

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

District Testing Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
March 15, 2007 @ 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 5:15 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 IV.A.1 to 5 - Discussion/Action Items were moved subsequent to agenda item I.F – Public Comments.

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

- E. Motion to Approve Minutes: January 16, 2007**

Motion by: **Russell Barnard**
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 Anna Kubicz-Preis in the classification of Administrative Assistant pursuant to Personnel Commission Rule 12.2.4 (B).

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

2. Working Out of Class Request – Mary Cruz (Cafeteria Worker I)

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

3. Working Out of Class Request – Maria de Ruiz (Cafeteria Worker I)

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

4. Working Out of Class Request – Alicia Franco (Cafeteria Worker I)

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

5. Working Out of Class Request – Lauren Santiago (I. A. Special Education)

Motion by: **Russell Barnard**
 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

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
None
2. Board of Education Report
None

- 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.

Commissioner Brady joined the meeting at 5:18 p.m.

A. Classified Personnel Web Page

- **Presentation of the Web Page Content**

Dr. Young expressed his gratitude to Ms. Stephanie Perry, Ms. Jana Hatch and especially to Ms. Maryanne Solomon, the web page designer, for working diligently on the web page development. This new web page is a great resource not only for internal employees, but also for potential candidates.

Commissioner Brady inquired about the administrative rights. Ms. Solomon updates the web page based on documentation provided to her by Classified Personnel staff.

Ms. Stephanie Perry, Personnel Analyst, made a visual presentation of the new web site describing individual features and their functions. She also focused on presenting NEOGOV Insight specific functions that are crucial in recruitments. This automated system has enabled human resources technicians to conduct recruitments more effectively. NEOGOV is also used by the City of Santa Monica.

B. Request for Proposals for Classification and Compensation Study of Classified Positions Update

- **Introduction of potential consultants**

Dr. Young presented a list including all the eligible candidates, who submitted their proposals. The project will include examining all classifications and classifications' salaries. It will take three to four months to complete the study, hence the designated funds will also be budgeted into next fiscal year. Two consulting firms were selected to make a presentation at the next regular Personnel Commission meeting – Ewing Consulting Services and Nash & Company, Inc.

C. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0249 Update

- **Pre-hearing Conference – to be determined**

Dr. Young reported to the Personnel Commission that a pre-hearing conference would take place in the near future. The case complexity will be discussed in greater detail during Closed Session.

D. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0232 Update

- **Pre-hearing conference – February 14, 2007**

Dr. Young informed the Personnel Commission that a pre-hearing conference took place on February 14, 2007. The District and SEIU, representing the employee, resolved the dispute. Details of the resolution were provided to the Personnel Commissioners in writing.

E. Group Grievance for Working Out of Class

- **Date Received: January 26, 2007**
- **Related to Human Resources – Classified Personnel Reorganization Pilot Program**

Dr. Young stated that the group grievance is related to a grievance that was resolved on September 26, 2006. Another meeting is scheduled with the parties involved on March 20, 2007.

- F. Report of California School Personnel Commissioners Association Conference**
Dr. Young informed the Personnel Commission about the 2007 CSPCA Conference that took place from February 15 to February 18, 2007 in Long Beach. Commissioner Carroll and Dr. Young participated in the conference, attending different sessions in order to exchange a variety of information. Dr. Young provided a packet including handouts and an updated version of the Brown Act for Commissioners Brady and Barnard.
- G. Mission Statement for Personnel Commission - removed**

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. 17**
 1. January 18, 2007
Approve Classified Personnel – Merit Report - No. A. 16
 2. February 1, 2007
Approve Classified Personnel – Merit Report - No. A. 12
 3. February 15, 2007
Approve Classified Personnel – Merit Report - No. A. 12
 4. March 1, 2007
- B. Approve Classified Personnel – Non-Merit Report – No. A. 18**
 1. January 18, 2007
Approve Classified Personnel – Non-Merit Report – No. A. 17
 2. February 1, 2007
Approve Classified Personnel – Non-Merit Report – No. A. 13
 3. February 15, 2007
Approve Classified Personnel – Non-Merit Report – No. A. 13
 4. March 1, 2007
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	9
Accounting Assistant II	5
Bilingual Community Liaison	1
Bus Driver	3
Cafeteria Worker I	6
Custodian	22
Office Specialist	3
Senior Office Specialist	2
Student Outreach Specialist	3

List Extension

Bilingual Community Liaison

5

Motion by: **Russell Barnard**
 Seconded by: **Celia Carroll**
 Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

6. Hearing Appeal Procedures

Dr. Young presented the Personnel Commission with the proposed hearing procedures. Commissioners made several revisions and specific editing suggestions that the staff will incorporate into the document.

Dr. Young requested an updated manual for conducting hearings from California School Personnel Commissioners Association. He will merge the document into these hearing appeal procedures.

Chapter 14: Disciplinary Action and Appeal of the Merit Rules will be revised by the Merit Rules Advisory Committee to be in compliance with the Education Code.

Motion by:
 Seconded by:
 Vote:

Dr. Hugo Pedroza, Principal of Santa Monica High School, expressed his gratitude on behalf of his administrative staff for approving their working out of class. The action has had a great impact on staff's work morale.

B. Discussion Item(s):

1. Personnel Commission Budget Proposal – First Draft

Ms. Jana Hatch, Administrative Assistant, presented the first draft of Classified Personnel department budget for fiscal year 2007 – 2008 explaining specific expenditure by object codes.

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

Commissioner Barnard excused himself from May 15 regular meeting. Commissioners requested that reminders of Personnel Commission meetings would be e-mailed to them on a regular basis.

3. Monthly Vacancy Report

Commissioner Carroll noted that there are many positions certified to the hiring authorities.

Dr. Young stated that the Classified Personnel office is currently not participating in the recruitment for Assistant Superintendent of Business and Fiscal Services, although prior recruitments for this position were conducted by Classified Personnel.

Dr. Young informed the Superintendent about the standard recruitment process based on the Education Code. More written documentation will be provided to the Superintendent.

Commissioner Carroll inquired about immediately fingerprinting candidates who wish to work on a substitute basis when they demonstrate interest. This procedure is still being discussed with the Human Resources department, and it will be finalized after the Human Resources – Classified Personnel Reorganization Pilot Program is completed.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

1. Merit Rules Revisions
2. Classified Employees Award Committee
3. Classification Committee
4. Classified School Employees Week

VI. Closed Session:

None

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

Motion by:

Seconded by:

Vote:

TIME ADJOURNED TO CLOSED SESSION:

TIME RETURNED TO OPEN SESSION AT:

VII. Next Regular Personnel Commission Meeting:

Tuesday, April 17, 2007, 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: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

TIME ADJOURNED: 7:20 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.