

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

MINUTES

REGULAR MEETING
July 13, 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 5:05 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**

E. Motion to Approve Minutes: June 8, 2010;

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
**Ms. Cartee-McNeely, the Chief Steward, informed the Personnel Commission about the SEIU continuous effort to lobby for education in Sacramento.
SEIU is planning on becoming a fundraising partner with the Education Foundation.
Ms. Cartee-McNeely elaborated on the challenges connected with the unsuccessful Measure A parcel tax initiative.**
2. Board of Education Report
None

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. Participation in Panel Interviews for the Assistant Superintendent of Human Resources

Dr. Young shared his observations about the interview process for the Assistant Superintendent of HR that took place on June 30, 2010.

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. Elizabeth Baker, Technical Specialist II, from March 10 to June 30, 2010, Webster Elementary School**

C. Approved Limited Term Request (not expected to exceed 6 months per Personnel Commission Rule §7.4.1.(A): *Positions Defined*) by the Director of Classified Personnel

***Mr. Juan Pablo Manzur, Technology Support Assistant, from July 1, 2010 to December 31, 2010, Educational Services (Roosevelt Elementary School, Santa Monica Alternative School, Lincoln Middle School)**

***Mr. Henry Plascencia, Equipment Operator, from March 1, 2010 to June 25, 2010, Educational Services – St. Anne’s Catholic School**

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

- **Advisory Rules Committee Agendas – June 10, 2010; July 8, 2010**

Dr. Young drew attention to the A.R.C. agenda from June 10 and July 8, 2010 for the Personnel Commission’s review. He commended the advisory committee for its tremendous contribution in the revision process.

- E. 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. Ronald Ford, Painter, in the position of the Plumber from June 25 to October 22, 2010**
 - **Mr. Hector Gonzalez, Sprinkler Repair Specialist, in the position of the Painter from June 25 to October 22, 2010**

- F. Re-appointment Process for Personnel Commissioner**
- **Memorandum to the Superintendent, Mr. Tim Cuneo**
 - **Memorandum to SEIU, Local 99 Chief Steward, Ms. Keryl Cartee-McNeely**

Dr. Young drew attention to the memoranda regarding the re-appointment process.

- G. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180**
- **Pre-conference Hearing**
 - **Regular Hearing**

Dr. Young informed the Personnel Commission about the upcoming disciplinary hearing on July 21, 2010 using a hearing officer.

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. 17

1. June 18, 2010

B. Approve Classified Personnel – Non-Merit Report - No. A. 18

1. June 18, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Plumber	6
Systems Analyst	2

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

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

Specialized Instructional Assistant
3

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

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 Christopher Cline in the classification of Plumber 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. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Joy Magallanes in the classification of Systems Analyst 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. First Reading of Changes to Merit Rules:
• *Chapter VIII: Employee Clearances*

There were no concerns or revisions.

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were twelve (12) personnel requisitions of which four (4) were on a certification list, and eight (8) were open. Twenty-five percent (25%) were new vacancies. Seventeen percent (17%) of the vacancies were located in Malibu. One third (1/3) was certified to managers for selection interviews. Regarding work hours, nearly half of the positions were twenty (20) or more hours per week.

The Swimming Instructor-Lifeguard position in Malibu High School is still vacant. Commissioner Brady also inquired about number six (6): Instructional Assistant – Sign Language Interpreter. Ms. Julie Younan, Human Resources Technician, explained the challenge with the new and more demanding requirements for certification in the state of California.

3. Personnel Commission's Twelve-Month Calendar of Events
• 2010 - 2011

C. Information Item(s):

1. Merit Rules Review Tracker

Commissioner Brady appreciated the well-organized table for tracking Merit Rules development.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Hearing Procedures	Review of Current Personnel Commission Procedures	August 2010
Classification Study: Child Care Assistant	In Progress	August 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	August 2010
No-shows Study	Survey Implementation/Report	August 2010

Appointment of New Personnel Commissioner	In Progress	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011

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, August 10, 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: **Suzanne Kim**

Vote: **3 – 0**

TIME ADJOURNED: 5:34 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.