

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

MINUTES

REGULAR MEETING
September 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 5:07 p.m.**
- B. Roll Call: Commissioners Brady and McLoud were present.
Commissioner Kim was absent due to her work obligations.**
- C. Pledge of Allegiance: Commissioner Brady led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**
- Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
Vote: **2 – 0**
- E. Motion to Approve Minutes: August 10, 2010**
- Motion by: **Shane McLoud**
Seconded by: **Pam Brady**
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
None
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. Welcome Ms. Debra Moore Washington, Assistant Superintendent of Human Resources

Dr. Young welcomed Ms. Debra Moore Washington, the new Assistant Superintendent of Human Resources.

B. 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. Jennifer Bors, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office**
- *Ms. Jacqueline Brosas, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office**
- *Ms. Allison Bukowski, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office**
- *Ms. Sandra Carter, Technical Specialist II, Marine Science Specialist, from September 7, 2010 to June 20, 2011, Point Dume Elementary School**
- *Mr. Rome de Vase, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office**
- *Ms. Tiffany Estrada, Technical Specialist II, English Language Learners Specialist, from September 3, 2010 to January 31, 2011, Educational Services/Will Rogers Elementary School**

- Ms. Diane Farlow, Technical Specialist II, Reading Support Specialist, from September 7, 2010 to June 23, 2011, Point Dume Elementary School
- Ms. Alissa Galstad, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Debbie Harding, Technical Specialist I, Garden Specialist, from September 1, 2010 to June 30, 2011, Food & Nutrition Services
- Ms. Felicia Lopez, Technical Specialist II, English Language Learners Specialist, from September 3, 2010 to January 31, 2011, Educational Services/Franklin Elementary School
- Ms. Pamela McRae, Technical Specialist I, Fresh Fruit & Vegetable Program Specialist, from September 1, 2010 to June 30, 2011, Cafeteria of Will Rogers Elementary School

- Ms. Natalia Mondaca, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Lissbeth Sabrina Ramirez, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Zhanna Shekhtmeyster, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Mary Tafi, Technical Specialist II, Environmental Science – Organic Garden Specialist, from September 7, 2010 to June 20, 2011, Point Dume Elementary School
- Ms. Vonnie van Note-Street, Technical Specialist II, Reading Support Specialist, from September 7, 2010 to June 23, 2011, Point Dume Elementary School
- Ms. Christina Wakamoto, Technical Specialist I, School Psychologist Intern, from September 1, 2010 to June 30, 2011, District Office
- Ms. Angela Whitman, Technical Specialist II, Reading Support Specialist, from September 7, 2010 to June 23, 2011, Point Dume Elementary School
- Ms. Maura Zagor, Technical Specialist II, English Language Learners Specialist, from September 3, 2010 to January 31, 2011, Educational Services/McKinley Elementary School

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

- Advisory Rules Committee Agendas – August 12, 2010 and August 26, 2010

Dr. Young drew attention to the A.R.C. agendas from August 12 and August 26, 2010 for the Personnel Commission’s review.

D. 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. Robert Marroquin, Instructional Assistant – Special Education, in the position of the Developmental Health Instructional Assistant from September 1 to December 31, 2010

E. Appointment Process for Personnel Commissioner Update

Dr. Young met with Ms. Washington, the new Assistant Superintendent of Human Resources, regarding the joint effort in the re-appointment process to clarify recruitment strategy and procedures.

Commissioner Brady inquired about the announcement on the District home web page. It would be placed on the web side shortly. Santa Monica Daily Press printed the District's press release. It will be also posted in the Lifelong Learning Community News in October 2010. Dr. Young announced that the Superintendent office sent "Robocall" to reach the District parents.

Commissioner Brady stated that she will bring up the appointment process in her discussion with Ms. Washington at their September 16 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 – Merit Report - No. A. 23

1. August 18, 2010

Approve Classified Personnel – Merit Report - No. A. 10

2. September 1, 2010

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

1. August 18, 2010

Approve Classified Personnel – Non-Merit Report - No. A. 11

2. September 1, 2010

C. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Senior Administrative Assistant	15
Senior Office Specialist	25

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Locksmith classification specification within the Maintenance and Operations department

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

The revisions were discussed with the Maintenance and Operations management.

2. Second Reading of Changes to Merit Rules:

Director's Recommendation: *Approve*

a. Chapter VII: Appointment to Classified Positions

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

b. Chapter VIII: Employee Clearances

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

Commissioner McLoud inquired about the Merit Rule 7.2.4 – length of time (20 days) for termination of provisional appointment after the certification list has been provided to the hiring authority. Dr. Young explained the rationale of the Advisory Rules Committee to extend it from fifteen (15) to twenty (20) days to take the length of the pre-employment process into consideration.

Commissioner Brady inquired about the Merit Rule 7.2.1.C. – ninety (90) calendar days before an employee is again eligible to serve in any full-time provisional assignment. Dr. Young assured the Personnel Commission that the Merit Rule matches the California Educational Code, and there is no conflict between the Merit Rule and the SEIU Contract.

Commissioner McLoud inquired about Merit Rule 7.5.1 – the restriction of retirees’ employment with the District up to nine hundred eighty (980) hours in any calendar year. Dr. Young explained that the amount of days is in compliance with the California Educational Code.

Commissioner McLoud also asked about the Merit Rule 8.1.1.A. – candidates appointed to a position may be, instead of shall be, required to pass a physical examination prior to initial appointment. Dr. Young conveyed the opinions of the A.R.C. members involved in the pre-employment process in which not every candidate must pass the physical examination; hence, the language was revised accordingly.

B. Discussion Item(s):

1. Personnel Commission 2010 Guiding Principles - **Deferred Until October 12, 2010**

Commissioner Brady requested this agenda item will be brought back as an approval agenda item for discussion regarding its placement on the Personnel Commission agenda.

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were sixteen (16) personnel requisitions of which four (4) were on a certification list and twelve (12) were open. As of August 5, 2010 there were eighteen (18) requisitions; sixteen (16) were received; thirteen (13) were filled, and five (5) positions were cancelled. Twenty-five percent (25%) of vacancies were certified to managers for selection interviews; twenty-five percent (25%) were vacancies with less than twenty (20) hours, and thirty-one percent (31%) were new requisitions. Ms. Perry clarified the new position as a position that is newly established, not replacing an employee. For example, if a student in need of assistance is moving from elementary to middle school, the original Instructional Assistant-Special Education position is replaced by a newly established position at the new school site.

Ms. Cindy Johnston, Human Resources Assistant, reported on the status of Swimming Instructor/Lifeguard – the position was filled with a re-instated employee. Also, the Media Services Coordinator was successfully filled.

In the future, Commissioner Brady would like to learn how the Personnel Commission informs new hiring managers about the specific steps of the hiring process.

3. Personnel Commission’s Twelve-Month Calendar of Events
 - 2010 - 2011

C. Information Item(s):

1. Merit Rules Review Tracker

V. **Personnel Commission Business:**

A. **Personnel Commissioner Comments**

Commissioner Brady announced that the progress evaluation forms for Dr. Young have been distributed and are due no later than October 1, 2010.

B. **Future Items**

Subject	Action Steps	Tentative Date
Classification Study: Child Care Assistant	In Progress	October 2010
Merit Rules Revisions	First Reading – Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	October 2010
Personnel Commission Annual Report of Activities	In Progress	October 2010
Electronic Version of the Full Personnel Commission Agenda	In Progress	November 2010
Hearing Procedures	Review of Current Personnel Commission Procedures	November 2010
Appointment of Personnel Commissioner	In Progress	December 2010
No-shows Study	Survey Implementation/Report	December 2010
NEOGOV Electronic Position Control Processing	Meeting with Human Resources, Fiscal, and Personnel Commission staff	January 2011

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
 - Disciplinary Hearing – Ref. Number: 7003 1680 0002 6368 3180

Motion by: **Shane McLoud**

Seconded by: **Pam Brady**

Vote: **2 – 0**

TIME ADJOURNED TO CLOSED SESSION: 5:45 p.m.

TIME RETURNED TO OPEN SESSION AT: 6:09 p.m.

The Commission reported out of Closed Session at 6:09 p.m. The Chair person, Mrs. Pam Brady announced that the Personnel Commission voted 2-0 that the employee's dismissal by the Santa Monica-Malibu Unified School District's Board of Education be sustained.

VII. Next Regular Personnel Commission Meeting:

Tuesday, October 12, 2010, 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: **Pam Brady**
Vote: **2 – 0**

TIME ADJOURNED: 6:11 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.