

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

MINUTES

REGULAR MEETING
May 10, 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 5:21 p.m.**
- B. Roll Call: Commissioners Kim and McLoud were present.**
- C. Pledge of Allegiance: Commissioner Kim led all in attendance in the Pledge of Allegiance.**

On behalf of the Personnel Commission, Commissioner Kim expressed her gratitude to Ms. Kelly Lancaster, Food Service Operations Supervisor, and Mr. Orlando Griego, Director of Food and Nutrition Services, for providing refreshment at the Classified Employees Appreciation Week reception.

D. Motion to Approve Agenda:

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
Vote: **2 – 0**

E. Motion to Approve Minutes: April 12, 2011

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
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. Keryl Cartee-McNeely, SEIU Steward, informed the Personnel Commission about SEIU’s activities. She updated the Personnel Commission on the SEIU Contractual Guidelines. SEIU expressed their support of the new SMMUSD Superintendent, Ms. Sandra Lyon, wishing her the best in this new post.
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. 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. Jennifer Obando, Technical Specialist I, School Psychologist Intern, from April 1, 2011 to June 30, 2011, District Office

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. Damon Kratz, Custodian, in the position of the Utility Worker from May 2, 2011 to June 30, 2011

• Mr. Thomas O’Rourke, Custodian, in the position of the Gardener from March 21, 2011 to June 30, 2011

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

Dr. Young provided the Personnel Commission with an update regarding the first reading of Merit Rules chapters 11 and 12.

D. Disciplinary Hearings

• Ref. Number: 7003 1680 0002 6368 3401 - Pre-hearing Conference: TBD

Dr. Young informed the Personnel Commission that the pre-hearing conference will be scheduled in June 2011.

E. Personnel Commission Staffing Update

- **Human Resources Technician Vacancy – Position Control Form to fill the vacancy was submitted on or about February 22, 2011**

Dr. Young informed the Personnel Commission about the status of the position control form for the vacant Human Resources Technician position. The form is still being reviewed and evaluated by the Administration. The Position Control form was submitted to the Human Resources department sometimes about February 22, 2011.

Dr. Young has not received any definitive answer from the Assistant Superintendent of Human Resources at this point.

Dr. Young stressed the urgency of filling this vacancy as the Personnel Commission will be filling the District’s staffing needs for the next school year 2011-2012. He will inquire at the Superintendent’s office about the status.

Commissioner Kim expressed her concern regarding the timelines of this position in comparison with other vacancies. She also agreed that it is urgent to fill the position in order to prevent any negative impact on the staffing needs for the new school year.

Commissioner Kim asked Ms. Washington about the District’s intent to fill the vacancy. Ms. Washington stated that the Superintendent will meet with Commissioner Brady regarding this matter.

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. 20

1. May 5, 2011

B. Approve Classified Personnel – Non-Merit Report - No. A. 21

1. May 5, 2011

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Developmental/Health Instructional Assistant	3
Locksmith	5

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Adoption of Board of Education Resolution No. 10-41, in recognition of Classified Employees Week, May 15-21, 2011.

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

2. Public Hearing and Adoption: Fiscal Year 2011–2012 Proposed Personnel Commission Budget: *See attached*
Director’s Recommendation: *Approve*

Motion to Open Public Hearing regarding the Personnel Commission Budget: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

- **TIME OPENED: 5:35 p.m.**

Dr. Young provided a brief background of the proposed 2011-2012 budget including a rationale for the slight increase due to mandatory increase in benefits and no furlough days.

Motion to Adopt Personnel Commission Budget for 2011 - 2012:

Shane McLoud

Seconded by:

Suzanne Kim

Vote:

2 – 0

Motion to Close Public Hearing: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

- **TIME CLOSED: 5:40 p.m.**

3. 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 Amanda Barrera 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: **Shane McLoud**

Seconded by: **Suzanne Kim**

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 Michelle Kerrigan in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

Director's Recommendation: *Approve*

c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Ronald Miller 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: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

Director's Recommendation: *Approve*

d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Laura Tenison in the classification of Specialized Instructional Assistant pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on exceeding the minimum experience and education.

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

4. Classification Revisions:

Director's Recommendation: *Approve*

1. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Reprographics Operator classification specification within the Purchasing department

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

Ms. Perry, Personnel Analyst, provided a brief background of the classification revisions.

5. Working Out of Class Requests:

Director's Recommendation: *Approve*

- a. Marc Donovan (Skilled Maintenance Worker) from May 4 to June 30, 2011 (First Extension) in the position of the Glazier

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 0**

- b. Alejandro Villa (Utility Worker) from May 4 to June 30, 2011 (First Extension) in the position of the Skilled Maintenance Worker

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

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 four (4) 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 seventeen (17) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of May 5, 2011. The Month-to-Month Comparison Report showed twelve (12) vacancies on file in April 2011. The Personnel Commission received twelve (12) vacancies of which two (2) positions have been filled and one (1) position was cancelled and/or placed on hold.

In the graphic representation: nineteen percent (19%) of positions have been certified to managers; eighty-one percent (81%) of positions are open; eighty-six percent (86%) of positions are more than twenty (20) hours a week; sixty-two percent (62%) of positions are new and thirty-eight percent (38%) are vacant; all positions are located in Santa Monica.

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

- 2010 – 2011

C. Information Item(s):

1. Merit Rules Review Tracker

No changes

2. Workforce Organization Development and Strategic District Partnership Tracker

Ms. Stephanie Perry, Personnel Analyst, provided the Personnel Commission with a report regarding Administrator's Workshop (two sessions) for departments' managers,

school administrators, and administrative assistants on topics such as hiring process, personnel functions and payroll. The workshop took place on April 28, 2011. Personnel Commission, Fiscal department, and Human Resources conducted interactive presentations including hands-on activities for the participants. Ms. Perry presented information about recruitment process, organizational structure of the department, Merit Principles, Personnel Commission Guiding Principles, and on-line resources. The departments' presentations and FAQs will be placed on the District website.

Ms. Washington expressed her appreciation of the collaborative effort of all the District departments involved in the workshop. She also commended Ms. Perry for her professionalism in preparation and implementation of the sessions.

Commissioner Kim expressed her gratitude emphasizing the great benefit of this training for the District administrators and administrative assistants as they gain a better understanding of the departments' functions and procedures.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i>	June 2011
Electronic Version of the Full Personnel Commission Agenda		August 2011

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, June 14, 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: **2 – 0**

TIME ADJOURNED: 5:58 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.