

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

MINUTES

**REGULAR MEETING
March 9, 2010 @ 5:30 p.m.
District Office Board Room**

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:45 p.m.**
- B. Roll Call: Commissioners Brady, Kim, and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance earlier at the Personnel Commission Retreat.**
- D. Motion to Approve Agenda:**

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
Vote: **3 – 0**

Personnel Commission Strategic Goals presented in the Personnel Commission Retreat will be adopted under agenda item IV.A.4.

- E. Motion to Approve Minutes: February 9, 2010**

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

Correction: Motion to Adjourn was conducted by Commissioner Kim, not Commissioner Carroll.

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
None
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. Cartee-McNeely informed the Personnel Commission about SEIU's intent to schedule a meeting with District staff to finalize the implementation of the furlough days and early retirement incentive.

SEIU has endorsed the campaign to protect a quality public education and contributed \$10,000.00 to this cause. Ms. Sheri Davis made a presentation about the campaign in the Steward Counsel meeting.

Assembly woman, Ms. Julia Brownley, a former Board member, participated in a "Walk a Day in My Shoes" program following Ms. Chancy Jones, a campus security officer, in John Adams Middle School.

2. Board of Education Report

Dr. Michael Matthews, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's latest achievements: Will Rogers Elementary School was awarded as the high achieving Title I school, McKinley, Pt. Dume, and Webster elementary schools are up for becoming California Distinguished Schools. Santa Monica High School became the CIF champion in basketball and Malibu High School earned the CIF championship in soccer.

He also notified the Personnel Commission about the fiscal and budgetary challenges the District is currently facing due to the State budget cuts. Parcel tax, Measure A, will be added to the May 25, 2010 election ballot for the community's consideration in order to maintain staff and programs in the District.

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. Approved Professional Experts Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

• **Mr. Kelly Weaver, Technical Specialist II from January 1, 2010 to May 13, 2010, Lincoln Middle School**

B. Merit Rules Advisory Committee (A.R.C.) Update

• **Advisory Rules Committee Agendas – February 11, 2010; February 25, 2010**

Dr. Young drew attention to the A.R.C. agendas from February 11, 2010 and February 25, 2010 for the Personnel Commission’s review.

C. California School Personnel Commissioners Association Annual Conference in Irvine – February 18, 2010

Commissioner Kim provided an overview of the conference. It was a great introduction into the role of the Personnel Commissioner with meaningful presentations as well as a rich resource for networking. She expressed her gratitude to the District for providing the opportunity to attend this event.

D. SMMUSD Personnel Commissioner’s Electronic Resource Packet

• **Table of Content**

Dr. Young presented the content of an electronic packet (in a form of a flash drive) with various resources for the Personnel Commissioners’ information. It will be updated and revised as needed.

E. Career Advancement Training – February 23, 2010 and February 25, 2010

• **Ms. Stephanie Perry, Personnel Analyst**
• **Ms. Cindy Johnston, Human Resources Technician**
• **Agenda**

Ms. Cindy Johnston, Human Resources Technician, reported to the Personnel Commission on the professional development for District employees which focused on preparation for job interviews. Eleven (11) employees attended two seminars to accommodate different work schedules. The seminars were structured as role playing with interviewers, interviewees, and also observers so that the participants could experience all positions and improve their skills in each area. Ms. Johnston and Ms. Perry assisted the employees as observers providing constructive feedback. Survey results indicated that it was a beneficial and constructive experience. Participants also enjoyed the seminars’ format.

Commissioners Brady and Kim commended staff for organizing this event to help employees in their professional development.

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. 16

1. February 18, 2010

B. Approve Classified Personnel – Non-Merit Report - No. A. 17

1. February 18, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	7
Buyer	14

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Reclassification Study – Instruction Assistant - Music
Director’s Recommendation: *Approve*

a.The Director of Classified Personnel recommends that the Personnel Commission approve the Reclassification Study from Instructional Assistant - Classroom to Instruction Assistant – Music for Mr. Russell Mullen

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

2. Classification Revisions:
Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Database Administrator classification specification within the Information Services department

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
Vote: **3 – 0**

3. Working Out of Class Requests:
Director's Recommendation: *Approve*

- a. Mr. Lovell Colvin, Custodian, in the position of the Utility Worker from February 11, 2010 to March 11, 2010 (First Extension)

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

- b. Mr. Ronald Ford, Painter, in the position of the Plumber from February 22, 2010 to June 25, 2010 (First Extension)

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

- c. Mr. Hector Gonzalez, Sprinkler Repair Technician, in the position of the Painter from February 22, 2010 to June 25, 2010 (First Extension)

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

Ms. Cartee-McNeely stated that SEIU will be working closely with the Personnel Commission with regards to the appropriateness of working out of class extensions.

4. Personnel Commission Strategic Goals

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

B. Discussion Item(s):

1. Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process

Dr. Young provided a brief background of the proposed complaint process. He presented a diagram capturing already established means for employees to file a complaint. Instead of developing another mechanism to capture this process, he suggested focusing on procedures within a hearing session and how to orchestrate such a meeting. In 2007 a legal hearing script was developed based on CSPCA guidelines from 1993. This document will be revised to serve the current needs in the hearing process.

Dr. Matthews inquired about the type of complaint that would be applicable for this complaint process.

Commissioner Brady provided a brief history of her request to establish a process for people to address the Personnel Commission with a complaint.

Ms. Cartee-McNeely inquired about the function of the outline capturing the established venues for resolving a complaint. Dr. Young stated that it could be the outcome of this discussion.

Dr. Matthews noted that the Complaint/Request for Information section is located on the District web site.

Since the complaint process is well established, the focus will be given to the development of a script for hearings before the Personnel Commission.

Commissioner Brady suggested that Dr. Matthews and Dr. Young meet regarding the possible usage of the presented diagram and its location for public access.

2. Personnel Requisition Status Report

Commissioner Brady inquired about Swimming Instructor/Lifeguard, and Ms. Cindy Johnston, Human Resources Technician, provided a detailed account of the recruitment and advertising sources.

Currently, there were four (4) positions listed per Personnel Requisition Status Report.

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

- Twelve-Month Calendar 2009 – 2010

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	May 2010

Classification Study: Instructional Assistant – Special Education	In Progress	May 2010
Preliminary Budget – Fiscal Year 2010-2011	First Reading	April 2010
Merit Rules Revisions	First Reading – Chapter VI First Reading – Chapter VII	April 2010
No-shows Study	Survey Implementation/Report	April 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	June 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	June 2010

Dr. Young provided a brief update on the future items. He mentioned the possibility of several meetings in May in order to complete the budget development for fiscal year 2010 – 2011.

Ms. Lesley Fairweather, Human Resources Technician, informed the Personnel Commission about the challenges related to candidates not coming for examinations and provided concrete examples.

Dr. Young presented an update regarding the NEOGOV Electronic Position Control processing.

He also mentioned the department’s intent to publicize the full Personnel Commission agenda next fiscal year for wider public access. Commissioner Brady offered sending examples of the electronic agenda using pdf format.

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

None

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 13, 2010, 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: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 6:45 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.