

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

**MINUTES**

**REGULAR MEETING  
November 9, 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 5:02 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**

- E. Motion to Approve Minutes: October 12, 2010**

Motion by: **Suzanne Kim**  
Seconded by: **Shane McLoud**  
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. Cartee-McNeely, the Chief Steward, informed the Personnel Commission about the SEIU continuous collaboration with the District resolving various matters. SEIU intends to increase the members' participation at the District's school sites. The Union is pleased to see an increase in the members' involvement on the leadership level.**

**Ms. Cartee-McNeely wished the Personnel Commissioners happy Thanksgiving.**

2. Board of Education Report

**Ms. Debra Moore Washington, the Assistant Superintendent of Human Resources, expressed her gratitude to the Personnel Commissioner as certain matters are resolved. Ms. Washington hopes that the Human Resources department and the Personnel Commission will work together in the spirit of collaboration. She thanked the community for passing measures Y and YY so that the resources generated by this action will sustain the District in the future.**

**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. Robert Anderson, Technical Specialist II, Music Instructor for Orchestra, from October 1, 2010 to June 22, 2011, Lincoln Middle School**

**\*Ms. Suzanne DeMarco, Technical Specialist II, Art Instructor, from September 13, 2010 to June 3, 2011, Juan Cabrillo Elementary School**

**\*Ms. Kelly Flickinger, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**

**\*Mr. Justin Hageman, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**

**\*Ms. Cathy Hutchinson, Technical Specialist II, Science Instructor, from September 20, 2010 to June 10, 2011, Juan Cabrillo Elementary School**

**\*Ms. Ann Lambert, Technical Specialist II, Vocal Music Instructor, from September 20, 2010 to June 17, 2011, Juan Cabrillo Elementary School**

- **Dr. Josephine Liu Moerschel, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Ms. Andrea Philipson-Slosberg, Technical Specialist II, Compute Lab Consultant, from September 20, 2010 to June 3, 2011, Juan Cabrillo Elementary School**
- **Mr. William Plenk, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Ms. Jennifer Roth, Technical Specialist II, Dream Strings/Winds Instructor, from October 1, 2010 to June 22, 2011, John Adams Middle School**
- **Ms. Davida Raffa, Technical Specialist II, Art/Ceramics Instructor, from November 8, 2010 to June 18, 2011, Roosevelt Elementary School**
- **Ms. Susan Shelton, Technical Specialist II, Art Instructor, from November 2, 2010 to June 2, 2011, Malibu High School**

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

- **Advisory Rules Committee Agenda – October 14 and 28, 2010**

**Dr. Young drew attention to the A.R.C. agenda and attendance sheet from October 14 and 28, 2010 for the Personnel Commission’s review.**

**C. 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 October 8 to January 29, 2011**

**D. Appointment Process for Personnel Commissioner Update**

- **Selection Interviews – November 16, 2010**

**Dr. Young informed the Personnel Commission about the upcoming selection interviews on November 16, 2010 including four (4) panel members – Mr. Barry Snell representing the Board of Education, Ms. Anette Bolan for SEIU, Ms. Barbara Inatsugu representing PTA, and Ms. Suzanne Kim for the Personnel Commission. Binders including the candidates’ applications, resumes, and rating sheets were prepared for the interviewing panel.**

**E. Joint Personnel Commission and Human Resources Process Improvement Meeting**

**Dr. Young informed the Personnel Commission about the intent to conduct joint staff meetings between Personnel Commission and Human Resources departments to focus on process improvement and also on collaboration between both departments. He shared his belief that the Administration, the Union, and the Personnel Commission have been working in a collaborative manner for some time benefitting the District and its employees alike. He assured the Personnel Commission about the staff’s determination to continue in this cooperative spirit. On the same subject, Dr. Young and Ms. Washington will attend regular monthly meeting to discuss various issues related to both departments.**

**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. 19**

1. October 21, 2010

**Approve Classified Personnel – Merit Report - No. A. 18**

2. November 4, 2010

**B. Approve Classified Personnel – Non-Merit Report - No. A. 20**

1. October 21, 2010

**Approve Classified Personnel – Non-Merit Report - No. A. 19**

2. November 4, 2010

**Commissioner Brady congratulated to Ms. Julie Younan, Human Resources Technician, for earning a Professional Growth increment.**

**C. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Bilingual Community Liaison	8
Elementary Library Coordinator	15
Instructional Assistant – Music	10
Occupational Therapist	3
Plant Supervisor	4

Motion by: **Suzanne Kim**

Seconded by: **Shane McLoud**

Vote: **3 – 0**

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

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

1. Classification Study – Child Care Assistant  
Director’s Recommendation: *Approve*

The Director of Classified Personnel recommends that the Personnel Commission approve the Classification Study for Child Care Assistant

Motion by: **Pam Brady**

Seconded by: **Suzanne Kim**

Vote: **2 – 1**

**Ms. Stephanie Perry, Personnel Analyst, presented a detailed report with the conclusion that the employees in the Non-merit Child Care Assistant positions perform similar duties as the Children’s Center Assistants.**

**Ms. Cartee-McNeely, on behalf of SEIU, supported the findings presented in the classification study. She expressed hope that the District will find additional funding to the Child Development Services to honor the work of classified employees and serve the students to the best possible capacity.**

**Ms. Washington, the Assistant Superintendent of Human Resources, requested a delay so that the District could conduct a study independent of the one presented by the Personnel Commission.**

**Dr. Young provided a brief background and timelines that led to the study. He clarified specific issues related to restricted and non-merit positions as well as classification. Commissioner McLoud inquired about the consequences of delaying the decision. SEIU alluded to the fundamental matter of being fair and equitable to the permanent employees as well as to the non-merit ones.**

**Commissioner Kim perceived the extensive report as valid and comprehensible based on the Merit Rules and proper procedures. She encouraged the Personnel Commission to make a decision without further delay.**

**Commissioner McLoud was concerned with the District’s need to prepare their response supporting the requested delay.**

**Ms. Abdo, Director of Child Development Services, disagreed with methodology of the presented report.**

**Commissioner Brady sustained the recommendation in order to support fairness for the employees in that classification.**

**The recommendation to allocate the Non-merit Child Care Assistant positions to the Merit Children’s Center Assistant classification was approved.**

2. Working Out of Class Requests:

Director’s Recommendation: *Approve*

a. The following employees, Custodian, in the position of Utility Worker on June 14, 2010 and June 18, 2010 for maximum of 3 hours per day:

- Mr. Bruno Anderson
- Ms. Kathy Boyd
- Mr. Felipe Cueva
- Mr. Wilson Moton
- Mr. Salem Omari
- Mr. Thomas O’Rourke
- Mr. Eduardo Suaste
- Mr. Louis Walker

Motion by: **Shane McLoud**  
Seconded by: **Pam Brady**  
Vote: **0 – 3 (motion failed)**

**Mr. Carey Upton, Director of Theater Operations & Facility Permits, provided the background and details of the tasks performed by the above stated employees. He also presented rationale for not considering this assignment as working out of class. Mr. Terance Venable, Buildings & Grounds Operations Manager, stated that he did not support this request.**

**Mr. Louis Walker, Custodian, provided a background and justification for the working out of class request.**

**Dr. Young supplied a chronological series of events that led to the recommendation including meetings with the Maintenance and Operations managers. Dr. Young stressed the fact that he does not conduct an investigation of validity for working out of class; rather, he relies on the manager's recommendation. He also mentioned four options that were offered to resolve the situation.**

**Ms. Washington presented the District's standpoint.**

**Ms. Cartee-McNeely shared her concern with the ambiguous language in the classifications' descriptions. She also pointed out the District's history regarding reduction in staffing of Maintenance and Operations as well as the modifications of the SEIU Contract language.**

**Commissioner McLoud inquired about awarding the working out of class retroactively for the past five (5) years as well as in the future. Dr. Young stated that this action would not be considered either for the past or future. The focus will be on clarifying these ambiguous classification specifications.**

**Mr. Curtis Sugars, Plant Supervisor, shared his experience with similar assignments during the time he was working as a custodian for the District.**

**Ms. Kathy Boyd, Custodian, spoke about the specifics of the task.**

**Commissioner Brady expressed her concerns with the description of these classification specifications. They will have to be revised in order to clarify the duties that are specific for each classification.**

**Commissioner Kim shared similar concerns as Commissioner Brady.**

**Personnel Commission directed Dr. Young to revise the classification specifications for Custodian and Utility Worker.**

**Commissioner Brady expressed her regret to the employees providing rationale for the Personnel Commission's decision to deny their request. She also commended them for their professionalism and dedication to the Santa Monica High School and the District.**

3. 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

Colleen

Ruddy in the classification of Instructional

Assistant – Music 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**

4. Classification Revisions:  
Director’s Recommendation: *Approve*

a.The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Buyer classification specification within the Purchasing department

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

b.The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Assistant Buyer classification specification within the Purchasing department

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

5. Reclassification Study – Developmental/Health Instructional Assistant  
Director’s Recommendation: *Approve*

a.The Director of Classified Personnel recommends that the Personnel Commission approve the Reclassification Study from Instructional Assistant – Special Education to Developmental/Health Instructional Assistant for Ms. Pearl Gershuni, Ms. Renee Hurtado, Ms. Latasha Jackson, and Ms. Ayda Tanamas.

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

6. Proposed New Classification:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the proposed classification – Senior Buyer

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

7. Personnel Commission Guiding Principles

- Determination of placement on the Personnel Commission Agenda

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

**The Personnel Commission Guiding Principles were adopted without further revisions, and they will be placed in the Personnel Commission Agenda's heading replacing the Transparency statement that will be moved to the end of the Personnel Commission Agenda.**

**Commissioner McLoud spoke about the importance of performance evaluation requesting that the statement be conveyed to the Board of Education.**

**Commissioner Brady, on behalf of the Personnel Commission, will convey the Guiding Principles to the Board of Education in December 2010 after the elections of new Board members.**

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

1. First Reading of Changes to Merit Rules:

- *Chapter IX: Employment Status*
- *Chapter X: Performance Evaluation*

**Commissioner Brady inquired about the probationary status – rule 9.3.1. – whether the revisions reflect the SEIU Contract language. Ms. Cartee-McNeely confirmed the assumption.**

**Commissioner McLoud and Ms. Washington inquired about revisions of rule 9.5.2.C. regarding transfer requests. These revisions correspond with the SEIU Contract language providing further clarity in the process. Dr. Young elaborated on this subject by explaining the process for transfer requests in a great detail including the role of employee's performance evaluation. Ms. Cartee-McNeely provided real life examples to illustrate the rule's application.**

Commissioner McLoud also inquired about the references at the end of rule 9.7.1. The references are still reflecting California Education Code, only in a different format.

Ms. Washington inquired about the revision process by the Advisory Rules Committee. Commissioner Brady and Dr. Young provided a detailed description of the committee's role as well as the revision process itself.

Ms. Washington also inquired about rule 9.5.2.B.1. in regards to the administrators authorized to approve transfer requests. Ms. Cindy Johnston, Human Resources Technician and Advisory Rules Committee member, provided a rationale for the revisions to be in compliance with the SEIU Contract language.

Commissioner McLoud inquired about the access for Ms. Washington to provide her input into the revisions. Dr. Young explained that before the second reading and approval by the Personnel Commission, the Superintendent and SEIU receive the revised chapters with timelines to submit their input. It is in the Superintendent's discretion to distribute the documents to his designees.

2. Personnel Requisition Status Report

Ms. Stephanie Perry, Personnel Analyst, provided a brief overview of the vacancies. There were eleven (11) active personnel requisitions.

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

- 2010 - 2011

Special Personnel Commission meeting was re-scheduled to December 6 from December 7, 2010.

C. Information Item(s):

1. Merit Rules Review Tracker

Commissioner Brady provided a brief background and explained the function of this document for Ms. Washington's benefit.

V. Personnel Commission Business:

A. Personnel Commissioner Comments

B. Future Items

Subject	Action Steps	Tentative Date
Final Evaluation of the Director of Classified Personnel	Review of Specific Goals	December 6, 2010

Appointment of Personnel Commissioner	In Progress	December 2010
Hiring Managers' Orientation – Hiring Process	In Progress	December 2010
Merit Rules Revisions	First Reading: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i>	January 2011
Merit Rules Revisions	Second Reading: Chapter IX: <i>Employment Status</i> Chapter X: <i>Performance Evaluation</i>	January 2011
Electronic Version of the Full Personnel Commission Agenda	In Progress	February 2011
Career Advancement Training		February 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	March 2011

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

**Ms. Perry presented a report regarding the Career Advancement Training planned for February 2011.**

**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: 7:10 p.m.**

**TIME RETURNED TO OPEN SESSION AT: 8:35 p.m.**

**The Commission reported out of Closed Session at 8:35 p.m. No action was taken.**

**VII. Special Personnel Commission Closed Session:**

**Monday, December 6, 2010, at 5:30 pm - District Office Board Conference Room**

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act
  - Progress Review of Director, Classified Personnel

**Next Regular Personnel Commission Meeting:**

Tuesday, December 14, 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: **Suzanne Kim**

Vote: **3 – 0**

**TIME ADJOURNED: 8:40 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.