

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

MINUTES

REGULAR MEETING
November 13, 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 5:06 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**

E. Motion to Approve Minutes: October 9, 2012;

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

Commissioner Inatsugu amended the vote block with specification that it is a vote to adjourn to Closed Session.

- 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, expressed her appreciation for the approved Prop 30 and defeated Prop 32. SEIU is preparing for negotiations and conducting round table discussions with various departments to improve services for our students.

Ms. Cartee-McNeely wished the Personnel Commission Happy Thanksgiving.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also expressed her appreciation for the approved Prop 30, defeated Prop 32 and approved Measure ES. She informed the Personnel Commission about the District's current events and activities including management training, budget seminars and SMMCTA negotiations.

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. Appointment Letter from State Superintendent Torlakson for Commissioner Pertel

Dr. Young congratulated Commissioner Pertel on being officially appointed by the State Superintendent.

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. Elizabeth Baker, Technical Specialist II, K-2 Music Instructor, from September 21, 2012 to May 31, 2013, Muir Elementary School**
- **Ms. Kim Brown, Technical Specialist II, Instructor for Science, Art, Music and Computer, from October 1, 2012 to June 25, 2013, Cabrillo Elementary School**
- **Ms. Lucia Burke, Technical Specialist I, School Garden Coordinator Assistant, from August 22, 2012 to June 11, 2013, Food and Nutrition Services**
- **Mr. Christopher Parise, Technical Specialist II, Band Coach, from September 10, 2012 to June 30, 2013, John Adams Middle School/Ed. Services**
- **Ms. Rynearson, Patricia, Technical Specialist II, String Coach, from October 1, 2012 to June 30, 2013, Lincoln Middle School/Ed. Services**
- **Mr. Mick Wetzel, Technical Specialist III, Orchestra Coach, from September 10, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**
- **Ms. Diana Zaslov, Technical Specialist III, Voice Coach, from October 1, 2012 to June 30, 2013, Santa Monica High School/Ed. Services**

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

- **Advisory Rules Committee Agenda – October 25, 2012; November 1, 2012**

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from October 25 and November 1, 2012 for the Personnel Commission's review.

D. Disciplinary Pre-hearing Conferences (TBD)

- Ref. Number: 7011 0470 0002 6451 4053
- Ref. Number: 7011 0470 0002 6451 4138
- Ref. Number: 7011 0470 0002 6451 4169

Personnel Commissioners do not participate in these conferences.

E. 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, October 2, 2012; October 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> |
|---|--------------------|
| Elementary Library Coordinator | 13 |
| Instructional Assistant – Bilingual (Spanish) | 28 |

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

IV. Discussion/Action Items/or Other Information:

A. Action Item(s):

1. Recruitment/Selection Process for the Director of Classified Personnel – Panel Composition

a. Screening Applications

Director's Recommendation: *Approve*

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

b. Technical Interview

Director's Recommendation: *Approve*

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

c. General Fitness Interview

Director's Recommendation: *Approve*

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

d. Selection Interview

Director's Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0 (Commissioner Sidley abstained from voting)**

Commissioners Inatsugu and Pertel included SEIU representative (in an advisory/non-voting capacity) to the selection interview panel on November 28, 2012.

Commissioner Sidley expressed his concern regarding a possible perception that the candidate would have non-realistic view of the role and the function of the Service Employees Union as it relates to the function of the Personnel Commission.

Ms. Cartee-McNeely shared her positive experiences of collaboration within the District that occur when different groups are participating in such processes. She would support the SEIU representation in the advisory/non-voting capacity to show equal partnership.

Ms. Washington communicated the District's standards regarding selection interview panel for upper level management positions that include the Superintendent and the Superintendent's Cabinet.

Commissioner Pertel stressed the unique position of the Personnel Commission within the District. The Personnel Commission's role slightly differs from other departments.

Commissioner Inatsugu restated that the final selection of the new Director of Classified Personnel will be made by the Personnel Commissioners.

Commissioner Inatsugu made the amended motion including SEIU representative (in an advisory/non-voting capacity) to the selection interview panel that will also include Superintendent Lyon (in an advisory/non-voting capacity) and the Personnel Commissioners who will be responsible for selecting the new Director of Classified Personnel.

2. Advanced Step Placements:

a. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Puja Chocha 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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

- b. The Director of Classified Personnel recommends that the Personnel Commission approve Advanced Step Placement for new employee Mikiko Yamamoto 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: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **3 – 0**

Commissioner Sidley requested a report regarding the financial impact of approved advanced step placements on the District's budget.
Ms. Cartee-McNeely stated that some positions are defined as accelerated hiring so the new employees come at the top step of the salary schedule, and these positions are already budgeted at that rate.

3. Classification Revisions:

Director's Recommendation: *Approve*

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Sprinkler Repair Technician classification specification within the Operations

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **3 – 0**

4. Scheduling Disciplinary Hearings

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

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

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

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

Ms. Cartee-McNeely informed the Personnel Commission that there is a possibility of meeting with the District regarding these two cases and perhaps coming to a resolution before scheduling a hearing.
Unless SEIU and the District reach the agreement, the Personnel Commissioners will schedule hearing processes discussions/hearings for the following dates:

November 30, 2012 (from 9:30 a.m. to 12:30 p.m.), December 20, 2012 (from 9 a.m. to 12:00 p.m.) for 7003 1680 0002 6368 3401, and December 20, 2012 (1:00 p.m. to 4:00 p.m.) and January 30, 2013 (from 9:00 a.m. to 12:00 p.m.) for 7003 1680 0002 6368 3517.

B. Discussion Item(s):

1. HR-PC Reorganization – **tabled**
2. Personnel Requisition Status Report
Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the sixteen (16) vacancies including two (2) positions in Malibu.
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.
Commissioner Pertel suggested starting the regular meetings at 4:00 p.m. It will be placed on the next regular Personnel Commission meeting on December 11, 2012 as an action item.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.16
 - September 20, 2012
Classified Personnel – Merit Report - No. A. 13
 - October 4, 2012
Commissioner Inatsugu congratulated Ms. Julie Younan, Human Resources Technician, on receiving the Professional Growth credit. She also noted Dr. Young’s retirement on the Board of Education’s Merit Report.
2. Classified Personnel – Non-Merit Report – No. A.17
 - September 20, 2012
3. Personnel Commission Annual Report FY 2011-2012
Commissioner Sidley commented on the great number of applicants who participate in the recruitment processes. He thanked the staff for the report.
Commissioner Inatsugu commended the Personnel Commission staff on the comprehensiveness of the report. She especially appreciated the section describing staff’s work assignments.
Commissioner Pertel also expressed his appreciation of this well prepared report to the Personnel Commission staff.
4. Merit Rules Review Tracker
No changes
5. Workforce Organization Development and Strategic District Partnership Tracker
No changes

V. Personnel Commission Business:

A. Personnel Commissioner Comments

Commissioner Inatsugu requested that the meeting would be adjourned in the memory of Kathy McTaggart, a long time classified employee of the District.

Commissioner Sidley expressed his gratitude to the District and SEIU representatives who work tirelessly in the elections promoting Measure ES and Prop 30 as well as defeating Prop 32. He wished everyone Happy Thanksgiving!

B. Future Items

| Subject | Action Steps | Tentative Date |
|-----------------------|--|-----------------------|
| 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 Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> | December 2012 |
| | First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> | February 2013 |

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

VI. Next Regular Personnel Commission Meeting:

Tuesday, December 11, 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.