

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

MINUTES

REGULAR MEETING
April 17, 2012 @ 5:00 p.m.
District Office Testing Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

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 Inatsugu, McLoud, and Sidley were present.
- C. Pledge of Allegiance:** Commissioner Inatsugu led all in attendance in the Pledge of Allegiance at the Personnel Commission Retreat.

D. Motion to Approve Agenda:

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

- 1. The agenda was amended. The agenda item IV.A.3. “*Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District*” superseded section II “*Report from the Director of Classified Personnel.*”**

E. Motion to Approve Minutes: March 13, 2012

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 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

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

Board of Education Report

Ms. Jan Maez, Assistant Superintendent of Business, Chief Financial Officer, informed the Personnel Commission about the District's general fund budget and the impact on the Personnel Commission budget for next fiscal year.

Commissioner Sidley inquired about the overall percentage of fiscal reductions. Ms. Maez stated that would be around four percent (4%). The Board of Education proposed reductions for certificated as well as classified staff including Special Education department, clerical personnel at school sites, and staff at the District office.

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. Tiffany Estrada, Technical Specialist II, English Language Learners Instructor, from March 1, 2012 to June 20, 2012, Will Rogers Elementary School**
- **Ms. Nena Lauerman, Technical Specialist I, Community Service Coordinator, from March 14, 2012 to June 30, 2012, Malibu High School**

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

- **Advisory Rules Committee Agendas – March 8, 2012 and March 22, 2012**
- **Meeting with Mrs. Washington and Mrs. Cartee-McNeely – March 30, 2012**

Dr. Young drew attention to the A.R.C. agendas and sign-up sheets March 8, 2012 and March 22, 2012 for the Personnel Commission's review. He also reported from his meeting with Mrs. Washington and Mrs. Cartee-McNeely regarding chapters XI and XII.

Mrs. Washington expressed her appreciation of the meeting. The District's concerns were addressed and conveyed to the Advisory Rules Committee for consideration.

C. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
- Hearings: TBD

- **Ref. Number: 7011 0470 0002 6451 4053**
- **Pre-hearing Conference: TBD**

Dr. Young updated the Personnel Commission about the disciplinary hearings regarding communication with the District's attorney who will provide possible dates for the hearings.

Commissioner McCloud commended Dr. Young for instituting the pre-hearing conferences as a proactive approach to resolve the disciplinary issues, so there is no need for a disciplinary hearing.

- D. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel**
- **Mr. Damone Fowler, Cafeteria Cook - Baker, in the position of the Production Kitchen Coordinator from March 26, 2012 to March 30, 2012**
 - **Ms. LuAnne Reed, License Vocational Nurse, in the position of the Athletic Trainer from February 21, 2012 to February 28, 2012**

Dr. Young reported the Working Out of Class requests were due to either medical reasons or recruiting for vacant positions.

- E. Personnel Commission Staffing Update**
- **Mrs. Elizabeth Papp, Human Resources Technician**
 - **Effective date: March 26, 2012**

Dr. Young formally introduced Mrs. Beth Papp as the new Human Resources Technician in the Personnel Commission replacing a former employee. Mrs. Papp has transferred from the Human Resources Department on March 26, 2012.

Commissioner McCloud welcomed Mrs. Papp and wished her the best on this new assignment.

- F. Intercultural Equity and Excellence District Advisory Committee**
- **Ms. Stephanie Perry, Personnel Analyst, member**

Ms. Stephanie Perry informed the Personnel Commission about her participation in the Intercultural Equity and Excellence District Advisory Committee with its focus on equity and closing achievement gap.

Commissioner Inatsugu commended Ms. Perry for her involvement in this District's effort.

- 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 Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Physical Education	12
Instructional Assistant - Special Education	15

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new employee Victor Cole in the classification of Instructional Assistant – Physical Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director’s Recommendation: *Disapprove*

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Lori Ebner in the classification of Administrative Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director’s Recommendation: *Approve*

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new employee Marla Fisher in the classification of Health Office Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Director’s Recommendation: *Disapprove*

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Heidi Lara in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): Salary on Employment based on criteria for the minimum experience and education.

Director's Recommendation: *Approve*

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Cafeteria Cook/Baker classification specification within the Food and Nutrition Services

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

3. Recruitment for the Director of Classified Personnel at Santa Monica-Malibu Unified School District

Director's Recommendation: *Approve*

Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

Dr. Young introduced Mr. George Cole, Director of California Schools Personnel Commissioners Association, who would discuss the recruitment strategy. Mr. Cole presented to the Personnel Commission a recruitment plan and explained each step in great detail. He inquired about professional criteria the Personnel Commission is looking for in a new director. They would be reflected not only in the classification specification, but especially in the recruitment strategy. Commissioner Sidley inquired about director's work load in relation to the District's number of students. Mr. Cole explained the levels of responsibilities based on the size of a particular district including specific examples. Commissioner McLoud asked about the recruitment process in regards to confidentiality. Mr. Cole assured him that the entire process is confidential. The examination panels will sign a confidentiality agreement. Mrs. Washington shared her experience with recruiting for management positions and offered to conduct this recruitment or use School Services, a recruitment consulting firm. She suggested implementing the format of "two-headed" director. Mr. Cole provided a timeline for the recruitment. He would seek input from the principals, SEIU, and the Personnel Commission staff. Dr. Young reviewed the recruitment process if the Personnel Commission would conduct the recruitment internally. He also shared his experiences with School

Services when they were used for the recruitment of the Assistant Superintendent of Business.

Personnel Commission assigned Mr. Cole to conduct the recruitment.

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2012/13 – First Reading

Dr. Young introduced the budgetary process and the deadlines for submitting it to Los Angeles County Office of Education. Then he provided a brief background of the proposed 2012-2013. Dr. Young also informed the Personnel Commission about a budget meeting with Ms. Jan Maez, Assistant Superintendent, Chief Financial Officer, Ms. Pat Ho, Director of Fiscal Services, Ms. Stephanie Perry, Personnel Analyst, and Ms. Jana Hatch, Administrative Assistant, where Dr. Young presented a comparison between the current and the projected expenses regarding salaries, benefits, and the operation of the Personnel Commission department. Several items in the operation were reduced from the current budget.

Dr. Young also pointed out a slight increase in the budget due to an increase in mandated benefits and also due to longevity in clerical office salaries. He also emphasized a salary savings for the new Director of Classified Personnel which would offset the proposed reduction of 0.5 FTE.

Mrs. Washington stated that the District requests reduction of 0.5 FTE from the workforce.

2. HR-PC Reorganization

Mrs. Washington presented a proposal of organizational chart developed in June 2011 to improve efficiency in both departments, especially focusing on reporting structure of the new director. Research of school districts with “two headed” directors responsible for Human Resources as well as the Personnel Commission operation will be conducted in the near future and brought to the Personnel Commission.

Commissioner Sidley requested analysis regarding to the negative impact of losing 0.5 FTE on specific Personnel Commission functions and responsibilities.

Dr. Young stated that the staff reduction is directly related to the reorganization and reassignment of duties. There will be a need to review duties of the Human Resources department if some of the duties will be reassigned to the Personnel Commission. There is a possibility of consolidating positions in the Human Resources department in the reorganization of these departments.

Commissioner Sidley inquired about the Human Resources department budget. Mrs. Washington will provide the Personnel Commission with this information.

3. Position Control Approval Process

Commissioner Sidley inquired about the budgetary impact of approved Advanced Step Placement requests. Dr. Young provided a detailed explanation of the Position Control approval process. He also reported about his meeting with Mrs. Maez, Assistant Superintendent of Business, and Mrs. Pat Ho, Director of Fiscal Services, regarding the District’s fiscal responsibilities and resources if the Advanced Step Placement requests meet the requirements stipulated in the SEIU Bargaining Unit Agreement.

Commissioner Sidley requested staff to provide difference between salary on step A and the recommended step based on the new employee’s qualifications.

4. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, welcomed new Personnel Commissioners. She provided a brief overview of the vacancies. There were three (3) vacancies on a certification list (meaning that the Personnel Commission staff has submitted a list of candidates who qualified and ranked in the first three (3) ranks) and seven (7) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of April 11, 2012. The Month-to-Month Comparison Report showed fifteen (15) vacancies on file in March 2012. The Personnel Commission has received six (6) vacancies, ten (10) positions have been filled, and one (1) position was cancelled and/or placed on hold. Ms. Perry provided a monthly comparison over the past year as well as a detailed description of individual vacancies and their current status.

In the graphic representation: thirty percent (30%) of positions have been certified to managers; seventy percent (70%) of positions are open; eighty percent (80%) of positions are more than twenty (20) hours a week; sixty percent (60%) of positions are new and forty percent (40%) are vacant; one hundred percent (100%) positions are located in Santa Monica.

5. First Reading of Changes to Merit Rule:

- *Chapter XV: Resignation and Reinstatement*

Commissioner Inatsugu provided specific clarifications in editing for chapter XV on Resignation and Reinstatement. She inquired about an employee's reinstatement if his former position has changed into a different one. Dr. Young explained that since the new position has significantly different minimum qualifications, it is a different position; hence, there are no reinstatement rights.

Commissioner Inatsugu inquired about the required period in which an employee has to submit a resignation form. Suggestion to specify this period will be given to the Advisory Rules Committee.

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

- Personnel Commission Retreat
- 2011 – 2012

Commissioner Sidley will not be available for the July's meeting.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A. 14
 - March 15, 2012Classified Personnel – Merit Report - No. A. 19
 - April 19, 2012
2. Classified Personnel – Non-Merit Report – No. A. 15
 - March 15, 2012Classified Personnel – Non-Merit Report - No. A. 20
 - April 19, 2012
3. Career Development Training – Module 3: Interview Skills Workshop
4. Merit Rules Review Tracker

No changes

5. Workforce Organization Development and Strategic District Partnership Tracker
Ms. Julie Younan, Human Resources Technician, reported on the Career Advancement Workshops – Interview Skills offered to classified and certificated district employees on April 4, 2012 and April 11, 2012. Personnel Commission staff conducted theoretical as well as “hands on” training to prepare internal candidates for selection interviews in order increase their promotional opportunities. Workshop attendees expressed their satisfaction with the training in an exit survey.
Commissioner McLoud commended staff for this service to all district employees.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu thanked Dr. Young and Ms. Cartee-McNeely for very informative individual meetings. She informed the Personnel Commission about her participation in organizing candidates’ forum for the Assembly District 50 regarding education from early child development to high school age.

Commissioner Sidley also expressed his appreciation of a productive meeting with Dr. Young.

B. Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XVI: <i>Grievance Procedure</i>	May 2012
Classified Employees Appreciation Reception		May 2012
Proposed Budget - Personnel Commission Fiscal Year 2012/13	Second Reading	May 2012
Job Fair (Malibu)		June 2012

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

- Personnel Commission Employment

VII. Next Regular Personnel Commission Meeting:

Tuesday, May 8, 2012, 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: **Michael Sidley**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 7:48 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. 70-279.