

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

MINUTES

REGULAR MEETING
January 11, 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 5:04 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**

**Commissioner Brady announced that a moment of silence for the victims of the Tucson tragedy will be observed at the end of the open session.
The agenda was amended. The agenda item II.D. “Personnel Commission Staffing Update” was removed.**

- E. Motion to Approve Minutes: November 9, 2010**

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

December 14, 2010

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
Vote: **2 – 0 (Pam Brady abstained from the vote due to her absence on December 14, 2010)**

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, informed the Personnel Commission about SEIU's concern regarding the governor's budget. SEIU Executive Director, Mr. Bill Lloyd, participated in several meetings with the governor and other administrators in Sacramento regarding their commitment to education.

SMMUSD's former superintendent, Dr. John Deasy, has been appointed as the new superintendent of Los Angeles Unified District. SEIU Executive Committee officers including Ms. Cartee-McNeely will be attending his inauguration ceremony.

Commissioner Brady was impressed with the new governor's decision to eliminate the secretary of education department.

Ms. Cartee-McNeely wished the Personnel Commissioners happy New Year.

2. Board of Education Report

Ms. Debra Moore Washington, the Assistant Superintendent of Human Resources, updated the Personnel Commission on the superintendent search using services of Leadership Associates. The Board of Education is going to create timelines and determine the community's involvement as well as the nature of the process.

She also informed the Personnel Commission about the District's projections and preparations for a new school year. A new school year calendar 2011-2012 will be developed by February 2011 clarifying the start of fall semester; whether it will maintain the traditional start, or it will be moved to August. The District is also preparing for upcoming negotiations with SEIU.

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. Barry Cowan, Technical Specialist II, Graphic Arts Specialist, from November 1, 2010 to June 30, 2011, Olympic High School**

• **Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Instructor, from October 1, 2010 to June 22, 2011, Educational Services/Will Rogers Elementary School**

• **Ms. Felicia Lopez, Technical Specialist II, English Language Learners Instructor, from February 1, 2011 to June 22, 2011, Educational Services/Franklin Elementary School**

• **Ms. Maura Zagor, Technical Specialist II, English Language Learners Instructor, from February 1, 2011 to June 22, 2011, Educational Services/McKinley Elementary 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

• **Mr. Marc Donovan, Skilled Maintenance Worker, in the position of the Glazier from December 13, 2010 to March 18, 2011**

• **Mr. Arturo Gonzalez, Custodian, in the position of the Utility Worker from December 14, 2010 to April 29, 2011**

• **Mr. Alejandro Villa, Utility Worker, in the position of the Skilled Maintenance Worker from December 13, 2010 to March 18, 2011**

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

Dr. Young informed the Personnel Commission about the scheduled disciplinary pre-hearing conference that will take place on January 26, 2011.

D. Personnel Commission Staffing Update - removed

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

None

B. Approve Classified Personnel – Non-Merit Report

None

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Children's Center Assistant	88
Custodian	39
Developmental/Health Instructional Assistant	10

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

Children's Center Assistant	35
Human Resources Technician	4

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

b. Nomination of Vice-Chair

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

2. 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 Gabrielle Bhakti Langley 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: **3 – 0**

B. Discussion Item(s):

1. Personnel Requisition Status Report

Ms. Perry, Personnel Analyst, provided a brief overview of the vacancies. There were two (2) 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 eight (8) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of January 6, 2011. The Month-to-Month Comparison report demonstrates the steady trend of filling vacancies since February 2010.

Ms. Perry informed the Personnel Commission that currently one (1) position, Utility Worker, has been filled. Three (3) positions are located in Malibu.

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

- 2010 - 2011

There will be additional meetings scheduled based on the annual and mid-year reviews of the Director of Classified Personnel.

C. Information Item(s):

1. Merit Rules Review Tracker

Personnel

Several Merit Rules chapters are scheduled to be presented to the Commission in February 2011

2. Diagram of the Recruitment Process – for Commissioner Brady's comments

Commissioner Brady clarified her request regarding the Personnel Commission staff's practices of informing new administrators about the Personnel Commission functions and activities. This matter will be discussed in the next meeting.

Commissioner Kim suggested that the appropriate place for the Personnel Commission staff to present this information would be the new administrators' orientation.

Commissioner McLoud asked Ms. Washington to share her experience and experiences of the new administrators as well as offer her suggestions when this matter is discussed again.

Dr. Young will discuss it with Ms. Washington at their monthly meeting on January 20, 2011. Commissioner Brady stated that the Personnel Commission will evaluate and revise the practices first and then solicit feedback from the District.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	February 2011
Merit Rules Revisions	Second Reading: Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	February 2011
Classification Study: Instruction Assistant–Special Education	In Progress	February 2011
Career Advancement Training		March 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	April 2011
Electronic Version of the Full Personnel Commission Agenda		April 2011

Dr. Young provided a brief overview of the future items.

Ms. Perry presented a report regarding the Career Advancement Training planned for late February or early March 2011. These training will take place in the District office as well as at a school site in Malibu. Ms. Perry also recalled previous training sessions highlighting the participants' feedback.

Commissioner Brady suggested that a link informing interested employees about the specifics of the training sessions should be placed on the District's web site. She expressed her appreciation of staff conducting these trainings for employees demonstrating the Personnel Commission's commitment to life-long learning.

Ms. Cartee-McNeely inquired about revisions of classification specifications for Custodian and Utility Worker. Commissioner Brady requested the staff to provide a clarifying report on the revisions.

A moment of silence for the victims of the Tucson tragedy was observed.

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: 5:47 p.m.

TIME RETURNED TO OPEN SESSION AT: 7:00 p.m.

The Commission reported out of Closed Session at 7:00 p.m. No action was taken.

VII. Next Regular Personnel Commission Meeting:

Tuesday, February 8, 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: 7:02 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.