

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

MINUTES

REGULAR MEETING
May 8, 2012 @ 5:00 p.m.
District Office Testing Room

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Shane McLoud, and Mr. Michael Sidley

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 Inatsugu, McLoud, and Sidley were present.**
- C. Pledge of Allegiance: Commissioner Sidley led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**
- Motion by: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**
- E. Motion to Approve Minutes: PC Retreat: April 17, 2012
 Regular Meeting: April 17, 2012**
- Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
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
2. Request to Speak on Non-agenda Items

Dr. Wilbert Young presented a thank you note from former Commissioner Brady addressed to Personnel Commission and its staff for recognition of her service to the District.

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, congratulated all classified employees on celebration of their dedicated service to the District.

She reported that SEIU Local 99 General Membership meeting will be held on May 12, 2012 to be followed by a Classified Employee Recognition Luncheon to acknowledge the valuable contribution of classified staff to the students they serve.

Ms. Cartee-McNeely also stated that SEIU continues its battle for a fair economy on local, state and national level for all working families. The international SEIU Convention in Denver will address this issue of a fair economy at the end of May 2012.

SEIU is mobilizing its membership through informational meetings, trainings, and turnaround trips to Sacramento to address the governor's proposed budget cuts that will impact student services. SEIU is also preparing for negotiations with SMMUSD.

Ms. Cartee-McNeely announced that she has been elected by SEIU members to serve on the Executive Board for a third term.

Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, commended the Personnel Commission staff for the Classified Employees Appreciation celebration.

She informed the Personnel Commission about the District's innovative practices in preparing students for their future careers in technology fields. The District is also focusing on reading intervention to improve literacy for students who need this type of assistance.

Ms. Washington reported to the Personnel Commission about the District's centralized funding.

She also informed the Personnel Commission about a survey regarding the new Personnel Commission director that was distributed among the District's principals. She has also contacted about thirteen (13) Merit System Districts to analyze their organizational structure.

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. Classified Employees Week, May 20-26, 2012

Dr. Young expressed his gratitude to the District's classified staff, administrators, Board of Education, SEIU and others for attending the Classified Employees Appreciation reception.

Commissioner McLoud expressed his gratitude to the District employees who contributed to the success of this celebration.

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. Michael Hyziak, Technical Specialist II, Music Instructor, from January 6, 2012 to June 8, 2012, Santa Monica Alternative School House**

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

- **Advisory Rules Committee Agendas – April 26, 2012**

Dr. Young drew attention to the A.R.C. agenda and sign-up sheet from April 26, 2012 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 regarding communication with the District's attorney who will provide possible dates for the hearings.

Commissioner Sidley inquired about Commissioners' attendance at the disciplinary hearings. Dr. Young confirmed that they will be brought before the Personnel Commission. Commissioner McLoud made inquiries about the hearing process. Dr. Young provided a detailed explanation.

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 Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Fiscal Services Supervisor	1
Motion by: Barbara Inatsugu	
Seconded by: Michael Sidley	
Vote: 3 – 0	

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Public Hearing and Adoption: Fiscal Year 2012–2013 Proposed Personnel Commission Budget: *See attached*
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

- **TIME OPENED: 5:18 p.m.**

Motion to Adopt Personnel Commission Budget for 2012 - 2013: **Tabled until May 22, 2012**
Seconded by:
Vote:

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

- **TIME CLOSED: 5:25 p.m.**

Dr. Young provided a detailed description of the proposed budget including a potential layoff within the Personnel Commission department. He also presented other options regarding the layoff including a formal assurance to the Board of Education that if the need of decreasing staffing ratio arises in the next fiscal year, the Personnel Commission commits to meet the financial obligation to the District. Dr. Young also informed the Personnel Commission about the planned recruitment for the new Director of Classified Personnel.

Ms. Washington provided a background from the Board of Education perspective regarding the proposed layoff within the Personnel Commission requesting the reduction in staffing.

Commissioner Inatsugu inquired about the impact on the effectiveness of the Personnel Commission department should the layoff take place. Dr. Young provided hypothetical scenarios for various recruitments. He repeated his request to Human Resources to evaluate their duties involving classified workforce, and the possibility of transferring these specific assignments to the Personnel Commission. Personnel Commission directed Dr. Young to meet with Ms. Washington and discuss this option.

Adoption of the proposed Personnel Commission budget was tabled until the next special Personnel Commission meeting on May 22, 2012.

V. **Closed Session:**

Pending litigation, abrogation of privilege GC §54956.9 as cited in the Brown Act

- Reorganization of Personnel Commission Staff Function

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

- Progress Review of Strategic Goals - Director, Classified Personnel

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:03 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:13 p.m.

The Commission reported out of Closed Session at 7:13 p.m. No action was taken.

2. Advanced Step Placements:

Instructional Assistant Classifications

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

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Jerry Montoya 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.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

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

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

- d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Yvette Parra 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.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

- e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Amanda Saugstad 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.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

3. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Mr. Steven Williams, Cafeteria Worker I, in the position of Stock and Delivery Clerk from June 11, 2012 to June 15, 2012 (First Extension)

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

B. Discussion Item(s):

1. HR-PC Reorganization – **Tabled until June 12, 2012**

2. Amendment, Deletion or Addition to Merit Rules – **Tabled until June 12, 2012**

3. Personnel Requisition Status Report

Ms. Stephanie 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 five (5) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of May 2, 2012. The Month-to-Month Comparison Report showed ten (10) vacancies on file in April 2012. The Personnel Commission has received no (0) vacancies, no (0) positions have been filled, and two (2) positions were cancelled and/or placed on hold. Ms. Perry provided a monthly comparison over the past year as well as a detailed description of individual vacancies and their current status.

In the graphic representation: thirty-seven percent (37%) of positions have been certified to managers; sixty-three percent (63%) of positions are open; one hundred percent (100%) of positions are more than twenty (20) hours a week; fifty percent (50%) of positions are new and fifty percent (50%) are vacant; one hundred percent (100%) positions are located in Santa Monica.

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

- Personnel Commission Retreat
- 2011 – 2012

New calendar will be presented at the next regular Personnel Commission meeting on June 12, 2012.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A. 14

- March 15, 2012

Classified Personnel – Merit Report - No. A. 19

- April 19, 2012

2. Classified Personnel – Non-Merit Report – No. A. 15

- March 15, 2012

Classified Personnel – Non-Merit Report - No. A. 20

- April 19, 2012

3. Career Development Training – Module 3: Interview Skills Workshop
4. Merit Rules Review Tracker
No changes
5. Workforce Organization Development and Strategic District Partnership Tracker
No changes

VI. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu made a comment (not captured due to malfunction of recording equipment)

B. Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XVI: Grievance Procedure</i>	June 2012
Job Fair (Malibu)		June 2012
Personnel Commission's Guiding Principles and Transparency		TBD
Overview of the District Strategic Plan 2012		TBD
Strategic Mission Planning and Goals Setting for the Personnel Commission		TBD

VII. Next Regular Personnel Commission Meeting:

Tuesday, June 12, 2012, 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: **Michael Sidley**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

TIME ADJOURNED: 8:23 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.