

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
August 14, 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 5:05 p.m.**

Commissioner Carroll recognized Paul Doty, Human Resources Technician, for his service in the District and wished him well in his new position as the Director of Human Resources for the Monrovia Unified School District.

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

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

- D. Motion to Approve Agenda:**

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

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

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

Motion to Approve Minutes: June 19, July 17, 2007

Motion by: **Russell Barnard**
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
2. Request to Speak on Non-agenda Items

Ms. Judy Abdo, Director of Child Development Services, shared her concerns of filling Children Center Assistant positions. Several candidates expected more hours and did not accept the assignments. Commissioner Brady inquired about the form of assistance the Personnel Commission can provide in this matter. It would be further discussed in IV.B.1. – Discussion Item – Monthly Vacancy Report.

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

SEIU Local 99 has been lobbying in Sacramento on the issue of state reimbursement for meals served in the schools cafeterias. The union is making this effort to increase the state's reimbursement cost to the schools in order to off-set rising costs such as transportation and gas.

Effort is also being made in establishing benefits for part-time cafeteria workers who are the lowest paid employees where nearly 75% of them are without health benefits.

SEIU Negotiating Committee has been meeting over the summer in preparation for negotiating a new contract. The opening date of full negotiations is September 25, 2007.

2. Board of Education Report
None

Commissioner Carroll welcomed Mr. Barry Snell, the new Board of Education member. Mr. Snell attended this meeting to learn about the Personnel Commission.

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**

Dr. Young reported on the preliminary results of the District classified personnel response to complete the Position Information Questionnaire. The dead line for returning the document was extended till August 10, 2007. The response rate is

approximately thirty percent (30%). The Superintendent has also interceded by sending out an e-mail to the District directors requesting their questionnaires by August 20, 2007. Last notice will be distributed to the District classified staff.

A detailed report including the response rate from individual school sites and departments will be provided at the next regular Personnel Commission meeting.

B. Appointment of Personnel Commissioners

- **Pre-1965 Personnel Commission Procedures**

Dr. Young presented a document from the State Superintendent's office including specific procedures based on the "Pre-1965" rule. He assured the Administration as well as the Personnel Commission that these procedures correspond with the Education Code rules. Commissioner Barnard's position will be advertised on the Classified Personnel website. Information regarding this recruitment will be sent to SEIU, the Board of Education, and to the community represented by PTA. Representatives from these parties will be selected to form the new Personnel Commissioner selection panel. In collaboration with the Administration, the Classified Personnel staff will provide support to this committee.

Commissioner Brady recalled that the new commissioner appointment is the result of the joint effort from the Board of Education, SEIU, and PTA. Commissioner Barnard added that a classified employee was also a member of the last panel.

C. Job Fair

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

Dr. Young informed the Personnel Commission about the District job fair outcome that took place on Saturday, July 28, 2007, in front of the District headquarters. About twenty (20) people submitted their applications for some of the most challenging recruitments, such as the Reprographic Operator. A few on-line applicants indicated that they learned about the position from the job fair.

D. Management Retreat

- **August 14 to 15, 2007**

Dr. Young informed the Personnel Commission about the Superintendent's management retreat that took place on Tuesday, August 14 and Wednesday, August 15, 2007 at Santa Monica College. Team development, problem solving, and effective communication were the major themes of the retreat. Mr. Tim Walker, Deputy Superintendent, agreed that the event was well done.

Mr. Walker recognized Dr. Michael Matthews as the Assistant Superintendent of Human Services.

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. 18

1. August 9, 2007

B. Approve Classified Personnel – Non-Merit Report – No. A. 19

1. August 9, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	4
Director of Information Services	20
Elementary Library Coordinator	3
Sr. Office Specialist	7

Motion by: **Pam Brady**
 Seconded by: **Russell Barnard**
 Vote: **3 – 0**

Commissioner Brady inquired about abolishment of Carpenter position. Dr. Young stated that Maintenance and Operations department decided to transfer its resources to a full-time Plumber position to accommodate the needs of the District.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Recruitment process for Assistant Superintendent of Business and Fiscal Services

Motion by: **Pam Brady**
 Seconded by: **Russell Barnard**
 Vote: **3 – 0**

2. Advanced Step Placement for new hire Denny Lubin in the classification of Physical Activities Specialist pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

3. Working Out of Class Request – Michael Anderson, Custodian

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

4. Working Out of Class Request – Wally Berriman, Director of Facilities Management

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

5. Working Out of Class Request – Rodney Gardner, Custodian

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

6. Working Out of Class Request – Jose Gomez, Site Food Services Coordinator

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

7. Working Out of Class Request – Zenon Herrera, Gardener

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

8. Working Out of Class Request – Virginia Hyatt, Director of Purchasing and Warehouse

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

9. Working Out of Class Request – Ramiro Padilla, Gardener

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

10. Working Out of Class Request – Tim Quiroz, Cafeteria Worker II

Motion by: **Russell Barnard**
Seconded by: **Pam Brady**
Vote: **3 – 0**

11. Working Out of Class Request – Fortino Tirado, Gardener

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

12. Limited Term Appointment – James Larry Scott, Director of Facilities Management

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

B. Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events
2. Monthly Vacancy Report

Commissioner Carroll was concerned about the number of separations. She inquired about the status of Exit Interview document. Dr. Young will revise the Exit Interview form after a consultation with Dr. Matthews.

Commissioner Barnard provided observations about the Children Center Assistant and Instructional Assistant positions. He suggested implementing a simple document stating that the applicant recognizes that he/she applied for a 3.5 and less hour position. It may reduce the number of applicants who hope that the assignment hours will be increased before they are selected for the position. Mr. Walker, Deputy Superintendent, suggested obtaining legal opinion before implementation of this document.

Commissioner Brady stated that every school district in the state of California is facing the same challenge finding quality and stable candidates for part-time positions due to inadequate funding from the state government.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Brady provided CSEA: The Merit System for Classified School Employees publication and CSPA Conference Publication 313.

B. Future Items

1. Merit Rules Revisions
2. Exit Interview Summary
3. Hearing Procedures

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: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:22 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:14 p.m.

Personnel Commissioners took no action.

VII. Next Regular Personnel Commission Meeting:

Tuesday, September 11, 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: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 0**

TIME ADJOURNED: 7:15 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.