

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

MINUTES

**REGULAR MEETING
December 8, 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 5:06 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:**

The agenda was amended. The agenda items IV.A.2.a. and IV.A.2.b. – Classification Revisions were tabled until January 12, 2010.

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

- E. Motion to Approve Minutes: November 10, 2009**

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

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. Dian Andrews, Technical Specialist II from September 9, 2009 to June 25, 2010

•Ms. Kelly Flickinger, Technical Specialist II from October 1, 2009 to June 25, 2010

•Mr. Justin Hageman, Technical Specialist II from October 1, 2009 to June 25, 2010

•Ms. Debbie Harding, Technical Specialist I from November 2, 2009 to June 30, 2010

•Ms. Josephine Moerschel, Technical Specialist II from October 1, 2009 to June 25, 2010

•Mr. William Plenk, Technical Specialist II from October 1, 2009 to June 25, 2010

•Ms. Jennifer Roth, Technical Specialist II from October 1, 2009 to June 25, 2010

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. Dennis Chavez, Glazier, in the position of the Facilities Technician from November 6, 2009 to March 18, 2010

• Mr. John Castillo, Network Engineer, in the position of the Director of Information Services from November 9, 2009 to November 27, 2009

• Mr. Zenon Herrera, Skilled Maintenance Worker, in the position of the Glazier from November 6, 2009 to March 18, 2010

• Mr. Pete Patterson, Skilled Maintenance Worker, in the position of the Technology Support Assistant from November 9, 2009 to January 29, 2010

- **Mr. Fortino Tirado, Equipment Operator, Tree Trimmer, in the position of the Skilled Maintenance Worker from November 6, 2009 to March 18, 2010**
- **Mr. Victor Ward, Custodian, in the position of the Utility Worker from November 6, 2009 to March 18, 2010**

- C. Approved Limited Term Request (not expected to exceed 6 months per Personnel Commission Rule §7.4.1.(A): *Positions Defined*) by the Director of Classified Personnel**
- **Mr. George IV Gaidzik, Technology Support Assistant from September 1, 2009 to February 28, 2010**

D. Personnel Commissioner Selection Update

- **Advertising Sources E-mailed to Personnel Commissioners – November 19, 2009**
- **Board of Education Agenda Item**

Dr. Young provided the Personnel Commission with the list of advertising sources that was given to the Personnel Commission by the Superintendent's office. Majority of the media was local- in Santa Monica and Malibu. The Los Angeles Times was also included for advertisement of the Personnel Commissioner post.

Dr. Young also informed the Personnel Commission about the recommendation to the Board of Education to approve the nomination of Ms. Suzie Kim at the December 10, 2009 meeting. If the recommendation is approved, the Superintendent will forward the nomination to Mr. Jack O'Connell, the State Superintendent, for the final approval.

Dr. Young expressed his gratitude to the new Personnel Commission Selection Committee.

Personnel Commissioner McLoud has arrived.

E. First Quarterly Meeting with the Superintendent – December 4, 2009 Update

- **Possible January Retreat Date**

Dr. Young notified the Personnel Commissioners about the first quarterly meeting with Commissioner Brady, Superintendent Cuneo, and Dr. Matthews, the Assistant Superintendent of Human Resources. Commissioner Brady stated that the meeting was conducted in a very positive and constructive atmosphere emphasizing transparency. The District Administration shared their observations in order to improve cooperation between the District and the Personnel Commission. They were pleased with the low number of vacancies on the Personnel Requisition Status Report. The District Administration expressed their appreciation of the Personnel Commission staff. They also discussed possible dates (January 27 and 28, and February 2 and 3, 2010) for the Personnel Commission Retreat to continue the cooperative dialogue.

Dr. Matthews expressed similar views. In his opinion, it was a very productive, frank, and well framed meeting. He was looking forward to the following meeting in spring 2010.

Commissioner Brady expressed her wishes to organize a reception for Personnel Commissioner Carroll to honor her dedication and outstanding service to the District.

F. Merit Rules Advisory Committee (A.R.C.) Update

- **Advisory Rules Committee Agenda – November 12, 2009**

- **Proposed Revisions to Personnel Commission Rules for the District and SEIU's Comments**

Dr. Young drew attention to the A.R.C. agenda from November 2009 and the specific revisions to the Rules that have been provided to the District Administration and SEIU representatives for review. Then, they will be given to the Personnel Commission for second reading and approval. Commissioner Brady requested a list of Advisory Rules Committee members.

G. Bilingual Spanish Oral Examination

Ms. Julie Younan informed the Personnel Commission about the procedure in the examination process. The purpose of the testing was to secure eligible candidates for bilingual positions in advance, so that if a position becomes available, they can be interviewed right away- shortening the recruitment process. The examination will be conducted on December 21, 2009 for all interested employees and applicants.

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. 11

1. November 19, 2009

B. Approve Classified Personnel – Non-Merit Report - No. A. 12

1. November 19, 2009

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Gardener	7
Human Resources Technician	14
Instructional Assistant – Classroom	101

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair

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

b. Nomination of Vice-Chair

Nomination: **Shane McLoud**
Motion by: **Celia Carroll**
Seconded by: **Pam Brady**
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 Buyer classification specification within the Purchasing department – **tabled until January 12, 2010.**

Motion by: _____
Seconded by: _____
Vote: _____

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Credential Analyst classification specification within the Human Resources department – **tabled until January 12, 2010.**

Motion by: _____
Seconded by: _____
Vote: _____

3. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. David Marmolejo, Technology Support Assistant, from November 1, 2009 to January 29, 2010 (First Extension) in the position of the Telephone System/ Computer Equipment Specialist

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

B. Discussion Item(s):

1. First Reading of Changes to Merit Rules:
Chapter V: Recruitment and Examinations

Personnel Commissioners reviewed the document in great detail. Commissioner Brady inquired about rule 5.2.3.c. regarding evaluation as one of the criteria for promotion that has been removed. Dr. Young would take it back to the Advisory Rules Committee for further assessment. Commissioner Carroll asked about confidentiality of evaluations. Dr. Young stated that the evaluation is being included in the transfer process and given to the new supervisor.

Commissioner Brady inquired about the prospective supervisor being excluded from the qualification appraisal interviews. Dr. Young clarified the process stating that the qualification appraisal interview is a part of the examination process used for establishing the eligibility list. The prospective supervisor will interview the candidates who are placed in the first three ranks after all the examination steps have been concluded in the selection interview.

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a detailed report including data comparisons with last year. Currently, there are twenty-three (23) certified and fifteen (15) open positions. Commissioner Brady inquired about providing vacancy comparison with Districts similar to the Santa Monica – Malibu Unified School District. Dr. Young and Ms. Perry will research such data.

Dr. Matthews noted certified vacancies with less than three (3) ranks.

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

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Carroll expressed her gratitude to her fellow Commissioners and staff sharing her positive experiences in the post.

B. Future Items

Subject	Action Steps	Tentative Date
New Personnel Commissioner Installation	Pending Approval by the State of the Superintendent of Instruction	February 2010
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	First Reading – Chapter VI	February 2010
	First Reading – Chapter VII	
	Second Reading - Chapter III	January 2010
	Second Reading - Chapter IV	
	Second Reading - Rule 12.2.4.B	
Second Reading - Chapter XIII		
Career Advancement Training	Revision/Update of Training Modules	February 2010
Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process	Review of Board Policies and Administrative Rules with Dr. Michael Matthews	January 2010
Personnel Commission Retreat	Confer with Commissioners	TBD
No-shows Study	Survey Implementation/Report	January 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	February 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: **Celia Carroll**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 5:42 p.m.

TIME RETURNED TO OPEN SESSION AT: 5:55 p.m.

The Commission reported out of Closed Session at 5:55 p.m. The final evaluation of the Director of Classified Personnel was concluded and signed by all parties.

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 12, 2010, 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: 5:57 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.