

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

MINUTES

REGULAR MEETING
April 12, 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 5:07 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**

The agenda was amended. The agenda item IV.A.2.a. was revised stating that the Personnel Commission disapprove “Working Out of Class” instead of “Classification Study.”

- E. Motion to Approve Minutes: March 8, 2011**

Motion by: **Shane McLoud**
Seconded by: **Suzanne Kim**
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
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 attended the “Fight for Fair Economy” conference addressing the challenges of the current economic state. Ms. Cartee-McNeely shared the conference information with the steward council in the District.
Ms. Cartee-McNeely wished the Personnel Commission a nice Spring Break.**
2. Board of Education Report
Dr. Young, on behalf of Ms. Debra Moore Washington, the Assistant Superintendent of Human Resources, updated the Personnel Commission on the superintendent search. Four (4) candidates were interviewed. The goal is to appoint the new superintendent by July 1, 2011.

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. Dian Andrews, Technical Specialist II, Art Instructor, from October 1, 2010 to June 17, 2011, Santa Monica Alternative Schoolhouse**
 - *Ms. Natalie Atmajian, Technical Specialist I, Visual Arts Aide, from March 7, 2011 to June 22, 2011, John Adams Middle School**
 - *Ms. Stephanie Demery, Technical Specialist I, Lunchtime Social Leader, from March 1, 2011 to June 22, 2011, Roosevelt 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 March 21, 2011 to May 3, 2011**

- **Mr. Joe Mares, Equipment Operator/Tree Trimmer, in the position of the Skilled Maintenance Worker from March 17, 2011 to June 30, 2011**
- **Mr. Steve Parker, Skilled Maintenance Worker, in the position of the Plumber from March 17, 2011 to June 30, 2011**
- **Mr. Alejandro Villa, Utility Worker, in the position of the Skilled Maintenance Worker from March 21, 2011 to May 3, 2011**

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

- **Advisory Rules Committee Agendas – March 10 and 24, 2011**

Dr. Young drew attention to the A.R.C. agendas and sign-up sheets from March 10 and 24, 2011 for the Personnel Commission’s review.

D. Career Advancement Training for Maintenance and Operations Department

- **March 30, 2011**
- **April 7, 2011**

Ms. Cindy Johnston, Human Resources Technician, presented a report regarding the Career Advancement Training sessions that took place on March 30 and April 7, 2011. They were specifically designed for Maintenance and Operations department. Out of nineteen (19) interested employees, eleven (11) of them actually participated. There were three (3) modules presented during the training covering employee application process, testing and interviewing. Seven (7) participants who submitted evaluation surveys indicated that they found the presentations very helpful and informative. They would be interested in participating in similar workshops in the future.

E. Disciplinary Hearing Ref.

- **Ref. Number: 7003 1680 0002 6368 3371 – Withdrawal**
- **Ref. Number: 7003 1680 0002 6368 3401 - Pre-hearing Conference: TBD**

Dr. Young informed the Personnel Commission about the outcome of the disciplinary hearing- reference number 7003 1680 0002 6368 3371. The District Administration and the appellant represented by SEIU reached a resolution.

Disciplinary hearing- reference number 7003 1680 0002 6368 3401- the pre-hearing conference will be scheduled in the near future.

F. NEOGOV Electronic Position Control Processing

Dr. Young informed the Personnel Commission about a meeting with Ms. Washington, Ms. Perry, Personnel Analyst, and Ms. Carmen Larios, Human Resources Specialist, in regards to the electronic processing of Position Control forms. It was an initial meeting to introduce the concept and the fundamentals of the electronic processing to the Administration. Future meetings will be scheduled to prepare a detailed plan for possible implementation. Commissioner Brady suggested using the SWOT analysis in the process.

G. Personnel Commission Staffing Update

- **Human Resources Technician Vacancy**

Dr. Young informed the Personnel Commission about the status of the position control form for the vacant Human Resources Technician position. The form is currently being evaluated by the Administration.

Commissioner Brady inquired about the timeline this position control form. She was interested in the standard processing time of position control forms for vacant positions since this specific form has been submitted to the District before the last regular Personnel Commission meeting in March. Commissioner Brady noted that if there were any difficulties with this position, she would need to be informed about the rationale for the delay.

Commissioner Kim asked if the standard time for processing position control forms for vacant positions was longer than one month.

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

Commissioner Brady asked if other position control forms have been processed since the position control for the Human Resources Technician had been submitted.

- **Personnel Commissioner's Appointment**

Dr. Young reviewed the Personnel Commission appointment process. He informed the Personnel Commission about the fact that the State Superintendent's office has not provided the Personnel Commission with the approval of Commissioner McCloud's appointment yet. The delay is caused by transition of administrative staff in the State Superintendent's office.

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. 23

1. March 17, 2011

Approve Classified Personnel – Merit Report - No. A. 29

2. April 6, 2011

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

1. March 17, 2011

Approve Classified Personnel – Non-Merit Report - No. A. 30

2. April 6, 2011

C. Approve Classified Personnel Eligibility List(s):

Classification

Eligibles

Accompanist	7
Instructional Assistant – Sign Language Interpreter	3
Instructional Assistant – Special Education	8
Specialized Instructional Assistant	5
Technology Support Assistant	3

Motion by: **Shane McLoud**
 Seconded by: **Suzanne Kim**
 Vote: **3 – 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 Kim Brown in the classification of Physical Activities Specialist pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

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

Director’s Recommendation: *Approve*

b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new hire Yolanda Roller in the classification of Developmental/Health 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: **3 – 0**

2. Classification Study – Instruction Assistant–Special Education
Director’s Recommendation: *Disapprove*

a. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Working Out of Class for Instruction Assistant–Special Education for Ms. Jean Greenfield.

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

3. Reclassification Study – Instruction Assistant–Special Education
Director’s Recommendation: *Disapprove*

a. The Director of Classified Personnel recommends that the Personnel Commission disapprove the Reclassification Study for Instruction Assistant–Special Education for Ms. Sohair Gerghis.

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

Ms. Perry, Personnel Analyst, provided a brief background of the reclassification study and shared her findings. The employee is in agreement with the final report since her duties have been modified.

4. Santa Monica-Malibu Unified School District Personnel Commission Charge or Complaint Process

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

Dr. Young informed the Personnel Commission stated that the document will be placed on the Personnel Commission web site. Commissioner Brady requested the document to be included on the Commissioners’ flash drives.

B. Discussion Item(s):

1. Proposed Budget - Personnel Commission Fiscal Year 2011/12 – First Reading

Dr. Young provided a brief background of the proposed 2011-2012 budget. He also informed the Personnel Commission about a budget meeting with Ms. Jan Maez, Assistant Superintendent, Chief Financial Officer, Ms. Pat Ho, Director of Fiscal Services, and Ms. Jana Hatch, Administrative Assistant, where Dr. Young presented a comparison between the current and the projected expenses regarding salaries, benefits, and the operation of the Personnel Commission department.

Dr. Young also pointed out a slight increase in the budget due to an increase in benefits and also due to the projected furlough days that have not been incorporated to this proposal since the Board of Education has not approved them yet.

Commissioner Brady expressed a serious concern with the status of the Human Resources Technician vacancy as well as the Personnel Commission staff who have assumed the responsibilities of this position increasing their work load extensively.

2. First Reading of Changes to Merit Rules:

- *Chapter XI: Vacation, Leaves of Absence and Holidays*

Commissioner McLoud inquired about the Merit Rule 11.1.1.A.5. and 6. – ratio for earning vacation leave- in relation to the SEIU Contract. Ms. Cartee-McNeely explained that the Merit Rules protect all classified employees, not just bargaining unit members. In general, the Collective Bargaining Agreement supersedes the Merit Rules. If the Collective Bargaining Agreement is silent in certain areas, then the Merit Rules apply. Merit Rules are governed by the California Education Code.

Dr. Young reviewed the approval process. After the first reading, the suggested revisions are presented to the Advisory Rules Committee for their input. The draft is given to SEIU and the Administration for their suggestions. After they provide their suggestions and the Advisory Rules Committee incorporates them, the final draft is submitted to the Personnel Commission for the second reading.

Commissioner McLoud inquired about Merit Rule 11.3.2.D. regarding syntax.

Ms. Cartee-McNeely informed the Personnel Commission about the expertise of a subject matter expert, Ms. Beth Papp, Human Resources Technician, who implements the processes for all types of employee leaves.

- *Chapter XII: Salaries, Overtime Pay, and Benefits*

There were no concerns or revisions.

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 nine (9) were currently open (meaning that the hiring authority has not received a certification list because the recruitment is still in process) as of April 7, 2011. The Month-to-Month Comparison Report showed twelve (12) vacancies on file in

March 2011. The Personnel Commission received nine (9) vacancies of which eight (8) positions have been filled and one (1) position was cancelled and/or placed on hold.

Ms. Perry pointed out that the Personnel Commission staff added Bus Driver and Cafeteria Worker I (substitute) positions to recruit for even though there are no requisitions. Dr. Young has been involved in this recruiting process due to the staffing shortage.

In the graphic representation: thirty percent (30%) of positions have been certified to managers; seventy percent (70%) of positions are open; eighty-three percent (83%) of positions are more than twenty (20) hours a week; types of positions are almost evenly split as new and vacant; all positions are located in Santa Monica.

4. Personnel Commission's Twelve-Month Calendar of Events
 - 2010 – 2011

Ms. Jana Hatch, Administrative Assistant, will confirm the Santa Monica High School Graduation date. The disciplinary hearing will take place in June.

C. Information Item(s):

1. Merit Rules Review Tracker

Commissioner Brady noted that there are only three (3) chapters left before the revision of the Merit Rules is completed. She commended the Advisory Rules Committee for their valuable contribution.

Dr. Young stated that the trend in other districts and agencies, including Los Angeles County Office of Education, is to make the Merit Rules as concise as possible with frequent references to the California Education Code.

Commissioner Brady suggested that the references to the California Education Code be hyperlinked in the on-line version. She pointed out that there also must be a written version for employees who do not have access to computers.

Dr. Young added that this concern has been taken in consideration by the Advisory Rules Committee so that the rules are explanatory and well defined.

2. Communication Development and Strategic Partnerships

Dr. Young presented a tracker capturing activities the Personnel Commission staff is planning to organize for the District administrators and employees. This information item is an effective tool to keep the Personnel Commission well informed of staff's communication development and strategic partnership activities. The goal is to provide professional development for the entire District staff via seminars and workshops on Personnel Commission procedures, Merit Rules, SEIU Contract, and also the Board Policies.

Dr. Young mentioned that the title was changed to "Workforce Organization Development."

Commissioner Brady suggested changing the title to “Workforce Organization Development and Strategic District Partnership” in order to emphasize the Personnel Commission’s effort for strategic partnership with the District.

Dr. Young informed the Personnel Commission that on April 28, 2011 Personnel Commission, Fiscal department, and Human Resources will conduct interactive Administrator’s Workshop (two sessions) for departments’ managers, school administrators, and administrative assistants on the topic of hiring process. Ms. Perry updated the Personnel Commission with the preparations for this workshop. Personnel Commission staff provided insight in development of the Personnel Commission PowerPoint presentation including recruitment process, organizational structure of the department, Merit Principles, and Personnel Commission Guiding Principles including on-line resources. The departments’ presentations and FAQs will be placed on the District website.

Commissioner Brady expressed her appreciation of this collaborative effort of all the District departments involved in the workshop.

Commissioner Kim emphasized 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. She also appreciated the tremendous amount of work in preparation for this District-wide event.

Dr. Young provided an update on the Personnel Commission staff’s activities related to the District’s New Employee Orientation Program. Personnel Commission staff will revise a presentation that was previously used in this program reinstating it in the program for the District’s new employees starting in May 2011.

Dr. Young provided details for the planned Career In-Service Training Seminars that will include Merit Principles and Rules under the California Education Code tailored to District’s administrators.

Dr. Young added that the strategic partnership is also evident in the structure of District website regarding the Human Resources Services welcome letter that includes the Classified Personnel.

Dr. Young also addressed the issues with the Career Advancement Trainings for classified employees and the District’s view of professional development for them.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

None

B. Future Items

Subject	Action Steps	Tentative Date
Classified Employees Appreciation Reception		May 2011
Proposed Budget - Personnel Commission Fiscal Year 2011/12	Second Reading	May 2011
Mid-year Progress Update by the Director of Classified Personnel	Strategic Goals Review	June 7, 2011
Electronic Version of the Full Personnel Commission Agenda		June 2011
Merit Rules Revisions	First Reading: Chapter XIV: <i>Disciplinary Action and Appeal</i> Chapter XV: <i>Resignation and Reinstatement</i>	June 2011

Dr. Young provided a brief overview of the future items. In addition, he promised to provide the Personnel Commission with a script for disciplinary hearings.

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, May 10, 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: **3 – 0**

TIME ADJOURNED: 6:33 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.