

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

MINUTES

SPECIAL MEETING
March 6, 2007 @ 4:00 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 Special Meeting of the Personnel Commission was called to order at 4:25 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:**

The agenda was amended. Agenda items number II.A.2 - Discussion/Action Item – Human Resources – Classified Personnel Reorganization Pilot Program Final Report was moved subsequent to agenda item II.A.1

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

E. 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

F. 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
None

II. Discussion/Action Items/or Other Information:

A. Action Item(s):

2. Human Resources - Personnel Commission Reorganization Pilot Program: Final Report
Dr. Young presented the overall outline of the report.
Dr. Douglas Staine, Director of Human Resources, emphasized the need for conclusion of the program. The primary focus of the Personnel Commission is to provide qualified employees for District vacant positions as well as to conduct Appeal Hearings. The essential responsibility of Human Resources is to provide support for all District employees to be successful in their assignments. The jobs functions allocated between both departments must be in compliance with the Education Code. The Pilot Program extended beyond Classified Personnel and Human Resources duties, specifically into Fiscal department. The goal of this program is to eliminate duplication of duties and to assign them appropriately. Dr. Staine referred to the Gomez-Grobe Reorganization study that was conducted in 2004 to assist the District with analyses of the human resources services and their structure. The study conclusions differ from the Memorandum of Understanding (MOU) between the Personnel Commission and the District signed on December 13, 2004.
Dr. Young emphasized that the Gomez-Grobe study sample size consisted of approximately nine school districts, of which two thirds were not merit school districts, hence the final recommendations did not reflect the needs of a merit school district. Commissioner Barnard stated that the Personnel Commission rejected the report and removed the vendor from a list of approved vendors.
Using a time line, Dr. Young referred to the MOU and its purpose - to identify specific responsibilities and job functions associated with the Personnel Commission and the District.
Dr. Young presented a matrix of classified personnel functions distributed between Human Resources department and Personnel Commission, per the Education Code. He called attention to the division of fourteen (14) specific job functions formulated in the MOU. Additionally, he specified the inclusion of the benefits/insurance functions, which were not part of the MOU.

Commissioner Brady joined the meeting at 4:50 p.m.

Dr. Young also reviewed the classified personnel assignments in terms of pre- and post- MOU. Commissioner Barnard inquired about clerical and substitute

assignments, which should be, according to the Education Code, processed by Classified Personnel. Dr. Young replied that this job function was transferred to Classified Personnel at the extension of the Memorandum of Understanding in August 2006, as 0.5 FTE was designated to the department to manage the clerical and substitute assignments.

Dr. Young presented the results of the Human Resources and Personnel Commission Pilot Program Opinion Survey. The purpose of the survey was to measure the Program's impact on staff, the work that staff performed, and the overall effectiveness of the Human Resources Department and the Office of Classified Personnel, according to each participant's opinion. According to the majority of the staff, the Pilot Program's general goals were not completely met.

Dr. Young recommended concluding the Pilot Program with a transfer of a Human Resources Technician position to the Classified Personnel department to assume responsibilities mainly related to recruitments, but also to perform duties concerning winter and spring break assignments as well as clerical and substitute assignments. The office of Classified Personnel would also be responsible for scheduling and managing employee evaluations.

Dr. Staine recommended retaining both positions, Human Resources Information Specialist and Human Resources Technician, in the Human Resources department.

Commissioner Barnard presented three possible conclusions of the Pilot Program – Personnel Commission may cancel the Memorandum of Understanding and assume all fourteen job functions, or the Personnel Commission may approve the Memorandum of Understanding as a permanent action hoping that the District will also approve it. The District may cancel the Pilot Program as well, hence the two positions would be transferred to the office of Classified Personnel together with all fourteen (14) job functions. The last option is to agree on another solution that would benefit both departments.

Board of Education President, Kathy Wisnicki, requested focusing solely on the Memorandum of Understanding. She encouraged the parties involved to continue dialog to reach a conclusion that would eliminate the duplication of job functions and create an efficient system in personnel services.

Mr. Tim Walker, Deputy Superintendent, expressed his concern about the workload in the Human Resources department.

Commissioner Barnard emphasized the need for Classified Personnel to be sufficiently staffed in order to effectively recruit for the District. In addition to this focus, Classified Personnel is required to assume responsibility for winter and spring break assignments, as well as for clerical and substitute assignments in order to be in compliance with the Education Code. It will not be possible to do so if both positions remain in the Human Resources department. It is apparent that the existing Memorandum of Understanding will not comply with the Education Code, hence there is a need for modification.

Commissioner Barnard made a motion stating “that instead of the temporary, half-time position, the Personnel Commission is requesting a full-time, permanent FTE responsible for clerical and substitute assignments, winter and spring break assignments, employee evaluations and recruitment program, and a professional recruitment program to be developed and maintained.”

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

This request will be presented at the following Board of Education meeting. Personnel Commissioners will attend this meeting to provide any additional information for the Board of Education.

1. Election of Personnel Commission Officers

Ms. Celia Carroll was elected as the Personnel Commission Chair

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

Ms. Pam Brady was elected as the Personnel Commission Vice Chair

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **3 – 0**

III. Next Regular Personnel Commission Meeting:

Thursday, March 15, 2007, at 5:00 pm – *Ocean Park Branch Library, 2601 Main, Street, Santa Monica*

IV. 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: 7:07 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. 27

