

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

MINUTES

REGULAR MEETING
December 19, 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 5:05 p.m.**
- B. Roll Call: Commissioners Carroll, Brady 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: **Pam Brady**
Vote: **3 – 0**

The agenda was modified. Agenda item number IV.C. – Discussion/Action Item was moved subsequent to agenda item II. – Report from the Director of Classified Personnel.

- E. Motion to Approve Minutes: October 17, 2006**

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

IV. A. Commissioner Brady requested a monthly update on the Human Resources/Classified Personnel Reorganization.

Motion to Approve Minutes: November 14, 2006.

Motion by: **Russell Barnard**
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
2. Request to Speak on Non-agenda Items

Ms. Judy Abdo, Director of Child Development Services, provided a report on the Easter Seals Preschool Project that Child Development Services will take over in February 2007. Ms. Abdo was concerned about filling additional positions for the new program prior to State funding being granted.

Commissioner Brady inquired about the status of currently enrolled students. Ms. Abdo assured the Personnel Commission that the transformation would not affect the District's students. She also hopes that the program will expand in the future. Currently it will be located at John Adams Middle School Preschool and Washington West.

Ms. Abdo also informed the Personnel Commission that at its December 14 meeting the Board of Education approved an increase in working hours for several Children Center Assistant positions. The Personnel Commission expressed hope that there will be less challenge recruiting for this position as a result of the Board of Education action.

She inquired about the possibility of hiring Children Center Assistants with ECE units and also with no units into this classification. Dr. Young provided information based on his research from LAUSD and Torrance USD, where there are two different classifications regarding the applicants' education requirements in these districts.

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
Mr. Tim Walker, the Deputy Superintendent, notified the Personnel Commission about newly elected board members, Kelly McMahon Pye and Barry Snell and invited the Personnel Commission to meet them.
Mr. Walker conveyed best wishes for the holiday season.

IV. Discussion/Action Items/or Other Information:

Working Out of Class – Carolina Buendia (I. A. Special Education)

Ms. Stephanie Perry, Personnel Analyst, presented a recommendation of Ms. Gonzalez, Principal of McKinley Elementary School, to place Ms. Buendia, Instructional Assistant, Special Education, in Instructional Assistant Special Education – Intensive Behavior Intervention position from September 5, 2006 till January 29, 2007. The rationale for this request is that Ms. Buendia is

providing assistance in meeting special health care needs for a student with significant physical disabilities.

Motion by: **Russell Barnard**
 Seconded by: **Pam Brady**
 Vote: **3 – 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. Reappointment of Commissioner Celia Carroll**
 A letter requesting reappointment of Commissioner Carroll was sent to the State Department of Education.
 - B. Human Resources/Classified Personnel Departments Reorganization Update**
 Dr. Young informed the Personnel Commission about continuing the joint effort with Dr. Staine to analyze the collected data based on the Human Resources Department and Personnel Commission Pilot Program Opinion Survey. Commissioner Barnard requested copies of the Survey.
 - C. Superintendent's Full Cabinet Retreat**
 Dr. Young informed the Personnel Commission about the Full Cabinet retreat that took place on December 8, 2006 at Pepperdine University campus. The main focus was on core values in leadership: courage, integrity and character. Full Cabinet members had an opportunity to participate in activities reflecting those core values and interact as a group as well as getting to know the Superintendent better.
 - D. 2007 CSPCA Conference – February 15 – 18, 2007**
 Dr. Young informed the Personnel Commission about the 2007 CSPCA Conference that will take place from February 15 to February 18, 2007 in Long Beach. Commissioner Carroll and Barnard will participate in the conference. Commissioner Barnard suggested that Commissioner Carroll attends different sessions in order to exchange a variety of information.
 - E. Request for Proposals for Classification and Compensation Study of Classified Positions Update**
 Dr. Young informed the Personnel Commission about the RFP. A letter has been sent to several consulting firms. The consultants interested in conducting the study will be provided with a detailed copy of the request. A Classification Committee will be formed to oversee the project.
 - F. Disciplinary Hearing – Ref. Number: 7003 3110 0000 1410 0232**
 Dr. Young informed the Personnel Commission about a planned hearing that will take place in January 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. 16

1. November 16, 2006

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

2. December 14, 2006

B. Approve Classified Personnel – Non-Merit Report – A. 17

1. November 16, 2006

Approve Classified Personnel – Non-Merit Report – A. 16

2. December 14, 2006

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	1
Bus Driver	1
Cafeteria Worker II	6
Children Center Assistant	13
Facilities Technician	1
Instructional Assistant – Classroom	61
Instructional Assistant – Physical Education	16
Instructional Assistant – Special Education	18
Senior Office Specialist	2

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Items: Proposed Hearing Officers

Dr. Young provided a list of potential hearing officers including their resumes and price schedules. Commissioners selected the following counselors: Ted Horn, Fredric Horowitz, John Jarboe and Terri Tucker.

Motion by: **Russell Barnard**

Seconded by: **Pam Brady**

Vote: **3 – 0**

B. Proposed New Classification: Employee Benefits Technician

Stephanie Perry informed the Personnel Commission about the newly established Employee Benefits Technician position. This classification study was conducted at the request of the Superintendent, Deputy Superintendent and Director of Human Resources. The Board of Education approved the recommendation to create this position. Dr. Staine, Director of Human Resources, completed and reviewed the Position Classification Questionnaire with

the Classified Personnel staff. Staff conducted internal relationship comparisons as well as a market study of similar positions in other agencies with regard to job functions, scope of work, employment requirements and salary. Ms. Perry underlined that the position was classified in such a way that the classification specification reflects essential duties that are specifically related to health insurance, enrollment and record keeping. The classification will be placed as Range 34 of the 2005-2006 Classified Employee's Monthly Salary Schedule. Commissioner Barnard provided several clarifications of the classification specifications.

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

C. Monthly Vacancy Report

Commissioner Carroll inquired about the position of Occupational Therapist for Special Education. Mr. Walker, Deputy Superintendent, explained the situation where the candidate declined due to personal and financial reasons.

Commissioner Carroll also inquired about item number 28, Instructional Assistant, Special Education, one-hour position in Webster Elementary. She shared her concern about the practical allocation of Classified Personnel resources filling such a position. Another concern for Commissioner Carroll was item number 35, Cafeteria Worker I, at Malibu High School. Ms. Perry reported that there are several eligible candidates in this classification, however they are not interested in working in Malibu High School.

Commissioner Brady inquired about item numbers 41 and 42, Instructional Assistant, Physical Education, in Webster Elementary and Malibu High School and the possibility of sharing assignments so that the position attracts more applicants. Commissioner Barnard suggested the possibility of cooperating with Pepperdine University and their students, enrolled in physical education programs, who could use the work experience at the schools for credit.

Dr. Young noted that it is the first vacancy report generated by NEOGOV.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

Commissioner Brady stated that she might have to resign due to her increased involvement and responsibilities with PTA in the near future. Commissioner Carroll and Barnard expressed their gratitude for her service and wished her their best.

B. Future Items

1. Closed Session
2. Hearing Procedures
3. Merit Rules Revisions
4. Classified Employees Award Committee
5. Election of Personnel Commission Officers
6. Classification Committee
7. Director of Information Services - Classification Specification Revision

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
- 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: 6:09 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:30 p.m.

Commissioner Carroll reported that there was no action taken during the closed session.

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

TIME ADJOURNED: 6:32 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.