

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

MINUTES

REGULAR MEETING
January 10, 2012 @ 5:30 p.m.
District Office Board Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Pam Brady and Mr. Shane McLoud

I. General Functions:

- A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 5:30 p.m.**
- B. Roll Call: Commissioners Brady 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: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**
- E. Motion to Approve Minutes: **December 13, 2011 minutes to be approved in February 14, 2012****
- Motion by: **Pam Brady**
Seconded by: **Shane McLoud**
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
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

Ms. Keryl Cartee-McNeely, the Chief Steward, wished the Personnel Commission happy New Year 2012. She reported that SEIU continues developing a survey for distribution to the unit members. It will serve as a preparation tool for the SEIU team in negotiations with the District Administration.

SEIU expects that a District-wide classification study will take place this year in order to meet the contractual obligations. SEIU will work with the District to ensure a timeline for the study that will result in high unit member participation.

She also reminded the Personnel Commission that SEIU Local 99 Early Education Industry is hosting an early education conference on March 12, 2012 in Manhattan Beach. It is a first conference of this kind for union members who work with young children in LACOE, Torrance USD, Lynwood USD, and LAUSD among others.

Also, SEIU continues its battle for a fair economy on local, state and national level.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District Leadership Team comprised of all employee units. Its' function is to provide information, guidance and being a touchstone to the Superintendent Lyon and the Board of Education.

Also, another advisory committee has been formed to assist Superintendent Lyon in evaluation of fundraising in the District.

Ms. Washington invited the Personnel Commission to Superintendent Lyon's presentation "*State of Our Schools*" for the community on January 30, 2012 in Malibu and on January 31, 2012 in Santa Monica.

Commissioner Brady inquired about the District Leadership Team composition- whether there are external participants to be able to bring various perspectives. Ms. Washington stated that the team is comprised of individuals from all different kinds of stakeholder groups. The team of forty (40) people includes District management, but also a lot of input from different community groups.

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. Appointment of New Personnel Commissioners

- **Filling the Expired Term of Commissioner Brady – Mr. Michael Sidley**
- **Filling the Unexpired Term of Commissioner Kim – Ms. Barbara Inatsugu**

Dr. Young updated the Personnel Commission regarding the recruitments for new personnel commissioners. Selection panel has recommended two candidates to serve in these posts. Mr. Michael Sidley will fill the expired term of Commissioner Brady, and Ms. Barbara Inatsugu will serve for Commissioner Kim's unexpired term.

Ms. Inatsugu, who attended this Personnel Commission regular meeting, expressed her gratitude for the opportunity to serve the District as the new personnel commissioner. Commissioner McLoud conveyed his appreciation for Ms. Inatsugu's experience in the District as the formal Superintendent's Assistant as well as her broad knowledge of the community.

Dr. Young stated that an agenda item (Recommendation No. A.25) would be presented at the Board of Education regular meeting on January 19, 2012. On January 20, 2012, the Superintendent's office will send the nomination to the State Superintendent of Public Instruction, Mr. Torlakson, for his approval. The Personnel Commission staff will follow up with the office of Mr. Torlakson's office for updates.

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

- Mr. Francisco Martinez, Technical Specialist II, Dance Instructor, from January 1, 2012 to June 18, 2012, Roosevelt Elementary School
- Mr. Greg Moul, Technical Specialist I, Computer Laboratory Instructor, from January 10, 2012 to June 22, 2012, John Muir Elementary School

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

- Advisory Rules Committee Agenda – December 15, 2011

Dr. Young drew attention to the A.R.C. agenda and sign-up sheet from December 15, 2011 for the Personnel Commission's review.

D. 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.

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. Jose Lopez, Gardener, in the position of the Equipment Operator-Tree Trimmer from December 21, 2011 to December 23, 2011

F. District Leadership Team Update

- First Meeting: December 19, 2011
- Next Meeting: January 11, 2012

Dr. Young reported about the District Leadership Team meeting on December 19, 2011. He emphasized the participants' diversity.

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. 23

1. December 15, 2011

B. Approve Classified Personnel – Non-Merit Report – No. A. 24

1. December 15, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant - Music	3

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

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

Utility Worker	3
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Motion by: **Pam Brady**
Seconded by: **Shane McCloud**
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 employee Sean Garnreiter in the classification of Instructional Assistant - Music pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Monica Gonzalez 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: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ocea Iverson in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

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

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee April Stewart 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: **Pam Brady**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were seven (7) 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-three (33) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of January 4, 2012. The Month-to-Month Comparison Report showed forty (40) vacancies on file in December 2011. The Personnel Commission received seventeen (17) vacancies of which fourteen (14) positions have been filled and three (3) positions were cancelled and/or placed on hold.

In the graphic representation: seventeen percent (17%) of positions have been certified to managers; eighty-three percent (83%) of positions are open; fifty-eight percent (58%) of positions are more than twenty (20) hours a week; forty percent (40%) of positions are new and sixty percent (60%) are vacant; ninety-three percent (93%) positions are located in Santa Monica, and seven percent (7%) are from Malibu.

Ms. Julie Younan, Human Resources Technician, provided a detailed report on her continuous recruitments (Instructional Assistant-Special Education- permanent and substitutes and Specialized Instructional Assistant) within the Special Education department. She also informed the Personnel Commission about her participation at the joint meeting with the Special Education and Human Resources to discuss the most effective way to meet the staffing needs for the Special Education department. These continuous recruitments are comprised of a two step examination process – written and oral- developed by the subject matter experts.

Commissioner Brady inquired about employee turnover in these classifications suggesting implementation of the Exit Interview process to learn reasons of employees' separation from their positions.

Ms. Elvira Rodriguez, Human Resources Technician, reported on filling her Administrative Assistant vacancies for Special Education department and Facilities Permits and Theater Operations.

Ms. Cindy Johnston, Human Resources Technician, provided an update on Children Center Assistant vacancies. She mentioned that the interview panels are larger than interview panels for other classifications. More vacancies are predicted in near future due to new employees who separated within their probationary period finding other jobs, having transportation issues, or becoming substitute assistants. Ms. Johnston expressed her appreciation for the Child Development Services management for their professional conduct and great working relationship with the Personnel Commission staff.

Ms. Stephanie Perry added that a management position – Fiscal Services Supervisor – is being recruited for the Fiscal and Business Services.

Commissioner Brady requested that the detailed report be sorted either by the requisition number or the date received from the Human Resources department starting with the vacancies that have been on the report the longest time on the top.

Dr. Young stated that the report will be reviewed so that it is user friendly.

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

- 2011 – 2012**

Commissioner McCloud mentioned the California Schools Personnel Commission Association annual conference will take place at the end of January in San Diego. Unfortunately, the new personnel commissioner nominees cannot attend until they are being sworn by the State Superintendent of Public Instruction. Dr. Young suggested addressing CSPCA director with a proposal to organize future annual conferences later in spring so that new personnel commissioners have an opportunity to attend.

He offered to inquire about possible trainers from California Schools Personnel Commission Association to provide instruction for the new personnel commissioners.

Dr. Young also mentioned the CSPCA Merit Academy as a great resource to learn about personnel commission practices and merit system.

C. Information Item(s):

1. Merit Rules Review Tracker

No changes

Dr. Young informed the Personnel Commission that Ms. Washington had been invited by the Advisory Rules Committee to attend their January 26, 2012 meeting to discuss revisions in chapters XI: *Vacation, Leaves of Absence and Holidays* and XII: *Salaries, Overtime Pay, and Benefits*. Ms. Washington requested a meeting with Dr. Young regarding these revisions. Dr. Young expressed his hesitancy about such meeting without the committee's presence to discuss content revisions, interpretations of the rules, or make any determinations. He is willing to discuss logistics or the revision process, not the content itself.

Ms. Cartee-McNeely requested the title columns to be added to each page of the report for clarity.

2. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Brady expressed her gratitude to the Advisory Rules Committee for their dedication and nearly completing the revision process before her departure from the Personnel Commission. She promised to attend the Personnel Commission meeting when the last chapters will be approved to cheer from the audience. Commissioner Brady stated that the future revisions should not be as challenging as these initial revisions.

Commissioner McLoud presented Commissioner Brady with flowers and a little token of appreciation for her dedication and service to the District.

B. Future Items

Subject	Action Steps	Tentative Date
Recognition of Service for Commissioner Brady and Commissioner Kim	Acknowledgement of Their Contribution to the District	February 2012
District-wide Administrative Assistant Classification Study	Consultations with the District Administration and SEIU	February 2012
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and</i>	February 2012

	<i>Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> 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>	March 2012
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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, February 14, 2012, at 5:00 pm - *District Office Board Room*

Commissioner McCloud stated that the next regular meeting will be rescheduled to 5:30 p.m., if Commissioner Brady's schedule needs to be accommodated.

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

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

TIME ADJOURNED: 6:30 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.