

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**July 17, 2007 @ 5:00 p.m.**  
**District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Celia Carroll, Mr. Russell Barnard, and Mrs. Pam Brady

**I. General Functions:**

**A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:02 p.m.**

**B. Roll Call: Commissioners Brady and Barnard were present.**

**C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**

**D. Motion to Approve Agenda:**

Motion by: **Pam Brady**  
Seconded by: **Russell Barnard**  
Vote: **2 – 0**

**E. Motion to Approve Minutes: May 15, 2007, June 19 - tabled**

Motion by: **Pam Brady**  
Seconded by: **Russell Barnard**  
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
  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

**Dr. Young announced that Dr. Michael Matthews has been reappointed as the District Assistant Superintendent of Human Resources.**

**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. Santa Monica – Malibu Unified School District’s Classification and Compensation Study Update**

- **Position Information Questionnaire Response Rate**
- **Composition of the Advisory Committee for the 2007 *Classification and Compensation Study* – new member: Ms. Patsy Herschberger, Administrative Assistant, Food and Nutrition Services**

**Dr. Young reported on the preliminary results of the District classified personnel response to complete the Position Information Questionnaire. The response rate was approximately twenty-five percent (25%). Dr. Young assured the Personnel Commission that the Office of Classified Personnel would make an effort to increase the response rate. In joint cooperation with the District Administration, notices will be distributed and individual consultations will be offered to the District classified staff. Another meeting of the Advisory Committee will take place at the end of August.**

**B. Job Fair**

- **July 28, 2007 at the District Office**

**Dr. Young informed the Personnel Commission about preparations for the District job fair that will take place on Saturday, July 28, 2007, in front of the District headquarters.**

**Commissioner Brady inquired about the recruitment process after an applicant submits a job interest card. Dr. Young explained that an e-mail response to the candidate is generated via the on-line recruitment system, NEOGOV.**

**C. Management Retreat**

- **August 14 to 15, 2007**

**Dr. Young informed the Personnel Commission about the Superintendent's intent to conduct a management retreat on Tuesday, August 14 and Wednesday, August 15, 2007. The location for the retreat is to be announced.**

**D. CODESP Seminar**

- **CODESP Job Analysis – Job Description Tools, June 21, 2007**

**Stephanie Perry, Personnel Analyst, and Lesley Fairweather, Human Resources Technician, attended a workshop given by the Cooperative Organization for the Development of Employee Selection Procedures on Thursday, June 21, 2007 to learn about developing effective job analysis techniques for various types of recruitments.**

**E. Personnel Commissioner Election**

- **News Release**
- **Announcement**

**Dr. Young presented samples of announcements that were published in the 2002 Personnel Commissioner selection process. Staff will obtain specific directions for a new Commissioner appointment process applying the "Pre-1965" rule from the State Superintendent's office.**

**Commissioner Brady stated that if the regular Personnel Commission meetings are re scheduled to the second Tuesday of each month, she would have no scheduling conflict with her PTA duties, hence she would be able to remain in her position.**

**Commissioner Barnard restated that he agreed to serve in his role until the conclusion of Human Resources – Classified Personnel Reorganization Pilot Program, which is currently completed. In addition, his present appointment will expire in December 2007.**

**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. 24**

1. June 28, 2007

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

2. July 12, 2007

**B. Approve Classified Personnel – Non-Merit Report – No. A. 25**

1. June 28, 2007

**Approve Classified Personnel – Non-Merit Report – No. A. 17**

2. July 12, 2007

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

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	2
Cafeteria Worker I	2
Children Center Assistant	51
Custodian	26
Instructional Assistant – Classroom	56
Instructional Assistant – Special Education	38

**Dr. Young made specific changes in expiration dates on the merged Eligibility List for Instructional Assistant – Special Education.**

**Commissioner Brady inquired about several resignations of Instructional Assistants. Dr. Young stated that it is typical at this time of a year. Instructional Assistants who separated from the District may have finished their education or found other positions. Dr. Young will revise the Exit Interview form after a consultation with Dr. Matthews.**

Motion by: **Pam Brady**  
 Seconded by: **Russell Barnard**  
 Vote: **2 – 0**

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

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

1. Advanced Step Placement for new hire Teni Makarian in the classification of Physical Therapist pursuant to Personnel Commission Rule §12.2.4. (A).

Motion by: **Pam Brady**  
 Seconded by: **Russell Barnard**  
 Vote: **2 – 0**

2. Working Out of Class Request – Tomita Glover, Sr. Office Specialist

Motion by: **Pam Brady**  
 Seconded by: **Russell Barnard**  
 Vote: **2 – 0**

3. Proposed New Classification – Network Engineer/Computer Systems Specialist

**Commissioner Barnard provided suggestions to revise the classification specification resolving the conflict between working conditions and licensing requirements. The staff will incorporate these suggestions.**

Motion by: **Pam Brady**  
 Seconded by: **Russell Barnard**

Vote: 2 – 0

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

**Personnel Commissioners discussed rescheduling the regular Personnel Commission meetings to the second Tuesday of each month in the current fiscal year 2007 – 2008. Commissioner Barnard will inform the staff about his availability in the near future.**

Motion by:  
Seconded by:  
Vote:

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

1. Monthly Vacancy Report

**Commissioner Barnard provided an observation about the Children Center Assistant positions. The number of vacant positions should decrease after completion of the District's Classification and Compensation Study having clearly defined requirements for Children Center Assistant and Children Center Assistant – Preschool.**

**Stephanie Perry, Personnel Analyst, presented data regarding the rate of on-line applications and job interest cards. Since February 2007 the Office of Classified Personnel received one thousand fifteen (1,015) applications for various recruitments, and sixty-six percent (66%) of these applications were submitted on-line. Nearly all classifications were represented in the on-line application process, for instance Cafeteria Worker I, Children Center Assistant and Tree Trimmer.**

**Stephanie Perry also reported on the current status of the recruitment for Director of Information Services. There were thirty-seven (37) applications from out-of-state. Twenty-seven (27) applicants met the minimum qualifications, and twenty-one (21) applicants participated in the Qualification Appraisal Interviews that were conducted on July 9, 2007. Twenty (20) candidates were successful; hence the Eligibility List was established with fourteen (14) ranks.**

**Commissioner Barnard requested a chart describing the ratio of work hours and work location in comparison to the total number of jobs.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**Commissioner Barnard suggested correcting information relative to Commissioner Brady's position that was conveyed to Mr. Tim Walker, Deputy Superintendent. Commissioner Brady will remain in her post since the regular Personnel Commission meetings may be rescheduled for the second Tuesday of each month.**

**B. Future Items**

1. Merit Rules Revisions
2. Hearing Procedures Materials
3. Evaluation of Director of Classified Personnel
4. Personnel Commission's Twelve-Month Calendar of Events

**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: **Pam Brady**  
 Seconded by: **Russell Barnard**  
 Vote: **2 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:50 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 6:30 p.m.**

**Personnel Commissioners took no action.**

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

Tuesday, August 14, 2007, 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: **Pam Brady**  
 Seconded by: **Russell Barnard**  
 Vote: **2 – 0**

**TIME ADJOURNED: 6:30 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.