

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

**MINUTES**

**REGULAR MEETING  
October 9, 2012 @ 5:00 p.m.  
District Office Board Room**

Electronically Recorded

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Michael Sidley

**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 Inatsugu, Pertel 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: **Joseph Pertel**  
Seconded by: **Barbara Inatsugu**  
Vote: **3 – 0**

**The Commission approved an addendum to the Personnel Commission Agenda - Agenda Item IV. B.4. “*HR-PC Reorganization.*” Additional e-mail communication was placed in Agenda Item IV.C.6. “*Scheduling Disciplinary Hearings.*”**

- E. Motion to Approve Minutes: September 11, 2012;**

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

**Commissioner Sidley welcomed the new Personnel Commissioner, Mr. Joseph Pertel, wishing him all the best as Commissioner.  
Commissioner Sidley congratulated Commissioner Inatsugu on her re-appointment.  
Commissioner Inatsugu also welcomed Commissioner Pertel saying she is looking forward to working with him.**

**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, congratulated Commissioner Inatsugu on her re-appointment and welcomed Commissioner Pertel. She reported on the current events and activities within SEIU including their support of Prop 30 and negotiation preparations.**

2. Board of Education Report

**Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also congratulated Commissioner Inatsugu on her re-appointment and welcomed Commissioner Pertel. She informed the Personnel Commission about the District's current events and activities including enrollment increase, negotiation training and recruitment for the new Director of Classified Personnel.**

**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. Reappointment of Personnel Commissioner – Mrs. Barbara Inatsugu**

**Dr. Young congratulated Commissioner Inatsugu on her re-appointment and said he is looking forward to continuing working with her until his retirement in December 2012.**

**B. Welcome to New Personnel Commissioner – Mr. Joseph Pertel**

- **Emergency Appointment of Personnel Commissioner**
- **Appointment of Personnel Commissioner for Unexpired Term of Commissioner Shane McLoud**

**Dr. Young welcomed Commissioner Pertel and said he is looking forward to working with him.**

**C. Recruitment for the Director of Classified Personnel – Update**

Dr. Young presented Mr. Cole's e-mail communication as well as the job bulletin draft for the Personnel Commission's review.

Commissioner Sidley provided clarification regarding reporting relations of the new Director of Classified Personnel to the Personnel Commission and/or its designee/delegatee.

**D. 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. Jody Anderson, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Mr. Robert Anderson, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Ms. Elizabeth Baker, Technical Specialist II, Vocal Music Instructor, from September 10, 2012 to June 15, 2013, Webster Elementary School
- Ms. Alisha Bauer, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Mr. Andrew Bill, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Ms. Margaret Flanagan Lysy, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Mr. Jesus Florido, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Mr. Juan Gonzalez, Technical Specialist II, Band Coach – Color Guard, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Mr. Mark Harris, Technical Specialist III, Music Instructor, from September 11, 2012 to June 30, 2013, Olympic High School
- Ms. Grace Hsu, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/ Lincoln Middle School/Ed. Services
- Mr. Michael Hyziak, Technical Specialist II, Woodwind/Brass Coach, from September 4, 2012 to June 30, 2013, Ed. Services
- Mr. Yosuke Miyoshi, Technical Specialist II, Band Coach, from July 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Dr. Josephine Moerschel, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services
- Ms. Karolina Naziemiec, Technical Specialist II, String Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services
- Ms. Betsy Newell, Technical Specialist II, Vocal Music Instructor, from September 28, 2012 to June 11, 2013, Roosevelt Elementary School
- Ms. Julianna Ostrovsky, Technical Specialist II, Art Instructor, from October 1, 2012 to March 18, 2013, Point Dume Elementary School
- Mr. Chris Parise, Technical Specialist II, Music Clinician, from August 22, 2012 to June 11, 2013, John Adams Middle School
- Ms. Teag Reaves, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services
- Ms. Jennifer Roth, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services
- Ms. Jody Ruben, Technical Specialist II, String Coach, from September 4, 2012 to June 30, 2013, Ed. Services

- Mr. Peter Senchuk, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/ Lincoln Middle School/Ed. Services
- Ms. Shannon Sukovotky, Technical Specialist II, Vocal Music Instructor, from September 3, 2012 to May 24, 2013, Cabrillo Elementary School
- Mr. Daniel Thomason, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services
- Ms. Meghan Turner, Technical Specialist II, Woodwind/Brass Coach, from September 4, 2012 to June 30, 2013, Ed. Services
- Mr. Kelly Weaver, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services
- Mr. David Young, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services

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

- Advisory Rules Committee Agenda – September 13, 2012

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from September 13, 2012 for the Personnel Commission’s review.

**F. Disciplinary Hearings**

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

**G. 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. Damone Fowler, Cafeteria Cook Baker in the position of the Production Kitchen Coordinator, September 10, 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>
Athletic Trainer	6
Instructional Assistant – Classroom	33
Instructional Assistant – Physical Education	16
Technical Theater Technician	3

Motion by: **Barbara Inatsugu**

Seconded by: **Joseph Pertel**

Vote: **3 – 0**

**IV. Discussion/Action Items/or Other Information:**

**A. Action Item(s):**

1. Advanced Step Placements:

- a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Teresa Ivey in the classification of Specialized Instructional Assistant 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: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Ryan Van Otten 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.

Director's Recommendation: *Approve*

Motion by: **Barbara Inatsugu**

Seconded by: **Michael Sidley**

Vote: **3 – 0**

- c. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Fidel Winzey in the classification of Stock and Delivery Clerk 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: **3 – 0**

**Commissioner Sidley inquired about quantifying the value of salaries and benefits provided for employees.**

**B. Discussion Item(s):**

1. Personnel Commission Annual Report FY 2011-2012

**Dr. Young presented an overview of the most important functions and activities performed by the Personnel Commission Department in fiscal year 2011-2012. The report will also be given to the Board of Education members for their information. Commissioner Inatsugu inquired about the Job Interest Cards and actual applications as well as the number of classification studies.**

**Commissioner Pertel asked about substitute/provisional jobs data for 2010-2011. Commissioner Sidley inquired about the number of applicants who participated in the examination and the Personnel Commission staff involved in the process. Dr. Young provided a detailed explanation of these activities. Commissioner Sidley inquired about processing classified employees evaluations. Ms. Washington explained the evaluation process. Commissioner Sidley requested adding additional functions and activities performed by the Personnel Commission to the annual report. The revised report will be presented at the next regular Personnel Commission meeting in November 2012.**

2. Personnel Requisition Status Report  
**Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the eleven (11) vacancies.**
3. Personnel Commission's Twelve-Month Calendar of Events
  - 2012 – 2013**Dr. Young drew attention to the CSPCA Annual Conference that will take place in February 2012 in Anaheim.**
4. HR-PC Reorganization  
**Commissioner Sidley provided a brief background to the reorganization's status drawing attention to examples of organizational structures from various school districts and emphasizing the Personnel Commission's authority over the Personnel Commission staff. He also defined the Personnel Commission's role and authority within the District. Commissioner Pertel suggested conducting round table discussions about the reorganization inviting various interested parties including SEIU and SMMCTA. Commissioner Sidley requested written input from SEIU, SMMCTA and the District Administration. Dr. Young provided a background to the previous reorganization that took place from 2004 to 2007. Commissioner Inatsugu inquired about the reporting structure on the District's proposed organizational chart.**

### **C. Information Item(s):**

1. Classified Personnel – Merit Report - No. A.16
  - September 20, 2012Classified Personnel – Merit Report - No. A. 13
  - October 4, 2012
2. Classified Personnel – Non-Merit Report – No. A.17
  - September 20, 2012
3. Merit Rules Review Tracker  
**No changes**
4. Workforce Organization Development and Strategic District Partnership Tracker  
**No changes**

5. California School Personnel Commissioners Association Annual Conference  
**Commissioners Inatsugu and Pertel expressed their interest in attending the conference that will take place from February 21 to 24, 2013 in Anaheim.**
6. Scheduling Disciplinary Hearings
  - Ref. Number: 7003 1680 0002 6368 3401 (half day)
  - Ref. Number: 7003 1680 0002 6368 3517 (full day)
7. Director of Classified Personnel Classification Specification  
**Dr. Young reviewed the updated classification specification. Mrs. Washington inquired about a few differences in requirements stated in the classification specification and job bulletin. Dr. Young suggested meeting with Mrs. Washington about these discrepancies and send a correct list to Mr. Cole who is conducting the recruitment for the new Director of Classified Personnel.**

**V. Personnel Commission Business:**

**A. Personnel Commissioner Comments**

**Commissioner Inatsugu informed the Personnel Commission about her involvement with the Board of Education election process.**

**B. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	Second Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and 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>	November 2012       December 2012

**Dr. Young provided a brief overview of the future items. He suggested adding another Personnel Commission workshop to discuss Brown Act and Personnel Commissioners' responsibilities.**

**Commissioner Pertel inquired about the priorities of the Personnel Commission current tasks. Dr. Young listed recruitment for the new Personnel Commissioners and HR-PC reorganization.**

**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
  - Employment of Personnel Commission Staff

Motion to adjourn to Closed Session by: **Barbara Inatsugu**  
Seconded by: **Michael Sidley**  
Vote: **3 – 0**

**TIME ADJOURNED TO CLOSED SESSION: 6:36 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 6:55 p.m.**

**The Commission reported out of Closed Session at 6:56 p.m. No action was taken.**

**VII. Next Regular Personnel Commission Meeting:**

Tuesday, November 13, 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: **3 – 0**

**TIME ADJOURNED: 6:35 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.