

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

MINUTES

**REGULAR MEETING
August 10, 2010 @ 5:00 p.m.
District Office Board Room**

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady, Ms. Suzanne Kim, and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:02 p.m.**
- B. Roll Call: Commissioners Brady, Kim, and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
Vote: **3 – 0**

- E. Motion to Approve Minutes: July 13, 2010;**

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
Vote: **3 – 0**

Personnel Commission minutes were approved after correction regarding former Personnel Commissioner, Ms. Celia Carroll.

- 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
Dr. Young announced that Ms. Debra Moore Washington, the new Assistant Superintendent of Human Resources, will assume her role on August 16, 2010.

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. Jody Anderson, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School**
- Mr. Andy Bill, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School**
- Mr. Jason Karuza, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School**
- Mr. Jeremy Miller, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School**
- Mr. Kyle Miller, Technical Specialist II, from July 1, 2010 to June 30, 2011, Santa Monica High School**

Ms. Keryl Cartee-McNeely, Chief Steward, requested that specifications of each assignment be listed in the Personnel Commission agenda.

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

- **Advisory Rules Committee Agendas – July 22, 2010**

Dr. Young drew attention to the A.R.C. agenda from July 22, 2010 for the Personnel Commission's review.

- C. Approved Provisional Request (less than 90 working days per Personnel Commission Rule §7.2.1.(B): *Provisional Appointment*) by the Director of Classified Personnel**
- Mr. Andrew Gold in the position of the Media Services Coordinator from July 1 to August 31, 2010**

Ms. Lesley Fairweather, Human Resources Technician, informed the Personnel Commission that the hiring authority will interview candidates within the first three ranks on Thursday, August 19, 2010.

- D. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.9.(C): *Working Out of Class*) by the Director of Classified Personnel**
- Mr. Bruno Anderson, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
 - Ms. Kathy Boyd, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
 - Mr. Felipe Cueva, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
 - Mr. Rick Deanda, Gardener, in the position of the Equipment Operator from July 1 to July 14, 2010**
 - Mr. Tracey Harris, Custodian, in the position of the Utility Worker from July 30 to December 10, 2010**
 - Mr. Wilson Moton, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
 - Mr. Salem Omari, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
 - Mr. Thomas O'Rourke, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
 - Mr. Ramiro Padilla, Equipment Operator, in the position of the Sprinkler Repair Technician from July 1 to July 14, 2010**
 - Mr. Stanley Perchlak, Skilled Maintenance Worker, in the position of the Painter from July 21 to July 23, 2010**
 - Mr. James Spalding, Custodian, in the position of the Gardener from July 1 to July 14, 2010**
 - Mr. Eduardo Suaste, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**
 - Mr. Louis Walker, Custodian, in the position of the Utility Worker on June 14 and June 18, 2010**

E. Re-appointment Process for Personnel Commissioner Update

Dr. Young drew attention to the District press release as well as the announcement that was e-mailed to all parents for the Personnel Commission's information. He will meet with Ms.

Washington, the new Assistant Superintendent of Human Resources, regarding the joint effort in the re-appointment process to clarify recruitment strategy and procedures. Commissioner Brady commended Dr. Young for taking the initiative in the process until the new Assistant Superintendent of Human Resources assumes her position.

F. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180

Dr. Young updated the Personnel Commission about the disciplinary hearing that took place on July 21, 2010. The opposing parties have been in the process of writing their closing statements. The hearing officer will provide the Personnel Commission with the final report on August 11, 2010.

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. 24

1. July 14, 2010

Commissioner Brady acknowledged Mr. Michael Bell’s leave due to military service wishing him all the best. His position with the District will be filled on a temporary basis until his return.

B. Approve Classified Personnel – Non-Merit Report - No. A. 25

1. July 14, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Accountant	5
Accounting Technician	6
Bus Driver	9
Cafeteria Worker I	10
Children’s Center Assistant	35
Instructional Assistant – Classroom	33
Media Services Coordinator	9
Physical Activities Specialist	11
Swimming Instructor/Lifeguard	
4	

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

Commissioner Brady commended the Personnel Commission staff for their diligence in filling vacancies for the next school year.

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Instructional Assistant - Special Education 24

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

Commissioner Brady inquired about the process of extending eligibility lists. Dr. Young provided a detailed description of the requirements and also steps that are necessary for eligibility lists to be extended.

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Lawrence Ontiveros in the classification of Accounting Technician pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were eighteen (18) personnel requisitions of which six (6) were on a certification list, twelve (12) were open, and two (2) positions were cancelled. Several positions were filled by employees who would have been laid-off otherwise. Thirty-three percent (33%) of vacancies were certified to managers for selection interviews.

2. Personnel Commission 2010 Guiding Principles

Commissioner Brady provided a brief background of the Guiding Principles development. The document clarifies the purpose, functions, and goals of the Personnel Commission. Classified employees evaluation process is an important issue for the Personnel Commission. Dr. Young informed the Personnel Commission about a report that will capture the percentage of completed evaluations in the last fiscal year. It will be presented at a regular Personnel Commission meeting in near future.

The Guiding Principles may be placed under the Transparency Statement on the first page of the agenda after the document is adopted by the Personnel Commission.

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

- 2010 - 2011

Commissioner Kim will be absent on September 14, 2010 due to her work obligations.

C. Information Item(s):

- 1. Merit Rules Review Tracker**
- 2. Layoff and Reemployment Information for Classified Employees**
 - Frequently Asked Questions (FAQs)
 - Intention to Exercise Employment Rights

Dr. Young explained the Personnel Commission's role in the layoff procedure. He and Ms. Cindy Johnston, Human Resources Technician, developed the above noted documents for classified employees so that they are well informed about specific steps in the layoff process as well as their employment rights if their position is abolished. The documents will be posted on the District home page.

Ms. Cindy Johnston, Human Resources Technician, provided a detailed overview of the documentation used in the layoff process. It was developed for the employees who received a layoff notice so that they would easily orient themselves in the process choosing the best option (moving to a vacant position, exercising displacement rights, or leaving the District) in their situation.

Commissioner Kim commended staff on the process so that the impacted employees have a clear understanding in their difficult circumstances.

Commissioner McLoud inquired about the new federal educational funding allocation for classified staff. It has not yet been determined how the funds will be allocated. Dr.

Young will update the Personnel Commission if the District receives a portion of this federal funding for education.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Brady announced that the progress evaluation forms for Dr. Young have been distributed and are due no later than October 1, 2010.

B. Future Items

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	October 2010
Merit Rules Revisions	First Reading – Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i> Second Reading – Chapter VII: <i>Appointment to Classified Positions</i> Chapter VIII: <i>Employee Clearances</i>	October 2010
Personnel Commission Annual Report of Activities	In Progress	October 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	November 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	November 2010
Appointment of Personnel Commissioner	In Progress	December 2010
No-shows Study	Survey Implementation/Report	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011

Dr. Young provided a brief overview of the future items.

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

None

VII. Next Regular Personnel Commission Meeting:

Tuesday, September 14, 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: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 6:07 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.