

**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 5:11 p.m.**
- B. Roll Call: Commissioners Carroll and Brady 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: **Celia Carroll**
Vote: **2 – 0**

Order of the agenda was modified. Agenda item number IV.A.3 – Discussion/Action Item was moved subsequent to agenda number I.F – General Functions: Public Comments.

- E. Motion to Approve Minutes: September 19, 2006**

Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
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
- 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

Chief Steward Cartee informed the Commission about the Union's campaigning for Mr. Phil Angelides for Governor.

All SEIU Local 660 members in SMMUSD will be transitioned to SEIU Local 99 in Los Angeles. SEIU Local 99 has exclusive representation of school employees.

SEIU Local 660 has reinstated its annual Membership picnic. The event will take place on Saturday, October 21, 2006. Flyers were distributed to all sites. The guest of honor will be Mr. Phil Angelides.

SEIU Local 660 concluded its Contract Negotiations with Los Angeles County, winning a contract beneficial to the county employees.

2. Board of Education Report

Mr. Tim Walker, Deputy Superintendent, informed the Commission about his meetings with Dr. Staine, Director of Human Resources, and Dr. Young, Director of Classified Personnel, relative to the reorganization and work of both departments in general. He also notified the Commissioners about his meeting with Ms. Cartee, Chief Steward of SEIU, to address the Union's concerns and to establish protocols.

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

Reappointment of Commissioner Carroll will be presented to the Board of Education on November 2, 2006.

B. Recruitment, Examination and Job Offer – presentation to Principals

Dr. Young informed the Commissioners about attending the principals' meeting on October 9, 2006. He had the opportunity to review the processes for recruitment, examination and job offer with the participants. Dr. Young welcomed principals' questions to clarify several issues regarding vacant positions. He appreciated their recommendations in terms of improving the quality of service to individual school sites. Dr. Young will continue attending principals' meetings.

C. Meeting with Principals

Dr. Young informed the Personnel Commission about his annual meetings with principals at their school sites. He had an opportunity to meet all the principals in Malibu to address their specific needs and expectations in filling classified vacancies during this school year. Dr. Young enjoyed visiting each site and meeting the staff as well as the students. Dr. Young will act upon Ms. Talarico's suggestion to "shadow" a principal for a day to get familiar with their job. He will visit Grant Elementary School on October 24, 2006.

D. Classification Study: Elementary Library Coordinator

Ms. Perry explained the specific processes within the classification study. The job classification questionnaires were completed and reviewed. Next week Ms. Perry will visit specific school sites auditing Elementary Library Coordinators' job there. Subsequent to the audit, the preliminary report of the findings will be presented to the Commission no later than December. Commissioner Brady inquired about who provides supervision for Elementary Library Coordinators. They are supervised by school administrators. The Head Librarian will be contacted for her expertise and confirmation of data.

E. SMMUSD Webpage Update

Dr. Young informed the Commission about the new interface. Under Human Resources department there is a Personnel Commission section with new information and various links. The Webpage will be activated for the public at the end of October.

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. 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

Approve Classified Personnel – Merit Report - No. A. 13

5. September 28, 2006

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

6. October 5, 2006

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

1. July 27, 2006

Approve Classified Personnel – Non-Merit Report – A. 10

2. August 17, 2006

Approve Classified Personnel – Non-Merit Report – A. 9

3. August 31, 2006

Approve Classified Personnel – Non-Merit Report – A. 12

4. September 14, 2006

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

5. September 28, 2006

Approve Classified Personnel – Non-Merit Report – No. A. 10

6. October 5, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	5
Accounting Technician	3
Assistant Director of Facilities Management	5
Bus Driver	3
Cafeteria Worker I	8
Campus Security Officer	3
Children Center Assistant	3
Custodian	34
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

Motion by: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Human Resources/Classified Personnel Departments Reorganization

Dr. Young updated the Commission with the first interim progress report he has developed with Dr. Staine. They have identified four areas to focus on over the course of the next four months. The results of these activities will be presented to the Personnel Commission and also the Board of Education.

Mr. Walker, Deputy Superintendent, stated that Dr. Young’s request for a joint meeting of the Board of Education and the Personnel Commission will be presented as an Information Item to the Board for their consideration. The Board of Education will be appraised with at least one update, which will be inclusive of recommendations at that time.

Mr. Walker requested that the Personnel Commission review and take action on a newly proposed classification description of the Human Resources/Benefits Technician after it is approved by the Board of Education on October 19, 2006. Dr. Young agreed that it is a crucial position for the District, hence, Classified Personnel will expedite development of this classification.

Commissioner Brady inquired about the extent the Gomez 2004 Report will be utilized in the Organizational Mapping of Classified Personnel and the Human Resources departments. The Commissioners took a strong exception to several parts of the report when it was first presented to them. Dr. Young clarified that the Gomez 2004 Report will be only reviewed, not incorporated into the new document. Dr. Staine added that the purpose of reviewing the Gomez 2004 Report is to provide the same information for

all parties and to refresh everyone's memory. There is no intention of adopting the findings.

Commissioner Brady inquired about the Human Resources Reorganization Staff Opinion Survey in terms of the timeframe and collecting the data. Dr. Staine and Dr. Young have been in the process of developing the document. The initial document that was submitted in March will serve as a framework. They will update the Commission with the progress of the Survey development.

1. Advanced Step Placement for new hire Lydia Lowe in the classification of Instructional Assistant pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

2. Advanced Step Placement for new hire Sarah Wahrenbrock in the classification of Assistant to Superintendent pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Pam Brady**
 Seconded by: **Celia Carroll**
 Vote: **2 – 0**

B. Monthly Vacancy Report

Mrs. Abdo, Director of Child Development Services, expressed her concern regarding Children's Center Assistant vacancies. Child Development Services and Classified Personnel staff met to reconcile the actual number of vacancies using personnel control reports. Mrs. Abdo wanted to clarify the fact that all the current Children's Center Assistants - Preschool will have to take a test to satisfy requirements for the new classification. Ms. Perry, Personnel Analyst, assured Mrs. Abdo that these were preliminary discussions about the examination process with no formal conclusions. Classified Personnel will not delay or create barriers in the staffing of Child Development Services.

Mrs. Abdo stated that creation of this new classification prevents her department from moving staff around as needed. Ms. Perry provided history of development of the Children's Center Assistant – Preschool position. She suggested a reclassification of this position so that the employees can flow freely within the department. Mrs. Johnston, Human Resources Technician, provided suggestions in regards to staffing for winter and spring breaks and summer vacation.

Commissioner Carroll recommended submitting this item back to the Classified Personnel department for further evaluation. The Commission will receive an update at the following Personnel Commission meeting.

Dr. Young concluded with the Monthly Vacancy Report stating that there is urgency on the part of the District Administration and Personnel Commission alike to examine the composition of specific positions. He intends to inform Mrs. Talarico, Superintendent and Mr. Walker about meeting with a PTA representative to discuss vacancy issues.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

none

B. Future Items

1. Closed Session
2. Hearing Officer Selection/ Procedures
3. Merit Rules Revisions
4. Classified Employees Award Committee

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 – tabled to November 14, 2006.

Motion by:

Seconded by:

Vote:

TIME ADJOURNED TO CLOSED SESSION:

TIME RETURNED TO OPEN SESSION AT:

VII. Next Regular Personnel Commission Meeting:

Tuesday, November 14, 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: **Pam Brady**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

TIME ADJOURNED: 6:10 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.