

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING

June 9, 2009 @ 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 6:00 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.

D. Motion to Approve Agenda:

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

E. Motion to Approve Minutes: May 12, 2009

Motion by: **Shane McLoud**
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
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
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. Personnel Commission FY 2009-10 Proposed Budget

Dr. Young informed the Personnel Commission about the approval of the proposed Personnel Commission budget for the next fiscal year 2009 – 2010 by the Los Angeles County Office of Education.

B. Update on Merit Rules Grievance – File Number 002

Dr. Young updated the Personnel Commission on the Merit Rules grievance (file number 002). He is waiting for a decision from one of the involved parties.

C. The District Graduation Ceremonies

Dr. Young notified the Personnel Commission about the District graduations schedule. He will attend graduations at Franklin Elementary School and Santa Monica High School. Commissioner Carroll will attend John Adams Middle School graduation ceremony.

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. 26

1. May 21, 2009

Approve Classified Personnel – Merit Report - No. A. 25

2. June 4, 2009

B. Approve Classified Personnel – Non-Merit Report – No. A. 27

1. May 21, 2009

Approve Classified Personnel – Merit Report - No. A. 26

2. June 4, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	8
Braille Transcriber	1
Campus Security Officer	15
Children Center Assistant	59
Custodian	69
Database Administrator	1
Instructional Assistant – Physical Education	10
Physical Activities Specialist	11
Sports Facility Coordinator	10
Swimming Instructor/Lifeguard	5
Motion by: Shane McLoud	
Seconded by: Celia Carroll	
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 Elias Briseno in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment* based on exceeding the minimum experience and education.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Eliza Krause in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment* based on exceeding the minimum experience and education.

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

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Jaimini Mehta in the classification of Braille Transcriber pursuant to Personnel Commission Rule §12.2.4.(B) *Salary on Employment* based upon exceeding the minimum experience.

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

2. Working Out of Class Requests:
Director's Recommendation: *Approve*

- a. Ms. Esperanza Castro (Cafeteria Worker II) from May 8, 2009 to June 18, 2009 (First Extension) in the position of the Site Food Services Coordinator

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

- b. Mr. David Marmolejo (Technology Support Assistant) from May 23, 2009 to June 30, 2009 (First Extension) in the position of the Telephone System, Computer Equipment Specialist

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

- c. Ms. Sandra Moore (Cafeteria Worker I) from May 8 to June 19, 2009 (First Extension) in the position of the Cafeteria Worker II

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

Dr. Young introduced an e-mail from Mrs. Cartee-McNeely, Chief Steward, requesting this agenda item be removed from the current agenda. Mrs. Cartee-McNeely pointed out that there were several Working Out of Class assignments for this employee. She was also concerned with the definition of extension. Dr. Young provided rational for the definition of extension as it was discussed and approved by the Personnel Commission in early 2007. The decisive factor in determining extensions is the number of days for the Working Out of Class assignment, which is ninety (90) working days, with an extension during a fiscal year.

B. Discussion Item(s):

1. Personnel Requisition Status Report

There were seventeen (17) requisitions listed. Dr. Young added that a few positions were filled such as the Sports Facility Coordinator. He also provided an update on the two Campus Security positions. The District is considering abolishing them.

2. Personnel Commission's Twelve-Month Calendar of Events
 - Twelve-Month Calendar 2008 – 2009
 - Twelve-Month Calendar 2009 – 2010

A Special Personnel Commission meeting is scheduled for June 25, 2009.

C. Information Item(s):

Dr. Young attended a great event – an award ceremony at the Pico Family Youth Center to acknowledge community contribution to the city of Santa Monica and also the District. This center was established by Board Member de la Torre.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Carroll commended Personnel Commission staff members for their hard work during this school year.

B. Future Items

Subject	Action Steps	Tentative Date
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	On Going	
Employees Selection Pool Interview Update	On going conversations with the Superintendent	
Vacancy Report		August 2009

VI. Closed Session:

None

VII. Special Personnel Commission Closed Session:

Tuesday, June 25, 2009, at 5:30 pm - *District Office Board Room*

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Performance Review of Director, Classified Personnel

Next Regular Personnel Commission Meeting:

Tuesday, July 14, 2009, 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: 6:15 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.