

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

**MINUTES**

**REGULAR MEETING  
February 9, 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 5:07 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: January 12, 2010**

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

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

None

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. Welcome to the new Personnel Commissioner, Ms. Suzanne Kim**

**Dr. Young welcomed Ms. Kim and expressed his best wishes to her in the new post.**

**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. Kristy Pace, Technical Specialist II from February 3, 2010 to June 18, 2010, Santa Monica Alternative Schoolhouse**

**C. Personnel Commission Retreat Update**

**• Tentative Date: March 9, 2010 (4:30 p.m. – 5:30 p.m.)**

**The District Administration and SEIU will be invited to participate in the retreat.**

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

**• Advisory Rules Committee Agenda – January 14, 2010; January 28, 2010**

**Dr. Young drew attention to the A.R.C. agendas from January 14 and 28, 2010.**

**E. California School Personnel Commissioners Association Annual Conference in Irvine – February 18, 2010**

**Commissioner Kim will attend the conference as a part of the Commissioner orientation process.**

**F. Written Tests Administered by Location**

**Ms. Julie Younan, Human Resources Technician, provided an overview for the first half of the 2009-2010 fiscal year regarding the written tests, and where they were administered. Sixty-three (63) written tests were given of which eighty-one percent (81%) took place at the District Office, seventeen percent (17%) at Professional Development Learning Center, and less than two percent (2%) at Juan Cabrillo Elementary School in Malibu.**

- G. 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. Irene Behrens, Senior Office Specialist, in the position of the Human Resources Technician from February 8 to April 9, 2010**
  - **Ms. Elizabeth Papp, Human Resources Technician, in the position of the Human Resources Specialist from February 8 to April 9, 2010**

**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. 22**

1. January 14, 2010

**Approve Classified Personnel – Merit Report - No. A. 18**

2. February 4, 2010

**B. Approve Classified Personnel – Non-Merit Report - No. A. 23**

1. January 14, 2010

**Approve Classified Personnel – Non-Merit Report - No. A. 19**

2. February 4, 2010

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	24
Director of Maintenance and Operations	8
Facilities Technician	9
Instructional Assistant-Classroom	27
Instructional Assistant – Special Education	38
Network Engineer/Computer Systems Specialist	6
Specialized Instructional Assistant	11

Motion by: **Suzanne Kim**  
 Seconded by: **Shane McLoud**  
 Vote: **3 – 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 Carmen Cruz in the classification of Children Center 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: **Shane McLoud**  
Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Diane Jenson in the classification of Instructional Assistant – Special Education 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**

2. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Database Administrator classification specification within the Information Services department

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Glazier classification specification within the Maintenance and Operations department

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Swimming Instructor/Lifeguard classification specification within the Educational Services department

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

3. Second Reading of Changes to Merit Rules:

Director's Recommendation: *Approve*

a. *Personnel Commission Rule 3.1.2.B: Special Categories*

Motion by: **Suzanne Kim**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

**Commissioner Brady requested to implement a table regarding the adoption of Merit Rules. Dr. Young informed the Personnel Commission that the adoption dates will be included in all the approved rules using footer.**

**Commissioner Brady inquired about the length of time for Special Categories. Dr. Young replied that the same lay-off rules would apply to permanent employees in special type of positions, which means thirty-nine (39) months to receive their permanent position in the District had the special assignment ended.**

b. *Personnel Commission Rule 4.6.2.B: Appeal from Disqualifications*

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

**Dr. Young introduced the discussion from the previous Personnel Commission meeting regarding specific language dealing with appeal from disqualifications in B.3. The Merit Rules Advisory Committee decided that the process was captured in section three (3); hence, no change was recommended.**

**Commissioner Brady amended Rule 4.6.2.A.3. regarding an informal investigation by the Director of Classified Personnel when a written protest is submitted.**

c. *Chapter V: Recruitment and Examinations*

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **3 – 0**

**Dr. Young provided background for the revision of this Rule. Notification of the proposed revisions was submitted to the Superintendent and also SEIU. No changes were recommended by either party. Previous discussion dealt with Rule 5.2.3.C. regarding evaluations being considered in evaluating an employee's suitability for promotion.**

4. Working Out of Class Requests:

Director's Recommendation: *Approve*

a. Mr. Zenon Herrera, Skilled Maintenance Worker, in the position of the Glazier from March 19, 2010 to June 30, 2010 (First Extension)

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

b. Mr. Fortino Tirado, Equipment Operator, Tree Trimmer, in the position of the Skilled Maintenance Worker from March 19, 2010 to June 30, 2010 (First Extension)

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

**B. Discussion Item(s):**

1. Personnel Requisition Status Report

**Ms. Julie Younan, Human Resources Technician, provided a detailed report related to vacancies. Currently, there were ten (10) open positions, eighty-two (82%) of vacancies were more than twenty (20) hours a week, and twenty-seven (27%) of vacancies were certified to the hiring authorities.**

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

- Twelve-Month Calendar 2009 – 2010

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classification Study: Child Care Assistant		March 2010
Classification Study: Instructional Assistant – Special Education		March 2010
Preliminary Budget – Fiscal Year 2010-2011	First Reading	March 2010
Geographical and Weekend Testing	On Going	
Merit Rules Revisions	First Reading – Chapter VI First Reading – Chapter VII	March 2010
Career Advancement Training	Revision/Update of Training Modules	February 2010
Proposed Santa Monica - Malibu Unified Personnel Commission Complaint Process	Review of Board Policies and Administrative Rules with Dr. Michael Matthews	March 2010
No-shows Study	Survey Implementation/Report	April 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	March 2010

**Dr. Young provided a brief update on the future items. Ms. Stephanie Perry, Personnel Analyst, informed the Personnel Commission about the new module for the Career Advancement Training in great detail. Two (2) sessions were scheduled for February 23 and 25, 2010 to accommodate District employees' schedules. She also provided an update on obtaining data for the NEOGOV Electronic Position Control processing from other organizations that use NEOGOV. Dr. Young mentioned a meeting with Special Education and Human Resources departments to clarify the number of positions and vacancies within the Special Education department.**

**VI. Closed Session:**

- Closed session with legal counsel anticipated litigation pursuant to GC §54956.9 as cited in the Brown Act (1 case)

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Director of Classified Personnel’s performance evaluation and 2009-10 Performance Targets

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

**TIME ADJOURNED TO CLOSED SESSION: 5:47 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 6:55 p.m.**

**The Commission reported out of Closed Session at 6:55 p.m. No action was taken.**

**VII. Next Regular Personnel Commission Meeting:**

Tuesday, March 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: **Suzanne Kim**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**TIME ADJOURNED: 7:55 p.m.**

Submitted by:

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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.