

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

MINUTES

REGULAR MEETING
December 11, 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 5:05 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel and Sidley were present.**
- C. Pledge of Allegiance: Human Resources Technician Beth Papp 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**

It was moved and seconded to approve the agenda with the following amendments: (1) Include the following updated information as part of the agenda packet – Agenda Item IV.A.3.a. “Classification Revisions – Job Development and Placement Specialist” and Agenda Item IV.A.4.a. “Classification Study – Senior Office Specialist.” (2) Include Agenda Item VI. Closed Session: Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee, pursuant to GC 54957 of the Brown Act – Director of Classified Personnel.”

- E. Motion to Approve Minutes: November 13, 2012**

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 to the Personnel Commission on SEIU's current events and political activities including town hall meetings, round table discussions with the Special Education department regarding efficiency of services for students. SEIU has been also involved in improvement of processes and communication within the Transportation department.

Ms. Cartee-McNeely wished the Personnel Commission Happy Holidays. She expressed her gratitude to Dr. Young for his dedicated service to the Personnel Commission and to the District and wished him all the best for his retirement.

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 including budget seminars, selection of a new Director of Child Development Services, involvement in the Director of Classified Personnel recruitment and proposal of MOU between the District and Personnel Commission.

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

- **Advisory Rules Committee Agenda – November 1, 2012; November 8, 2012**

Dr. Young drew attention to the A.R.C. agenda and sign-in sheet from November 1 and November 8, 2012 for the Personnel Commission's review. The revisions will continue under the new Director of Classified Personnel.

B. 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. Arturo Gonzalez, Custodian, in the position of the Sprinkler Repair Technician, from November 7, 2012 to March 25, 2013**
- **Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from November 7, 2012 to March 25, 2013**

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>
Bilingual Community Liaison	15
Director of Classified Personnel	7

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

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Children’s Center Assistant	38
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Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair

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

b. Nomination of Vice-Chair

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

2. New Regular Personnel Commission Meeting Starting Time – 4:00 p.m.
Director’s Recommendation: *Approve*

It was moved and seconded that Personnel Commission meetings be moved to a 4:00 p.m. start time.

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

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

- a. The Director of Classified Personnel recommends that the Personnel Commission approve the revision to the Job Development and Placement Specialist classification specification within the Student Services

It was moved and seconded to approve the recommendation as submitted.

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

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

- a. The Director of Classified Personnel recommends that the Personnel Commission approves the Classification Study for Senior Office Specialist

It was moved and seconded to approve the recommendation as submitted.

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

Ms. Stephanie Perry provided a brief background and overview of the study. Mr. Gerardo Cruz, expressed his support for the Director’s recommendation to approve the classification study.

Commissioner Pertel arrived.

B. Discussion Item(s):

1. Personnel Requisition Status Report
Ms. Stephanie Perry, Human Resources Analyst, provided a brief overview of the eighteen (18) vacancies as of December 5, 2012. Human Resources Technician, Mrs. Beth Papp reported on eight (8) filled vacancies including Instructional Assistants – Classroom and Bus Driver.

2. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013

The calendar will be revised reflecting the new starting time of the regular meetings at 4:00 p.m.

Commissioner Sidley will not be present at the next regular meeting on January 15, 2013 due to a work commitment.

C. Information Item(s):

1. Classified Personnel – Merit Report - No. A.18
 - November 15, 2012
2. Classified Personnel – Non-Merit Report – No. A.19
 - November 15, 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 Sidley expressed his appreciation of working with Dr. Young and wished him all the best in his future endeavors. He presented Dr. Young with commendations from the City of Malibu, the City of Santa Monica, the Assemblymember Julia Brownley, the Personnel Commission and its staff.

Commissioner Inatsugu thanked Dr. Young for his dedicated service to the Personnel Commission and the District. She conveyed best of wishes from the Santa Monica Mayor Richard Bloom, the Assemblymember Julia Brownley and the former Mayor of Malibu Laura Rosenthal.

Commissioner Pertel also expressed his gratitude for Dr. Young's professionalism and dedicated service.

Dr. Young expressed his appreciation for working with the Personnel Commissioners and thanked them for serving the District's classified employees. He also thanked the Personnel Commission staff for their professionalism and service to the District.

Commissioner Inatsugu expressed her gratitude for being elected as the Chair of the Personnel Commission.

Commissioner Sidley stated he would like to focus on revisions of the Merit Rules Chapter XIV regarding disciplinary hearings and HR-PC reorganization.

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>	February 2013
	<i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	April 2013
	<i>Chapter XIV Disciplinary Action and Appeal</i>	

	<i>Chapter Chapter XV: Resignation and Reinstatement Chapter XVI: Grievance Procedure</i> <i>First Reading of Changes to Merit Rules:</i> <i>Chapter I: Preliminary Statement and Definition of Terms</i>	June 2013
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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
- Director of Classified Personnel

TIME ADJOURNED TO CLOSED SESSION: 5:51 p.m.

TIME RETURNED TO OPEN SESSION: 6:29 p.m.

The Commission reported out of Closed Session at 6:29 p.m. Action taken: To reschedule a candidate for the Director of Classified Personnel selection interviews.

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

VII. Next Regular Personnel Commission Meeting:

Tuesday, January 15, 2013, at 4:00 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: **Barbara Inatsugu**
Seconded by: **Joseph Pertel**
Vote: **3 – 0**

TIME ADJOURNED: 6:30 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.