

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

MINUTES

REGULAR MEETING
December 14, 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 5:02 p.m.**
- B. Roll Call: Commissioners Kim and McLoud were present. Commissioner Brady was absent.**
- 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: **2 – 0**
- E. Motion to Approve Minutes: December 6, 2010**
- Motion by: **Suzanne Kim**
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
Ms. Cartee-McNeely, the Chief Steward, on behalf of SEIU, wished the Personnel Commission happy holidays.
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

- *Mr. Robert Anderson, Technical Specialist II, Musical Arrangement, from October 1, 2010 to June 22, 2011, Lincoln Middle School**
- *Ms. Dian Andrews, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative School House**
- *Ms. Lucia Burke, Technical Specialist I, Gardening Instructor, from November 5, 2010 to June 30, 2011, Food & Nutrition Services**
- *Ms. Suzanne DeMarco, Technical Specialist II, Art Instructor, from September 13, 2010 to June 3, 2011, Juan Cabrillo Elementary School**
- *Ms. Marni Gittleman, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative School House**
- *Mr. Alan McFarlane, Technical Specialist II, Band – Low Brass Instructor, from November 1, 2010 to June 30, 2011, Educational Services/Santa Monica High School**
- *Ms. Kristy Pace, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative School House**
- *Ms. Susan Shelton, Technical Specialist II, Art Instructor, from November 2, 2010 to June 2, 2011, Point Dume Elementary School**
- *Ms. Kelly Weaver, Technical Specialist II, Music Instructor, from October 1, 2010 to June 22, 2011, Lincoln Middle School**

- 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**
- Ms. Pearl Gershuni, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to November 30, 2010
 - Ms. Renee Hurtado, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to September 30, 2010
 - Ms. Latasha Jackson, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to September 30, 2010
 - Ms. Ayda Tanamas, Instructional Assistant – Special Education, in the position of the Developmental/Health Instructional Assistant from September 3 to November 30, 2010

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

- Advisory Rules Committee Agenda – November 18, 2010

Ms. Stephanie Perry, Personnel Analyst, on behalf of Dr. Young, drew attention to the A.R.C. agenda from November 18, 2010 for the Personnel Commission’s review.

D. Appointment Process for Personnel Commissioner Update

- Board of Education Agenda No. A.35 – December 9, 2010

Ms. Perry informed the Personnel Commission about the Board’s approval of Commissioner McLoud’s appointment for the next term as the District’s Personnel Commissioner. Commissioner McLoud made comments regarding the notification of applicants.

E. Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3371

Ms. Perry informed the Personnel Commission about the scheduled disciplinary hearing that will take place in near future.

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. November 18, 2010

Approve Classified Personnel – Merit Report - No. A. 24

2. December 9, 2010

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

1. November 18, 2010

Approve Classified Personnel – Non-Merit Report - No. A. 25

2. December 9, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	15
Campus Security Officer	14
Developmental/Health Instructional Assistant	7
Instructional Assistant – Sign Language Interpreter	2
Office Specialist	36

Motion by: **Shane McLoud**

Seconded by: **Suzanne Kim**

Vote: **2 – 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 Daniel Guerrero in the classification of Physical Activities Specialist 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: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Teresa Ivey 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: **2 – 0**

c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Kloie Karels 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: **2 – 0**

d. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Jesus Jayvee Salonga Miguel in the classification of Buyer 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: **2 – 0**

e. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Allison Peters 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: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

f. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Anne Sadehpour in the classification of Elementary Library Coordinator 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: **2 – 0**

g. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Deirdre Shoemaker 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: **2 – 0**

h. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Robbi Smith in the classification of Instructional Assistant – Sign Language Interpreter 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: **2 – 0**

i. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Hollie Tirrell in the classification of Athletic Trainer 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: **2 – 0**

j. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Luisa Vilchez in the classification of Bilingual Community Liaison 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: **2 – 0**

Ms. Cartee-McNeely commended the Personnel Commission staff for filling these vacancies. The large number of advanced step requests demonstrates the incompatibility of District's salaries with the current market. Since the last two classification studies were not implemented by the Board of Education, the advanced step placement is used to attract candidates to apply for positions in the District. This matter will be addressed to the District again.

B. Discussion Item(s):

1. Diagram of the Recruitment Process

Ms. Perry provided a description of the flow chart for the personnel requisition processing. Dr. Young has shared the chart with the District's administrators explaining the recruitment process. In collaboration with the Assistant Superintendent of Human Resources, the Personnel Commission staff would like to automate the process using NEOGOV which will make it more efficient and provide access to all parties involved. NEOGOV will allow the hiring authority to monitor the personnel requisitions' movement at any time.

2. Personnel Requisition Status Report

Ms. Perry, Personnel Analyst, provided a brief overview of the vacancies. There were twelve (12) active personnel requisitions of which six (6) were 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 six (6) were open (meaning that the hiring authority has not received a certification list because the recruitment is still in process).

Ms. Perry informed the Personnel Commission that currently five (5) positions were filled and one (1) was returned due to the position's cancellation by the hiring authority. Commissioner McLoud requested staff to generate a report that would reflect the most current status.

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

- 2010 - 2011

Commissioner McLoud projected that the Personnel Commissioners will not be attending the CSPCA conference in February 2011 in order to be fiscally sensitive to the District's budget.

C. Information Item(s):

1. Merit Rules Review Tracker

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner McLoud wished the Personnel Commission staff happy holidays.

B. Future Items

Subject	Action Steps	Tentative Date
Regular Personnel Commission Minutes: November 9, 2010		January 2011
Appointment of Personnel Commissioner	In Progress	January 2011
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i>	January 2011
Merit Rules Revisions	Second Reading: Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	January 2011
Classification Study: Instruction Assistant–Special Education	In Progress	February 2011
Electronic Version of the Full Personnel Commission Agenda		February 2011
Career Advancement Training		February 2011
Hearing Procedures	Review of Current Personnel Commission Procedures	March 2011
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	March 2011

Commissioner McLoud provided a brief overview of the future items.

VI. Closed Session:

- None

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 11, 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: **Suzanne Kim**
Seconded by: **Shane McLoud**
Vote: **2 – 0**

TIME ADJOURNED: 5:21 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.