

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

MINUTES

**REGULAR MEETING
September 13, 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 5:00 p.m.**
- B. Roll Call: Commissioners Brady and McLoud were present.
Commissioner Kim was absent due to a family matter.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

The agenda was amended. The agenda item IV.A.1.b. “*Classification Study*” was tabled and the agenda item IV.A.1.a. “*Classification Study*” was moved to Closed Session due to an employee’s contact regarding a personal matter.

- E. Motion to Approve Minutes: August 9, 2011**

Motion by: **Shane McLoud**
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

Ms. Patsy Hersberger, Administrative Assistant, Food and Nutrition Services, shared her concerns regarding the agenda item IV.A.1.a. - Classification Study for Ms. Jana Hatch, Administrative Assistant. She expressed her perception of the duties performed by the Administrative Assistant in the Personnel Commission. She asked the Personnel Commission to carefully review the accuracy of the presented classification study data. She requested the Personnel Commission to disapprove the classification study based on the performed duties and responsibilities.

2. Request to Speak on Non-agenda Items

Ms. Julie Younan and Mr. Nikola Hatch informed the Personnel Commission about the “Santa Monica 5000” – an event organized by the Education Foundation to support the District’s school sports and athletic programs. The run/walk will take place on October 2, 2011. Ms. Younan coordinates the registration for District Office employees. Mr. Hatch will support the SAMOHI Boys’ Tennis team so that when he enrolls in the high school, the program will still be offered to students. Ms. Younan and Mr. Hatch encouraged the Commissioners to participate in this great event.

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

Ms. Keryl Cartee-McNeely, the Chief Steward, reported on the SEIU negotiation team’s meeting with the District negotiating the full contract. She also informed the Personnel Commission about SEIU Local 99 campaigns, forums and conferences focusing on pressing social and economical justice and educational issues. For instance, the SEIU Local 99 Early Education Industry will host a conference on October 29, 2011 for employees who work in early child education. On October 8, 2011, SEIU Local 99 is organizing an Immigration Forum to discuss ways to improve our communities, nation and the world for all children. SEIU Local 99 has an annual scholarship program open to members and their families who wish to pursue higher education.

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.

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. Welcome Reception in Honor of Superintendent Lyon – September 1, 2011 at the Santa Monica Place – the Market

Dr. Young informed the Personnel Commission about the welcome reception for Superintendent Lyon. It was a great opportunity for the community, PTA, city representatives, and all education enthusiasts to celebrate the new leadership in the District.

B. Search for the New Personnel Commissioner Update

Dr. Young informed the Personnel Commission about the applications – as of this date no applications have been submitted to the Superintendent’s Office. He also stated that the Superintendent’s Office sent a press release to several community newspapers and organizations. Personnel Commission staff followed up with additional inquiries about publication of the press release.

Commissioner McLoud inquired about specific newspapers that printed the press release. Santa Monica Mirror, Santa Monica Daily Press and Outlook News have published the information.

C. Personnel Commission Staffing Update

- **Introduction of Ms. Elvira Rodriguez, Human Resources Technician**

Dr. Young introduced Ms. Elvira Rodriguez, the new Human Resources Technician, to the Personnel Commission. Ms. Rodriguez expressed her gratitude having the opportunity to become a new member of the Personnel Commission staff.

Commissioner Brady welcomed Ms. Rodriguez to the District.

D. 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, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Robbie Anderson, Technical Specialist III, Orchestra Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Robert Anderson, Technical Specialist II, Music Instructor-Winds, from September 6, 2011 to June 18, 2012, Santa Monica Alternative School House – Middle School**
- **Mr. Ben Bartelt, Technical Specialist II, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Andrew Bill, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Judith Blake, Technical Specialist II, Art Instructor, from September 26, 2011 to June 15, 2012, Grant Elementary School**

- **Ms. Judy Blake, Technical Specialist II, Visual Art Instructor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Kathy Cass, Technical Specialist II, Kindergarten Dance Instructor, from September 1, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Ms. Kimberly Doane, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Jillian Donegan, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Mersedeh Farokzadeh, Technical Specialist II, Farsi Parenting Groups Leader, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Mersedeh Farokzadeh, Technical Specialist II, Student Counselor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Jane Glazer, Technical Specialist II, Dance Instructor, from September 15, 2011 to June 15, 2012, Grant Elementary School**
- **Ms. Rachel Gaynon, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Allison Jones, Technical Specialist I, School Psychologist Intern, from August 25, 2011 to June 30, 2012, Special Education Department**
- **Mr. Jason Karuza, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Ann Lambert, Technical Specialist II, Vocal Music Teacher, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Flanagan Margaret Lysy, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. Francisco Martinez, Technical Specialist II, Dance Instructor, from September 1, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Mr. Jeremy Miller, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Kyle Miller, Technical Specialist II, Band Coach, from August 15, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Ms. Elizabeth Ann Baker Newell, Technical Specialist II, Vocal Music Instructor, from August 30, 2011 to June 15, 2012, Franklin Elementary School**
- **Ms. Elizabeth Ann Baker Newell, Technical Specialist II, Music Instructor, from September 19, 2011 to June 15, 2012, Grant Elementary School**
- **Ms. Andrea Philipson-Slosberg, Technical Specialist II, Computer Lab Instructor, from September 19, 2011 to June 1, 2012, Juan Cabrillo Elementary School**
- **Ms. Davida Raffa, Technical Specialist II, Ceramics Instructor, from January 9, 2012 to June 15, 2012, Grant Elementary School**
- **Ms. Davida Raffa, Technical Specialist II, First and Second Grade Ceramics Instructor, from October 8, 2011 to June 18, 2012, Roosevelt Elementary School**
- **Ms. Kate Reddish, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. Dan Thomason, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**
- **Mr. David Young, Technical Specialist III, Orchestra Coach, from September 6, 2011 to June 30, 2012, Santa Monica High School/ Educational Services**

- E. 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 August 1, 2011 to August 31, 2011**
 - **Ms. Leticia Tirado, Cafeteria Worker I, in the position of the Cafeteria Worker II from August 24, 2011 to January 9, 2012**

F. Disciplinary Hearings

- **Ref. Number: 7003 1680 0002 6368 3401**
- **Ref. Number: 7003 1680 0002 6368 3517**
 - **Pre-hearing Conference: TBD**
 - **Hearing: TBD**

Dr. Young informed the Personnel Commission about scheduling of the pre-hearing conferences based on the availability of the District and SEIU representatives. Preferably, the pre-hearings will take place on the same day.

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

- **Advisory Rules Committee Agendas – August 25, 2011; September 8, 2011**

Dr. Young drew attention to the A.R.C. agendas and sign-up sheets from August 25 and September 8, 2011 for the Personnel Commission's review.

He also stated that the Assistant Superintendent Washington requested additional time (till November 2011) to review chapter eleven (11) regarding vacation and chapter twelve (12) on salaries.

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. 12

1. August 24, 2011

Approve Classified Personnel – Merit Report - No. A. 11

2. September 8, 2011

B. Approve Classified Personnel – Non-Merit Report – No. A. 13

1. August 24, 2011

Approve Classified Personnel – Non-Merit Report – No. A. 12

2. September 8, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	1
Children's Center Assistant	109
Human Resources Technician	19
Instructional Assistant - Music	5
Instructional Assistant – Physical Education	7
Specialized Instructional Assistant	7

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

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

Senior Administrative Assistant 15

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Studies:
Director's Recommendation: *Approve* – **moved to Closed Session**

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

Motion by: _____
Seconded by: _____
Vote: _____

Director's Recommendation: *Disapprove* – **tabled till October 11, 2011**

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

Motion by: _____
Seconded by: _____
Vote: _____

Director's Recommendation: *Approve*

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instructional Assistant – Special Education for Ms. Maribel Lopez.

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

Assistant Superintendent Washington inquired about this specific reclassification. Ms. Stephanie Perry, Personnel Analyst, provided a brief background to the comprehensive classification study for Instructional Assistants – Special Education who may perform duties of Developmental Health Assistants. This employee's classification study concluded the comprehensive study.

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Equipment Operator/Sports Facilities classification specification within the Theater Operations

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

Ms. Stephanie Perry, Personnel Analyst, provided revisions by Ms. Keryl Cartee-McNeely regarding the overlapping duties of the Equipment Operator/Tree Trimmer and the Equipment Operator/Sports Facilities positions. Dr. Young stated that, based on the conversations with the subject matter experts, there has been a discussion on broadening the responsibilities of the existing Equipment Operator/Tree Trimmer classification. He expressed a concern for classifications with only one incumbent. Dr. Young assured the Personnel Commission that Ms. Cartee-McNeely's suggestions will be incorporated into the classification specification.

B. Discussion Item(s):

1. Personnel Requisition Status Report

Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were ten (10) 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 thirty-seven (37) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of September 8, 2011. The Month-to-Month Comparison Report showed sixty (60) vacancies on file in August 2011. The Personnel Commission received forty-three (43) vacancies of which thirty-five (35) positions have been filled and twenty-one (21) positions were cancelled and/or placed on hold which majority of those were Children's Center Assistant positions.

In the graphic representation: twenty-one percent (21%) of positions have been certified to managers; seventy-nine percent (79%) of positions are open; fifty-seven percent (57%) of positions are more than twenty (20) hours a week; sixty-four percent (64%) of positions are new and thirty-six percent (36%) are vacant; ninety-six percent (96%) positions are located in Santa Monica, and four percent (4%) are from Malibu.

Ms. Cindy Johnston, Human Resources Technician, stated that since July 1, 2011 there have been one hundred and sixteen (116) requisitions while for the entire last fiscal year it was around one hundred and forty-five (145) requisitions. Ms. Johnston is responsible for inputting the requisition into the system and tracking them.

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

- 2011 – 2012

Commissioner Brady will not be present at November 8, 2011 regular Personnel Commission meeting.

C. Information Item(s):

1. Merit Rules Review Tracker

No changes

2. California School Personnel Commissioners Association – The California School District Merit System: *An Orientation Handbook for Personnel Commissioners (Excerpt)*

Dr. Young provided a brief overview regarding Personnel Commissioners' roles and responsibilities as a collective entity. Individual Commissioners must be aware of the public perception since they represent the Personnel Commission as a whole.

This document will be included in the new Personnel Commissioner Orientation Packet, the Personnel Commission website and on the current Commissioners' share drives.

Commissioner Brady suggested to review the entire CSPCA Handbook and to decide what chapters should be implemented.

3. Workforce Organization Development and Strategic District Partnership Tracker

No changes – Dr. Young is still in conversation with Ms. Washington’s office regarding implementing a new Personnel Commission presentation into the New Employees’ Orientation.

SEIU also requested to be represented in the New Employees’ Orientation.

Commissioner Brady shared her experience with the New Employees’ Orientation electronic format in her organization.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report 2010 - 2011		October 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 November 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: **Pam Brady**
Vote: **2 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:03 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:25 p.m.

The Commission reported out of Closed Session at 7:25 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, October 11, 2011, at 5:00 pm - *District Office Board Room*

Special Personnel Commission Closed Session:

Tuesday, October 18, 2011, at 5:30 pm - *District Office Board Conference Room*

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
 - Progress Review of Strategic Goals - Director, Classified Personnel

VIII. Adjournment: There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**

TIME ADJOURNED: 7:27 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.