

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

MINUTES

REGULAR MEETING
July 11, 2012 @ 5:00 p.m.
District Office Board 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 5:02 p.m.
- B. Roll Call:** Commissioners Inatsugu, McLoud and Sidley were present.
- C. Pledge of Allegiance:** Chief Steward Cartee-McNeely led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

The commission approved an addendum to the agenda, which added Item IV.A.2.b. “Advanced Step Placements for Mr. Charles DeCuir.”

- E. Motion to Approve Minutes:** June 12, 2012

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

The minutes were amended. The agenda item I.G.2. “Communications: Board of Education Report” was revised.

- 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
- 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, the Chief Steward, informed the Personnel Commission about meetings with the District and classified employees affected by current layoffs. SEIU has been preparing for the upcoming SEIU negotiations with the District to develop a new contract.

2. Board of Education Report

Ms. Jan Maez, Assistant Superintendent of Fiscal and Business Services, presented the Personnel Commission with Mrs. Washington's suggested revisions to the Director of Classified Personnel classification specifications including dual reporting structure. Commissioner Sidley suggested discussing the possibility of this concept in August in order to develop a clear concept for Mr. Cole's recruitment.

Commissioner McLoud has arrived.

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. Acknowledgment of Service for Commissioners Shane McLoud

Chief Steward Cartee-McNeely, Commissioner Inatsugu, and Dr. Young acknowledged Commissioner McLoud's contribution to the Personnel Commission and the District wishing him their best in his new endeavors. Commissioner McLoud accepted plaques from the Personnel Commission staff and also SEIU Local 99 as a thank you for his dedicated service.

B. Selection Process for a New Personnel Commissioner

- News Release

Dr. Young informed the Personnel Commission about the progress in the new Personnel Commissioner recruitment - as of this date one (1) application has been submitted to the Superintendent's Office. Dr. Young stated that the recruitment closes on July 20, 2012. Commissioners Sidley and McLoud inquired about publicity. Dr. Young explained the news release process that was conducted by the Superintendent's Office and provided the Personnel Commission with examples where the press release was published. In addition to the publicity in the Santa Monica and Malibu communities, the Personnel Commission staff will contact former candidates for their interest in applying again.

C. 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. Nicole Fisher, Technical Specialist II, Art Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Ann Lambert, Technical Specialist II, Vocal Music Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School
- Ms. Andrea Slosberg, Technical Specialist II, Computer Lab Support - Instructor, from August 20, 2012 to May 24, 2013, Juan Cabrillo Elementary School

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

- Advisory Rules Committee Agenda – June 14, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from June 14, 2012, for the Personnel Commission's review.

E. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel

- Mr. Damone Fowler, Cafeteria Cook - Baker in the position of the Production Kitchen Coordinator from June 11, 2012 to June 11, 2012
- Mr. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from June 18, 2012 to August 17, 2012

F. 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
- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

Dr. Young updated the Personnel Commission about rescheduling of the disciplinary hearings. He stated that Personnel Commissioners are not required to participate at the pre-hearing conferences.

G. Human Resources Transfer of Assignments to Personnel Commission – Update

- Meetings with Ms. Debra Moore Washington, the Assistant Superintendent, Human Resources

Dr. Young informed the Personnel Commission that the Personnel Commission staff is performing the transferred duties.

H. Recruitment for the Director of Classified Personnel – Update

Dr. Young referred to the discussion in the beginning of the current meeting.

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>
Accountant	8
Equipment Operator/Sports Facilities	3
Fiscal Services Supervisor	5

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

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

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair

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

b. Nomination of Vice-Chair

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

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ted Berumen in the classification of Senior Buyer 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: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

Commissioner Sidley expressed his concerns regarding the District's outdated salary schedules and using Advanced Step Placements to compensate for the difference with the current job market. He encouraged the District administration and SEIU to rectify this matter.

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Charles DeCuir in the classification of Fiscal Services Supervisor 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: **Michael Sidley**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

3. Proposed New Classification:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification Technical Theater Technician

Motion by: **Michael Sidley**
Seconded by: **Shane McLoud**
Vote: **3 – 0**

Ms. Jan Maez, Assistant Superintendent of Business and Fiscal Services, provided a brief background for development of this new classification.

Commissioner Inatsugu recommended revisions with regards to knowledge, abilities and skills. Dr. Young explained the alignment in classification work and comparison of similar classification specifications from other school districts.

B. Discussion Item(s):

1. Strategic Mission Planning and Goals

Dr. Young provided the Personnel Commission with the District's Strategic Plan for 2015. The Personnel Commission attempts to align its goals with the District's via viable staff to maintain various positions within the District.

The Personnel Commission strategic goals will be presented to the community.

Commissioner McLoud introduced the classified employees' performance evaluation process and its possible implementation in layoffs. Commissioner Sidley explained the jurisdiction of the Personnel Commission stating that performance evaluations are in the purview of the District.

Commissioner Inatsugu suggested framing the guiding principles more as principles which means more broadly, and the goals would be listed following the principles.

2. Personnel Requisition Status Report

Ms. Julie Younan, Human Resources Technician, provided an update – Accountant and Fiscal Services Supervisor positions were filled.

Commissioner Sidley inquired about Equipment Operator/Sports Facilities and School Occupational Therapy Assistant. Ms. Younan described specifics of both recruitments including challenges of District's salaries being severely incompatible with the current job market.

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

- 2012 – 2013

Commissioner Sidley stated he will be absent on January 15, 2013.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.26

- June 27, 2012

2. Classified Personnel – Non-Merit Report – No. A.27

June 27, 2012

Dr. Young drew attention to the Board of Education Merit and Non-Merit reports from June 27, 2012, for the Personnel Commission's review.

3. Merit Rules Review Tracker

No changes

4. Workforce Organization Development and Strategic District Partnership Tracker

No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu wished well to Commissioner McLoud.

B. Future Items

Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> <i>Chapter XVI: Grievance Procedure</i> 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>	August 2012
Classification Revision - Accountant		August 2012
Re-appointment of a Personnel Commissioner		August 2012
Personnel Commission Annual Report		September 2012

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
 - Progress Review of Strategic Goals - Director, Classified Personnel

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

TIME ADJOURNED TO CLOSED SESSION: 6:39 p.m.

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

The Commission reported out of Closed Session at 6:56 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, August 14, 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: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

TIME ADJOURNED: 6:56 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.