

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

MINUTES

REGULAR MEETING
October 17, 2006 @ 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 5:00 p.m.**
- B. Roll Call: Commissioners Carroll, Brady and Barnard were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**

Commissioner Carroll welcomed the new Superintendent, Mrs. Talarico. A reception in her honor preceded the agenda.

D. Motion to Approve Agenda:

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

Order of the agenda was modified. Agenda item number IV – Discussion/Action Item was moved subsequent to agenda number II - Report from the Director of Classified Personnel.

E. Motion to Approve Minutes: August 1, 2006

Motion by: **Russell Barnard**
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.

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
No Reports

2. Board of Education Report

Ms. Talarico reported that the new school year started smoothly as a result of hard preparation of the District's classified personnel, administrators and teachers.

Mr. Walker, Deputy Superintendent, concurred with Ms. Talarico that the opening of the new school year was successful, and the enrollment falls within the established norms.

The major certificated openings have been filled. Mr. Walker has taken over the responsibilities of Human Resources department working closely with Dr. Staine, Director of Human Resources, and also communicating with Dr. Young, Director of Classified Personnel.

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. Reappointment of Commissioner Celia Carroll

Commissioner Carroll has graciously volunteered to be reappointed for the next three years. The documentation was submitted to the Superintendent's office, Board of Education and SEIU.

B. Meeting with Mr. Braham, Assistant Superintendent, and Department Directors

Dr. Young informed the Commissioners about attending Mr. Braham's meeting. He presented a vacancy list to department directors and answered their questions about specific positions. Dr. Young welcomed their suggestions so that Classified Personnel can more effectively assist their departments in meeting staffing needs.

C. Superintendent's Retreat Update, August 15, 2006

Dr. Young informed the Personnel Commission about the Superintendent's retreat. He had an opportunity to meet certificated staff and attend a workshop on management strategies. Dr. Young addressed Ms. Talarico's presentation on her philosophy, goals and expectations for the District.

D. NEOGOV Implementation Update

Dr. Young reported on the progress of implementing the fully automated system for recruitment, examination and analysis of related data. The initial administrator's training was completed and Classified Personnel staff will attend in-depth training in El Segundo.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Human Resources/Classified Personnel Departments Reorganization

Commissioner Carroll summarized the history of HR/CP reorganization and recommended to withdraw from the MOU at this point as Classified Personnel was negatively affected by the reorganization. The department requires two full-time human resources technicians in order to manage recruitments effectively. The current arrangement does not enable Classified Personnel to fulfill its obligations.

Mrs. Talarico reviewed the HR/CP Reorganization study and recommendations. She requested extension of the MOU in order to assess the matter by discussing it with Dr. Staine and Dr. Young.

Mr. Walker supported Mrs. Talarico's request to further evaluate the reorganization. He also stated that the Board of Education participated in a discussion based on Dr. Matthews' report on HR/CP reorganization.

Ms. Cartee, Chief Steward of SEIU, expressed her concern about personnel working out of class for extended periods, which is not in compliance with the Merit Rules and SEIU contract. She did not support the extension of the pilot program. Ms. Cartee requested resolution for the outstanding grievances immediately.

Commissioner Brady suggested engaging in a debate with staff to learn more about the issues and barriers in order to come up with a plan in October that can address the MOU process. The plan should bring solutions for the working-out-of-class situation and also try to accommodate the needs of the District. The work organization has to be analyzed.

Commissioner Barnard suggested continuing with the agreed-upon action to extend the pilot program. The Benefits Technician position should be examined for further assessment if the District and Personnel Commission find it appropriate. The five elements should be further assessed resulting either in an amendment of the MOU or signing a new MOU.

Dr. Young informed the Commission about his discussions with Dr. Staine to revise the MOU or to think of other options within the MOU. The reassignment of 50% of personnel to the Classified Personnel as well as the reassignment of clerical and substitute appointments were the most debated issues. With the reassignment of an FTE, another issue concerning benefits position arises. Dr. Young reviewed two specific working-out-of-class cases within Human Resources department. He expressed his concerns regarding the conclusions of Dr. Gomez's study since two-thirds of the sample used were not merit districts. Dr. Young stated that he takes input from Classified Personnel and Human Resources department staff seriously. He expressed hope that the quality of both departments will improve by examining and revising current processes as well as conducting desk audits.

Mrs. Talarico stated that she or Mr. Walker would facilitate the conversations addressing the five elements of the MOU to resolve the pilot program.

Dr. Staine informed the Commission about his conversations with Dr. Young regarding the specific FTEs. He suggested defining benchmarks for each item in terms of progress tracking within the six-month period.

Ms. Beth Papp, Human Resources Technician, expressed her concerns with having less staff and additional duties in the Human Resources department. She also shared her apprehension with continuing the pilot program, hence continuing with the working-out-of-class status for the Health Insurance Technician position.

She also expressed her anxiety regarding the uncertainty of assigned duties as a result of the extension of the pilot program.

Commissioner Carroll stated that the motion agreed upon on August 15, 2006 stands. The six-month period began as of August 1, 2006. No motion was taken at the present time.

For next agenda, Commissioner Brady requested an update on the progress and clarification on Health Insurance Technician position regarding working-out-of-class.

6. Advanced Step Placement for new hire Sarah Wahrenbrock in the classification of Assistant to Superintendent pursuant to Personnel Commission Rule 12.2.4 (B) – tabled until October 17, 2006.

Motion by: _____

Seconded by: _____

Vote: _____

2. Advanced Step Placement for new hire Naomi Curland in the classification of Instructional Assistant, Intensive Behavioral Intervention pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

3. Advanced Step Placement for new hire Mark DiProperis Sr. in the classification of Assistant Director of Facilities Management pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

4. Advanced Step Placement for new hire Elena Perez in the classification of Accountant pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

5. Advanced Step Placement for new hire Jill Riedmiller in the classification of Occupational Therapist pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

B. Merit Rules Revisions:

1. Second Reading of Changes to *Chapter II: Personnel Commission*
2. First Reading of Changes to *Chapter III: Classification of Employees and Positions*
Commissioners provided staff with specific suggestions for revision. These suggestions will be implemented and submitted to the Advisory Rules Committee for discussion.
3. First Reading of Changes to *Chapter IV: Application for Employment* – tabled.

C. Classification Specification Revisions:**1. Bus Driver**

Commissioner Brady added a section dealing with disciplinary issues on a bus.

2. Cafeteria Worker II**3. Instructional Assistant – Health Care****4. Instructional Assistant – Special Education****5. Stock and Delivery Clerk**

Commissioner Barnard recommended specific revisions that were approved.

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

D. Classification Study: Translator

No action was required.

E. Monthly Vacancy Report

Dr. Young informed the Commissioners about the number of vacancies. He focused on the number of vacancies that were certified. Mr. Walker expressed his concern with Instructional Assistant – Special Education position on behalf of principals.

Dr. Young suggested providing in-house training to explain the recruitment, examination and selection processes. Mr. Walker welcomed this suggestion and offered to implement it at one of the principals' meetings.

Commissioner Brady inquired about school sites not hiring when the certification list is provided to them and the length of time to keep a position open when the school sites choose not to fill the position. Mr. Walker assured the Personnel Commission he would give feedback to Dr. Young from his communication with the school sites.

Ms. Cindy Johnston, Human Resources Technician, explained some of the challenges and reasons for hard-to-fill positions. Specific additional comments will be inserted into the vacancy report for clarification.

Dr. Young stated that Classified Personnel is in the process of developing a recruitment committee with the assistance of the PTA, District employees, SEIU and the Personnel Commission.

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 – tabled until October 19, 2006

A. Approve Classified Personnel – Merit Report - No. A. 21

1. July 27, 2006;

Approve Classified Personnel – Merit Report - No. A. 9

2. August 17, 2006

Approve Classified Personnel – Merit Report - No. A. 8

3. August 31, 2006

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

4. September 14, 2006

B. Approve Classified Personnel – Non-Merit Report – 22

1. July 27, 2006

Approve Classified Personnel – Non-Merit Report – 10

2. August 17, 2006

Approve Classified Personnel – Non-Merit Report – 9

3. August 31, 2006

Approve Classified Personnel – Non-Merit Report – 12

September 14, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	4
Accounting Technician	2
Assistant Director of Facilities Management	5
Bus Driver	3
Cafeteria Worker I	6
Campus Security Officer	3
Children Center Assistant	3
Custodian	18
Instructional Assistant – Bilingual	2
Instructional Assistant – Classroom	10
Instructional Assistant – Physical Education	2
Instructional Assistant – Special Education	5
Job Development/Placement Specialist	3
Senior Administrative Assistant	4
Senior Office Specialist	3
Utility Worker	3

V. Personnel Commission Business:

A. Personnel Commissioner Comments

none

B. Future Items

1. Human Resources/Classified Personnel Departments Reorganization
2. Closed Session
3. Hearing Officer Selection/ Procedures
4. Merit Rules Revisions
5. Classified Employees Award Committee
6. New Classification: Theater Operations Manager

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
- Pursuant to Government Code § 54957.5 (e), Performance Review of Director, Classified Personnel

Motion by:
 Seconded by:
 Vote:

TIME ADJOURNED TO CLOSED SESSION: 7:51

TIME RETURNED TO OPEN SESSION AT: 8:15

Commissioner Carroll stated that no action was taken in the closed session.

VII. Next Regular Personnel Commission Meeting:

Tuesday, October 17, 2006, 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: **Celia Carroll**
 Seconded by: **Russell Barnard**
 Vote: **3 – 0**

TIME ADJOURNED: 8:16 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.