

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

MINUTES

**REGULAR MEETING
May 11, 2010 @ 5:30 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 5:33 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: **Shane McLoud**
Vote: **3 – 0**

E. Motion to Approve Minutes: April 13, 2010;

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 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. Cartee-McNeely, the Chief Steward, acknowledged the valuable contribution of classified employees in the District. The SMM-PTA honored the Classified Service at their annual Installation and Honorary Service Awards Breakfast with a *Continuing Service Award*. The award recognizes the outstanding service to children and youth in this community by the Classified Service.

Ms. Cartee-McNeely informed the Personnel Commission that the Vice President, Mary Kay Henry, was elected as the new President of SEIU International.

She also provided an update on SEIU's continuous participation and support of Measure A.

The SEIU Negotiation Committee met with the Administration on April 20, 2010 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 supporting Measure A efforts.

2. Board of Education Report

Dr. Michael Matthews, Assistant Superintendent of Human Resources, informed the Personnel Commission about the fiscal and budgetary challenges the District is currently facing due to the State budget cuts. The District actively participates in support of Measure A. Board of Education meetings are scheduled for May 26 and 27, 2010 to present a budget based on the Measure A results which will have a serious impact on staff and also on the District programs.

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. Acknowledgement of Dr. Michael Matthews, Assistant Superintendent of Human Resources, as the new Superintendent of Manhattan Beach Unified School District

Dr. Young congratulated Dr. Matthews on his new post as the Superintendent of MBUSD wishing him best of luck in this new endeavor. He expressed his appreciation of working with Dr. Matthews over the years.

Commissioner Brady recalled the time Dr. Matthews became principal of Malibu High School. She expressed her admiration of Dr. Matthews' dedication and his connection with the students. Commissioner Brady presented Dr. Matthews with a PTA pin to emphasize the focus on students.

- 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. Brian Nahas, Instructional Assistant – Special Education, from May 13, 2010 to June 18, 2010, Olympic High School**
 - **Mr. Rodney Rogers, Instructional Assistant – Special Education, from March 2, 2010 to June 18, 2010, Child Development Services – Pine Street**

Ms. Cartee-McNeely stated for the record that by the agreement with the District and the Personnel Commission these positions will cease to continue after July 1, 2010.

- C. Merit Rules Advisory Committee (A.R.C.) Update**
- **Advisory Rules Committee Agenda – April 22, 2010**

Dr. Young drew attention to the A.R.C. agenda from April 22 2010 for the Personnel Commission's review. Commissioner Brady requested a list of attendees.

- D. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180**

Dr. Young informed the Personnel Commission about the upcoming 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. 23

1. April 22, 2010

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

2. May 6, 2010

B. Approve Classified Personnel – Non-Merit Report - No. A. 24

1. April 22, 2010

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

2. May 6, 2010

C. Approve Classified Personnel Eligibility List(s):

Classification

Eligibles

Campus Security Officer 13
Swimming Instructor – Lifeguard 3

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Adoption of Board of Education Resolution No. 09-40, in recognition of Classified Employees Week, May 17-21, 2010.

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

2. Public Hearing and Adoption: Fiscal Year 2010–2011 Proposed Personnel Commission Budget: *See attached*
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

- **TIME OPENED: 5:51 p.m.**

Motion to Adopt Personnel Commission Budget for 2010 - 2011: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

Motion to Close Public Hearing: _____
Seconded by: _____
Vote: _____

- **TIME CLOSED: 5:55 p.m.**

Dr. Young provided a brief background of the proposed 2010-2011 budget emphasizing the continuous decrease over the years.

3. 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 Pamela McHenry in the classification of Buyer 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: **Shane McLoud**
Vote: **3 – 0**

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided an overview of the vacancies. Commissioner Brady inquired about the Swimming Instructor-Lifeguard position. Ms. Cindy Johnston, Human Resources Technician, stated that the candidate for this position is in a process of obtaining clearance from his current employer (US Customs dept.). Based on Dr. Kelly's report, the current substitute is performing his duties very well in Malibu High School.

Commissioner Brady also inquired about the System Analyst position.

Ms. Julie Younan, Human Resources Technician, explained that the selected candidate rescinded the offer. He used it as a negotiating strategy to obtain salary increase in his current employment.

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

- Twelve-Month Calendar 2009 – 2010

Commissioner Brady clarified the June 15, 2010 Special Closed Session as Director's Update of Progress of Mid-terms Goals.

C. Information Item(s):

Merit Rules Review Tracker

Commissioner Brady appreciated the well-organized table for tracking Merit Rules development.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	August 2010
Classification Study: Instructional Assistant – Special Education	In Progress	June 2010
Merit Rules Revisions	First Reading – Chapter VII: <i>Appointment to Classified Positions</i> Second Reading – Chapter VI: <i>Eligibility Lists</i> Personnel Commission Merit Rule 7.3.3: <i>Summer Session Assignment</i>	June 2010
No-shows Study	Survey Implementation/Report	August 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011
Electronic Version of the Full Personnel Commission Agenda	In Progress	August 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	June 2010
Director’s Update – Progress of Mid-term Goals	Review of Specific Goals	June 2010

Dr. Young provided a brief overview of the future items.

Ms. Perry presented the background for Classification Study: Instructional Assistant – Special Education regarding additional duties beyond the current classification specifications. The final results will be presented at the next Personnel Commission meeting on June 8, 2010.

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

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

TIME ADJOURNED TO CLOSED SESSION: 6:10 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:30 p.m.

The Commission reported out of Closed Session at 7:30 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, June 8, 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 McCloud**
Vote: **3 – 0**

TIME ADJOURNED: 7:32 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.