

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**  
District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**September 15, 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 5:04 p.m.**

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

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

**D. Motion to Approve Agenda:**

Motion by: **Celia Carroll**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**E. Motion to Approve Minutes: August 11, 2009**

Motion by: **Celia Carroll**  
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  
**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  
**SEIU Local 99 continues contract negotiations which includes discussion of the Ewing Classification & Compensation Study. SEIU continues to march in Sacramento in support of education funding and health care reform.**
2. Board of Education Report  
**Dr. Michael Matthews, Assistant Superintendent, Human Resources, notified the Personnel Commission about the District's student enrollment - it was increased to 11,576 students.**  
**Dr. Matthews informed the Personnel Commission about the unfortunate accident at Santa Monica High School where a football player sustained a serious injury in practice.**

**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. Approved Professional Experts Request (less than 90 working days per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**

- Mr. Stephen Dress, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Ms. Kelly Flickinger, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Ms. Liberty Grammer, Technical Specialist II from July 1 to August 28, 2009**
- Mr. Justin Hageman, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Ms. Margaret Lysy, Technical Specialist III from September, 2009 to June 25, 2010**
- Ms. Josephine Liu Moerschel, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Ms. Carolina Naziemiec, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Ms. Jennifer Roth, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Mr. Peter Senchuk, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Mr. Meghan Turner, Technical Specialist II from September 14, 2009 to June 30, 2010**
- Ms. Kelly Weaver, Technical Specialist II from September 14, 2009 to June 30, 2010**

- B. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**  
• **Mr. Michael Anderson, Custodian, in the position of the Plant Supervisor from July 1 to August 31, 2009**

**C. Personnel Commissioner Election**

- **News Release**
- **Application**
- **Timeline**

**Dr. Young informed the Personnel Commission on the process and the time line for selection of the new commissioner. Candidate applications must be submitted by October 16, 2009. The selection committee will be comprised of Commissioner Carroll, a Board member, PTA and SEIU representatives.**

**D. All Administrators Leadership Institute – August 25, 2009, Malibu West**

**Dr. Young reported about the Administrators’ retreat program. It was a well organized and well attended event. Superintendent Cuneo introduced his goals for the new school year.**

**E. Tour of Santa Monica Police Department by Detective L. Gladden and Investigator R. Talbott – September 3, 2009**

**Dr. Young and Ms. Lesley Fairweather, Human Resources Technician, visited the Santa Monica Police Department. Detective Gladden and Investigator Talbott provided insight into the department’s operations and practices. They shared their expertise regarding working with youth in Santa Monica. Detective Gladden and Investigator Talbott assist the Personnel Commission rating Campus Security Officer candidates during the qualification appraisal interviews.**

**F. Personnel Commission Procedures Manual Update**

- **Outline of Procedures**

**Dr. Young informed the Personnel Commission about the staff generating and revising a Procedure Manual to capture the department’s entire operation.**

**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. 25**

1. **August 19, 2009**

**Approve Classified Personnel – Merit Report - No. A. 15**

2. September 3, 2009

**B. Approve Classified Personnel – Non-Merit Report – No. A. 26**

1. August 19, 2009

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

2. September 3, 2009

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

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	23
Cafeteria Worker II	6
Campus Security Officer	18
Children Center Assistant	24
HVAC Mechanic	7
Instructional Assistant – Bilingual	17
Instructional Assistant – Classroom	75
Instructional Assistant – Physical Education	17
Office Specialist	80
Physical Activities Specialist	12
Skilled Maintenance Worker	3
Specialized Instructional Assistant	16
Swimming Instructor/Lifeguard	8
Technology Support Assistant	2

Motion by: **Celia Carroll**

Seconded by: **Shane McLoud**

Vote: **3 – 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 Wendy Castillo 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: **3 – 0**

b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Amanda Hall 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: **3 – 0**

c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire April Murray in the classification of Swimming Instructor - Lifeguard 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: **3 – 0**

d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Mary Cate Ong 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: **3 – 0**

e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Joyce Rosenbaum in the classification of Physical Therapist 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: **3 – 0**

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

1. Personnel Requisition Status Report

**There were eighteen (18) requisitions listed. Commissioner Brady expressed her appreciation for the Personnel Commission month-to-month vacancy comparison report.**

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

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	On Going	
Employees Selection Pool Interview Update	On going conversations with the Superintendent	
Advanced Step Placement Procedure		October 2009
Career Advancement Training		October 2009, February 2010, May 2010
Commissioner's Appointment Process	On Going	October 2009
Monthly Meeting with the Assistant Superintendent of Human Resources		September 2009
Vacancy Report		September 2009
Annual Report of Activities		October 2009
Exit Interview Data		September 2009

Evaluation of the Director of Classified Personnel		October 2009
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**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
  - Certification Summary List for Cafeteria Worker II
  - Performance Review of Director, Classified Personnel

Motion by: **Celia Carroll**  
 Seconded by: **Shane McLoud**  
 Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:30 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 7:05 p.m.**

**The Commission reported out of Closed Session at 7:05 p.m.**

**The Commission moved to accept the recommendation from the Classified Director regarding Cafeteria Worker II certified list for Edison Language Academy. VOTE: Celia moved 2 (favor) - 1**

**The Commission moved to request in writing from the Superintendent for the School Board to clarify in writing any change to the Bi-Lingual requirement for all classified positions at Edison Language Academy. VOTE: Celia moved 3 (favor)**

**VII. Special Personnel Commission Closed Session:**

Tuesday, October 8, 2009, at 5:30 pm - *District Office Board Conference 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, October 13, 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: **Pam Brady**  
Seconded by: **Celia Carroll**  
Vote: **2 – 0**

**TIME ADJOURNED: 6:35 p.m.**

Submitted by:

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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.