

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

**MINUTES**

**REGULAR MEETING  
November 10, 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 5:04 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: **Celia Carroll**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**Commissioner Brady announced the absence of the Director of Classified Personnel, Dr. Wilbert Young, due to medical reasons. Ms. Stephanie Perry, the Personnel Analyst, assumed his responsibilities at the meeting.**

**Correction: The next regular Personnel Commission meeting will take place on December 8, 2009.**

- E. Motion to Approve Minutes: September 15, 2009**

**Note of Change: Report from the Closed Session:  
The Commission moved to accept the recommendation from the Classified Director regarding Cafeteria Worker II certified list for Edison Language Academy. VOTE: Celia moved 2 (favor) - 1**

**The Commission moved to request in writing from the Superintendent for the School Board to clarify in writing any change to the Bi-Lingual requirement for all classified positions at Edison Language Academy. VOTE: Celia moved 3 (favor)**

October 13, 2009

Motion by: **Celia Carroll**  
Seconded by: **Shane McCloud**  
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  
**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  
**None**
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 or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel**
- **Ms. Amanda Baird, Technical Specialist II from November 1, 2009 to June 25, 2009**
  - **Ms. Elizabeth Baker, Technical Specialist II from September 29, 2009 to June 25, 2010**
  - **Ms. Wanda Boudreaux, Technical Specialist II from September 29, 2009 to June 25, 2010**
  - **Mr. Stephen Dress, Technical Specialist III from October 1, 2009 to June 25, 2010**
  - **Ms. Jane Glazer, Technical Specialist II from September 25, 2009 to June 25, 2010**
  - **Ms. Yolanda Martinez, Technical Specialist II from September 1, 2009 to June 25, 2010**
  - **Ms. Yolanda Martinez, Technical Specialist II from September 9, 2009 to June 30, 2010**
  - **Ms. Pamela McRae, Technical Specialist I from September 16, 2009 to June 30, 2010**
  - **Ms. Davida Raff-Leal, Technical Specialist III from October 7, 2009 to June 25, 2010**
  - **Ms. Davida Raffa, Technical Specialist II from October 16, 2009 to June 19, 2010**
  - **Ms. Kathryn Reddish, Technical Specialist III from October 1, 2009 to June 25, 2010**
  - **Ms. Bobbi Ross-Neier, Technical Specialist I from September 8, 2009 to June 30, 2009**
- B. Approved Working Out of Class Request (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**
- **Mr. Marc Donovan, Skilled Maintenance Worker, in the position of the Plumber from October 22, 2009 to March 10, 2010**
  - **Mr. Richard Lohmeyer, Plumber, in the position of the Maintenance Supervisor from October 16, 2009 to March 4, 2010**
  - **Ms. Sandra Moore, Cafeteria Worker I, in the position of the Cafeteria Worker II from October 17 to October 30, 2009**
  - **Mr. Fortino Tirado, Equipment Operator, Tree Trimmer, in the position of the Sprinkler Repair Technician from September 24 to October 13, 2009**

**Commissioner Brady clarified the total number of work hours for working out of class included in the Director's Report that gives the Director the authority to approve these requests.**

**C. Personnel Commissioner Selection Update**

**Ms. Stephanie Perry informed the Personnel Commission about the Personnel Commissioner Selection Interview that would take place on Thursday, November 12, 2009 in the District Office. The Selection Committee, comprised of Ms. Anette Bolan, SEIU Representative, Commissioner Carroll, Ms. Kim Eyler, PTA Representative, and Ms. Kelly Pye, BOE Representative, will interview two (2) candidates. Commissioner McLoud inquired about the media sources where the vacancy was advertised. Ms. Perry replied that the press release was sent from the Superintendent's office to various newspapers, the PTA Council, and all the District advisory committees. In addition, the vacancy was publicized on the District web site in the form of a banner for about six (6) weeks. From the Superintendent's office, the staff will obtain a specific list of media sources where the position was advertised. Dr. Matthews believed that one of the major Santa Monica**

newspapers published an article about the recruitment. Commissioner Brady suggested asking the candidates where they learned about the vacancy.

**D. Merit Rules Advisory Committee (A.R.C.) Update**

- **Advisory Rules Committee Agenda – October 22, 2009**
- **Proposed Revisions to Personnel Commission Rules – October 26, 2009**

**Ms. Perry presented the October 22 agenda including: Recruitment and Exam, Eligibility Lists, and Appointments. She also shared revisions of the Personnel Commission rules with the Personnel Commissioners for their information.**

**E. Career Advancement Training Update – October 27, 2009**

**Ms. Perry informed the Personnel Commission about the career training for District permanent employees and also substitutes. The same format of the presentation was given to sixteen (16) trainees. Participants' recommendations, including mock interviews, will be incorporated into the next training session that will take place in February 2010.**

**F. School Sites Visits**

- **Malibu Sites – visited**
- **Santa Monica Sites – visits being scheduled**

**Ms. Perry notified the Personnel Commission about Dr. Young's annual visits to the principals at District school sites to discuss their specific classified needs and staffing concerns. First round of Malibu sites was completed at the end of October. Dr. Young's visits to Santa Monica school sites are currently being scheduled.**

**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. 20**

1. October 15, 2009

**Approve Classified Personnel – Merit Report - No. A. 16**

2. November 5, 2009

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

1. October 15, 2009

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

2. November 5, 2009

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

**Classification**

**# Eligibles**

Children Center Assistant	24	
Instructional Assistant – Physical Education	22	
Instructional Assistant – Special Education		18
Physical Activities Specialist	12	
Swimming Instructor/Lifeguard	7	

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

**List Extension**

Senior Administrative Assistant	12
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Motion by: **Celia Carroll**  
 Seconded by: **Shane McLoud**  
 Vote: **3 – 0**

**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 Rigoberto Carrillo in the classification of HVAC Mechanic 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 Rizk Rizk 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. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Facilities Technician classification specification within the Maintenance and Operations department.

Motion by: **Celia Carroll**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

3. Seniority Lists

Director's Recommendation: *Certify*

Motion by: **Celia Carroll**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

**Ms. Cindy Johnston, Human Resources Technician, described the process of generating the Seniority Lists report using Labels, Lists, Letters software. She emphasized that the report is flexible based on new hires to various classifications. It would not be used for lay-off situation since some employees hold seniority in more than one classification. Ms. Johnston brought to Personnel Commission's attention a specific code that signifies that the employee is currently working out of class.**

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

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

**Dr. Matthews presented his thoughts about the document. He shared his concern about the terminology and interpretation of "complaint" versus "appeal." This document should not be confused with the already implemented District Complaint Policy.**

**Dr. Matthews inquired about the role of a representative for the complainant.**

**Commissioner Brady was aware of the challenge with the terminology. The most accurate term has not been established yet. The process was designed in order to bring consistency, structure, and uniformity into a hearing equally for all employees. It would be an opportunity for classified staff to speak before the Personnel Commission.**

**Dr. Matthews also inquired about the selection of cases to be heard by the Personnel Commission. He shared the Board of Education practices in this matter. Commissioner Brady considered incorporating some of the BOE policy language into this document.**

2. Personnel Requisition Status Report

3. Personnel Commission's Twelve-Month Calendar of Events
  - Twelve-Month Calendar 2009 – 2010

**Commissioner Brady requested Commissioners' available dates for the Personnel Commission Retreat in January 2010.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

Subject	Action Steps	Tentative Date
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	On Going	
Career Advancement Training		February 2010
Commissioner's Appointment Process	On Going	
Quarterly Meeting with the Superintendent		December 4, 2009
Evaluation of Director of Classified Personnel		December 2009
Personnel Commission Retreat		TBD
No-shows Report		January 2010

**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
  - Performance Review of Director, Classified Personnel

Motion by: **Shane McLoud**

Seconded by: **Celia Carroll**

Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 5:40 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 7:43 p.m.**

**The Commission reported out of Closed Session at 7:43 p.m. No action was taken.**

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

Tuesday, December 8, 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: 7:45 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.