

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

MINUTES

**REGULAR MEETING
September 11, 2012 @ 5:00 p.m.
District Office Board Room**

Electronically Recorded

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mr. Michael Sidley

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 Inatsugu and Sidley were present.**
- C. Pledge of Allegiance: Human Resources Analyst Stephanie Perry 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. E-mail documentation was replaced as well as added in Agenda Item IV.A.3. “Scheduling Disciplinary Hearings.”

- E. Motion to Approve Minutes: August 14, 2012;**

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

August 23, 2012

Commissioner Sidley moved to adopt the August 23, 2012 minutes as amended with the following caveat that the Director of the Personnel Commission will bring a completed job specification to be supplemented to the minutes reflecting the amended language as adopted on the August 23, 2012 meeting.

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
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
 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, reported on the current events and activities within SEIU.
2. Board of Education Report
Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's current events and activities.

Commissioner Sidley commemorated the victims of 9-11 tragedy with a minute of silence.

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. Selection Process for a New Personnel Commissioner - Update

Dr. Young informed the Personnel Commission about the last selection interview that will take place on September 18, 2012.

B. Recruitment for the Director of Classified Personnel – Update

Commissioner Sidley provided an update on the current status of the recruitment for the Director of Classified Personnel. Dr. Young listed specific steps that would be generally followed in such recruitment. Ms. Washington inquired about the District's involvement in the process. Human Resources Analyst, Ms. Perry provided her expertise based on her experience with management level recruitments.

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

- Mr. Mark Harris, Technical Specialist II, Guitar Instructor, from August 22, 2012 to June 11, 2013, Olympic High School
- Ms. Nena Lauerman, Technical Specialist II, Community Service Coordinator, from August 14, 2012 to June 30, 2013, Malibu High School
- Ms. Josephine Moerschel, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Mr. Peter Senchuk, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Ms. Jennifer Roth, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Ms. Meghan Turner, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School

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

- Advisory Rules Committee Agenda – August 23, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from August 23, 2012 for the Personnel Commission’s review.

E. Disciplinary Hearings

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Pre-hearing Conference: TBD

F. 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. Jeffrey Peoples, Custodian in the position of the Plant Supervisor from August 18, 2012 to August 24, 2012

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>
Bus Driver	4
Gardener	9
Health Office Specialist	11
Swimming Instructor – Lifeguard	4

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Reappointment of a Personnel Commissioner

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

Commissioner Sidley inquired about the legal authority of Personnel Commissioner's reappointment without conducting a new recruitment.

Commissioner Inatsugu proposed to examine the process for the next reappointment.

Dr. Young provided information regarding the process implemented in the District based on guidelines from California Education Code.

Commissioner Sidley proposed a motion that on the ongoing bases, after the expiration of Commissioner Inatsugu's term which would be December 1, 2012, that any Commissioner seeking reappointment comply with the requirements of EC §45244, such as that there is a full and complete reappointment process as if they were new appointees.

Commissioner Inatsugu proposed to bring this issue back after soliciting a legal counsel.

Commissioner Sidley requested clarification of the reappointment process for the future Commissioner who completes former Commissioner McLoud's term.

Commissioner Sidley made a motion that pursuant to the prior procedure as conducted by the District, and pursuant to the State Superintendent's interpretation of EC §45244 as it relates to the reappointment of sitting Commissioners, it is the intent of this Personnel Commission that the District go forward with the following language. In the instance of reappointment, when a well-qualified Personnel Commissioner is available for reappointment, and the governing Board wishes to recommend the reappointment, the open recruitment process need not to be initiated. Instead, a public announcement of the intention to recommend reappointment of the Personnel Commissioner should be made at the meeting of the governing Board no later than September 30, unless contested, the recommendation for reappointment should be forwarded to the State Superintendent of Public Instruction by November 1. If the nomination is contested, the process as outlined in the proceeding should be followed.

Dr. Young stated that he will initiate the process.

2. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Shanelle Franks in the classification of Instructional Assistant - Developmental Health 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: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Caryl Hall in the classification of Accountant 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: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

3. Scheduling Disciplinary Hearings – **postponed**

- a. Ref. Number: 7003 1680 0002 6368 3401 (half day)

Motion by: _____
Seconded by: _____
Vote: _____

- b. Ref. Number: 7003 1680 0002 6368 3517 (full day)

Motion by: _____
Seconded by: _____
Vote: _____

B. Discussion Item(s):

1. HR-PC Reorganization

Human Resources Analyst, Ms. Stephanie Perry, commented on the Personnel Commission function of classifying positions that is performed by the Human Resources Analyst.

Dr. Young presented current organizational chart for the Personnel Commission including duties transferred from the Human Resources Department.

Commissioner Inatsugu reminded the Personnel Commission that the original proposal was to wait with reorganization until a new Director of Classified Personnel was selected in open process involving representatives from SEIU and SMMCTA.

Commissioner Sidley requested the District's requirements regarding the HR-PC reorganization.

Dr. Young provided a brief background to the past reorganization regarding the process and also emphasized the key points of distributing functions in the current reorganization.

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the twelve (12) vacancies.

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

- 2012 – 2013

No changes

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.13

- August 15, 2012

Classified Personnel – Merit Report - No. A. 25

- September 6, 2012

2. Classified Personnel – Non-Merit Report – No. A.14

- August 15, 2012

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

- September 6, 2012

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 presented the starting time of the Personnel Commission meetings to be moved till 4 p.m. This topic will be revisited when a new Personnel Commissioner is appointed.

B. Future Items

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report: 2011 – 2012		October 2012
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and</i>	October 2012

	<i>Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
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VI. Next Regular Personnel Commission Meeting:

Tuesday, October 9, 2012, at 5:00 pm - *District Office Board Room*

VII. 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: **2 – 0**

TIME ADJOURNED: 7:12 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.