

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

District Board Room  
1651 Sixteenth Street, Santa Monica CA 90404

**MINUTES**

**REGULAR MEETING**  
**October 14, 2008 @ 5:00 p.m.**  
**District Office Testing 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 5:10 p.m.**
- B. Roll Call: Commissioners Brady, Carroll, and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**
- Motion by: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**
- E. Motion to Approve Minutes: September 9, 2008**
- Motion by: **Pam Brady**  
Seconded by: **Shane McLoud**  
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
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  
**The Assistant Superintendent of Human Resources, Dr. Michael Matthews, informed the Commission about the schools operating smoothly. He shared concerns regarding to using certificated substitutes for Instructional Assistant positions.**

**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. Status of Commissioner Brady's Reappointment**

**Dr. Young updated Personnel Commission on Commissioner Brady's reappointment. A request to support the reappointment was sent to the State Superintendent's office on September 19, 2008; therefore, their reply should arrive soon.**

**B. Reception for Interim Superintendent Tim Cuneo, October 13, 2008**

**Dr. Young informed the Personnel Commission about attending the reception that took place on October 13, 2008, at the National Academy of Recording Arts and Sciences in Santa Monica. It was a great opportunity for the City Council members, community representatives, and District staff to gather together and welcome Interim Superintendent, Mr. Tim Cuneo.**

**C. Special Education Working Committee**

**Dr. Young informed the Personnel Commission about his intent to apply for Special Education Working Committee membership in order to assist the District with some of the concerns raised last year. At the present time, the District is in a process of defining the Committee structure.**

**Commissioner Brady inquired about differences between the current District Advisory Committee for Special Education and this newly developed one. Dr. Matthews provided the explanation of the different functions.**

**D. Regular Meetings with SEIU Local 99**

**Dr. Young reported to the Personnel Commission that he has established regular meetings with Union representatives, the Chief Steward, Mrs. Cartee-McNeely, and Project Director, Mr. Michael Haberberger, to discuss issues regarding classified personnel, Merit Rules, the SEIU Contract, etc. Commissioner Brady suggested keeping written resumes of the discussions.**

### E. Principal Meetings Concerning Classified Staffing

Dr. Young reported to the Commissioners that he has been in a process of scheduling meetings with individual principals at the school sites to talk about their specific staffing needs in classified service. Dr. Young has also been volunteering for noon duties enjoying the experience working with the District students.

In addition to these meetings, on-site testing has been implemented on a few occasions. The principals welcome such opportunities, and they promise to provide necessary facilities for the testing.

Commissioner Brady commended Dr. Young for providing support to the site Administrators.

### F. Merit Rules Revisions

- Chapter III: Classification of Employees and Positions
- Chapter IV: Application for Employment

Dr. Young communicated his intentions to distribute these chapters publicly for feedback. Due to certain personnel changes, composition of the Advisory Committee will be revised.

**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. 15

1. September 18, 2008

#### Approve Classified Personnel – Merit Report - No. A. 14

2. October 2, 2008

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

1. September 18, 2008

#### Approve Classified Personnel – Non-Merit Report - No. A. 15

2. October 2, 2008

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

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant-Classroom	141
Instructional Assistant-Special Education	71

Motion by: **Pam Brady**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

**Dr. Matthews expressed appreciation on principals' behalf of Personnel Commission staff setting interviews for the school sites. Dr. Matthews communicated to the Administrators that they are required to make a selection when three (3) ranks are included on the Eligibility List**

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

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

1. Classification Specification Revisions  
Director's Recommendation: *Approve*

a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Director of Facilities Improvement and Projects.

Motion by: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**Dr. Young provided a brief history of this classification. Dr. Matthews, Ms. Jan Maez, Chief Financial Officer, and also other Districts with comparable classifications were consulted in the revision process.**

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

1. Personnel Commission Annual Report: 2007 - 2008

**Dr. Young provided the Personnel Commission with a detailed report of Personnel Commission department activities. This report will also be developed in a PowerPoint format including additional information about Merit System principles, major functions and goals of the Personnel Commission. It will be presented to the Board of Education, the public, and also to other Districts.**

**Commissioner Brady is looking forward to the data comparison next year since the baseline information has been established in the current annual report. She also suggested defining Classification & Compensation Study as Comprehensive Classification Study to capture the complexity of the study.**

2. Personnel Requisition Status Report

**Commissioner Carroll inquired about Instructional Assistant – Special Education positions and their compensation. Dr. Young replied that the challenge of filing these positions consists of a few factors including candidates' personal circumstances, school preferences, location, work hours, and also compensation.**

**Commissioner Brady inquired about the status for Campus Security Officer position in Malibu High School. Dr. Young provided an update for this specific vacancy. Additional candidates were recently provided for consideration.**

**Dr. Matthews requested clarification regarding the Certification List with less than three (3) ranks. Dr. Young explained the rationale for the list's validity; however, the hiring authority has the right to return it to the Personnel Commission office**

providing the reasons for not selecting the candidates. Personnel Commission staff will set all interviews for all school sites and departments to maintain efficiency.

Commissioner Carroll inquired about the recruitment for Director of Information Services. Dr. Young provided the recruitment background. The initial Eligibility List was revised and extended in July 2008. In addition, a new recruitment has been opened. Dr. Matthews shared his perspective related to both recruitments for this position.

Commissioners requested clarification of the next steps in the new recruitment. Qualification Appraisal Interviews are scheduled for October 28 due to difficulties with securing qualified raters for the interview panel.

Commissioner Brady stated that the Personnel Requisition Status Report would serve as a good platform for further communication between the District and Personnel Commission.

Dr. Young suggested again the implementation of pool interviews so that the school sites would work collaboratively in candidates' selection instead of competing for candidates. It would decrease the time when the staff is filling particular vacancies. Dr. Young has discussed this proposal with Interim Superintendent Cuneo who agreed to consider the implementation. Dr. Matthews will explore this option in discussions with principals and the Personnel Commission staff.

Mrs. Cartee-McNeely recalled conducting pool interviews in the past with positive results.

Commissioner Carroll inquired about the Occupational Therapist vacancy. Dr. Young and Dr. Matthews agreed that it is a monetary issue. Occupational Therapists presented their situation before the Board of Education in spring of 2008. There are several classified positions with salaries below the market.

Dr. Young suggested revising structure for certain positions.

Commissioner Carroll suggested revisiting Exit Interview procedures.

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

December 9, 2008 regular meeting was rescheduled to December 2, 2008.

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

1. Geographical and Weekend Testing
2. Classification Abolishments
3. On-Line Application Process Status Report

Commissioner Carroll requested placing Exit Interview and Pooling Interview as future items.

**VI. Closed Session:**

- Director of Classified Personnel's performance evaluation and 2008-09 Performance Targets pursuant to Government Code § 54954.5 as cited in the Brown Act.

Motion by: **Pam Brady**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 6:42 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 8:55 p.m.**

**The Commission reported out of Closed Session at 8:55 p.m. The Personnel Commissioners conducted performance review of the Director of Classified Personnel. No action was taken. Formulation of Strategic Goals for the Office of Personnel Commission was undertaken.**

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

Tuesday, November 2, 2008, 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: **Shane McLoud**  
Vote: **3 – 0**

**TIME ADJOURNED: 9:05 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.