

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

**MINUTES**

**REGULAR MEETING  
April 13, 2010 @ 5:00 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 5:05 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.**
- D. Motion to Approve Agenda:**

Motion by: **Suzanne Kim**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

**Page including Agenda Item IV. A.2.a. was replaced with a revised version.**

- E. Motion to Approve Minutes: March 9, 2010;  
Personnel Commission Retreat – March 9, 2010**

Motion by: **Suzanne Kim**  
Seconded by: **Pam Brady**  
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  
**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. Cindy Johnston, SEIU Steward, reported on behalf of Ms. Cartee-McNeely, the Chief Steward. She informed the Personnel Commission about SEIU's participation and support of the Measure A Committee with financial support, phone banking dates, and committee meetings.**

**The SEIU Negotiation Committee was looking forward to its upcoming meeting on April 20, 2010 with the Administration to continue contractual discussion regarding the Ewing Study, incentives for early retirement, and implementation of furlough days for the 2010-2011 school year.**

**Commissioner Brady expressed her appreciation of the SEIU's continuous support of parcel tax, bonds, and measures.**

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.

**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**

**\*Ms. Elizabeth Baker, Technical Specialist II, from March 10, 2010 to June 30, 2010, Webster Elementary School**

**\*Ms. Marni Gittleman, Technical Specialist II, from December 1, 2009 to June 18, 2010, Santa Monica Alternative School**

**\*Mr. Robert Marroquin, Technical Specialist II, from March 8, 2010 to June 25, 2010, Santa Monica Alternative School**

**\*Ms. Julianna Ostrovsky, Technical Specialist II, from February 3, 2010 to June 18, 2010, Santa Monica Alternative School**

- B. Approved Limited Term Request (not expected to exceed 6 months per Personnel Commission Rule §7.4.1.(A): *Positions Defined*) by the Director of Classified Personnel**
- **Mr. George IV Gaidzik, Technology Support Assistant, from February 24, 2010 to June 25, 2010, Educational Services**
  - **Mr. George IV Gaidzik, Technology Support Assistant, from March 1, 2010 to June 25, 2010, Educational Services – St. Anne’s Catholic School**
  - **Mr. Andres Saucedo, Instructional Assistant, from March 8, 2010 to June 18, 2010, Will Rogers Elementary School**

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

- **Advisory Rules Committee Agendas – March 11, 2010; March 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.**

**D. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**

- **Mr. Michael Bell, Equipment Operator, in the position of the Equipment Operator – Tree Trimmer from March 1 to June 25, 2010**
- **Mr. Rick Deanda, Gardener, in the position of the Equipment Operator from February 22 to June 25, 2010**
- **Mr. Michael Jackson, Gardener, in the position of the Equipment Operator -Tree Trimmer from February 22 to February 26, 2010**
- **Mr. James Spalding, Custodian, in the position of the Gardener from March 15 to June 30, 2010**
- **Mr. Louis Walker, Custodian, in the position of the Gardener from March 16 to March 23, 2010**

**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. March 4, 2010

**Approve Classified Personnel – Merit Report - No. A. 15**

2. March 18, 2010

**B. Approve Classified Personnel – Non-Merit Report - No. A. 18**

1. March 4, 2010

**Approve Classified Personnel – Non-Merit Report - No. A. 16**

2. March 18, 2010

**C. Approve Classified Personnel Eligibility List(s):**

**Classification**

**# Eligibles**

Custodian 18  
Glazier 9  
Instructional Assistant – Bilingual  
16

Motion by: **Suzanne Kim**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

**IV. Discussion/Action Items/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placements:

Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Jean Greenfield in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: **Suzanne Kim**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

2. Classification Revisions:

Director’s Recommendation: *Approve*

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

Motion by: **Suzanne Kim**  
Seconded by: **Pam Brady**  
Vote: **2 – 0**

**Commissioner McCloud arrived to the Personnel Commission meeting.**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Plumber classification specification

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

3. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Ramiro Padilla, Equipment Operator – Tree Trimmer, in the position of the Sprinkler Repair Technician from February 22, 2010 to June 25, 2010 (First Extension)

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

- b. Mr. Victor Ward, Custodian, in the position of the Utility Worker from March 29, 2010 to June 30, 2010 (First Extension)

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

**B. Discussion Item(s):**

1. Proposed Budget - Personnel Commission Fiscal Year 2010/11 – First Reading

**Dr. Young provided a brief background of the proposed 2010-2011 budget. He presented a comparison between the current and the planned expenses regarding salaries, benefits, and the operation of the Personnel Commission department. Dr. Young stated that the representatives from the District and Board of Education will be invited to participate in the adoption process of the budget.**

**Commissioner McLoud inquired about the amount allocated for advertising. Dr. Young replied that most of the advertising in the next fiscal year will be done on-line at a minimal cost.**

**Commissioner McLoud made inquiries about the longevity for managers. Dr. Matthews, Assistant Superintendent of Human Resources explained the salary structure in regards to longevity compensation.**

**Commissioner Brady expressed her concern regarding operating expenses. Dr. Young assured her that the projections for the next fiscal year were made after analysis of the spending in the current fiscal year.**

2. First Reading of Changes to Merit Rules:

- *Chapter VI: Eligibility Lists*

**Commissioner Brady expressed to the staff her appreciation for the tracker table of the approved Merit Rules.**

**Commissioner Brady inquired about the certification of Eligibility Lists. Dr. Young provided the explanation based on the California Education Code.**

- *Rule 7.3.3.A. – Summer Session Assignment*

**Commissioner McLoud shared his concern with incorporation of performance evaluations into the seniority calculations.**

3. Transparency Statement

- ***Transparency:*** *characterized by visibility or ability to access information especially concerning business practices. It may include open meetings, financial disclosure statements, the freedom of information legislation, budgetary reviews, audits, etc. The Personnel Commission's intention is to create a safe environment to be able to ask unpopular questions. The Personnel Commission is committed to accomplish its work in a transparent manner.*

**Commissioner Brady presented the transparency statement as to the motto for the Personnel Commission.**

**Commissioner McLoud proposed creating and the adoption of the Personnel Commission's new goals.**

4. Personnel Requisition Status Report

**Commissioner Brady commended staff for their recruiting efforts.**

**Currently, there were five (5) positions listed per Personnel Requisition Status Report.**

**Dr. Matthews drew attention to the Swimming Instructor/Lifeguard position with less than three (3) ranks.**

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

- Twelve-Month Calendar 2009 – 2010

**Without change**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classification Study: Child Care Assistant	In Progress	May 2010
Classification Study: Instructional Assistant – Special Education	In Progress	May 2010
Merit Rules Revisions	First Reading – Chapter VII	May 2010
No-shows Study	Survey Implementation/Report	June 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
Complaint Script	Review of Current Appeal Script	June 2010
Director’s Update – Progress of Mid-term Goals	Review of Specific Goals	June 2010

**Dr. Young reminded the Personnel Commission about the Classified Employees Appreciation Reception that will be held before the next regular Personnel Commission.**

**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, May 11, 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: 5:32 p.m.**

Submitted by:

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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.