

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

MINUTES

**REGULAR MEETING
December 13, 2005 @ 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 5:12 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:**

Commissioner Carroll revised the Agenda deferring item IV. A. "Personnel Commission Election of Officers" until January meeting so that Commissioner Brady can participate.

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

- E. Motion to Approve Minutes: November 15, 2005**

Commissioner Carroll made correction on page 2 under I.G.1. SEIU Report: "Commissioner Brady stated that this particular position was in existence before the reorganization."

Commissioner Barnard made correction on page 5 under V. B.2. Monthly Vacancy Report: "It is a work in process."

Motion by: **Celia Carroll**
Seconded by: **Russell**
Vote: **2 - 0**

- F. Recognition of Retirees:** Ms. Lynda Barrett, Sr. Administrative Assistant
Ms. Nancy Patterson, Administrative Assistant

Commissioner Carroll welcomed Ms. Barrett and Ms. Patterson. They were honored for their outstanding service to the District.

Dr. Young introduced Ms. Lesley Fairweather, the new Human Resources Technician to the Commissioners.

- G. 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 is 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

No Public Comments

- H. 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 gave an update on the new SEIU Contract. The negotiations with the District were concluded and a tentative agreement was reached. SEIU had their annual holiday party. SEIU is selling raffle tickets and the proceeds will be directed to the Hurricane Katrina victims. On behalf of SEIU, Chief Steward Cartee extended holiday wishes to the Commissioners.

Chief Steward Cartee distributed the SEIU Newsletter. She also provided update on the current grievances.

2. Board of Education Report

Dr. Matthews stated that File Maker Pro system for Position Control is no longer in use and the paper system would start again on January 3, 2006. Dr. Matthews provided information about Sexual Harassment Training for the District Management to meet the state mandate. Dr. Matthews expressed appreciation in regards to the new SEIU Contract.

- 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. Recruitment for Personnel Analyst Update**
Dr. Young informed the Commission about this position being filled by Ms. Stephanie Perry. She will start on January 9, 2006.
 - B. Merit Rules Committee Update**
Dr. Young received recommendations from Dr. Matthews and Ms. Cartee for the Committee members. The first meeting is scheduled for the second week of January 2006.
 - C. Principals' Meetings Observations**
Dr. Young reported on his meetings with various principals to discuss open positions at their sites. There is a bit of confusion about the distinctions between Human Resources and Classified Personnel responsibilities. The principals also requested training about discipline process, and Commission and Human Resources policies. They indicated concerns about fingerprinting, salaries and work hours. Dr. Young has visited about eighteen schools so far. Dr. Young stated he is also planning to meet with Cabinet members in the near future.
 - D. California Association of School Business Officials (CASBO)**
Dr. Young reported about discussions with other Classified Personnel Directors. CASBO membership is a great resource to gain expertise in some of the challenging areas in the District.
 - E. Robert Seeds' Report Update**
Dr. Young spoke with Robert Seeds about the HR Reorganization Report. Mr. Seeds will provide his Report for the Commissioners before the January meeting. He is also planning to attend the meeting.
 - F. Marketing Update**
Dr. Young informed the Commissioners about marketing strategy. The Classified Personnel staff has contacted the marketing departments of several universities to use their students in developing marketing plan for the Classified Personnel Department. Dr. Matthews offered help in this effort by involving his contacts at Pepperdine University.
 - G. Monthly Vacancy Report Update**
Dr. Matthews has reported on abolishing File Maker Pro system used for position control.
- 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.

Consent Items to be approved in One Motion:

A. Approve Classified Personnel – Merit Report - Recommendation No. A. 13

1. November 17, 2005

Approve Classified Personnel – Merit Report - Recommendation No. A. 11

2. December 8, 2005

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

1. November 17, 2005

Approve Classified Personnel – Merit Report - Recommendation No. A. 12

2. December 8, 2005

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
School Occupational Therapy Assistant (COTA)	1
Physical Activities Specialist	3

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Personnel Commission Election of Officers – deferred until January 24, 2006

B. Action Item(s):

1. Advanced Step Placement for new hire Alesa Williams in the classification of Certified Occupational Therapy Assistant pursuant to Personnel Commission Rule 12.2.4 (A).

Motion by: **Russell Barnard**

Seconded by: **Celia Carroll**

Vote: **2 – 0**

2. Advanced Step Placement for new hire Mahvash Shafiey in the classification of Job Developer pursuant to Personnel Commission Rule 12.2.4 (A) - deferred until January 24, 2006.

Motion by:

Seconded by:

Vote:

Commissioners requested additional information from the District’s legal counsel in Ms. Shafiey’s case.

3. Advanced Step Placement for new hire Stephanie Perry in the classification of Personnel Analyst pursuant to Personnel Commission Rule 12.2.4 (A).

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

Dr. Young provided additional information about the difficulty of recruitment for these positions.

4. Advanced Step Placement for new hire China Gerstner in the classification of Student Outreach Specialist pursuant to Personnel Commission Rule 12.2.4 (B) - deferred until January 24, 2006.

Motion by:
 Seconded by:
 Vote:

Commissioner Barnard requested additional information about Ms. Gerstner's work experience in a high school setting.

5. Advanced Step Placement for new hire Kimberly Nao in the classification of Student Outreach Specialist pursuant to Personnel Commission Rule 12.2.4 (B).

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

C. Discussion Item(s):

Dr. Matthews respectfully requested Item V. C. 3. to be moved in the agenda due to personal reasons. His request was granted.

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

1. Proposed New Classification:
 Plant Manager

Commissioner Barnard corrected the job description:

“Plan, organize, supervise, coordinate and participate in the custodial, grounds and building maintenance activities of assigned school sites.”

“Consults with Districts M&O administrators and outside agencies to coordinate, prioritize and schedule work projects, student activities, events and athletics.”

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

2. Personnel Commission's Twelve-Month Calendar of Events
Personnel Commission meeting was postponed from January 17, 2006 to January 24, 2006 in consideration of the Dr. Martin Luther King Jr. holiday.

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

Commissioner Barnard suggested establishing a preliminary department work plan and department review.

3. Revision of Personnel Commission Agenda Format - deferred until January 24, 2006.
- 3.1 Hayward Unified School District
 - 3.2 Long Beach Unified School District
 - 3.3 Los Angeles County Office of Education
 - 3.4 San Bernardino City Unified School District
 - 3.5 Torrance Unified School District

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

V. Personnel Commission Business:

A. Personnel Commissioner Comments

No Comments

B. Future Items

- 1. Closed Session
- 2. HR Reorganization
- 3. List of Hearing Officers
- 4. Exit Interview
- 5. Vacancy Report

- VI. Closed Session:** Adjourn to Closed Session to consider any Employee Appointment/ Contract/ Resignation/ Retirement/ Discipline/ Appeal or Release; and return to Open Session to report any action taken in Closed Session. Pursuant to Government Code Section 54957.

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

Personnel Commission went to Closed Session

TIME ADJOURNED TO CLOSED SESSION: 6:14 p. m.

TIME RETURNED TO OPEN SESSION AT: 6:59 p. m.

Mr. Szabo's reemployment rights are limited to 39 months. This will be communicated to Mr. Szabo in a written form.

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 24, 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: 7:15 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. 277.