

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**September 11, 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.**

**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: **Celia Carroll**

Vote: **3 – 0**

**E. Motion to Approve Minutes: None**

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  
**Mr. Tim Walker, Deputy Superintendent, informed the Personnel Commission about the successful opening of the new school year 2007 - 2008 in the District. He expressed his appreciation for the effort of the District employees, certificated and classified alike, during this demanding time. Mr. Walker stated that enrollment is closely monitored as students are returning from the summer vacation.**

**Commissioner Carroll welcomed Dr. Michael Matthews, who 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. Professional Development Day For SMMUSD Employees – August 31, 2007**

**Dr. Young informed the Personnel Commission about this event. Employees were welcomed by the Superintendent and representatives of Board of Education, Personnel Commission, SEIU Local 99, and PTA. The meeting was held in Santa Monica High School. Dr. Young expressed his appreciation for such a well-organized event. Commissioner Carroll represented the Personnel Commission. She was impressed by the professional and confident attitude of the student speakers.**

**B. Merit Rules Revisions**

- **District-Wide Comments for Merit Rule Chapters:**
  - **Chapter III – *Classification of Employees and Positions***
  - **Chapter IV – *Application for Employment***
  - **Chapter V – *Recruitment and Examinations***
  - **Chapter VI – *Eligibility Lists***

**Dr. Young updated the Personnel Commission on the progress of revising these Merit Rules chapters. He also stated that the Merit Rules Advisory Committee would be restructured.**

**C. 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's response to complete the Position Information Questionnaire. The employees were given another opportunity to return the Position Information Questionnaire. During the last District office meeting, the Superintendent encouraged the staff to fill out this document. In joint cooperation with the District Administration, a final e-mail notice will be distributed to the District classified staff, and then the data will be submitted to Ewing Consulting Services. Another meeting of the Advisory Committee will take place at the end of August.**

**D. Personnel Commissioner Election**

- **Timeline of Activities**

**Dr. Young presented a timeline of the proposed process. The new Personnel Commissioner selection panel will be composed of delegates from the Board of Education, SEIU Local 99, the Personnel Commission, and the community represented by PTA. Commissioner Barnard volunteered to participate in the selection process. As a joint effort, Dr. Matthews, Assistant Superintendent of Human Resources, and Dr. Young will identify the selection committee based on all the involved parties' nominations, and they will also provide support for its members.**

**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

**Approve Classified Personnel – Merit Report - No. A. 10**

2. August 23, 2007

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

1. August 9, 2007

**Approve Classified Personnel – Non-Merit Report – No. A. 11**

2. August 23, 2007

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

<u>Classification</u>	<u># Eligibles</u>
• Assistant Superintendent, Business & Fiscal Services	2
• Cafeteria Worker I	27
• Campus Security Officer	9
• Children's Center Assistant	67
• Human Resources Technician	4
• Instructional Assistant-Bilingual (Spanish)	9
• Instructional Assistant-Classroom	79
• Instructional Assistant-Special Education	45

- Physical Activities Specialist 11
- Science Laboratory Technician 3

Motion by: **Russell Barnard**  
 Seconded by: **Celia Carroll**  
 Vote: **3 – 0**

**Commissioner Brady inquired about an increase in assignment for Instructional Assistant - Classroom. It appeared that there was no increase. She also inquired about the abolishment of a Carpenter position. It was the same position discussed at the August regular Personnel Commission meeting.**

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

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

1. Working Out of Class Request – Tomita Glover (Senior Office Specialist) - Extension

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

2. Working Out of Class Request – Elena Martin (Senior Office Specialist) - Extension

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

3. Working Out of Class Request – Sylvia Terry (Senior Office Specialist) - Extension

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

4. Working Out of Class Request – Chane Washington (Senior Office Specialist) - Extension

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

**Dr. Young presented data regarding the rate of new versus replacement vacancies. There were seventy-two percent (72%) of vacancies due to replacement.**

**Dr. Young also reported that eleven percent (11%) of the total number of District employees work in Malibu. Finally, he informed the Personnel Commission about the rate of work hours. There were twenty-four percent (24%) of all District employees working less than four (4) hours a day.**

**Commissioner Brady inquired about student enrollment in the current school year. Mr. Walker stated that there are about eleven thousand three hundred (11,300) students in the District.**

**Regarding Children Center Assistant and Children Center Assistant – Preschool positions, the Classified Personnel staff will engage in regular meetings with the Child Development Services department to discuss the validity of specific position control forms.**

**Ms. Keryl Cartee, Chief Steward, expressed concern regarding the one- to two-hour Instructional Assistant positions in Malibu, which are very challenging to fill.**

**Dr. Matthews assured Ms. Cartee he is aware of the challenge, however, these positions are student driven.**

**Ms. Cindy Johnston, Human Resources Technician, provided a detailed background for some of these positions. She suggested reporting the total number of filled vacancies per month. Ms. Johnston has filled sixty-eight (68) Instructional Assistant positions since July 14, 2007.**

**Dr. Matthews commended the Classified Personnel staff for the great number of candidates sent to the Human Resources department for processing.**

## **V. Personnel Commission Business:**

### **A. Personnel Commissioner Comments**

**Commissioner Carroll encouraged the Classified Personnel office to focus on the District theme of team building.**

### **B. Future Items**

1. Merit Rules Revisions
2. Preliminary Classification and Compensation Study Results
3. Annual Report

## **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: 5:55 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 6:16 p.m.**

**Personnel Commissioners took no action. Personnel Commissioners reviewed employee performance evaluation.**

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

Tuesday, October 9, 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: 6:17 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.