

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

District Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
December 11, 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 5:06 p.m.**
- B. Roll Call: Commissioners Brady, 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. 3. – Action Item and Advanced Step Placement were tabled until January 2008.

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

- E. Motion to Approve Minutes: November 13, 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

Ms. Lisa Cavaluzzi agreed that the agenda item IV. A. 3, her working out of class request, was tabled until January 2008. She will provide further documentation to clarify her request.

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 has been in full negotiations with SMMUSD since September 25, 2007.

SEIU Local 99 has fully endorsed Measure R and made a financial contribution of \$10,000 to the campaign.

SEIU Locals in California have developed a campaign “The New California Dream.” It is a coalition of Californians committed to implementation of six pillars of change that will lead to economic and social opportunity.

2. Board of Education Report

Dr. Mike Matthews, Assistant Superintendent of Human Resources, stated that the negotiations with SEIU are in progress. Negotiations with SMMCTA will take place next month.

Measure R is submitted for approval at the February 5, 2008 Special Election. Both SEIU and SMMCTA pledged their support for this parcel tax.

SMMUSD is implementing Measure BB, the construction bond. Various school sites were identified for renovation, which will begin in 2008.

The first week of December was designated as Public Schools Week celebrating all the school sites and their achievements. The event was well attended by parents and community members who expressed their appreciation of the public education provided by the District.

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. Santa Monica–Malibu Unified School District’s Classification and Compensation Study Update

- Meeting with the Superintendent and Ewing Consulting Services
- Joint Board of Education and Personnel Commission Meeting

Dr. Young updated the Personnel Commission on the progress of the classification study. Mr. Ewing is in the process of evaluating the data from the interviews and the questionnaires in order to develop a preliminary report. Ms. Talarico, Superintendent, Ms. Carroll, Chair of Personnel Commission, and Dr. Young met and reviewed the preliminary data with Mr. Ewing on December 6, 2007. A joint meeting of the Board of Education and the Personnel Commission will be held in January 2008.

B. Appointment of New Personnel Commissioner

- Applications
- New Commissioner Selection Committee Meeting – November 14, 2007

Dr. Young reported to the Personnel Commission that one application was received. The application deadline will be extended till the end of January 2008. Commissioner Barnard has graciously agreed to remain at his post as long as it is necessary. The Pre-Screening Panel Committee met on November 14, 2007 to discuss the appointment process.

C. Public School Week

- December 2 –9, 2007

Dr. Young shared his experience attending Franklin Elementary School’s Open House. He enjoyed talking to Ms. Brown, Principal, as well as several teachers. In addition, he observed the instruction in classrooms and toured the campus.

D. Advanced Step Placement Update

- Regarding Personnel Commission Rule 12.2.4.B – *Salary on Employment*

Dr Young informed the Personnel Commission about the request for a legal opinion in this matter.

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. November 15, 2007

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

1. November 15, 2007

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	6
Director of Theater Operations	3
Plumber	6
Production Kitchen Coordinator	2
Senior Office Specialist	8

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Proposed New Classification – Supervisor - Buyer

Commissioner Barnard provided suggestions to revise the classification specification refining certain job responsibilities, education, experience and physical requirements. Staff will incorporate these suggestions.

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

2. Working Out of Class Request – Wally Berriman, Director of Facilities Management - Extension

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

3. Working Out of Class Request – Lisa Cavaluzzi, Senior Office Specialist – **tabled till January 8, 2008**

Motion by: _____
Seconded by: _____
Vote: _____

4. Working Out of Class Request – Virginia Hyatt, Director of Purchasing and Warehouse - Extension

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

B. Discussion Item(s):

1. Personnel Commission’s Twelve-Month Calendar of Events
 - California School Personnel Commissioners Association Conference Flier
 - California School Personnel Commissioners Association Application
Commissioner Brady will attend the conference.
 - January Regular Personnel Commission Meeting – **January 8, 2008**
2. Monthly Vacancy Report

Commissioner Carroll noted that the number of vacancies has declined. Dr. Young stated that the ongoing discussions with the Children Development Services and Special Education staff are taking place to clarify the validity of specific vacancies, especially the ones from the last school year.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Brady requested a report regarding numbers of job offers accepted by the candidates.

B. Future Items

1. Annual Report
2. Merit Rules Revisions
3. Preliminary Classification and Compensation Study Results
4. Classified Employees Newsletter
5. Screening Employment Applications
 - Interpretation of “any combination of experience and education...”

VI. Next Regular Personnel Commission Meeting:

Tuesday, January 8, 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: **Pam Brady**
Seconded by: **Russell Barnard**
Vote: **3 – 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.