented his time and motion study including desk audits of individual staff members of Classified Personnel. He suggested that personnel not dealing directly with customers be separated from the customer service desk to increase productivity. Mr. Seeds emphasized the need for a common manual of forms with instructions on how to fill them out and an explanation of their purpose. Commissioner Brady agreed that the productivity of the department would increase if there were a partition for the customer service desk.

Ms. Frances Lewis, Field Representative of SEIU, and Chief Steward Cartee shared concerns on behalf of certain Human Resources and Classified Personnel employees about the reorganization.

Dr. Young suggested that a qualitative study might be added to the overall evaluation of the reorganization to gather staff's opinions about their assignments. Also a quantitative study would be beneficial, identifying specific responsibilities of each department at a certain point.

Dr. Matthews agreed that working in these departments is challenging when the staff has to provide quality customer service and, at the same time, finish their assignments. He is aware of the stress the employees are exposed to.

Commissioner Barnard stressed the importance of a common manual of forms with instructions on how to proceed in specific situations. He suggested Classified Personnel provides training sessions for the Directors, Principals and their staff.

Chief Steward Cartee added that the District procedural manual needs to be updated.

Commissioner Barnard moved "Public Comments" to be next.

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

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 is 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

Vice President of the Board of Education, Ms. Kathy Wisnicki, addressed the Malibu vacancies, specifically the conditions under which Cafeteria Worker I positions could be combined. She stated that the Board of Education did not intend to communicate about the Personnel Commission vacancies via the press. On behalf of the Board of Education Ms. Wisnicki offered assistance in speeding the process.

Commissioner Carroll suggested meeting with Board members one-on-one. Commissioner Barnard stated that joint meetings would be beneficial. There has been solid progress over the past months since the Classified Personnel office was fully staffed.

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 provided an update on the SEIU activities. SEIU Board is going to have a retreat on March 10. The Contract review is scheduled for February 27, 2006. SEIU is continuing to support victims of hurricane Katrina.

2. Board of Education Report

Dr. Matthews thanked Commissioner Carroll for productive communication. He recognized the Classified Personnel staff for their good work reducing the vacancies. Dr. Matthews informed the Commission that Dr. Deasy has accepted a position as Chief Executive Officer in Prince George's County, Maryland.

- 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.

Dr. Young showed his appreciation for Dr. Matthew's effort in working with the hiring managers on certification lists.

A. Commissioner's Pam Brady, Vice Chair, Reappointment

Commissioner Pam Brady received a reappointment letter from the State Superintendent's office

B. Advertising Update

Ms. Lesley Fairweather reported on advertising via various newspapers in Santa Monica, Malibu and San Fernando Valley, as well as using several web services.

C. NEOGOV Update

Dr. Young informed the Commission about this organization, which provides a web-based applicant tracking and position control system. A NEOGOV representative will give a presentation to Dr. Matthews, Dr. Staine and the Director of Computer Services, Mr. Carey on March 1, 2006.

D. CSPCA 2006 Annual Conference

Dr. Young reported on the conference workshops. He found them to be very insightful. Commissioner Carroll agreed with Dr. Young.

E. Suggestions for Recognition of Classified Employees

Dr. Young stated there would be Classified Employees' week in May. Commissioner Barnard inquired about nametags on certain classified employees' uniforms to help integrate them into their work place better. Chief Steward Cartee replied that it might be a contractual issue. Employees usually have a District badge.

F. Exit Interview Update

Dr. Young met with Dr. Matthews, Dr. Staine and Ms. Perry to revise the proposed version so that it can be implemented 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 - Recommendation No. A. 12

1. February 2, 2006

Approve Classified Personnel – Merit Report - Recommendation No. A. 10

2. February 16, 2006

B. Approve Classified Personnel – Non-Merit Report – Recommendation No. A. 13

1. February 2, 2006

Approve Classified Personnel – Non-Merit Report – Recommendation No. A. 11

2. February 16, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Assistant II	6
Administrative Assistant	4
Cafeteria Worker I	4
Custodian	10
Instructional Assistant - Bilingual	9
Instructional Assistant – Children’s Center	4
Instructional Assistant – Classroom	19
Instructional Assistant – Special Education	8
Senior Office Specialist	7

Commissioner Brady inquired about Merit Report – Recommendation No. 10, a particular employee working out of class, wherever this is the first time for this employee to work out of class. It needs to be specified.

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

IV. Discussion/Action Items/or Other Information:

B. Personnel Commission Election of Officers

Commissioner Barnard moved the existing slate.

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

C. Discussion Item(s):

3. Personnel Commission’s Twelve-Month Calendar of Events
Commissioner Carroll suggested meeting twice a month.
March 7, 06 and April 4, 06 were added to the calendar.

VI. Personnel Commission Business:

A. Personnel Commissioner Comments

No Comments

B. Future Items

1. Advisory Rules Committee: First Reading: Chapter II. of Merit Rules – **3. 7. 06**
2. Annual Report – **3. 7. 06**
3. Budget Request
4. Closed Session

5. Hearing Officer Selection/ Procedures – **4. 18. 06**
6. Human Resources – Classified Personnel Departments Reorganization– **4. 18. 06**
7. Revision of Personnel Commission Agenda Format– **4. 18. 06**

VII. Next Regular Personnel Commission Meeting:

Tuesday, March 7, 2006, at 5:00 pm - *District Office Board Room.*

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

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

TIME ADJOURNED TO CLOSED SESSION: 7:34 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:50 p.m.

Personnel Commission had no action items to report out of Closed Session.

- VIII. Adjournment:** There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

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

TIME ADJOURNED: 7:51 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. 277.

JH/pcm