

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

MINUTES

**REGULAR MEETING
August 9, 2011 @ 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 5:03 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: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

The agenda was amended. The agenda items III.A.2. and III.B.2. “Approve Classified Personnel – Merit (No.21) and Non-Merit (No.22) Reports” were included.

- E. Motion to Approve Minutes: June 14, 2011; July 12, 2011**

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
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
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

Ms. Debra Moore Washington, Assistant Superintendent, Human Resources, requested additional time to review the Merit Rules regarding Leaves- specifically Personal Necessity. She invited the Personnel Commission to a welcome reception for Superintendent Lyon that would take place at the Santa Monica Place-the Market on September 1, 2011.

Ms. Washington stated that the staffing for the new school year is in full speed.

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. Search for the New Personnel Commissioner

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*Personnel
Commissioner:
Appointment
Process*

Dr. Young informed the Personnel Commission about his meeting with Ms. Washington in which he outlined the specifics of the appointment process for the new Personnel Commissioner. He also stated that the recruitment had been open and announcements had been placed on the District’s website, in the local media, GovernmentJobs.com, SEIU, and

PTA. Dr. Young received a phone inquiry about the search from the Santa Monica Daily Press. Also, several people showed interest in serving as the new Personnel Commissioner.

B. 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. Sandy Carter, Technical Specialist II, Science Instructor, from September 19, 2011 to June 1, 2012, Point Dume Marine Science Elementary School**
- *Ms. Stephanie Demery, Technical Specialist II, Lunchtime Social Skills Group Leader, from August 30, 2011 to June 15, 2012, Roosevelt Elementary School**
- *Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Specialist, from August 29, 2011 to June 20, 2012, Will Rogers Elementary School/Educational Services**
- *Ms. Diane Farlow, Technical Specialist II, Reading Support Specialist, from September 1, 2011 to June 14, 2012, Point Dume Marine Science Elementary School**
- *Ms. Marni Gittleman, Technical Specialist II, Art Instructor, from August 30, 2011 to June 19, 2012, Santa Monica Alternative Schoolhouse**
- *Ms. Felicia Lopez, Technical Specialist II, English Language Learners Specialist, from August 29, 2011 to June 20, 2012, Franklin Elementary School/ Educational Services**
- *Ms. Julianna Ostrovsky, Technical Specialist II, Visual Art Instructor, from August 30, 2011 to June 19, 2012, Santa Monica Alternative Schoolhouse**
- *Ms. Kristy Pace, Technical Specialist II, Performance Art Instructor, from August 30, 2011 to June 19, 2012, Santa Monica Alternative Schoolhouse**
- *Ms. Susan Shelton, Technical Specialist II, Art Instructor, from October 3, 2011 to April 25, 2012, Point Dume Marine Science Elementary School**
- *Ms. Vonnie Van Note, Technical Specialist II, Reading Instructor, from September 1, 2011 to June 14, 2012, Point Dume Marine Science Elementary School**
- *Ms. Angela Whitman, Technical Specialist II, Reading Support Specialist, from September 1, 2011 to June 14, 2012, Point Dume Marine Science Elementary School**
- *Ms. Maura Zagor, Technical Specialist II, English Language Learners Specialist, from August 29, 2011 to June 20, 2012, McKinley Elementary School/ Educational Services**

C. Approved Working Out of Class Request (less than 90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- Mr. Rick Deanda, Gardener, in the position of the Equipment Operator from July 5, 2011 to July 15, 2011**
- Mr. Abel Orozco, Gardener, in the position of the Tree Trim Equipment Operator from July 1, 2011 to November 8, 2011**
- Mr. Alejandro Villa, Utility Worker, in the position of the Skilled Maintenance Worker from July 1, 2011 to November 8, 2011**

D. Reappointment Letter from the State Superintendent of Public Instruction – Commissioner McLoud

Dr. Young informed the Personnel Commission about receiving the reappointment letter from the State Superintendent of Public Instruction, Mr. Tom Torlakson, for Commissioner McLoud. The delay was due to the change in administration.

E. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401 -**
 - **Pre-hearing Conference: TBD**
 - **Hearing: TBD**

Dr. Young informed the Personnel Commission that staff was still planning to schedule the pre-hearing conference based on the availability of the District and SEIU representatives.

F. SEIU Grievances Received

- **Ref. Number: 002/2011 – May 20, 2011**
- **Ref. Number: 003/2011 – June 8, 2011**
- **Ref. Number: 004/2011 – June 8, 2011**

Dr. Young provided a brief background of these grievances. The first two grievances were resolved in an acceptable manner for all parties involved. Last grievance is on level two (2) in the Superintendent office.

G. Personnel Commission Staffing Update

- **Human Resources Technician Position**

Dr. Young informed the Personnel Commission about selecting the new Human Resources Technician. Currently, she is going through the pre-employment process. Commissioner Brady inquired about the Senior Office Specialist in the Human Resources department. Ms. Washington stated that they had scheduled a second set of interviews for this position.

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. 38

1. July 20, 2011

Approve Classified Personnel – Merit Report - No. A. 21

2. August 10, 2011

B. Approve Classified Personnel – Non-Merit Report – No. A. 39

1. July 20, 2011

Approve Classified Personnel – Non-Merit Report – No. A. 22

2. August 10, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	3
Licensed Vocational Nurse (LVN)	3
Senior Buyer	1

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

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

Instructional Assistant – Classroom	43
Senior Office Specialist	25

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

Director’s Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new Lu Anne Reed in the classification of Licensed Vocational Nurse (LVN) pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new Miriam Garcia-Elmesiry 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.

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

2. Classification Studies:

Director's Recommendation: *Approve/Disapprove* – **tabled till September 13, 2011**

- a. The Director of Classified Personnel recommends that the Personnel Commission approve/disapprove the Classification Study for Administrative Assistant for Ms. Jana Hatch.

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

Director's Recommendation: *Approve/Disapprove* – tabled till September 13, 2011

- b. The Director of Classified Personnel recommends that the Personnel Commission approve/disapprove the Classification Study for Cafeteria Cook/Baker for Mr. Damone Fowler.

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

3. Proposed New Classifications:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification **Equipment Operator/ Sports Facilities**

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

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Julie Younan, Human Resources Technician, provided a brief overview of the vacancies. There were thirty-two (32) 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 twenty-eight (28) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in

process) as of August 4, 2011. The Month-to-Month Comparison Report showed twenty-five (25) vacancies on file in July 2011. The Personnel Commission received forty-eight (48) vacancies of which twelve (12) positions have been filled and one (1) position was cancelled and/or placed on hold.

In the graphic representation: fifty-three percent (53%) of positions have been certified to managers; forty-seven percent (47%) of positions are open; forty-three percent (43%) of positions are more than twenty (20) hours a week; seventy-two percent (72%) of positions are new and twenty-eight percent (28%) are vacant; ninety-seven percent (97%) positions are located in Santa Monica and three percent (3%) are from Malibu.

Ms. Cindy Johnston, Human Resources Technician, provided a detailed report about the twenty-one (21) vacancies within the Child Development Services. She scheduled thirty-one (31) interviews. Ms. Johnston met with the CDS coordinators to reconcile Personnel Requisitions as well as to learn about future vacancies. Additional seventy (70) candidates were recently tested in order to establish a strong eligibility list for the future vacancies. Commissioner Brady inquired about the displaced employees from a couple of centers the Child Development Services assumed responsibility for. Ms. Judy Abdo, Director of Child Development Services, informed these employees about the opportunity to apply for the newly developed positions in order to become permanent District employees.

Commissioner Brady commended Personnel Commission staff for their hard work and dedication filling vacancies for the new school year even under the challenging circumstances.

2. Personnel Commission's Twelve-Month Calendar of Events
 - 2011 – 2012

Commissioner Brady announced that feedback forms for Progress Review of Director, Classified Personnel, are due on October 1, 2011. The Progress Review of the Strategic Goals is scheduled for October 17, 2011.

C.Information Item(s):

1. Merit Rules Review Tracker

No changes

2. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner McLoud requested the Personnel Commission staff to follow up with phone calls to the local newspapers regarding the press release for the new Personnel Commissioner recruitment.

B. Future Items

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report 2010 - 2011		September 2011
Review of Personnel Commissioners' Roles and Responsibilities		September 2011
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	October 2011
Merit Rules Revisions	Second Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	October 2011
Electronic Version of the Full Personnel Commission Agenda		October 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

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 5:47 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:43 p.m.

The Commission reported out of Closed Session at 6:43 p.m. The Commission reviewed a complaint letter written about the Director of Classified Personnel and deemed it was not in the area of the Commission's responsibility and took no action.

VII. Next Regular Personnel Commission Meeting:

Tuesday, September 13, 2011, 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: 6:45 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.