

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

MINUTES

REGULAR MEETING
February 8, 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 5:04 p.m.**
- B. Roll Call: Commissioners Brady and Kim were present. Commissioner McLoud arrived later.**
- 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: **Pam Brady**
Vote: **2 – 0**
- E. Motion to Approve Minutes: January 11, 2011**
- Motion by: **Suzanne Kim**
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. Anette Bolan, SEIU Steward, on behalf of SEIU congratulated Commissioner Brady on her re-appointment as the Commission Chair, and also extended congratulations to Commissioner Kim on her appointment as the Vice Chair of the Personnel Commission.

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Ms. Bolan informed the Personnel Commission about SEIU’s intent to negotiate negative impact the newly approved District calendars (2011/12 and 2012/13) on classified employees. The SEIU/SMMUSD contract will expire on June 30, SEIU has not met on the Ewing Classification and Compensation Study that completed four (4) years ago and may be obsolete. It has been the third had not been fully implemented. The District will again be contractually perform another Classification and Compensation Study in the near future.

SEIU Executive Committee met with the Leadership Associates to provide feedback on personal and professional attributes of the next Superintendent.

Commissioner Brady requested to see the SEIU/SMMUSD contract language regarding classification and compensation studies before the next regular Personnel Commission meeting.

2. Board of Education Report

Ms. Debra Moore Washington, the Assistant Superintendent of Human Resources, informed the Personnel Commission about the recently approved District calendars for next two (2) school years. School will start prior to Labor Day in order to accommodate summer academic programs as well as to conclude finals before winter break so the new semester will begin right after the New Year.

Ms. Washington updated the Personnel Commission on the possible state financial reduction per student. She also mentioned the District’s plans for certificated lay-offs that will occur due to revisions of certain programs.

Ms. Washington stated that the Point Dume petition to become a charter school has been voted on at the Los Angeles County Office of Education. If the vote does not pass, the proponents of the petition can appeal to the State Board. The final decision will affect staffing in the District.

Ms. Washington updated the Personnel Commission on the superintendent search using services of Leadership Associates. The search committee is in the process of meeting with

various groups within the District and the community soliciting feedback regarding the qualities and characteristics the new Superintendent should possess. Based on these recommendations, a brochure will be developed for the application process. The search committee will also visit the applicants' worksites. Their final recommendations will be presented to the Board in April or May 2011.

Ms. Washington provided the Personnel Commission with surveys completed by several District administrators regarding orientation of managers with the Personnel Commission rules and procedures.

- 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. Jerome de Vase, Technical Specialist I, School Psychologist Intern, from January 4, 2011 to June 30, 2011, District Office
 - Ms. Stephanie Demery, Technical Specialist III, Social Skills Counselor, from January 3, 2011 to June 22, 2011, Roosevelt Elementary School
 - Ms. Tiffany Estrada, Technical Specialist II, Reading Specialist, from February 2, 2011 to June 22, 2011, Will Rogers Elementary School
 - Ms. Abigail Fels, Technical Specialist II, Art Instructor, from January 3, 2011 to June 22, 2011, Roosevelt Elementary School
 - Ms. Arwen Hernandez, Technical Specialist II, Band – Percussion Coach, from February 1, 2011 to June 30, 2011, Educational Services/Santa Monica High School
 - Mr. Francisco Martinez, Technical Specialist III, Dance Instructor, from January 1, 2011 to June 18, 2011, Roosevelt Elementary School
 - Mr. Greg Moul, Technical Specialist I, Computer Instructor, from December 1, 2010 to June 22, 2011, John Muir Elementary School
 - Mr. Lynn Robb, Technical Specialist II, Art Instructor, from January 3, 2011 to June 22, 2011, Roosevelt Elementary School
- B. 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. Tracey Harris, Custodian, in the position of the Utility Worker from December 13, 2010 to January 10, 2011
 - Mr. Tracey Harris, Custodian, in the position of the Utility Worker from January 11, 2011 to April 28, 2011
 - Mr. Robert Marroquin, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from December 2 to December 3, 2010

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

- **Advisory Rules Committee Agendas – January 13 and 27, 2011**

Dr. Young drew attention to the A.R.C. agendas and sign-up sheets from January 13 and 27, 2011 for the Personnel Commission’s review.

D. Update of Revisions of Classification Specifications for Custodian and Utility Worker

Ms. Stephanie Perry, Personnel Analyst, reported on her meeting with the SEIU Chief Steward, Ms. Keryl Cartee-McNeely to review and compare both classification specifications. Ms. Perry discussed job analysis that included the expertise of the Risk Management Specialist, Mr. Gary Bradbury, on lifting objects, a duty that was represented in both classification specifications. Revised classification specifications will be shared with SEIU representatives and Maintenance and Operations management for their feedback before their final version will be presented to the Personnel Commission.

Commissioner Brady inquired about the methodology for classification specification revision, particularly regarding comparison with other school districts. Ms Perry stated that classification specifications from other organizations were being considered in the classification studies; however, the District’s specific needs and requirements are the key focus in class revisions.

E. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3371

- **Pre-hearing Conference: February 15, 2011**

Dr. Young informed the Personnel Commission about the scheduled pre-hearing conference regarding a disciplinary issue expressing his hope that the involved parties will reach an agreement at that time instead of conducting disciplinary hearing before the Personnel Commission.

F. Personnel Commission Staffing Update

Dr. Young informed the Personnel Commission about an unpaid leave of absence that was granted to Ms. Lesley Fairweather, Human Resources Technician, till February 25, 2011.

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. 32

1. January 13, 2011

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

2. February 3, 2011

B. Approve Classified Personnel – Non-Merit Report - No. A. 33

1. January 13, 2011

Approve Classified Personnel – Non-Merit Report - No. A. 25

2. February 3, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	8
Cafeteria Worker II	6
Children’s Center Assistant	88
Human Resources Technician	5
Laboratory Technician	4

Motion by: **Suzanne Kim**

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: *Disapprove*

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove Advanced Step Placement for new hire Natalie Cornejo in the classification of Campus Security Officer 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: **Pam Brady**

Vote: **2 – 0**

Director’s Recommendation: *Approve*

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Kim Nguyen in the classification of Senior Administrative Assistant 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: **Pam Brady**
Vote: **2 – 0**

2. Classification Study – Instruction Assistant–Special Education
Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instruction Assistant–Special Education

Commissioner McLoud arrived and voted on this item.

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

3. Second Reading of Changes to Merit Rules:
Director’s Recommendation: *Approve*

a. Chapter IX: Employment Status

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

b. Chapter X: Performance Evaluation

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

B. Discussion Item(s):

1. Orientation of New Department Managers

Dr. Young provided a report of activities the Personnel Commission staff has performed in order to orient new department managers and school site administrators. These activities contain introduction to the role and functions of the Personnel Commission and also presentation of recruitment process including job analysis that follows the hiring authority's request for a particular recruitment. The Personnel Commission staff used to participate in the new employees orientation program. The format of the presentation has changed where the Employee Benefits Technician provides an overview of the District departments and their functions.

Dr. Young informed the Personnel Commission about the development of a guide for new and existing administrators by the Fiscal department, Human Resources department and Personnel Commission.

Commissioner Brady noted that the surveys completed by some District administrators may be used in designing FAQs.

The Personnel Commission staff plans to develop the Personnel Commission Information seminars for the District employees. Commissioner Brady suggested organizing career training for managers to address various subjects, for instance- how to objectively evaluate employees.

Dr. Young added that the Personnel Commission staff plans to develop surveys which will be followed up with focus groups in order to obtain additional information about the Personnel Commission's activities regarding orientation of managers and developing new programs.

Commissioner Brady suggested creating a CD containing Merit Rules, hiring procedures, personnel requisition flow chart, a fact sheet (once it's developed), and also the Human Resources PowerPoint presentation for new employees.

Ms. Stephanie Perry, Personnel Analyst, provided a detailed description of the web based guide that is currently being developed in partnership with the Human Resources department, Fiscal department and the Personnel Commission staff.

Commissioner Brady expressed her appreciation for this complex project and emphasized its benefits for the entire District.

Commissioner Kim also expressed her gratitude focusing on the positive long-term impact of the guide for managers as well as for the Personnel Commission staff.

2. Personnel Requisition Status Report

Ms. Perry, Personnel Analyst, provided a brief overview of the vacancies. There were three (3) 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 eight (8) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of February 2, 2011. The Month-to-Month Comparison Report showed ten (10) vacancies on file in January 2011. The Personnel Commission received eight (8) vacancies of which five (5) positions have been filled and two (2) positions were cancelled and/or placed on hold. Subsequent to this report, the Personnel Commission staff had received four (4) new requisitions that were placed on the Transfer Bulletin expiring on February 11, 2011. At this time there were no positions with less than twenty (20) hours a week.

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

There will be additional meetings scheduled for the progress reviews of the Director of Classified Personnel.

C. Information Item(s):

1. Merit Rules Review Tracker

Commissioner Brady requested a hard copy of the revised and approved Merit Rules. Dr. Young suggested uploading the electronic version of the revised Merit Rules on the Commissioners' scan drives.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Career Advancement Training	Planning Sessions	March 2011
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	March 2011
Hearing Procedures	Review of Current Personnel Commission Procedures	March 2011
Preliminary Budget – Fiscal Year 2011-2012	First Reading	April 2011
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	April 2011
Administrator's Workshop	HR/Personnel Commission/ Payroll Process	May 2011
Guide to Recruiting Classified Staff		May 2011
Classified Employees Appreciation Reception		May 2011
Electronic Version of the Full Personnel Commission Agenda		June 2011

Dr. Young provided a brief overview of the future items.

Ms. Perry presented a report regarding the Career Advancement Training planned for late March or early April 2011. The Personnel Commission staff met twice to discuss implementation of the training sessions. Staff will meet with designated client groups, Maintenance and Operations and Child’s Development Services, to talk about the training benefits for their personnel.

Ms. Anette Bolan, the Merit Rules Revision Committee member, expressed her gratitude to the Personnel Commissioners for their support.

Commissioner Brady proposed placing “Orientation of New Department Managers – Strategic Partnership” continuously on the agenda under the “Discussion 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: 6:25 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:21 p.m.

The Commission reported out of Closed Session at 7:21 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, March 8, 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: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

TIME ADJOURNED: 7:22 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.