

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
October 9, 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 5:04 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:**

The agenda was amended. Agenda items number IV.B.2. – Discussion Item: Monthly Vacancy Report and IV.A.2. – Action Item: Advanced Step Placement were moved subsequent to agenda item I.F – Public Comments.

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

- E. Motion to Approve Minutes: August 14, 2007; September 11, 2007**

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

IV. Discussion/Action Items/or Other Information:

B. Discussion Item(s):

2. Monthly Vacancy Report

Ms. Judy Abdo, Director of Child Development Services, shared her concern regarding filling thirteen (13) Children Center Assistant vacancies using the current Eligibility List with eighty-nine (89) candidates. She stated that scheduling interviews is time consuming

form that they understand the job conditions.

Commissioner Barnard inquired if the Children Development Services would welcome help from Classified Personnel staff scheduling the interviews.

Ms. Cindy Johnston, Human Resources Technician, provided detailed information on the latest recruitment for Children Center Assistant.

Dr. Young informed the Personnel Commission about regularly scheduled meetings with Children Development Services staff to discuss the validity of position control forms, and to identify the needs of the department.

Ms. Cartee, Chief Steward of SEIU, inquired about candidates' interest in substitute positions. Ms. Johnston explained that the candidates interested in permanent employment have priority in being processed.

Ms. Stephanie Perry, Personnel Analyst, stated there are currently seven (7) vacancies after clarifying the position control status at the last meeting with Children Development Center staff.

Based on Human Resources department processing data, there were twenty (20) Children Center Assistant positions filled.

Ms. Judy Abdo read a letter on behalf of Ms. Ruth Valadez, Director of Special Education, concerning Instructional Assistant – Special Education vacancies. Dr. Young stated that there have been twenty-three (23) hires in Instructional Assistant – Special Education classification and four (4) hires for Instruction Assistant – Intensive Behavioral Intervention since the beginning of a new fiscal year. On-going conversations are taking place with the Special Education staff to identify the department's needs and clarify the validity of position control forms.

Commissioner Brady expressed appreciation of all the filled vacancies. Detailed data will be presented in the annual report.

A. Action Item(s):

1. Advanced Step Placement for new hire Alicia Alvarez in the classification of Administrative Assistant – Bilingual 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 Stephany James 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**

4. Advanced Step Placement for new hire Michelle Kim in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4. (B).

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

5. Working Out of Class Request – Maria de Los Angeles Ruiz (Cafeteria Worker I)

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

6. Proposed New Classification – Director of Theater Operations

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

2. Advanced Step Placement for new hire Vida Kamkar in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.

Motion by: **Celia Carroll**
Seconded by: **Pam Brady**
Vote: **3 – 0**

This agenda item was tabled until November 13, 2007.

I. General Functions:

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
SEIU Local 99 is in full negotiations with SMMUSD since September 25, 2007.

2. Board of Education Report

Mr. Tim Walker, Deputy Superintendent, stated that the District is in full negotiations with SEIU Local 99 since September 25, 2007.

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. The Appointment of the Assistant Superintendent of Business and Fiscal Services

- **Ms. Janece L. Maez**

Dr. Young informed the Personnel Commission about the appointment of Ms. Jance L. Maez, the new Assistant Superintendent of Business and Fiscal Services. Ms. Maez started in her role on October 8, 2007.

B. Santa Monica–Malibu Unified School District’s Classification and Compensation Study Update

- **Position Information Questionnaire Response Rate**
- **Next Steps**

Dr. Young updated the Personnel Commission on the progress of the classification study. The response rate was about thirty-three percent (33%). Interviews with individual employees or group sessions are being scheduled starting on October 17, 2007. Dr. Young met with the Advisory Committee that consented to continue with the study as planned.

C. Appointment of New Personnel Commissioner

- **Pre-Screening Panel Representatives Update**
- **Pre-Screening Panel Proposed Meeting**

Dr. Young reported to the Personnel Commission that the Pre-Screening Panel would include Ms. Kathy Wisnicki, Board of Education president, Cheryl Byrne, PTA vice-president, Rebell Harrison, SEIU representative, and Commissioner Barnard representing the Personnel Commission. Dr. Matthews and Dr. Young will serve as resource for the Panel members.

D. Human Resources Technician

- **Recruitment Update**

Dr. Young informed the Personnel Commission that the interview process is taking place. The position will be offered next week.

E. Classified Personnel Staff Professional Development

- **CSPCA Merit Academy (Lesley Fairweather, Human Resources Technician, Stephanie Perry, Personnel Analyst)**

Ms. Perry shared her experience and the benefits off attending the CSPCA Merit Academy together with her colleague Ms. Lesley Fairweather, Human Resources Technician.

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. 11

1. September 6, 2007

Approve Classified Personnel – Merit Report - No. A. 17

2. September 27, 2007

Approve Classified Personnel – Merit Report - No. A. 12

3. October 4, 2007

B. Approve Classified Personnel – Non-Merit Report – No. A. 12

1. September 6, 2007

Approve Classified Personnel – Non-Merit Report – No. A. 18

2. September 27, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	7
Cafeteria Worker I	6
Campus Security Officer	9
Children’s Center Assistant	89
Human Resources Technician	8
Instructional Assistant-Health Care	2
Instructional Assistant-Intensive Behavioral Intervention	14
Reprographics Operator	1

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

List Extension

Assistant Director, Facilities Management 5

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

B Discussion Item(s):

1. Personnel Commission’s Twelve-Month Calendar of Events

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

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

VI. Closed Session: tabled

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

Motion by:
Seconded by:
Vote:

TIME ADJOURNED TO CLOSED SESSION:

TIME RETURNED TO OPEN SESSION AT:

VII. Next Regular Personnel Commission Meeting:

Tuesday, November 13, 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: 6:35 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.