

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

**MINUTES**

**REGULAR MEETING  
March 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 5:10 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**

**The agenda was amended. There was replacement page three (3) for Minutes from February 8, 2011. Also, there was a replacement page for the final report in agenda item IV.A.2.a. Agenda item IV.A.2.a. will be introduced after agenda item I.G.**

- E. Motion to Approve Minutes: February 8, 2011**

Motion by: **Suzanne Kim**  
Seconded by: **Shane McLoud**  
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  
**Agenda item IV.A.2.a.**
- 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. Keryl Cartee-McNeely, SEIU Steward, informed the Personnel Commission about SEIU's cooperation with the Los Angeles County Federation of Labor regarding an educational item on the upcoming elections in June 2011.**

**The SEIU/SMMUSD contract will expire on June 30, 2011, so SEIU will engage in negotiations with the District shortly- the Ewing Classification and Compensation Study will be a major part of the negotiations.**

2. Board of Education Report

**Ms. Debra Moore Washington, the Assistant Superintendent of Human Resources, informed the Personnel Commission about the Point Dume petition to become a charter school. It was denied by the Los Angeles County Office of Education and won't be appealed to the State Board. This final decision impacted the District's certificated lay-offs reducing it to three (3) positions.**

**Ms. Washington notified the Personnel Commission about possible lay-offs of nurses as the District is looking for alternative ways to provide health services.**

**She also informed the Personnel Commission on the District's Strategic Plan 2015. Data is being collected from various groups and stakeholders for their feedback. The final plan will be adopted by the Board of Education in April or May 2011.**

**Ms. Washington updated the Personnel Commission on the superintendent search. The search committee met with various groups within the District and the community soliciting feedback regarding the qualities of the new Superintendent. The District is in a process of receiving interest calls, and applications will be accepted shortly. The final recommendations will be presented to the Board of Education in April or May 2011.**

**She shared the District's budgetary concerns related to staffing and kindergarten enrollment.**

**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**

- **Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach - Substitute, from February 8, 2011 to June 22, 2011, Educational Services/Santa Monica High School**
- **Ms. Kathy Cass, Technical Specialist II, Dance Instructor, from February 1, 2011 to June 22, 2011, Roosevelt Elementary School**
- **Ms. Julianna Ostrovsky, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative Schoolhouse**

- 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. Stevie Davis, Custodian, in the position of the Equipment Operator from February 15, 2011 to June 29, 2011
  - Mr. Jayvee Miguel-Salonga, in the position of Senior Buyer from March 4, 2011 until the position is filled

- C. Merit Rules Advisory Committee (A.R.C.) Update**
- Advisory Rules Committee Agendas – February 10 and 24, 2011

**Dr. Young drew attention to the A.R.C. agendas and sign-up sheets from February 10 and 24, 2011 for the Personnel Commission’s review. He also provided an update regarding the five (5) remaining chapters that need to be revised.**

- D. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3371**
- Pre-hearing Conference: February 15, 2011

**Dr. Young informed the Personnel Commission about the re-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.**

- E. Personnel Commission Staffing Update**

**Dr. Young informed the Personnel Commission about the resignation of Ms. Lesley Fairweather, Human Resources Technician. He also mentioned that Ms. Julie Younan, Human Resources Technician, has been on medical leave of absence until March 20, 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. 16**
1. February 17, 2011
- Approve Classified Personnel – Merit Report - No. A. 13**
2. March 3, 2011
- B. Approve Classified Personnel – Non-Merit Report - No. A. 17**
1. February 17, 2011
- Approve Classified Personnel – Non-Merit Report - No. A. 14**
2. March 3, 2011

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

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Classroom	43
Physical Activities Specialist	17

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

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

Instructional Assistant - Bilingual	14
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Motion by: **Suzanne Kim**  
Seconded by: **Shane McLoud**  
Vote: **3 – 0**

**IV. Discussion/Action Items/or Other Information:**

**A. Action Item(s):**

1. Classification Revision:

Director's Recommendation: *Approve*

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

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

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Fiscal Program Supervisor-Child Development Services classification specification within the Child Development Services.

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

**Ms. Judy Abdo, Director of Child Development Services, expressed her appreciation of the newly developed classification specification.**

2. Classification Study – Instruction Assistant–Special Education – **tabled till April 12, 2011**  
Director’s Recommendation: *Disapprove*

- a. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Classification Study for Instruction Assistant–Special Education for Ms. Jean Greenfield.

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

**Ms. Jean Greenfield requested the item to be tabled until the next regular Personnel Commission meeting in April in order to present additional documentation relevant to the classification study.**

**Ms. Stephanie Perry, Personnel Analyst, provided the Personnel Commission with her final report including the process that was used in the study. Ms. Perry introduced her report with a brief background and explained her methodology. She also shared the expertise obtained from Ms. Greenfield’s supervisors and the Special Education coordinator. Ms. Perry supplied the timeline of events and interviews that were instrumental for the class study findings.**

**The Personnel Commission granted Ms. Greenfield’s request to postpone the decision so that she may have an opportunity to submit additional information.**

**Commissioner Kim suggested that Ms. Greenfield provides a detailed description of the changed duties and how they impacted Ms. Greenfield’s position.**

Director’s Recommendation: *Approve*

- b. The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Instruction Assistant–Special Education for Ms. Maribel Lopez.

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

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

1. Proposed – Santa Monica-Malibu Unified School District Personnel Commission Charge or Complaint Process

**Dr. Young presented the document to the Personnel Commission in a great detail and how it relates to other established processes in the District.**

**Commissioner Kim commended staff for developing this process for employees to request a formal change of a classified personnel decision through this mechanism.**

## 2. Communication Development and Strategic Partnerships

**Dr. Young presented a tracker capturing activities the Personnel Commission staff is planning to organize for the District administrators and employees. This information item is an effective tool to keep the Personnel Commission well informed of staff's communication development and strategic partnership activities.**

**Commissioner Brady inquired about the information that was instrumental in the document's development. Dr. Young explained the range of input from various sources including discussions with staff, administrators, staff's participation in professional seminars and shared expertise from other school districts and public agencies.**

**Ms. Washington informed the Personnel Commission that on April 28, 2011 Personnel Commission, Fiscal department and Human Resources will conduct interactive Administrator's Workshop for departments' managers and school administrators on the topic of hiring process.**

**She also explained the District's New Employee Orientation Program. Personnel Commission staff will revise a presentation that was previously used in this program reinstating it in the program for the District's new employees.**

**Dr. Young provided details for the planned Career In-Service Training Seminars that will include merit principles under the California Education Code tailored to the District's administrators.**

**Commissioner Brady requested including the Career Advancement Trainings for classified employees into this tracker since it is another mechanism in improving the District personnel's skills. She invited the Human Resources to actively participate in these workshops with HR specific presentations.**

**Dr. Young extended the invitation to SEIU representatives who can join the collaborative effort with topics related to the SEIU contract and activities.**

## 3. Personnel Requisition Status Report

**Ms. Perry, Personnel Analyst, provided a brief overview of the vacancies. There were five (5) 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 seven (7) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of March 3, 2011. The Month-to-Month Comparison Report showed eleven (11) vacancies on file in February 2011. The Personnel Commission received eleven (11) vacancies of which eight (8) positions have been filled and two (2) positions were cancelled and/or placed on hold. Subsequent to this report, the Personnel Commission staff has filled the Physical Activities Specialist for Pt. Dume Elementary School. A new requisition for Instructional Assistant – Bilingual arrived from Santa Monica High School. At this time there was eight percent (8%) increase in positions with less than twenty (20) hours a week.**

## 4. Personnel Commission's Twelve-Month Calendar of Events

- 2010 – 2011

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

**C. Information Item(s):**

1. SEIU Contract: *Chapter 19.4: Comprehensive Classification/Compensation Studies*

**Commissioner Brady inquired about validity of a class study. Ms. Keryl Cartee-McNeely replied that approximately after two (2) years the study is no longer valid. SEIU has not able to negotiate full implementation of the last three (3) studies due to budgetary restraints. Advanced Step Placements for new hires are used instead since the classified salaries are not competitive.**

**Commissioner Kim inquired about the last study conducted in the District. It was done in 2007.**

2. Merit Rules Review Tracker

**Commissioner Brady commended the Advisory Rules Committee for their hard work.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

None

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Career Advancement Training		March 30, 2011 April 7, 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>	April 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	April 28, 2011
Guide to Recruiting Classified Staff		April 28, 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. Cindy Johnston, Human Resources Technician, presented a report regarding the Career Advancement Training sessions planned for March 30 and April 7, 2011. The Personnel Commission staff met to discuss implementation of the training sessions specifically designed for Maintenance and Operations department. There will be three (3) modules presented during the training covering the correct application process, testing and the interview process. Based on the interview and selection results of internal applicants, the main focus will be in the comprehensive preparation for qualification appraisal and selection interviews. These training sessions will be followed up with Walk-in Application Review sessions where an employee can present a completed mock application, and Dr. Young will review it providing feedback.**

**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: 6:36 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 7:30 p.m.**

**The Commission reported out of Closed Session at 7:30 p.m. No action was taken.**

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

**Tuesday, April 12, 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: 7:32 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. 70-279.