

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
November 13, 2007 @ 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 5:04 p.m.**
- B. Roll Call: Commissioners Carroll and Barnard were present.**
- C. Pledge of Allegiance: Commissioner Carroll led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

The agenda was amended. Agenda item number IV. A. – Action Items was moved subsequent to agenda item II. – Report from the Director of Classified Personnel.

Motion by: **Celia Carroll**
Seconded by: **Russell Barnard**
Vote: **2 – 0**

- E. Motion to Approve Minutes: October 9, 2007**

Motion by: **Russell Barnard**
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

SEIU Local 99 is in full negotiations with SMMUSD. SEIU Local 99 is actively campaigning with regard to school funding measure. Vacancy will take place on the Board of Supervisors.

2. Board of Education Report

Mr. Tim Walker, Deputy Superintendent, stated that the Superintendent has designated the first week of December as Public Schools Week celebrating all the school sites and their achievements. Mr. Walker expressed his gratitude to the Maintenance and Operations staff for repairing Webster Elementary School after the wild fires in Malibu.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placement for new hire Vida Kamkar in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4. - tabled until December 11, 2007.

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

2. Advanced Step Placement for new hire Heather Klenk in the classification of Instructional Assistant – Classroom (Music) pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

3. Advanced Step Placement for new hire Andrew Monostori in the classification of Director of Information Services pursuant to Personnel Commission Rule §12.2.4. (B). - denied

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

4. Advanced Step Placement for new hire Julie Younan in the classification of Human Resources Technician pursuant to Personnel Commission Rule §12.2.4. (B).

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

5. Desk Audit – Gloria Davis (Data Entry Specialist)

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

6. Working Out of Class Request – Irene Behrens (Sr. Office Specialist)

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

7. Working Out of Class Request – Ruthy Mangle (Assistant Director of Information Services)

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

8. Working Out of Class Request – Spikes Ford (Skilled Maintenance Worker)

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

9. Working Out of Class Request – Ramiro Padilla (Gardener)

Motion by: **Russell Barnard**
Seconded by: **Celia Carroll**
Vote: **2 – 0**

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. Human Resources Technician

- **Introduction of the New Employee**

Dr. Young introduced Ms. Julie Younan, the new Human Resources Technician, to the Personnel Commission.

Ms. Younan started her employment on October 29, 2007.

- B. Santa Monica–Malibu Unified School District’s Classification and Compensation Study Update**
- **Position Information Questionnaire Interviews**

Dr. Young updated the Personnel Commission on the progress of the classification study. Two sets of interviews with individual employees or group sessions were completed. Mr. Ewing is in the process of evaluating the data from the interviews and the questionnaires in order to develop a preliminary report. Dr. Young will meet with Mr. Ewing on November 16, 2007.

- C. Appointment of New Personnel Commissioner**
- **Media Announcements**

Dr. Young reported to the Personnel Commission that the media announcements and press releases were developed and distributed. The Pre-Screening Panel Committee will meet on November 14, 2007.

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. 13

1. October 18, 2007

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

2. November 1, 2007

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

1. October 18, 2007

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

2. November 1, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	4
Accounting Technician	5
Athletic Trainer	2
Cafeteria Worker I	7
Children’s Center Assistant	98
Equipment Operator/Tree Trimmer	4
Laboratory Technician	1
Office Specialist	17

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

B Discussion Item(s):

1. Personnel Commission's Twelve-Month Calendar of Events
2. Monthly Vacancy Report

Dr. Young informed the Personnel Commission about using the local print media for advertising. The hiring authority often provides valuable insight for creating an applicant pool.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

1. Annual Report
2. Merit Rules Revisions
3. Preliminary Classification and Compensation Study Results
4. Four Days Working Schedule

VI. Next Regular Personnel Commission Meeting:

Tuesday, December 11, 2007, 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: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

TIME ADJOURNED: 5:55 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.