

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

MINUTES

**REGULAR MEETING
October 12, 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 5:03 p.m.**
- B. Roll Call: Commissioners Brady and McLoud were present.
Commissioner Kim was absent due to her work obligations.**
- 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: **Pam Brady**
Vote: **2 – 0**

The agenda was amended. The agenda item II.E. was revised as follows: “Request to the Classified Director from Ms. Jan Maez, Assistant Superintendent, Chief Financial Officer, to be provided the following: Draft Personnel Commission Minutes and Draft Modified Merit Rules.”

- E. Motion to Approve Minutes: September 14, 2010; October 5, 2010**

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
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
Ms. Cartee-McNeely, the Chief Steward, informed the Personnel Commission about the SEIU continuous efforts in supporting Measure Y and YY. Commissioner Brady expressed her gratitude to SEIU for their active role in campaigns that support public education.
2. Board of Education Report
Dr. Young introduced Ms. Debra Moore Washington, the new Assistant Superintendent of Human Resources, to the Personnel Commissioners. Ms. Washington expressed her appreciation of working in the District. Commissioner Brady welcomed Ms. Washington wishing her the best on behalf of the Personnel Commission.

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**
- Mr. Robbie Anderson, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 22, 2011, Educational Services/SAMOHI**
 - Ms. Elizabeth Ann Baker, Technical Specialist II, Vocal Music Instructor, from September 1, 2010 to June 30, 2011, Franklin Elementary School**
 - Ms. Elizabeth Ann Baker, Technical Specialist II, Vocal Music Instructor, from September 15, 2010 to June 30, 2011, Webster Elementary School**

- Ms. Elizabeth Ann Baker, Technical Specialist II, Vocal Music Instructor, from September 21, 2010 to June 22, 2011, Grant Elementary School
- Ms. Judy Blake, Technical Specialist II, Visual Arts Instructor, from September 1, 2010 to June 30, 2011, Franklin Elementary School
- Ms. Judy Blake, Technical Specialist II, Visual Arts Instructor, from October 15, 2010 to June 22, 2011, Grant Elementary School
- Mr. Stephen Dress, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Mersedeh Farokhzadeh, Technical Specialist II, Counselor, from September 9, 2010 to June 18, 2011, Franklin Elementary School
- Ms. Kelly Flickinger, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Jane Glaser, Technical Specialist II, Dance Instructor, from September 17, 2010 to June 22, 2011, Grant Elementary School
- Mr. Justin Hageman, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Mr. Mark Harris, Technical Specialist II, Music Instructor, from September 7, 2010 to June 30, 2011, Olympic High School
- Mr. Michael Paul Hyziak, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Margaret Lysy, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 22, 2011, Educational Services/SAMOHI
- Ms. Yolanda Martinez, Technical Specialist II, Music Instructor, from September 1, 2010 to June 30, 2011, Franklin Elementary School
- Dr. Josephine Liu Moerschel, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Davida Raffa-Leal, Technical Specialist III, Ceramics Instructor, from September 29, 2010 to June 22, 2011, Grant Elementary School
- Mr. Teag Reaves, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Kathryn M. Reddish, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 23, 2011, Educational Services/SAMOHI
- Ms. Jennifer Roth, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Bobbi Ross-Neier, Technical Specialist I, Community Service Learning Coordinator, from September 7, 2010 to June 30, 2011, Malibu High School
- Ms. Jody Rubin, Technical Specialist II, Dream Strings/Winds Instructor, from September 23, 2010 to June 22, 2011, Educational Services
- Ms. Juliana Ruiz, Technical Specialist I, Produce Coordinator, from September 3, 2010 to June 22, 2011, Edison Language Academy
- Mr. Peter Senchuk, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Mr. Dan Thomason, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 23, 2011, Educational Services/SAMOHI
- Ms. Lydia Tseng, Technical Specialist II, Dream Strings/Winds Instructor, from September 23, 2010 to June 22, 2011, Educational Services

- Ms. Meghan Turner, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Ms. Kelly Weaver, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services
- Mr. David Young, Technical Specialist III, Orchestra Coach, from September 7, 2010 to June 22, 2011, Educational Services/SAMOHI
- Ms. Karolina Zazimiec, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, Educational Services

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

- Advisory Rules Committee Agenda – September 30, 2010

Dr. Young drew attention to the A.R.C. agenda from September 30, 2010 for the Personnel Commission's review. He expressed his gratitude to the committee for their diligence and dedication in the revision process. Commissioner Brady inquired about the management representation within the committee. Dr. Young identified the committee member who is in the management position.

C. 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

- Ms. Wilma Iniguez, Senior Office Specialist – Bilingual, in the position of the Administrative Assistant from September 1 to September 24, 2010
- Ms. Sandra Moore, Cafeteria Worker I, in the position of the Cafeteria Worker II from September 13 to November 30, 2010

D. Appointment Process for Personnel Commissioner Update

- Chair's Recommendation for Panel

Dr. Young informed the Personnel Commission about four (4) candidates who submitted applications for the Personnel Commissioner position.

Commissioner Brady appointed Commissioner Kim as the Personnel Commission representative participating in the selection interviews. She announced her intent to resign from her post after her term is completed in December 2011.

Dr. Young also stated that the Board of Education, SEIU, and PTA were contacted with a request to appoint their representatives for the interview panel.

Commissioner McCloud listed the organizations that publicized the Personnel Commissioner recruitment.

E. Request from Ms. Jan Maez, Assistant Superintendent, Chief Financial Officer

- Draft Minutes
- Draft Modified Merit Rules

Dr. Young expressed his gratitude to Ms. Maez for this opportunity for transparency providing better understanding of the Personnel Commission functions.

F. Joint Personnel Commission and Human Resources Process Improvement Meeting

Dr. Young informed the Personnel Commission about the intent to conduct joint staff meetings between Personnel Commission and Human Resources departments to discuss, revise, clarify, and improve various personnel processes in order to provide better services to the District.

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. 20

1. September 23, 2010

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

2. October 7, 2010

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

1. September 23, 2010

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

2. October 7, 2010

Commissioner Brady requested that specific reasons for the Leave of Absence are included in the Board of Education report.

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Athletic Trainer	6
Developmental/Health Instructional Assistant	7
Instructional Assistant – Physical Education	10
Instructional Assistant – Special Education	17
Maintenance Supervisor	4
Occupational Therapist	2
Specialized Instructional Assistant	14

Commissioner McLoud inquired about practical test for Athletic Trainer, Instructional Assistant – Physical Education, Occupational Therapist, and Specialized Instructional Assistant positions in addition to the written part of the examination.

Ms. Stephanie Perry, Personnel Analyst, explained the test development process and also provided rational for having only the written element of the examination for these particular classifications, including the specific requirements for meeting the minimum qualifications.

Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 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 hire Jacob Henderson in the classification of Instructional Assistant – Sign Language Interpreter pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment based on exceeding the minimum experience and education.*

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

2. Personnel Commission 2010 Guiding Principles - **Deferred Until November 9, 2010**
 - Determination of placement on the Personnel Commission Agenda

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. Personnel Commission Annual Report: 2009 – 2010

Dr. Young presented a detailed overview of specific data for the Personnel Commission activities in the fiscal year 2009-2010. He pointed out the “Working Out of Class” category where the numbers increased significantly reflecting primarily the needs of the Maintenance and Operations department.

Ms. Keryl Cartee-McNeely, the SEIU Chief Steward, inquired about the daily substitute assignments and if temporary or additional assignments were included in the figure. Ms. Lesley Fairweather, Human Resources Technician, addressed the question stating that only substitute assignments for Campus Security Officer, Instructional Assistant – Physical Education positions and any clerical substitutes were reflected in this report.

Dr. Young also mentioned the number of completed classified employees evaluations received in the last fiscal year. The rate of submitted evaluations varied depending on individual managers. Specific data concerning permanent and probationary employees will be captured in future reports. Commissioner McLoud presented the issue of performance evaluation in greater detail.

The Personnel Commission Annual Report will be submitted to the Board of Education for their review.

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were seventeen (17) active personnel requisitions of which six (6) were 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 eleven (11) were open (meaning that the hiring authority has not received a certification list because the recruitment is still in process).

Ms. Debra Moore Washington, the Assistant Superintendent of Human Resources, inquired about “the Three Ranks Rule” and the number of candidates the hiring authority must interview. Ms. Perry confirmed that all candidates who scored in the first three ranks will be interviewed by the hiring managers.

Ms. Perry pointed out that the on-line application and recruitment management system has been instrumental in increased efficiency of filling vacancies. In addition, working closely with Ms. Carmen Larios, Human Resources Specialist, has resulted in more accurate recording of personnel requisitions.

Commissioner McLoud inquired about the Children’s Center Assistant vacancy in Grant Elementary School. This position was filled.

He also requested an update on Plant Manager. Ms. Perry informed the Personnel Commission that the Manager of Buildings and Grounds Operations received a certification list and will conduct interviews in the near future.

Regarding the high number of “Working Out of Class” in the Maintenance and Operations department, Ms. Cartee-McNeely explained the situation and provided the SEIU’s perception on this subject. She also commented on the challenges with hiring managers for Maintenance and Operations department connected with the Classification Study that has not been implemented; hence, the salaries are often not comparable with the current job market.

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

- 2010 - 2011**

C. Information Item(s):

1. Merit Rules Review Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	November 2010
Merit Rules Revisions	First Reading: Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	November 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	November 2010
Appointment of Personnel Commissioner	In Progress	December 2010
Final Evaluation of the Director of Classified Personnel	Review of Specific Goals	December 7, 2010
No-shows Study	Survey Implementation/Report	December 2010
Hiring Managers' Orientation – Hiring Process	In Progress	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011
Electronic Version of the Full Personnel Commission Agenda	In Progress	February 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, November 9, 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: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

TIME ADJOURNED: 6:25 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.