

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING  
May 13, 2008 @ 5:00 p.m.  
District Office Testing 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 5:12 p.m.**
- B. Roll Call: Commissioners Carroll and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**

Commissioner Carroll welcomed newly appointed Personnel Commissioner McLoud at the meeting inviting all present to refreshments.

**D. Motion to Approve Agenda:**

Agenda item IV.A.4.a – c was tabled till the next regular Personnel Commission meeting on June 10, 2008.

Motion by: **Shane McLoud**  
Seconded by: **Celia Carroll**  
Vote: **2 – 0**

**E. Motion to Approve Minutes: May 6, 2008 – tabled until June 10, 2008**

Motion by:  
Seconded by:  
Vote:

**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.

- A. Classified School Employees Week Update**
- **Reception to Honor District's Classified Employees - May 21, 2008**

**Dr. Young invited the Commissioners to the Classified Employee Appreciation reception on Wednesday, May 21 in the District Board Room to acknowledge the valuable contributions of the Classified staff to the District.**

- B. Grievance for Working Out of Class**
- **Date Received: January 26, 2007**
  - **Follow up to Human Resources – Classified Personnel Reorganization Pilot Program**

**Dr. Young informed the Personnel Commission about the status of the case. The last communication with SEIU concerning the grievance was on October 3, 2007. In March 2008 Dr. Young sent an inquiry to the Union asking whether or not they wished to proceed. He has now received a feedback; hence further discussions will take place.**

- C. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0263**
- **Memorandum to the Concerned Employee**

**Dr. Young directed the Personnel Commission to the memorandum regarding the events that have taken place with the concerned employee.**

**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 - None**
- B. Approve Classified Personnel – Non-Merit Report – None**
- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Technical Theater Coordinator	12

Motion by: **Shane McLoud**  
 Seconded by: **Celia Carroll**  
 Vote: **2 – 0**

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

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

1. Public Hearing and Adoption: Fiscal Year 2008–2009 Proposed Personnel Commission Budget: *See attached*  
 Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Shane McLoud**  
 Seconded by: **Celia Carroll**  
 Vote: **2 – 0**

- **TIME OPENED: 5:25 p.m.**

**The Board of Education and the District Administration were invited to the hearing and adoption of the Budget. Unfortunately, there was a Board of Education Workshop held at the same time. The Proposed Personnel Commission Budget reflects the District’s financial needs and concerns.**

Motion to Adopt Personnel Commission Budget for Fiscal Year 2008 - 2009: **Shane McLoud**  
 Seconded by: **Celia Carroll**  
 Vote: **2 – 0**

Motion to Close Public Hearing: **Shane McLoud**  
 Seconded by: **Celia Carroll**  
 Vote: **2 – 0**

- **TIME CLOSED: 5:29 p.m.**

2. 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 from May 6, 2008*  
Director's Recommendation: *Approve*  
**Tabled till June 10, 2008**

Motion by: **Shane McLoud**  
Seconded by: **Celia Carroll**  
Vote: **2 – 0**

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 from May 6, 2008  
Director's Recommendation: *Approve*  
**Tabled till June 10, 2008**

Motion by: **Shane McLoud**  
Seconded by: **Celia Carroll**  
Vote: **2 – 0**

**Dr. Young reviewed the Study and provided the history and the important points leading to the final report. Ewing Consulting Services have revised the classification specifications for all classifications. They have also updated the salary schedules based on comparison with the District's major competitors such as the City of Santa Monica and Santa Monica College as well as the current market. The Study shows that the District's salaries for many classifications fall below the market's median. The final report was presented to the Board of Education and the Personnel Commission on April 17, 2008. Several employees spoke at that meeting in support of the Study.**

**Commissioner Carroll stressed the importance of such a Study as a framework for the District's solid structure within the Classified Service upon which further negotiations will take place. Dr. Young agreed with Commissioner Carroll that the Study gives the Board of Education and SEIU an opportunity to reflect upon the classification and compensation information.**

**Dr. Young addressed the purpose and function of the Advisory Committee. He also reviewed the chronology of events leading to the public release of the Study's final report explaining the appeal process in a greater detail.**

**Several meetings with the Superintendent, the Board President, and SEIU representatives took place to discuss the status of the Study and the appropriate release time to the public.**

**Ms. Karen Johnson, Elementary Library Coordinator, shared her concerns regarding the agenda item being presented at the current meeting. She reviewed the appeal process for her classification. She expressed her concerns with the classification specification categories such as education requirements, the new title (Library Media Technician), and also the salary range.**

**Dr. Young expressed his gratitude for the proposed revisions to the classification specification for this position as a foundation for further discussions. He emphasized the fact that all the information within the Study is being presented as a proposal, and subject to negotiations between the Board of Education and SEIU, Local 99.**

**Mr. Jesse Bunayog, Accounting Technician, introduced his current duties and also the discrepancy in salaries when compared to classifications offered in the City of Santa Monica. He urged the Personnel Commission to approve the Study classification as well as the salary recommendations so that negotiations between the Board of Education and SEIU can take place.**

**Ms. Keryl Cartee-McNeely, Chief Steward, addressed the Personnel Commission regarding communication with the Personnel Commission staff. She also commented on possibilities to further edit the classification specifications after the Personnel Commission approval based on her corporate history.**

**Ms. Cartee-McNeely reviewed the Advisory Committee activities. She addressed the issue of tier alignment for administrative positions and its impact on promotional and transfer opportunities.**

**Ms. Patsy Herschberger, Administrative Assistant, expressed her concerns regarding the Advisory Committee. She shared her experiences of the last Classification and Compensation Study that took place nine (9) years ago. Ms. Herschberger requested further discussions before the recommendations are approved.**

**Ms. Rebel Harrison, R.O.P. Coordinator, provided an explanation to the Personnel Commission regarding her presentation to the Board of Education. She suggested postponing the approval in order to reconvene and enlarge the Advisory Committee. It would review the report, the process, compensation proposals, and job families.**

**Dr. Young explained the concept of organizational parallelism regarding the Administrative Series, and illustrated its application specifically to the District. He also stated criteria necessary in determining the appropriate administrative level of managerial support.**

**Dr. Young addressed the possibility of classification specification and also salary revisions by the Board of Education. The Personnel Commission has responsibility for classifying positions; however, it is the Board who is responsible for determining and approving the duties.**

**Commissioner McLoud requested recommendations from Dr. Young regarding Seniority issues should lay-offs take place before the approval of the Study. Dr. Young did not recommend creating a theoretical solution for Seniority rights before the approval of the Study by the Personnel Commission.**

**Commissioner McLoud asked the SEIU about solving the Seniority issue. Ms. Cartee-McNeely, Chief Steward, stated that the issue should be resolved prior to the Study's adoption. She reviewed the corporate history regarding the Studies conducted in the past. She was concerned about job security for employees who would be reclassified in the Administrative Series.**

**Commissioner Carroll suggested taking all the classifications into consideration. She stressed the value of the Study to the entire District.**

**Commissioner McLoud inquired about the specifics for approval of the Study.**

**Dr. Young explained the Personnel Commission role in approving the classification specifications and the salary recommendations. The salary recommendations will be referred to the Board of Education for negotiation with SEIU, Local 99.**

**Commissioner McLoud inquired about the role of the Advisory Committee. Commissioner Carroll stated that there are no additional responsibilities for the**

**Advisory Committee. It has no authority to amend the classification specifications' content, and it cannot participate in negotiations between the District and SEIU. Commissioner Carroll expressed her support for the Study to be moved forward.**

3. Advanced Step Placement for new hire Alex Carney in the classification of HVAC Mechanic pursuant to Personnel Commission Rule §12.2.4.(B)

Director's Recommendation: *Approve*

**Approved**

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

**Commissioner McCloud inquired about the Advanced Step Placement process in general terms as well as the examination process for this particular classification.**

**Dr. Young provided the information regarding the Advanced Step Placement steps.**

**Ms. Lesley Fairweather, Human Resources Technician, described the type of examination that took place in this recruitment.**

**Commissioner McCloud requested a list of classifications with the appropriate type of exams given for each class. Staff will create the document.**

4. Classification Specification Revisions – Special Education

Director's Recommendation: *Approve*

**This item was tabled pending review by SEIU per Article 2.3.**

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Special Education classification specification, along with the new classification title of Instructional Assistant III, within the Special Education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Health classification specification, along with the new classification title of Instructional Assistant IV, within the Special Education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Instructional Assistant-Intensive Behavioral Intervention classification specification, along with the new classification title of Instructional Assistant V, within the Special Education.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Vote: \_\_\_\_\_

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

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

**The new fiscal year calendar will be determined when Commissioner Brady is present.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

1. Merit Rules Revisions

**Dr. Young stated that the Advisory Committee's composition would be revised due to some personnel changes.**

2. Geographical and Weekend Testing

**Dr. Young informed the Personnel Commission about the intent to conduct weekend testing sessions in Malibu during the summer.**

3. Working Out of Class Summary

**Dr. Young stated that the summary would identify the working out of class content, the departments submitting the requests and specific employees selected by the departments' managers. The specific procedures were discussed.**

**VI. Closed Session:**

- **None Scheduled**

**VII. Next Regular Personnel Commission Meeting:**

**Tuesday, June 10, 2008, 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: **Shane McLoud**  
Seconded by: **Celia Carroll**  
Vote: **2 – 0**

**TIME ADJOURNED: 7:37 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.