

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

MINUTES

REGULAR MEETING
November 14, 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 5:14 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:**

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

The agenda was modified. Agenda item number IV.A.2 and 3 – Discussion/Action Items were removed. Agenda item number VI. was be tabled until December 19, 2006.

- E. Motion to Approve Minutes: October 17, 2006 – tabled until December 19, 2006.**

Motion by:
Seconded by:
Vote:

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 SEIU Local 660 Christmas Party on December 8, 2006. The Union will also conduct a toy drive for underprivileged children. Donations can be made at the Union office or the Chief Steward's office – check or cash donations will also be accepted.

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.

2. Board of Education Report

Mr. Tim Walker, the Deputy Superintendent, informed the Personnel Commission about the passing of Measure BB. He also notified the Commissioners about newly elected board members, Kelly McMahan Pye and Barry Snell. The Board of Education President, Julia Brownley, was elected to the California State Assembly.

Mr. Walker thanked Dr. Staine and Dr. Young for their continuing collaboration on working through the issues of the Human Resources Reorganization.

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

A letter requesting reappointment of Commissioner Carroll has been drafted.

B. Human Resources/Classified Personnel Departments Reorganization Update

Dr. Young informed the Commissioners about continuing the joint effort with Dr. Staine to collect data for further analysis and revisions within the Reorganization.

Commissioner Barnard inquired about the violation of the Merit Rules during the Reorganization, specifically working-out-of-class. He requested a report regarding corrections of the situation.

C. Children's Center Classification Update

Ms. Stephanie Perry, Personnel Analyst, informed the Personnel Commission about her meeting with Ms. Judy Abdo, Director of Child Development Services, regarding staffing needs specific for different C.D.S. programs, revision of classifications, the position control form, and examination processes.

Ms. Judy Abdo explained funding and qualification requirements for different Child Development programs and her need to move her staff around. Commissioner Barnard inquired about the difficulty of recruiting for C.D.S. positions. Ms. Abdo stated that there are more positions in this field than qualified candidates who are willing to work three and half hours a day. Commissioner Barnard suggested bringing this concern to the meeting with a PTA representative. He also recommended contacting other C.D.S. providers in the region to combine positions in different centers.

Ms. Abdo has been discussing the challenges of working assistants to get more units with the Santa Monica City College representatives.

D. Shadowing the Principal, Mr. Friedenber, Grant Elementary

Dr. Young reported to the Personnel Commission about his day in Grant Elementary School shadowing the Principal, Mr. Friedenber. He complimented Mr. Friedenber's personable approach to these young students. The children engaged in meaningful conversations with their Principal. Dr. Young also participated in the Award Assembly.

E. Monthly Meetings with the Superintendent, Mrs. Talarico

Dr. Young informed the Personnel Commission about scheduling a series of meetings with the Superintendent to discuss issues concerning classified personnel. The first meeting is scheduled for Wednesday, November 15, 2006.

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. 10

1. October 19, 2006

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

2. November 2, 2006

B. Approve Classified Personnel – Non-Merit Report – A. 11

1. October 19, 2006

Approve Classified Personnel – Non-Merit Report – A. 15

2. November 2, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	2
Cafeteria Worker I	3
Occupational Therapist	2
Senior Administrative Assistant	5

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:**A. Action Item(s):**

- Request for Proposals for Classification and Compensation Study of Classified Positions
Dr. Young informed the Personnel Commission about the document's draft. Copies were given to the Superintendent, Mrs. Talarico, and the Chief Steward, Ms. Cartee. A Classification Committee will be formed to oversee the project.
- Advanced Step Placement for new hire Brett Cunningham in the classification of Plumber pursuant to Personnel Commission Rule 12.2.4 (B) – removed.

3. Advanced Step Placement for new hire John Louis Durra in the classification of Accompanist pursuant to Personnel Commission Rule 12.2.4 (B) - removed.
4. Advanced Step Placement for new hire Jill Riedmiller in the classification of Occupational Therapist pursuant to Personnel Commission Rule 12.2.4 (B).

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

B. Merit Rules Revisions:

1. First Reading of Changes to *Chapter IV: Application for Employment*
Commissioner Barnard commended the Merit Rules Committee for successful revisions well done. He inquired about the five working days as a protest period for out-of-state applicants. The Committee will present this issue for consideration at the next meeting.

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

December's meeting has been moved from December 12 to December 19 due to Commissioners' schedule. January meeting will take place on January 16. In February, Commissioners will attend CSPCA Conference in Long Beach.

D. Monthly Vacancy Report

Dr. Young informed the Personnel Commission that the ratio of positions certified for the hiring managers versus open positions has improved. He expressed his appreciation of Mr. Walker, the Deputy Superintendent, who has been playing an instrumental role in resolving some of the long-term outstanding certified lists. Dr. Young stated that the Certification Summary form would be a topic of a conversation with the Superintendent at the next meeting.

Commissioner Carroll inquired about the Exit Interview form and its impact on the vacancy report. Dr. Young and Dr. Staine will analyze the data based on the information provided by the employees who are leaving the District.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

none

B. Future Items

1. Closed Session
2. Merit Rules Revisions
3. Classified Employees Award Committee
4. Proposed New Classification: HR/Benefits Technician

5. Hearing Officer Procedures

Dr. Young stated that a list of hearing officers would be presented to the Personnel Commission.

VI. Closed Session: tabled until December 19, 2006.

- 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, December 19, 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: **Celia Carroll**
 Seconded by: **Russell Barnard**
 Vote: **2 – 0**

TIME ADJOURNED: 5:42 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.