

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

MINUTES

REGULAR MEETING
January 22, 2015 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

Instructions on Public Comments: Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

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 4:06 p.m.

Roll Call: Commissioners Inatsugu, Pertel, and Sidley were present.

B. Pledge of Allegiance: Mrs. Wendy Sidley led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: January 22, 2015

It was moved and seconded to approve the agenda with the following amendment:

- **Agenda Item II.B.1.k. – “Advanced Step Placement” was relocated to Agenda Item III. A.2. – “Action Item(s).”**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

D. Motion to Approve Minutes: December 9, 2014

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		✓			
Michael Sidley		✓	✓			

F. 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.

- General Comments
 - **Director Tietze welcomed Mrs. Wendy Sidley as an honored guest.**
 - **Director Tietze reported on recruitments the Personnel Commission staff is currently conducting. The major focus of the Office still remains on classification and compensation analysis including the state of the revised comprehensive salary study.**
 - **Director Tietze updated the Personnel Commission about the current state of discussions with Special Education regarding substitutes and vacancies. He is contacting other agencies to learn about their approach and solutions of these complex matters. Director Tietze expressed his gratitude to the Personnel Commission and Special Education staff for their continuous dedication to resolving the issues.**
 - **Director Tietze informed the Personnel Commission about performing revisions, enhancement, and user friendly formatting of certain essential District forms such as the Performance Evaluation Form for classified staff and Position Control Form.**
 - **Director Tietze was pleased to notify the Personnel Commission about positive feedback from administrators and principal concerning professional quality of candidates they interview.**
- Personnel Commissioner Nomination Update
 - **Director Tietze was pleased to inform the Personnel Commission that the newly nominated Personnel Commissioner, Mr. Peter Lippman, was approved by the Board Of Education at its January 15, 2015 meeting. The Superintendent's Office is forwarding this formal nomination to the State Superintendent of Public Instruction Tom Torlakson for his approval.**
- Note on Special Acknowledgements
 - **Director Tietze stated that the special acknowledgements will take place at the end of this brief meeting.**
- LACOE BEST Project Update
 - **None**
- District Technology Team Update
 - **None**
- Professional Growth and Training Committee Update
 - **None**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on a vendor presentation related to a work hours tracking system. He commended Ms. Washington for her leadership on this committee taking the District far ahead in the process when compared to other public agencies.**

- G. Personnel Commissioner Comments/Reports:** This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.
- **Commissioner Inatsugu reported on her PTA involvement. She attended the first hearing in which newly elected Senator Allen participated. Commissioner Inatsugu introduced him to representatives from the education field who expressed their appreciation for the expertise Senator Allen will provide in this area of legislation.**
- H. 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, Chief Steward, informed the Personnel Commission about SEIU preparing for 2015-2016 negotiations. Ms. Cartee-McNeely expressed her gratitude to Ms. Washington for her dedicated service to the Santa Monica – Malibu Unified School District, to its students and to education in general. She expressed her appreciation for Ms. Washington’s leadership on the Affordable Care Act committee and contribution to developing a great interview process. Ms. Cartee-McNeely wished her all the best for her retirement.**
 2. Board of Education Report
 - **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District’s activities such as professional development for certificated staff.**
 - **Ms. Washington informed the Personnel Commission about Mr. Ralph Mechur being re-appointed to the Board of Education.**
 - **Ms. Washington also shared her observations attending Dr. Martin Luther King, Jr. Day celebrations in Santa Monica.**
 - **Ms. Washington informed the Personnel Commission about the newly negotiated calendar for the 2016-2017 school year.**
 - **Ms. Washington updated the Personnel Commission on the District’s initiatives regarding the Affordable Care Act including a vendor presentation for Draft Time Clock Plus, an attendance reporting system.**
- I. 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 is 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.
- **None**

II. Consent Calendar: Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

A. Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	6
Bus Driver	2
Cafeteria Worker/Transporter	1
Campus Security Officer	10
Children’s Center Assistant 1	6
Children’s Center Assistant 2	3
Children’s Center Assistant 3	1
Instructional Assistant – Music (Band)	5
Instructional Assistant – Music (Choir)	4
Instructional Assistant – Music (Strings)	4
Instructional Assistant – Physical Education	2
Paraeducator 1	6
Paraeducator 3	4

B. Approval of Advanced Step Placements:

1. Approve the Advanced Step Placements

- a. Approve the Advanced Step Placement for new employee Alan Ceccarelli in the classification of Technical Theater Coordinator at Range: 42 Step: F
- b. Approve the Advanced Step Placement for new employee Conor Fink in the classification of Paraeducator 1 at Range: 20 Step: D
- c. Approve the Advanced Step Placement for new employee Celia Fraire in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- d. Approve the Advanced Step Placement for new employee Elisa Harry in the classification of Administrative Assistant at Range: 29 Step: B
- e. Approve the Advanced Step Placement for new employee Christina Homami in the classification of Health Office Specialist at Range: 25 Step: D
- f. Approve the Advanced Step Placement for new employee Andrea Karabatos in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- g. Approve the Advanced Step Placement for new employee Vitali Kaush in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- h. Approve the Advanced Step Placement for new employee Gail Pinsker in the classification of Community & Public Relations Officer at Range: M62 Step: D

- i. Approve the Advanced Step Placement for new employee Alex Rand in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- j. Approve the Advanced Step Placement for new employee Devari Tolliver in the classification of Paraeducator 3 at Range: 26 Step: D
- k. Approve the Advanced Step Placement for new employee Michael Torrey in the classification of Administrative Assistant at Range: 29 Step: C
- l. Approve the Advanced Step Placement for new employee Jingbo Wang in the classification of Paraeducator 1 at Range: 20 Step: B

It was moved and seconded to approve the Consent Calendar with the following amendment: Agenda Item II.B.1.k. – “Advanced Step Placement” was relocated to Agenda Item III. A.2. – “Action Item(s).”

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

III. Action Items/ Discussion/or Other Information:

A. Action Item(s): These items are presented for ACTION at this time.

- 1. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Community and Public Relations Officer within the Management job family

It was moved and seconded to approve the Director’s recommendations as submitted.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Joseph Pertel			✓			
Michael Sidley	✓		✓			

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for the revisions related to broadening the minimum qualifications. The experience section was extended from being specifically in public sector to a general executive level for four (4) years.**

- 2. Approve the Advanced Step Placement for new employee Michael Torrey in the classification of Administrative Assistant at Range: 29 Step: C

No motion was made.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Michael Sidley						

B. Discussion Item(s): These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- None

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)
 - December 11, 2014
 Classified Personnel – Merit Report - No. A.14
 - January 15, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - December 11, 2014
 Classified Personnel – Non-Merit Report – No. A.15
 - January 15, 2015
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Introduction of the New Personnel Commissioner		February 2015
Election of Personnel Commission Officers		February 2015
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	April 2015
	-First Reading of Changes to Merit Rules:	

	<i>Chapter II: The Personnel Commission</i>	
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	August 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, February 10, at 4:00 p.m. - *District Office Board Room*

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

VI. Closed Session:

- No Closed Session

VII. Special Acknowledgements

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources
 - **Director Tietze acknowledged and thanked Ms. Washington for her dedicated service to the District. He also expressed his gratitude for Ms. Washington’s valuable role in establishing a collaborative working partnership between the Human Resources Department and the Personnel Commission. Director Tietze congratulated Ms. Washington on her retirement.**
 - **Commissioner Pertel expressed his appreciation for working with Ms. Washington over the years he has been serving on the Personnel Commission, and wished her all the best for her retirement.**
 - **Commissioner Sidley thanked Ms. Washington for her dedicated service to the District, and expressed his gratitude for promoting a meaningful collaboration between the Personnel Commission and the District.**
 - **Commissioner Inatsugu recapped the significant moments of working with Ms. Washington. She especially thanked Ms. Washington for her vital role working with the Personnel Commission Department during the time the office was without a director. Commissioner Inatsugu conveyed best wishes for Ms. Washington’s future endeavors.**

- **Ms. Washington reflected on her professional career in education. She expressed her appreciation working with the Personnel Commission and SEIU.**
- **Mr. Michael Sidley, Personnel Commissioner Member**
 - **Director Tietze recognized Commissioner Sidley’s dedication and his significant impact on the District and the Personnel Commission. He expressed his gratitude for Commissioner Sidley’s leadership, support, constructive communication, and passion when resolving challenging matters. Director Tietze wished Commissioner Sidley all the best in his future endeavors.**
 - **Commissioner Pertel expressed his appreciation of working with Commissioner Sidley and his insight and zeal for the classified work force.**
 - **Commissioner Inatsugu reminisced about the years of service with Commissioner Sidley and his valuable contribution in making the Personnel Commission the District’s respected partner. She expressed her gratitude for Commissioner Sidley’s support of the classified work force and the Personnel Commission staff.**
 - **Ms. Cartee-McNeely expressed her gratitude for Commissioner Sidley’s dedication and passion for the classified employees.**
 - **Ms. Washington thanked Commissioner Sidley for his valuable contribution to the District.**
 - **Commissioner Sidley thanked the Personnel Commission staff for their dedication and hard work bringing the Personnel Commission to its current state. He recollected his tenure serving the Personnel Commission. He spoke about his appreciation of the solid working relationship that has been established between the Personnel Commission and the District. He underlined the vital role classified employees play in the District’s success.**

VIII. Adjournment: There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel	✓		✓			
Michael Sidley		✓	✓			

TIME ADJOURNED: 5:04 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of 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.