

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**August 12, 2008 @ 3:00 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 3:00 p.m.**

**II. Closed Session:**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act (1 case).
- Closed session with legal counsel concerning anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case).

Motion by: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 3:15 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 5:15 p.m.**

**The Commission reported out of Closed Session at 5:15 p.m. The Personnel Commissioners directed the Director of Classified Personnel to work with the District Administrators resolving the status of the Interim Director of Facilities Management appointment.**

**Performance review of the Director of Classified Personnel was laid over.**

**B. Roll Call:** Commissioners Brady, 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: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**E. Motion to Approve Minutes:** July 8, 2008

Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
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
  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. Cindy Johnston, Human Resources Technician, presented the SEIU Report on behalf of Ms. Keryl Cartee-McNeely, Chief Steward, who had to attend a city hall meeting. SEIU Local 99 continues to lobby against the Governor's proposed educational budget cuts in Sacramento. SEIU is looking forward to communication with the Personnel Commission as several meetings have been scheduled.**

2. Board of Education Report

**Commissioner Carroll welcomed the new Interim Superintendent, Mr. Tim Cuneo, and Dr. Matthews, the Assistant Superintendent of Human Resources, at the meeting. Dr. Matthews reported that the District has been preparing for the new school year. The District is also analyzing the State test scores; enrollment data is being processed, and new site administrators have assumed their positions in several schools. Dr. Matthews introduced the new Interim Superintendent. Mr. Cuneo expressed his appreciation for the District, its staff and also the local community that is highly supportive of public education. The Interim Superintendent also communicated his intent to cooperate with the Personnel Commission.**

**III. 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. International Public Management Association for Human Resources Conference, Las Vegas, October 18 – 22, 2008**

**Dr. Young informed the Personnel Commission about this international conference. It is an opportunity to learn from accomplished lecturers about various areas within Human Resources.**

**B. Merit Rules Revisions**

- **District-Wide Comments for Merit Rule Chapters:**
  - **Chapter III – *Classification of Employees and Positions***
  - **Chapter IV – *Application for Employment***

**Dr. Young updated the Commissioners regarding the Merit Rules Revision process. The Commission has completed the first reading of Chapters III and IV that will be distributed to the District and SEIU after the beginning of the school year for their review.**

**C. Santa Monica – Malibu Unified School District Administrators and Managers Retreat, August 18, 2008, Malibu West Swim Club**

**Dr. Young informed the Personnel Commission about the District Retreat for Administrators and Managers that has been scheduled for August 18, 2008 in Malibu.**

**D. Reappointment or Appointment of Personnel Commissioner**

**Dr. Young informed the Personnel Commission about his intent to review the schedule for appointment or reappointment of Personnel Commissioner. The process will be initiated by September, and it will be finalized in December of this year. Commissioner Brady suggested placing this item on the next Personnel Commission agenda.**

**IV. 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.31**

1. July 24, 2008

**B. Approve Classified Personnel – Non-Merit Report – No. A. 32**

1. July 24, 2008

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

<u>Classification</u>	<u># Eligibles</u>
Assistant Buyer	13
Cafeteria Worker I	26
Children Center Assistant	103
Human Resources Technician	7
Instructional Assistant-Classroom	117
Instructional Assistant-Special Education	64

Motion by: **Pam Brady**  
Seconded by: **Shane McCloud**  
Vote: **3 – 0**

**List Extension**

In accordance with Personnel Commission Merit Rule §6.1.3. (A), the Director of Classified Personnel has extended the following list to facilitate the orderly progress of business. The eligibles have been polled for interest and availability.

Elementary Library Coordinator                      Extension Date: August 9, 2009

Motion by: **Pam Brady**  
Seconded by: **Shane McCloud**  
Vote: **3 – 0**

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

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

1. Classification Specification Revisions – Special Education –  
Tabled from June 10 and May 15, 2008  
Director’s Recommendation: *Tabled*

- 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: \_\_\_\_\_

**The item has been tabled due to the need to consult with SEIU. Personnel Commission, Special Education department, and SEIU will discuss the classification specifications at a meeting on August 13, 2008.**

2. Advanced Step Placement for new hire Noel Rindlisbacher in the classification Assistant Buyer pursuant to Personnel Commission Rule §12.2.4.(B)  
Director's Recommendation: *Approve*

Motion by: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**Commissioner Brady requested including an explicit statement that provided rationale for Director's recommendation at the conclusion of the Advanced Step Placement request in addition to the SEIU Agreement Chapter and Personnel Commission Rule.**

3. Advanced Step Placement for new hire Jesse Bunayog in the classification of Accountant pursuant to SEIU Agreement §16.4.1.(a) and Personnel Commission Rule §12.2.4.(B)  
Director's Recommendation: *Approve*

Motion by: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

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

1. Personnel Requisition Status Report

**Dr. Young reviewed the Personnel Requisition Status Report stating that Personnel Requisition forms constantly arrive; however, the majority of vacancies are certified to the hiring authorities, and also eligibility lists with qualified candidates are prepared for certification.**

**Ms. Stephanie Perry, the Personnel Analyst, provided a detail explanation for specific data added for the first time to the Report so that it is easier to monitor the status of individual vacancies. Commissioner Brady commended staff for this additional information.**

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

**The Personnel Commission scheduled a special meeting regarding the Performance Evaluation for Director of Classified Personnel and Reappointment of Personnel Commissioner for Tuesday, September 2, 2008 at 5 p.m..**

**Commissioner Brady cannot attend the December 9 regular Personnel Commissioner meeting; hence the meeting is moved to December 2, 2008.**

**VI. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

1. Strategic Goals of the Personnel Commission
2. Annual Report of Activities

**Dr. Young stated that the report would be presented to the Personnel Commission and to the Board of Education in near future.**

3. Geographical and Weekend Testing

**It is projected due to the current staffing of Personnel Commission office.**

4. Classification Abolishments

**The Personnel Commission staff will review and possibly abolish classifications that have not been active for a long period of time.**

5. Classification Study - Children Center Assistant - Non-merit Positions

**Dr. Young will review non-merit positions, specifically the Children Center Assistant classification, so that they are not perceived as merit positions, and the distinction is clarified.**

6. Personnel Commission Procedural Guide

**Personnel Commission staff have been developing a procedure manual describing day-to-day operation of the department.**

7. Insight

- Conversion to “Online Employment Application Only” Process
- Electronic Review of Employment Applications by the Hiring Authority
- Electronic Flow of the Personnel Requisition

**Dr. Young informed the Personnel Commission about report development regarding Insight generated by Ms. Stephanie Perry. He also stated that submitting applications online would be the primary method starting in September. Many Districts have already adopted the “Online Only” policy with positive results. Currently, the Personnel Commission office receives more online applications than hard. The Personnel Commission office intends to use Insight also for hiring authorities to review candidates’ applications in the near future. Personnel Requisition flow is another option to be considered. Personnel Commission staff will explore this option obtaining expertise from Districts that already use this function.**

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

Tuesday, September 9, 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: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**TIME ADJOURNED: 5:45 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.