

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

MINUTES

REGULAR MEETING
October 18, 2005 @ 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 Carrol, Brady and Barnard 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: **3 - 0**
- E. Motion to Approve Minutes: September 20, 2005**
- Motion by: **Pam Brady**
Seconded by: **Celia Carroll**
Vote: **2 - 0**
(Commissioner Barnard was abstaining since he was not present at the meeting.)
- F. Public Comments: This is an opportunity for employees or citizens to make suggestions and identify concerns about matters on the agenda, other Classified Personnel matters, or suggest topics for future agendas. Those wishing to address the Commission are requested to fill out a card to address the Personnel Commission. Comments may be made to a particular agenda item or during the Public Comments section of the meeting. Members of the Personnel Commission and the staff appreciate your comments. The Brown Act [*Government Code*] states that Commission Members may not engage in discussion of non agenda items raised during "Public Comments" except to ask clarifying questions, make a brief report on his or her own activities, or to refer the matter to staff.**
- No Public Comments**

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. However, if more time is necessary, or if a report will not be presented, please notify the Director of Classified Personnel/Secretary to the Personnel Commission prior to the date of the meeting.

1. SEIU Report

Chief Steward Cartee gave an update on SEIU activities. There was a major convention at the Convention Center to campaign on propositions 74, 75, 76 and 77. The Union is also establishing long-term aid for victims of Hurricane Katrina, earthquake in Pakistan, and disaster in South America.

Chief Steward Cartee provided a list of Non-Grievance issues. Partial listing contained Ms. Gloria Davis case regarding the desk audit. Sandy Szabo - there is an issue with continuous contracting out in Technical Services. District is using services of consultants and contracting employees, having them file as DBAs and putting them as vendors.

Commissioner Barnard noted that the District is at risk by altering the hiring procedures. There is another contracting out in Risk Management Department. Two employees in Human Resources are working out of classification.

Commissioners appreciated the cooperation of SEIU listing all the pressing issues so that they can be resolved in a timely manner.

Chief Steward Cartee and Dr. Young will work together resolving some of the issues.

Commissioner Brady voiced her appreciation to Chief Steward Cartee and Dr. Young for cooperating and bringing the pressing issues in the systematic way.

Ms. Cartee complimented Dr. Young on thorough researching of the grievances.

Commissioner Barnard requested update on some of the presented issues at the next meeting.

2. Board of Education Report – No Comments

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. District Full Cabinet Retreat

Dr. Young reported on the District Full Cabinet Retreat at Lake Arrowhead, which took place on October 7 to October 9, 2005. The goals for next year were discussed there as well as new approaches to problem solving.

B. Monthly Joint Meeting of Classified Personnel and Human Resources – continuous process

C. Weekly Meetings with Dr. Matthews, Assistant Superintendent, Human Resources/Chief of Staff and Ms. Cartee, Chief Steward of SEIU – continuous process

D. Online Preparation for Instructional Assistant – No Child Left Behind requirement

Dr. Young presented the online tutorial materials for Instructional Assistant so that the applicants can be well prepared when they test for this position. The materials were developed by the Los Angeles County Department of Human Resources. They contain other useful links for specific subjects.

E. Recruitment Updates

1. Human Resource Technician

Dr. Young informed the Commissioners about interviews that would take place on October 19, 2005. There are four applicants to be interviewed.

2. Personnel Analyst

Dr. Young reported that the interviews for this position are scheduled in two weeks.

F. Strategic Goals and Objectives for Classified Personnel

Dr. Young emphasized his goal is for SMMUSD to become the Employer of Choice with support of the District and Personnel Commission.

Commissioner Brady acknowledged the last bullet in Draft Objectives regarding the Exit Interview and showed appreciation, but also pointing out the importance of implementation of this valuable tool.

Dr. Young noted that the Exit Interview is also appreciated by the Superintendent. It will provide answers to some of the vacancy issues, for instance the high turnover of Instructional Assistants in Special Education.

Commissioner Brady agreed that the reasons for high turnover in certain classifications are to be identified.

Commissioner Barnard requested on going performance evaluation of the Director of Classified Personnel for a year to eliminate problems that rose in the past.

Commissioner Barnard suggested that each goal has a status attached to it. The old unfinished business should be a part of the Goals and Objectives.

Commissioner Brady asked about the status of Human Resource Director. Dr. Young stated that this position should be filled within a couple of weeks.

- 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.

Consent Items to be approved in One Motion:

- A. Approve Classified Personnel – Merit Report - Recommendation No. A. 10**

September 22; October 6, 2005

- B. Approve Classified Personnel – Non-Merit Report – Recommendation No. A. 11**

September 22; October 6, 2005

- C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u>#Eligibles</u>
Administrative Assistant	1
Cafeteria Worker I	2
Human Resource Technician	4
Instructional Assistant - Children Center Assistant	6
Instructional Assistant – Classroom	21
Instructional Assistant – Physical Education	2
Instructional Assistant – Special Education	6
School Occupational Therapy Assistant (COTA)	2

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

Dr. Young proposed to merge the eligibility lists assuring the Commissioners that the information will remain the same. Classified Personnel Technician, Ms. Johnston and Dr. Young are working on it.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advance Step Placement for new hire Ms. Mary Brotman in the classification of Certified Occupational Therapy Assistant pursuant to Personnel Commission Rule 12.2.4 (B).

Chief Steward Cartee pointed out that for the employees placed at Step 6, there is no further salary enhancement. It should be clearly communicated to them in order to avoid any misunderstanding on their part. Classified Personnel Technician, Ms. Johnston stated that it is not wise for the Administration to promise a certain salary to the potential new employees before being approved by the Personnel Commission.

The Commissioners supported placing Ms. Brotman at the requested level of Advance Step Placement pursuant to Personnel Commission Rule 12.2.4 (A), the difficulty of recruitment.

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

2. Advance Step Placement for new hire Ms. Kari Isackson in the classification of Certified Occupational Therapy Assistant pursuant to Personnel Commission Rule 12.2.4 (B).

The Commissioners supported placing Ms. Brotman at the requested level of Advance Step Placement pursuant to Personnel Commission Rule 12.2.4 (A), the difficulty of recruitment.

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

B. Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events – no changes
2. Monthly Vacancy Report

Dr. Young and Ms. Johnston provided an explanation of certain abbreviations, identification numbers and procedures involving the Vacancy List.

Dr. Young shared his concerns about the precision, accuracy, control and liability of File Maker Pro, which is used primarily on the Classified Personnel side, not the Certificated side. It should be tested in both departments in order to compare results.

The site is not as secure as it should be lacking limited access to add, edit and delete data by unauthorized personnel. These concerns have been shared with the Superintendent. Dr. Young does not have access to hourly and provisional appointments.

Dr. Young shared his concern about insufficient testing before the system was fully implemented since the Vacancy List is a public document. There is no documentation for the system.

Commissioner Barnard shared his concern about the Vacancy List lacking a print date. There is no way to identify when the current status was achieved. There is no information about the date when the Certified List was certified, and hence it is the reason why a certain person was not hired or there are other circumstances why the hire did not happen.

Commissioner Barnard asked about the difficulties with hiring at CDS.

Dr. Young suggested that the procedure for hiring should include two weeks for the hiring manager to make his selection. If it did not happen, the Classified Personnel should have the authority to go above the hiring manager reporting to the Superintendent that even though the Certified List was provided, the hire did not happen.

Commissioner Barnard found this approach very efficient. It can be a suggestion to explore at the joint meeting with Human Resources Department.

Ms. Johnston shared her experiences and difficulties with this user unfriendly and awkward system constantly checking with sites, Ms. Khimani and Fiscal Department if PCs are valid. Neither time nor paper is saved. Data appear and disappear randomly. Chief Steward, Ms. Cartee also expressed her concern about the easy accessibility of unauthorized personnel.

Dr. Young stated that Classified Personnel is not sufficiently involved in Position Control. It is uncertain how some positions are identified. Classified Personnel receives the requests for positions after they are established elsewhere.

Commissioner Barnard suggested that all these concerns should be reviewed with the Administration. Recommendations how to approach this problem should be brought at the next meeting.

Dr. Young voiced his observations and concerns about the system with Dr. Matthews and Mr. Braham.

Chief Steward Cartee stated that the pilot program would be reviewed at the November meeting with Dr. Matthews. Employees who directly work with the program should have the opportunity to voice their experiences. Ms. Cartee suggested that the round table discussion with the Administration takes place.

Commissioner Brady agreed the round table discussion should take place or it would be a part of the Personnel Commission meeting. She suggested that a letter is sent to Dr. Matthews about usefulness of the Vacancy List to facilitate the conversation in November.

Commissioner Carroll stated that changes in Position Control require taking place, especially when the basic tool, File Maker Pro version is not working effectively.

3. Exit Interview Questionnaire

Dr. Young provided the Exit Interview Questionnaire as a source of information why people are leaving the District. The information gathered from this Questionnaire will be also helpful in the recruitment.

Chief Steward Cartee suggested a career ladder is incorporated in the form to track promotions.

Commissioner Barnard edited point 16.

Commissioner Brady suggested that people are provided with the opportunity to identify any issues that may have encouraged them not to leave SMMUSD.

Commissioner Barnard suggested categorizing of the forms.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

Review PC form, pilot program

Mr. Seed's report to be presented

Special Services Contracts

Update of grievances – Chief Steward Cartee

Review Performance Evaluation for Director of Classified Personnel

Consequences of hiring not taking place at sites when Certified List is provided

VI. Next Regular Personnel Commission Meeting:

Tuesday, November 15, 2005, at 5:00 pm - *District Office Board Room.*

VII. 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: **Pam Brady**
Vote: **3 – 0**

TIME ADJOURNED: 6:14 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. 277.