

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

MINUTES

REGULAR MEETING
March 21, 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 5:00 p.m.

B. Roll Call: Commissioners Brady and Barnard were present. Commissioner Carroll was absent due to a vicious attack at her library branch.

C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.

D. Motion to Approve Agenda:

Motion by: **Pam Brady**
Seconded by: **Russell Barnard**
Vote: **2 - 0**

E. Motion to Approve Minutes: March 7, 2006

Motion by: **Pam Brady**
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 is still doing legislative work on several issues. She provided an update on grievances. Ms. Cartee informed the Commission she would follow the contractual and Merit Rules timelines for responses to grievances.

2. Board of Education Report

Dr. Matthews expressed his gratitude to the Personnel Commission for their support in his new role of the Interim Superintendent. The transition of assuming the Superintendent's responsibilities is completed. Dr. Deasy will be in office until the end of April; however, Dr. Matthews has been performing the duties of the Superintendent. As he assumed his new position, there have been many challenging issues, especially safety in Santa Monica High School. Dr. Matthews showed his appreciation of the Classified Personnel staff regarding the Campus Security Officer and Plant Manager recruitments. He shared his concerns with balancing the District personnel needs and other services that support personnel. Commissioner Barnard asked about Santa Monica Police Department support in securing the Santa Monica High School perimeter. Dr. Matthews stated that the SMPD is very responsive in providing assistance when requested by the District administration.

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. No Child Left Behind Requirement Update

Dr. Young provided an update on progress meeting the Instructional Assistant NCLB requirements. The District and Personnel Commission lined up a testing schedule and informed the Instructional Assistants and Principals about the testing dates. With the assistance of Dr. Matthews, certificated staff will conduct tutoring sessions in English and mathematics. The Instructional Assistants may take the test as many times as they need in order to fulfill the NCLB requirements.

B. Cafeteria Worker I Examination Update

Ms. Perry, Personnel Analyst, presented the first draft of the Cafeteria Worker I performance examination. In cooperation with Mr. Orlando Griego, Director of Food and Nutrition Services, four basic tests were created: to prepare for work in the kitchen; to follow instructions; including calculations; working with cutting instruments; and setting up a serving line.

Commissioner Barnard inquired if there are any positions that do not require testing. There are not, all positions in the District require an examination process.

Commissioner Barnard shared his concern about a specific question that did not have a clear answer and needed to be revised.

Commissioner Brady asked about the timeline for this examination process. Ms. Perry stated the exam would be finalized after Mr. Griego and Dr. Young approved the final document. The Personnel Commission will have the opportunity to view the final version.

Commissioner Barnard noted that the Personnel Commission does not approve the examination document.

C. Web Page Update

Dr. Young presented the first draft of the new Classified Personnel web page for the Personnel Commission's information. Commissioner Brady inquired about the nature of frequently asked questions. Dr. Young stated that there would be a large spectrum of issues addressed from how to submit a transfer request to what is the desk audit. Job descriptions will be presented on the web page in PDF format.

Commissioner Barnard suggested that one of the subcategories should address the Merit System; what it means, and how it is implemented. He also pointed out that the page has to be clearly distinctive as the Personnel Commission web page. Commissioner Brady added that the meaning of Personnel Commission should also be explained there. She complimented the presented draft.

D. Kiosk for On-line Application

Dr. Young informed the Commissioners about the new on-line Classified Application being created by the Computer Services department. In order to accommodate applicants who wish to apply electronically, a computer station will be installed in the Classified Personnel Department.

Dr. Young also reported that all clerical testing is currently being done in the Computer Services Laboratory so that a large number of applicants can be tested at once.

E. Classification Study – Elementary Library Coordinator

Dr. Young informed the Commissioners about planning to conduct a classification study for the Elementary Library Coordinator. Classification questionnaires will be sent to the employees in this class.

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 - none

B. Approve Classified Personnel – Non-Merit Report – none

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	1
Cafeteria Worker I	2
Instructional Assistant – Children's Center	3
Instructional Assistant – Classroom	5
Instructional Assistant – Physical Education	1
Instructional Assistant – Special Education	2

Motion by: **Pam Brady**

Seconded by: **Russell Barnard**

Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

**A. Personnel Commission's Twelve-Month Calendar of Events
Commissioner Brady will be absent on April 4, 2006.**

B. Monthly Vacancy Report

Commissioner Barnard inquired about the status of the Children Center Assistant class revision. Ms. Perry provided the update. Ms. Judy Abdo, Director of Child Development Services, is currently revising the first draft of the classification specification. Ms. Perry has scheduled a follow-up meeting with Ms. Abdo in a week's time to discuss the revisions. The final document will be presented to the Board of Education for approval in early April.

Commissioner Barnard requested an update on combining specific part-time positions as it was discussed with Ms. Wisnicki, Board of Education Vice-President and Ms. Rodriguez, PTA Representative. Dr. Young will follow-up with this issue and set a meeting with the District, Board of Education and PTA representatives.

Chief Steward Cartee inquired about the timeline for the District managers and Principals to make their hiring selection. It will be revised in the Merit Rules. Commissioner Barnard asked if there is any provision for the temporary adjustment of the rules so that the inappropriate three-day period does not have to be enforced. The rule addressing the issue will be eliminated until the new revised version of the Merit Rules is adopted. The District managers and Principals will be notified about the informal timelines.

Dr. Young expressed his gratitude to Dr. Matthews for contacting the District managers and Principals and requesting that they act upon the Certified List.

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
9. Cafeteria Worker I Examination

VI. Closed Session: tabled to April 18, 2006

- 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:
 Seconded by:
 Vote:

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: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **2 – 0**

TIME ADJOURNED: 5:35 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.