

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

MINUTES

REGULAR MEETING
March 07, 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 5:07 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: **Celia Carroll**
Seconded by: **Russell Barnard**
Vote: **2 - 0**
- E. Motion to Approve Minutes: February 21, 2006**

Commissioner Carroll requested correction of 2 typos.

Motion by: **Celia Carroll**
Seconded by: **Russell Barnard**
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

No Public Comments

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 SEIU activities. SEIU, Local 660 scheduled a Sacramento Trip for March 16, 2006 to lobby against a Bill in favor of Contracting Out jobs in schools. SEIU is still selling raffle tickets to benefit Hurricane Katrina victims.

2. Board of Education Report

No Report

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 – deferred

A. Dr. Michael Matthews, Appointment as Interim Superintendent

Dr. Young informed the Commissioners that Dr. Matthews was appointed as Interim Superintendent. The Board of Education would like to complete the recruitment for Superintendent as soon as the next school year.

Commissioner Barnard shared his concerns about losing one of the best senior administrators when Dr. Matthews is appointed as Interim Superintendent. The District will end up losing the Interim Superintendent unless they make him Superintendent. It becomes very difficult for a strong senior staff person who was in the Interim position to remain in the District if somebody else is hired for the position. Commissioner Barnard inquired if the Board of Education is aware of this fact. If another person is selected to be Superintendent, he or she will choose new staff. Commissioner Barnard is concerned with the potential of losing one of the best administrators in the District. He suggested the other option of appointing the Interim Superintendent as Superintendent avoiding the costly and elaborate hiring process.

Commissioner Carroll voiced the Personnel Commission's support of Dr. Matthews and appreciation of cooperating with him.

B. No Child Left Behind Requirement Update

Dr. Young stated the District's goal to have all Instructional Assistants, who are in Title 1 programs, meet NCLB requirements. Staff met with the District administrators and principals to specify the requirements, deadline, testing methodology and appropriate tutoring materials.

Commissioner Carroll asked about the number of employees who will have to meet the requirements. Dr. Young stated that out of 72 Instructional Assistants about 35 will need to qualify.

C. Exit Interview Update

Dr. Young reported on the progress of finalizing the document with Dr. Matthews. The Exit Interview will serve classified and certificated staff.

Commissioner Carroll suggested the title "Employee Exit Interview Survey."

Commissioner Barnard provided constructive and insightful suggestions for revising the document. Classified Personnel staff will implement them before another revision by Dr. Matthews and Dr. Young.

Chief Steward Cartee agreed with Commissioner Barnard that the questions should be very straightforward. She specifically addressed benefit questions.

Commissioner Barnard suggested revising and completing the document quarterly, for instance, based on the responses provided by the employees who completed the survey. Commissioner Barnard complimented the quality of this document.

Dr. Young presented Dr. Deasy's e-mail to District 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 - deferred

A. Approve Classified Personnel – Merit Report - Recommendation No. A. 12

1. March 2, 2006

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

1. March 2, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	4
Bilingual Community Liaison	5
Cafeteria Worker I	3
Custodian	17
Elementary Library Coordinator	3
Instructional Assistant – Children's Center	1
Instructional Assistant – Classroom	1
Senior Office Specialist	5

Motion by: **Celia Carroll**

Seconded by: **Russell Barnard**

Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. First Reading of Changes to Merit Rules: *Chapter II Personnel Commission*

Commissioner Barnard requested that reference to an individual employee be gender neutral. He also inquired about any known legal reasons to include the Commissioner's home address; if there is none, it would be preferable to remove it. Then he continued with other specific suggestions staff noted down. The suggestions will be presented to the Advisory Rules Committee to make modifications.

Commissioner Barnard inquired about rules addressing the procedures for appeals and hearings. The Rules are revised in a consecutive order; hence, this topic will be covered in the near future. Dr. Young stated that after reaching consensus on the revisions made by the Advisory Rules Committee members, Chapter II would be distributed to all District

employees. After receiving their input, the second reading, the approval reading by the Personnel Commission, will take place.

B. Annual Report – Criteria and Content

Dr. Young submitted samples of other Districts' Annual Reports. Commissioner Barnard suggested creating a detailed standard report, which would be supplemented by a condensed version in three-fold format used as a counter tool for the general public.

Dr. Young added that the report will be done in PowerPoint format so that it can be placed on the Personnel Commission's Website.

C. Personnel Commission's Twelve-Month Calendar of Events - updated

D. Monthly Vacancy Report

Ms. Perry reported on the current vacancies. She met with Ms. Abdo, the Director of Children's Services, to specify three kinds of Instructional Assistants. Ms. Perry will develop job analysis to identify the responsibilities and duties.

Commissioner Barnard noted that it would be great to see 20% of the vacancies filled.

Chief Steward Cartee suggested that the positions with a certification list be placed at the end of the vacancy report. It would also be more comprehensible for the District and also for the community. Classified staff will incorporate her idea. Chief Steward Cartee inquired about Personnel Commission's thoughts on the process to be implemented in order to speed up the selection from a certification list based on the Merit Rules.

Dr. Young stated that cooperating with Dr. Matthews in this area has brought positive results. Commissioner Barnard pointed out that the Personnel Commission has no hiring authority, hence, there cannot be any action taken on their part other than making the District's aware of the situation. However, for the Merit Rules a time limit could be considered when the hiring manager has to make the selection, for instance 10 days. If it had not been acted on in 10 days, then the Superintendent would be notified. If the District would not act on it in 30 days, the Board of Education would be notified. The candidates could file against the Board, but all they could do is to force the Board to hire from the ranks.

Commissioner Carroll commented on the fact that 65 percent of vacant positions are less than 20 hours and 45 percent are certified to the hiring managers to make their selection. This vacancy report will be given to Dr. Matthews for his assistance in communication with the hiring sites.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

No Comments

B. Future Items

1. Closed Session
2. Hearing Officer Selection/ Procedures
3. Human Resources – Classified Personnel Departments Reorganization
4. Revision of Personnel Commission Agenda Format
5. Budget Request
6. Merit Rules Revisions
7. Classified Employees Award Committee

8. Classification Study: Human Resources Information System

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 - laid over to March 21, 2006.

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

TIME ADJOURNED TO CLOSED SESSION:

TIME RETURNED TO OPEN SESSION AT:

VII. Next Regular Personnel Commission Meeting:

Tuesday, March 21, 2006, 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: 6:25 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. 277.