

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

MINUTES

**REGULAR MEETING
October 13, 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 5:02 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: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

E. Motion to Approve Minutes: September 15, 2009 – to be provided on November 10, 2009, October 8, 2009

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
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
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 is participating in the AIDS Project LA (ALPA) Walk on October 18, 2009. Any member can sign up through the SEIU web site.
Free training for members is being offered in the following areas: First Aid and CPR as well as Family Medical Leave Act. Other training courses will be added in the future.
A General Membership for all SEIU members will be held on October 24, 2009 at Hoover Elementary School. Members can access the location through the SEIU web site.
SEIU Local 99 continues contract negotiations with the District. It 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
None

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. Mark Harris, Technical Specialist II from September 14, 2009 to June 30, 2010**
 - **Mr. William J. Plenk, Technical Specialist II from September 14, 2009 to June 30, 2010**
 - **Mr. Teag Reaves, Technical Specialist II from September 14, 2009 to June 30, 2010**
 - **Ms. Lydia Tseng, 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**
 - **Ms. Sandra Moore, Cafeteria Worker I, in the position of the Cafeteria Worker II from September 8 to October 16, 2009**

- **Mr. Stanley Perchlak, Skilled Maintenance Worker, in the position of Painter from October 1, 2009 to February 16, 2010**
- **Mr. Fortino Tirado, Equipment Operator-Tree Trimmer, in the position of Sprinkler Repair Technician from September 24 to February 5, 2010**

Chief Steward Keryl Cartee-McNeely expressed concerns regarding the working out of class for Ms. Moore and its duration. She reviewed e-mail correspondence between herself and the Personnel Commissioners on this topic.

SEIU Steward Cindy Johnston shared her experience with contacting Cafeteria Worker I employees at a school site and their interest in working out of class. It appears that employees are not well informed about their opportunities to work in higher level positions. She inquired about a way of ensuring that working out of class opportunities are fairly offered as stated in the SEIU Contract.

Dr. Young addressed the working out of class situation for Ms. Moore. Within the Educational Code and Merit Rules, an employee may start working out of class on July 1 of each fiscal year for up to one hundred and eighty working days. For this current fiscal year, Ms. Moore has not approached this limit yet. The Personnel Commission does not investigate if employees were contacted for working in a higher position based on seniority. Dr. Young assumes it was already done when he reviews the request. He recommended that the District establishes a procedure where the fair selection of employees for working out of class is guaranteed. He also suggested that the personnel requisition form could be revised to capture the fair selection.

C. Personnel Commissioner Election Update – Current Deadline: October 16, 2009

Dr. Young provided an update on the status of applications received. He received information from a reputable source that there are potential candidates from the Santa Monica community. The deadline for submitting applications is October 16, 2009. Dr. Young sent letters to all District retirees who live in Santa Monica and Malibu.

D. Update on Monthly Meeting with Dr. Michael Matthews, the Assistant Superintendent of Human Resources

Dr. Young informed the Personnel Commission about his first monthly meeting with Dr. Matthews that took place in late September. They established the ground rules for future meetings. Dr. Young would like to review various processes between the Human Resources department and the Personnel Commission and how these processes are perceived by the District. The Personnel Commission staff submits suggestions that will be addressed during the monthly meetings.

F. School Sites Visit

Dr. Young notified the Personnel Commission that he will conduct his annual visits to all District school sites to discuss their specific classified needs and staffing concerns with the

principals. First round would begin the next week in Malibu. The District Office will be also included in these meetings.

G. Merit Rules Advisory Committee (A.R.C.) Update

Dr. Young informed the Personnel Commission that the committee will meet regularly twice a month on second and fourth Thursday. Commissioner Brady requested the agenda outline of these meetings.

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. 23

1. September 17, 2009

Approve Classified Personnel – Merit Report - No. A. 20

2. October 1, 2009

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

3. October 15, 2009

B. Approve Classified Personnel – Non-Merit Report - No. A. 24

1. September 17, 2009

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

2. October 1, 2009

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

3. October 15, 2009

Commissioner Brady requested that Dr. Young has a discussion with particular departments regarding the delay in ratification of positions.

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	4
Children Center Assistant	24
Developmental/Health Instructional Assistant	2
Director of Maintenance and Operations	3
Instructional Assistant – Physical Education	22
Job Development and Placement Specialist	23
Maintenance Supervisor	2
Occupational Therapist	1
Physical Activities Specialist	12
Swimming Instructor/Lifeguard	8

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

Commissioner McLoud inquired about the criteria for deciding if a particular test be written, oral, performance, or a combination of. Ms. Stephanie Perry, the Personnel Analyst, explained the examination process and the role hiring managers and/or subject matter experts play in developing the appropriate examination for specific classifications. She emphasized the fact that for certain positions specific certification is part of the minimum qualification; hence, there is no need to retest these skills. For Maintenance Supervisor, Director of Maintenance and Operations, and Bus Driver positions, Ms. Perry also provided rationale for the ratio of candidates who applied and who successfully completed the examination process. Commissioners Brady and McLoud inquired about the low numbers of eligible candidates on particular eligibility lists. Ms. Perry assured her that the low numbers are not necessary indicators of the eligibility list quality. Additionally, such recruitments are being extended until a larger eligibility list is generated. Unfortunately, the salaries below the current market remain a challenge in recruiting since the Classification and Compensation Study has not been implemented yet. The Personnel Commission staff is taking a pro active stand in recruitments communicating with the hiring authorities to assure that the District staffing needs are met.

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 Christy Liao in the classification of Instructional Assistant - Classroom 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 Jessica Swift in the classification of Instructional Assistant -
Music 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 Robert White in the classification of Instructional Assistant –
Physical Education 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 Ian Wuh in the classification of
Accounting Technician 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**

2. Reclassification Study – Instruction Assistant - Music
Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the
Reclassification Study from Instructional Assistant - Classroom to Instruction Assistant –
Music for Ms. Heather Klenk, Ms. Sarah Reichenthal, Ms. Naomi Sato, and Ms. Maia Zander

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

3. Classification Revisions:

Director's Recommendation: *Approve*

a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Bus Driver classification specification within the Transportation department.

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

b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Campus Security Officer classification specification.

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

Ms. Stephanie Perry provided background and rationale for the revisions of the classifications regarding licensing, experience, and education.

4. Appeal to the Personnel Commission Regarding Acceptance of Classified Employment Application for HVAC Mechanic Position

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

In the absence of the applicant, the appeal process has been closed to him, and the Personnel Commission sustained the Director's denial of the applicant's employment application in the position of HVAC Mechanic as presented.

B. Discussion Item(s):

1. Personnel Commission Annual Report: 2008 – 2009

Personnel Commission expressed their appreciation for the data presented in the Personnel Commission Annual Report for 2008 – 2009. Commissioner Brady inquired about the number of Career Advancement Training sessions. Ms. Perry clarified that there was one session conducted in June 2009. Commissioner Brady will distribute the report to the Board of Education members.

2. Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process

Dr. Young informed the Personnel Commission about this document. It was designed in order to bring structure and uniformity into a hearing procedure. It will also give employees an opportunity to file a complaint. Commissioners Brady and Carroll revised a portion of the document. Commissioner Brady suggested the document be placed on the Personnel Commission web site for employees to be aware of the steps in a hearing, so that they can expect fair treatment. Dr. Young will continue in discussions with Dr. Matthews regarding the document's final version.

3. Personnel Requisition Status Report

There were seventeen (17) open requisitions and four (4) certified. Commissioner Brady expressed her appreciation for the Personnel Commission month-to-month vacancy comparison report.

Commissioner Brady and Dr. Young commended the Personnel Commission staff for their hard work and dedication to fill the vacancies.

4. Personnel Commission's Twelve-Month Calendar of Events

- Twelve-Month Calendar 2009 – 2010

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Brady stated that the Personnel Commission has not received a reply to her September 15, 2009 letter to the Superintendent in regards to Board policy addressing bilingual status for classified employees in Edison Language Academy. Until further notice, the Personnel Commission will act upon the past practice in this matter.

B. Future Items

Subject	Action Steps	Tentative Date
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	On Going	
Career Advancement Training		October 2009
Commissioner's Appointment Process	On Going	
Quarterly Meeting with the Superintendent		TBD
Evaluation of Director of Classified Personnel		December 2009

VI. Closed Session:

- Closed session with legal counsel anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (2 cases)
- 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

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

TIME ADJOURNED TO CLOSED SESSION: 6:50 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:52 p.m.

The Commission reported out of Closed Session at 7:52 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, November 10, 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: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 7:53 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.