

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING

May 6, 2008 @ 5:00 p.m.

District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Celia Carroll, Mrs. Pam Brady, and Mr. Shane McLoud

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 and Brady were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

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

- E. Motion to Approve Minutes: March 11, 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

Ms. Diane Hernandez, Accounting Technician and SEIU Steward, expressed her concerns regarding the Working Out of Class approval process and interpretation of the Merit Rules.

Ms. Keryl Cartee-McNeely, Chief Steward, shared her concerns with the Classification and Compensation Study.

2. Request to Speak on Non-agenda Items

On behalf of the Steward's Council and SEIU 99 Ms. Keryl Cartee-McNeely, Chief Steward, commented on the working relationship with Dr. Wilbert Young, Director of Personnel Commission. She requested individual meetings with Personnel Commissioner members. Commissioner Brady inquired about formal meetings being scheduled between the Director and SEIU 99 representatives. Ms. Cartee-McNeely responded that there was an "Open Door" policy. In the absence of Dr. Young, Commissioner Carroll referred the matter to the Personnel Commission office for response.

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-McNeely, Chief Steward, reported that SEIU Local 99 is lobbying against the Governor's proposed educational budget cuts in Sacramento. Member training is taking place to address the effects on schools and the students.

SEIU Local 99 will re-enter negotiations with SMMUSD on May 15, 2008.

SEIU International Convention will take place in Puerto Rico this year. The International Convention is organized every four (4) years for representatives to decide the direction of the Union politics.

2. Board of Education Report

Dr. Matthews expressed the District's concerns regarding the proposed educational budget as the District prepares for new negotiations with SEIU Local 99.

Dr. Matthews reported that the District's main focus is on resolving the Lincoln Middle School situation and providing sufficient support to the students, staff, and the community.

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. Appointment of New Personnel Commissioner

- **Appointment Letter from the State Superintendent of Instruction**

Ms. Stephanie Perry, Personnel Analyst, reported to the Personnel Commission on behalf of Dr. Young. Ms. Perry read a letter from the State Superintendent of Instruction, Mr. Jack O'Connell, appointing Mr. Shane McLoud as the new Personnel Commissioner. Mr. McLoud's term will expire on December 1, 2010.

B. Workability Student Employment

- **Workability Publication**

Ms. Perry informed the Personnel Commission about the involvement of the Personnel Commission department in the WorkAbility training program. The program is designed for special education high school students to gain experience in various professions.

Mr. Jacob McDaniel, Santa Monica High School junior, is currently assisting the Classified Personnel department with clerical tasks. It is the second department's long-term student worker who has had the opportunity to learn about administrative work as well as the operation of the District.

C. Classified School Employees Week Update

- **Reception to Honor District's Classified Employees – tentative date: May 21, 2008**

Ms. Perry informed the Personnel Commission about the planned reception to celebrate District's Classified staff. Board of Education members, the Superintendent, and District Administrators are invited to acknowledge the vital role of the Classified Employees in the students' success.

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. 15

1. March 13, 2008

Approve Classified Personnel – Merit Report - No. A. 09

2. April 3, 2008

Approve Classified Personnel – Merit Report - No. A. 30

3. April 17, 2008

Approve Classified Personnel – Merit Report - No. A. 11

4. May 1, 2008

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

1. March 13, 2008

Approve Classified Personnel – Non-Merit Report - No. A. 10

2. April 3, 2008

Approve Classified Personnel – Non-Merit Report - No. A. 31

3. April 17, 2008

Approve Classified Personnel – Non-Merit Report - No. A. 12

4. May 1, 2008

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker	43
Campus Security Officer	9
Children's Center Assistant	97
Equipment Operator	4
Gardener	5
Instructional Assistant-Bilingual	19
Instructional Assistant-Classroom	193
Instructional Assistant-Special Education	101
Instructional Assistant-Special Education (Intensive Behavioral Intervention)	14
Instructional Assistant-Physical Education	14
Physical Activities Specialist	15
Senior Office Specialist	18
Skilled Maintenance Worker	7

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. The Director of Classified Personnel recommends that the Personnel Commission approve the *District-Wide Classification and Compensation Study for the Classified Service – Final Report* by Ewing Consulting Services. *See attached - **Tabled***

Motion by: _____
Seconded by: _____
Vote: _____

The Director of Classified Personnel recommends that the Personnel Commission approve the formal distribution of the salary recommendations in the *District-Wide Classification and Compensation Study for the Classified Service – Final Report* by Ewing Consulting Services to the Board of Education pursuant to Personnel Commission Rule §12.1.4. (A) and SEIU Contract Article 2.3. (attachments) - **Tabled**

Motion by: _____
Seconded by: _____
Vote: _____

Ms. Keryl Cartee-McNeely, Chief Steward, addressed the Personnel Commission regarding the appeal process in the Study. She also commented on a tier of alignment for administrative positions and its impact on promotional and transfer opportunities.

Ms. Rebel Harrison, R.O.P. Coordinator, shared her observations about the role of the Classification and Compensation Study Advisory Committee. She requested tabling the item for further clarification and review of Ewing's final results.

Ms. Karen Johnson and Ms. Heather Lowe, Elementary Library Coordinators, shared their concerns regarding the overall process of the Study, the new title (Library Media Technician), and also the salary range. They proposed revisions to the classification specification for their position, specifically regarding the level of responsibilities.

Chandra Narain, Administrative Assistant, addressed the Personnel Commission regarding the Administrative/Clerical Job Series.

Cindy Johnston, Sr. Office Specialist, expressed her concern about distinguishing administrative levels on the basis of reporting relationships, and its impact on lay-offs, promotional and transfer opportunities. She presented comparison of duties for individual administrative levels to the Personnel Commission.

Ms. Stephanie Perry, Personnel Analyst, provided a description and timeline of the process implemented in the Study. She responded to the speakers' concerns regarding the Administrative Series explaining the principles of organizational parallelism. Ms. Perry inquired about the timing for the presentations provided by the above stated speakers. Commissioner Brady requested further information regarding the role of the Classification and Compensation Study Advisory Committee and clarification of the final results. She stressed the purpose of the Study – to properly classify employees, acknowledge their contribution to the District, and compensate them for their hard work. Commissioner Carroll commented on difficulties for recruitment since the current salaries do not compare with the job market at this moment.

2. Advanced Step Placement for new hire Shaun Cochran 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**

3. Advanced Step Placement for new hire Jason Dodd in the classification of Carpenter pursuant to Personnel Commission Rule §12.2.4.(B) – **Approved**

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

4. Proposed New Classification – Speech Language Pathology Assistant - **Approved**

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

5. Working Out of Class Request – Chandra Narain (Administrative Assistant) – **Not Approved**

Ms. Chandra Narain, Administrative Assistant, addressed the Personnel Commission explaining her rationale for requesting working out of class.

Ms. Perry provided comparison between the essential duties of Administrative Assistant and Senior Administrative Assistant focusing on the scope of responsibilities and the degree of accountability.

Commissioner Carroll inquired about the reporting hierarchy related to administrative support. Ms. Perry explained the impact regarding the level of responsibilities using principles of organizational parallelism.

Commissioner Brady commented and acknowledged the extensive workload of the incumbent. She pointed out the differences in Administrative Assistant and Senior Administrative Assistant.

Commissioner Carroll explained the process while evaluating the working out of class requests. She acknowledged Ms. Narain’s contribution to the District.

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

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2008/09 – First Reading

Ms. Perry provided an overview of the first reading of the Proposed Budget.

Commissioner Brady inquired about the decrease in account number 5220 – Conference/Travel Expense. Commissioner Carroll asked about location in the budget for legal settlements. Ms. Perry clarified both matters. She stressed the Personnel Commission department’s goal to be fiscally responsible to the District’s situation. Staff will review the proposals.

2. Report of Personnel Commission Activities
(July 1, 2007 – March 31, 2008)

Ms. Perry presented a report of activities for the Personnel Commission department from July 1, 2007 to March 31, 2008. It will serve as a baseline for the future annual report. The data was generated electronically using Neogov.

Commissioner Brady suggested creating a similar report on a quarterly basis. Staff will convey the suggestion to Dr. Wilbert Young, Director of Classified.

Commissioner Carroll inquired about the data regarding applications that were submitted on line. Ms. Perry provided the Personnel Commission with a summary of the electronic applications – seventy-nine percent (79%) including entry-level classifications.

3. Personnel Requisition Status Report

Ms. Perry stated there are twenty-three (23) requisitions on the report. Being more efficient in recruitments using Neogov, the staff has the opportunity to focus on other activities such as participating in job fairs, research, and also professional development.

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

The new fiscal year calendar will be determined when all three Personnel Commissioners are present.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

1. Second Reading: Personnel Commission Budget for Fiscal Year 2008/09 –
Public Hearing and Adoption
2. Merit Rules Revisions
3. Geographical and Weekend Testing

VI. Closed Session:

- **None Scheduled**

VII. Next Regular Personnel Commission Meeting:
Tuesday, May 13, 2008, at 5:00 pm - *District Office Testing 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: 6:52 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.