

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING

March 11, 2008 @ 5:00 p.m.

District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll and Mrs. Pam Brady

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:05 p.m.**
- B. Roll Call: Commissioners Carroll and Brady were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Agenda Item IV.A.6. – Working Out of Class Request – Chandra Narain (Administrative Assistant) was tabled upon Ms. Narain’s request till April 23, 2008.

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

- E. Motion to Approve Minutes: February 12, 2008**

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
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

Commissioner Carroll welcomed the former Board of Education member Mr. Shane McLoud.

- 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. Keryl Cartee, Chief Steward, reported that SEIU Local 99 is in full negotiations with SMMUSD. The negotiations started on September 25, 2007, and the next meeting will take place on March 17, 2008.

SEIU Local 99 is lobbying against the Governor's proposed educational budget cuts in Sacramento.

SEIU Local 99 also continues the campaign titled The New California Dream. It is a coalition of California residents committed to the implementation of six (6) areas of change that ensures an equal access to economic and social opportunities for all Californians.

2. Board of Education Report

Mr. Tim Walker, Deputy Superintendent, welcomed Mr. Shane McLoud, the former Board of Education member.

The District is in negotiations with SEIU Local 99. The Unions for both Classified and Certificated Personnel advocate revision of the State budget.

Santa Monica High School men's soccer team became the number one school soccer team in the United States.

Franklin Elementary School was recommended for "California Distinguished School."

Mr. Walker expressed his gratitude on behalf the Administration to the school's staff, parents and the community for their dedication to students' achievement.

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.

B. Appointment of New Personnel Commissioner

- Interview

Dr. Young welcomed Mr. Shane McLoud, the former Board of Education member and a nominee for the Personnel Commissioner position.

Dr. Young reported to the Personnel Commission that the recommendation from the Personnel Commission Selection Panel would be presented to the Board of Education on March 13, 2008.

A. Santa Monica–Malibu Unified School District's Classification and Compensation Study Update

- Feedback Process

Dr. Young updated the Personnel Commission on the progress of the classification study. Largely the study has been completed. Dr. Young received feedback from thirty-one (31)

employees regarding specific classification specifications. Another meeting with the Personnel Commission, the Superintendent, a Board member, and Mr. Ewing will be scheduled to review the preliminary data before the results are officially released to the District.

C. SMMUSD Organization Charts

Dr. Young informed the Personnel Commission about the newly revised organization chart of the District that reflects changes in Senior Personnel and Director positions.

D. California School Personnel Commissioners Association Conference Report

- Stephanie Perry, Personnel Analyst

Stephanie Perry, Personnel Analyst, provided a report on attending the CSPCA Conference in Millbrea, California from February 21 to February 24, 2008 titled “The Road to Leadership and Excellence: Recruiting, Retaining and Promoting Leaders in the Classified Service.” The emphasis of the conference was effective leadership as a framework for thinking and acting ethically. Ms. Perry stated that the documentation from the seminars she attended would be placed in the Classified Personnel department’s reference library.

Next year’s conference will be held in San Diego, CA from February 5 to February 8, 2009.

E. PCASC & SDCSPCA Spring Conference

- April 25 – April 26, 2008

Dr. Young informed the Personnel Commission about a conference (organized by the Personnel Commissioners Association of Southern California and San Diego County School Personnel Commissioners Association) being held on the last weekend of April 2008 in Irvine, California. The theme of the conference is “Personnel Commission as a Value-Added Partner With School Education & Business: Innovative and Strategic Human Resources Pathways & Practices.” The conference workshops will provide detailed information on related topics, and are applicable to Personnel Commissioners, directors and staff of Classified Personnel departments.

F. Loyola Marymount University Career Fair – February 14, 2008 Report

Stephanie Perry, Personnel Analyst, provided a report on attending the LMU Career Fair. Based on the clientele, most given information was related to Instructional Assistant positions with the emphasis on the Special Education department. Students were also interested in positions in Human Resources department; hence, they were encouraged to fill “Job Interest” cards. It was a worthwhile event that will be attended again next year.

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

- Pre-Hearing Conference

Dr. Young informed the Personnel Commission that communication regarding the next steps would be sent to the parties involved in this disciplinary hearing.

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. 12

1. February 21, 2008

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

1. February 21, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	20
Bus Driver	5
Cafeteria Worker	35
Carpenter	3
Custodian	50
Children’s Center Assistant	99
HVAC Mechanic	1
Instructional Assistant-Classroom	183
Instructional Assistant-Special Education	82
Instructional Assistant-Special Education (Health Care)	3
Network Engineer/Computer Systems Specialist	3
Supervisor, Buyer	2

Motion by: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire John Castillo in the classification of Network Engineer/Computer Systems Specialist pursuant to Personnel Commission Rule §12.2.4.(B) – **Approved**

Motion by: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

2. Advanced Step Placement for new hire Katy Carlson in the classification of Instructional Assistant-Health Care pursuant to Personnel Commission Rule §12.2.4.(A) – **Approved**

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

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

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

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

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

5. Revised Classification Specification – Supervisor, Buyer – **Approved**

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

6. Working Out of Class Request – Chandra Narain (Administrative Assistant)- **Tabled**

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

B. Discussion Item(s):

1. Personnel Commission’s Twelve-Month Calendar of Events

Commissioner Carroll and Brady will not be available in the first half of April; therefore, the April regular meeting will have to be postponed to Wednesday, April 23, 2008.

Dr. Young stated that due to the completion of the Classification and Compensation Study an additional meeting would be scheduled next month.

2. Monthly Vacancy Report

Dr. Young pointed out that there are forty-seven (47) vacancies, of which thirty-three (33) have been certified to the hiring authorities.

Commissioner Carroll expressed her appreciation for the efficiency of staff using NeoGov, the automated recruitment system.

Commissioner Brady commended staff for their effort in recruitments.

Dr. Young noted that the decreased number of vacancies is partly facilitated by the direct discussions of the staff with various District departments. Report of this communication will be provided to the Personnel Commissioners.

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
5. Seniority Lists for All Classifications

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**

Motion by:

Seconded by:

Vote:

TIME ADJOURNED TO CLOSED SESSION:

TIME RETURNED TO OPEN SESSION AT:

VII. Next Regular Personnel Commission Meeting:

Wednesday, April 23, 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: **Celia Carroll**
Vote: **2 – 0**

TIME ADJOURNED: 5:37 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.