

**Santa Monica-Malibu Unified School District
Board of Education Meeting
MINUTES**

February 11, 2008

The Santa Monica-Malibu Unified School District **Board of Education** held a **workshop** at 4:00 p.m. on Monday, February 11, 2008, in the District Administrative Offices: 1651 16th Street, Santa Monica, CA. This was a joint meeting with the **Personnel Commission**. The Board of Education called meeting to order at 4:11 p.m. in the Board Room at the District Offices.

I CALL TO ORDER

A. Roll Call – Board of Education

Oscar de la Torre
Jose Escarcé
Maria Leon-Vazquez
Ralph Mechur
Kelly Pye
Barry Snell
Kathy Wisnicki

Roll Call – Personnel Commission

Celia Carroll
Russell Barnard – *excused absence*
Pam Brady

B. Pledge of Allegiance

Led by Ms. Celia Carroll.

II Overview of the Process for the Classification and Compensation Study for the Classified Service

This workshop is intended to allow members of the Board of Education and the Personnel Commission to be updated on the current status of the *District-Wide Classification and Compensation Study for the Classified Service*. The purposes of this study are the following: to 1) obtain accurate and descriptive information about the positions in the classified service and 2) determine if classified salaries are competitive for retention and recruitment purposes. Discussion will address response rates for questionnaire and interviews data, preparation of classification specifications and feedback process, compensation methodology, and the timeline leading up to this date as well as the completion of the study.

Mr. William Ewing, President of Ewing Consulting Services, will address the Board of Education and the Personnel Commission regarding this study.

Superintendent Talarico introduced Mr. William Ewing and Mr. B. J. Ewing of Ewing Consulting Services.

Mr. Ewing explained that the purpose of today's workshop was to inform the members of the Board of Education and the Personnel Commission of the study's objective, how employees participated in the study, the process so far, the next steps, and what outcomes they will be receiving at the completion of the study. First, he outlined the study process so far. At an initial orientation meeting, classified employees learned about the study and were given surveys to complete regarding their job duties, who they report to, education and experience; etc. (surveys were delivered to those employees who could not attend the meeting). Each participating employee completed the survey and then his/her supervisor signed off on it. After three deadline extensions to ensure employees had ample time to complete the surveys, approximately 40% of the classified SMMUSD employees turned in their surveys. Mr. Ewing reported that those completed surveys were a good representation of the district's classifications. The consultants

then invited approximately 160 to 200 of those survey responders to participate in an interview to clarify the survey answers and allow the employee to speak about his/her job in a one-on-one setting. The consultants then analyzed the information gathered from the surveys and interviews to determine if classifications could be consolidated due to a repetition of duties among classifications, if certain classifications and/or job titles need to be updated; etc. As a result of this analysis, the consultants have allocated those employees who responded to the survey into the new suggested classifications.

Mr. Ewing then summarized the next steps of the study. Within the next week, the consultants will distribute the classification descriptions to those employees who completed surveys; Mr. Ewing commented that not all classification descriptions have changed. After reviewing his/her classification, the employee will have approximately a week to provide feedback to the consultants. The consultants will review the feedback and, if necessary, refine their findings; however, Mr. Ewing remarked that most employees are satisfied with the consultant's initial classification recommendations. If an employee is not satisfied, s/he can appeal to the Personnel Commission. When all feedback is complete, the classifications are submitted to the Personnel Commission for review and approval. The Personnel Commission then recommends them for approval to the Board of Education. Once the classifications have been approved, the compensation part of the study begins. The consultants will compare SMMUSD's compensation for these classifications to those of similar organizations within a 30-mile radius, such as similar-sized school districts, Santa Monica College, and the City of Santa Monica. Because job titles and duties vary among organizations, the consultants will compare jobs that are at least an 80% match to ensure consistency and uniformity. Once this portion of the study is complete, the consultants will bring the compensation recommendations to the Personnel Commissioners, who will then forward them to the board for consideration. Mr. Ewing said that the entire study should be completed by late February or early March. Dr. Young clarified that if the consultants did not receive any surveys regarding a particular classification, they would discuss that job description with the supervisor to determine if any updates were necessary.

Board Member Wisnicki asked if there was an incentive for employees to complete the questionnaire. Mr. Ewing said that those employees who did not complete a questionnaire did not get the opportunity to make an appeal. Dr. Wisnicki asked if the consultants received enough surveys and information in each classification to make confident recommendations, and if not, would they ask for more responses. Mr. Ewing said that they had received sufficient information, extensions were given, and they assumed that those employees who did not respond were satisfied with their duties and classification description. Dr. Wisnicki asked if having to get the supervisor to review and sign the surveys might have inhibited employees' responses. Mr. Ewing responded that such concerns from the employees were not mentioned during the one-on-one interviews.

Board Vice President Escarce asked what survey response rate the consultants normally receive. Mr. Ewing said that SMMUSD's 40% response rate was below the 70% average. SEIU Chief Steward Kartee-McNeely explained that in some cases, a group of employees in the same classification filled out one group survey.

Dr. Young clarified that some of the recommendations may involve a reclassification of specific classified positions to certificated. He assured the Board of Education that every attempt would be made to expedite the study.

Board Member Leon-Vazquez asked how the study would impact the classified Special Education staff. Deputy Superintendent Walker said that in order to ensure the needs of the children are

being met, the district has to hire consultants to help provide services. He added that there are many positions, such as Occupational Therapists, that are seeing a shortage statewide.

Board Member Mechur asked if the study included a staffing recommendation. Mr. Ewing clarified that they were not conducting a staffing, performance review, or workload study.

Superintendent Talarico asked if the reclassifications recommendations would include adjustments to qualifications. Mr. Ewing replied that updates would be made according to technology knowledge, education, and compliance with the Americans with Disabilities Act.

Board Member Pye asked if they would be suggesting retention strategies. Mr. Ewing said that that was not part of their scope of work, but commented that some districts have become creative in their retention strategies due to a shortage in specific classified positions.

Personnel Commissioner Brady thanked the Ewing consultants for their work and expressed her belief that this study allows employees to talk about their jobs and contributions to the district. She said that it helps to validate the employees and their work. Personnel Commissioner Carroll thanked the employees who attended the meeting for their patience, energy, and commitment.

III PUBLIC COMMENTS

Public Comments is the time when members of the audience may address the Board of Education 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 Board may reduce the allotted time to two (2) minutes per speaker. The Brown Act (Government Code) states that Board members may not engage in discussion of issues raised during "III, 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. This Public Comment section is limited to 20 minutes.

- *Bryan Edwards and Karrie Kingsley, occupational therapists, addressed the board regarding a lack of occupational therapists in the district. Mr. Ewing commented that occupational therapists are in short supply statewide.*

IV ADJOURNMENT

It was moved by Dr. Wisnicki, seconded by Mr. Snell, and voted 7/0 to adjourn the joint meeting at 5:16 p.m. The next regularly scheduled **Board of Education** meeting will be held on **Thursday, February 21, 2008, at 5:30 p.m.** at the Santa Monica City Council Chambers, 1685 Main Street, Santa Monica, CA. The next regularly scheduled **Personnel Commission** meeting will be on **Tuesday, March 11, 2008, at 5:00 p.m.** at the Santa Monica City Council Chambers, 1685 Main Street, Santa Monica, CA.

Approved: 2/21/08



President



Superintendent