

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

**MINUTES**

**REGULAR MEETING**  
**February 11 @ 4:00 p.m.**  
**District Office Board Room**

Electronically Recorded

***Guiding Principles:** Ensures the District's merit system is performed as well as possible, that it supports the mission of the School District, and it is done in a manner that is highly transparent and user friendly for all employees and the public.*

**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 4:09 p.m.

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

**B. Pledge of Allegiance:** Commissioner Sidley led all in attendance in the Pledge of Allegiance.

**C. Motion to Approve Agenda:** February 11, 2014

**It was moved and seconded to approve the agenda as presented.**

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

**D. Motion to Approve Minutes:** December 10, 2013

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

January 14, 2014

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 informed the Personnel Commission about a new partnership with the Chicago School of Business in which graduate students are assisting with a project to enhance the performance evaluation process.**
  - **Director Tietze noted that the Personnel Commission office has begun to process of classified summer assignments. He expressed his gratitude to Ms. Cindy Johnston, Human Resources Technician, for coordinating these assignments as specific requests are already coming in from various departments.**
  - **Director Tietze notified the Personnel Commission about recruitment challenges for Paraeducator I (formerly Instructional Assistant – Special Education) and hiring substitute employees. Many who are highly qualified and competent are quickly selected for permanent positions. Special Education has established several permanent positions called “floaters” who substitute for absent employees; however, these employees are also being selected for permanent assignments, so it is rather challenging to fill all substitute needs.**

**It has been a top priority to maintain a high level of performance for Special Education substitutes because the ramifications of underperforming employees in this area are severe since they work with the most fragile student population. Therefore, the testing process for this position has been emphasizing the most critical skills necessary for assisting special education students. Since the beginning of this school year, five recruitments have been administered in order to secure a sufficient substitute pool. Director Tietze would like to encourage any qualified candidates interested in the Paraeducator I substitute position to apply since a new recruitment will be open in the near future.**
- Agenda Item IV. A. (Future Items)
  - **Director Tietze informed the Personnel Commission about revisions to the agenda item IV.A. - Future Items. This category will include only major events or activities that happen on an annual basis within the upcoming three month period. Smaller items like classification revisions or merit rules amendments which are impacted by several variables will be placed in agenda item III meeting by meeting.**
  - **Director Tietze noted that the information from Personnel Commission meetings is captured in the agenda outline and minutes, and therefore, should be represented in a clear and concise manner. He expressed his gratitude to Commissioner Inatsugu and Ms. Hatch for assisting to streamline the agenda structure.**
- Department Position Guidebooks
  - **Director Tietze presented the Personnel Commission with the department position guidebook that serves as the procedural manual. The Personnel Commission staff had the opportunity to provide feedback that was implemented into the document.**

The procedural manual is designed to help staff to work autonomously and proactively within the designated assignments as well as to know the expectations set by the Personnel Commission.

- **Director Tietze pointed out various classifications, and the frequency the Personnel Commission office recruits for them. For the very frequent and regular postings, there should always be sufficient ranks available for hiring authorities.**
- **Personnel Commission Website Feedback Update**  
**Director Tietze provided an update on the positive feedback received from the Personnel Commission website survey link from two District employees.**
- **2013-2014 Classification and Compensation Study Update**
  - **Director Tietze reported on the classification and compensation study progress he has been conducting with Mr. Bryon Miller, the Personnel Analyst.**  
**The preliminary recommendations and conclusions of the salary analysis will be provided to the District and SEIU on February 19, 2014.**  
**The comprehensive study will be presented to the Personnel Commission at the March meeting.**  
**Commissioner Sidley requested the preliminary findings to be e-mailed to the Commissioners at the time the report is given to the District and SEIU.**
- **Professional Growth and Training Committee Update**
  - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress identifying all the mandatory training that should take place, employees' professional growth wish list, and also a training master calendar. He noted that a committee member from Roosevelt Elementary School serves as a model employee helping her colleagues to get applications for professional growth, select courses to enroll in, and encouraging them for various opportunities.**
- **Affordable Care Act Committee Update**
  - **Director Tietze reported to the Personnel Commission on preliminary results given by the external consultant. The District is making necessary adjustments to meet the legal standards.**

**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 congratulated Superintendent Lyon on being named the Superintendent of the Year by the Region 14 of the Association for California School Administrators.**
- **Commissioner Inatsugu announced her participation on the District Local Control Accountability Plan committee that has to be convened by Districts around the State for implementation of the new funding formula.**
- **Commissioner Inatsugu congratulated the Education Foundation for its successful campaign, Vision for Student Success, raised approximately 3.2 million dollars.**

**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
  - **None**

2. Board of Education Report

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also shared her enthusiasm about the successful campaign for Vision for Student Success.
- Ms. Washington updated the Personnel Commission about the District’s initiatives related to the Affordable Care Act for employees.
- Ms. Washington commended the District music program staff for successful Stairway to the Stars performances.
- Ms. Washington informed the Personnel Commission about completion of negotiations with SMMCTA. Negotiations with SEIU are still in progress.
- Ms. Washington reported on District student enrollment projections. Based on demographers’ predictions, the enrollment should be stable for the next two years, with possible increases over the next ten years.
- Ms. Washington informed the Personnel Commission about an exit survey in development to gather data on employees’ reasons for leaving the District.
- Commissioner Inatsugu inquired about revisions of Board of Education Policy 4200 regarding Board’s classification. Ms. Washington informed Commissioner Inatsugu that several policies will be updated before the end of this school year.

**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>
Bus Driver	1
Gardener	8
Instructional Assistant – Bilingual (Spanish)	5
Instructional Assistant – Classroom	5

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

Bus Driver	4
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**Commissioner Inatsugu inquired about the Bus Driver eligibility list. Mr. Bryon Miller, Personnel Analyst, explained the recruitment difficulties regarding candidates either not meeting the state**

requirements or not participating in the testing process when they schedule themselves to do so.

**B. Approval of Advanced Step Placements:**

1. Advanced Step Placements:

a. None

**It was moved and seconded to approve the Consent Calendar as submitted.**

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. Accelerated Hiring Rate for the classification of Accounting Technician at Range: 29 Step: D (\$3,213 per month)

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

**Director Tietze provided a rational for this recommendation explaining that exceptionally low salary would have had negative impact on current recruitment efforts and the Personnel Commission’s ability to establish an eligibility list with three ranks. It is a pending vacancy that needs to be filled in an expedient matter.**

2. Classification Revisions to the Sports Facilities Attendant classification within the Facility Use job family

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

**Director Tietze commended Mr. Miller for finding a proper balance of broadening the classification specification without significantly altering the qualifications, and for partnering it with closely related classifications.**

**Commissioner Sidley inquired about duties that seem to share some commonality. Mr. Miller, Personnel Analyst, provided rationale for defining these particular duties as such.**

**Commissioner Sidley also commented on the definition for first aid treatment. He suggested revising it to first aid only for liability reasons.**

**Commissioner Inatsugu inquired about non-physical methods of conflict resolutions. Mr. Miller clarified the need for performing security functions to a certain degree without any physical contact.**

**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.

1. Mission and Vision Statement

**Director Tietze provided a brief background and rationale for establishing the mission and vision statement.**

**Commissioner Inatsugu stated that the current guiding principles need to be revised or replaced with another statement. She agreed that the mission and vision statement should be implemented.**

**Commissioner Pertel expressed his preference for the mission and vision statement instead of the guiding principles. He stated that this proposed articulation is clear and accurate.**

**Director Tietze stated that the primary role of the Personnel Commission is providing classified personnel to the District in line with the merit principles.**

**Commissioner Pertel suggested including a recruitment and selection component into the statement.**

**Commissioner Inatsugu proposed using the word “accessibility” to convey a more user friendly approach by the Commission for District employees and the community to the Personnel Commission.**

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

1. Advanced Step Placement Status Report

**Commissioner Sidley commented about the cumulative financial impact of Advanced Step Placement across the past three fiscal years and the relationship to the classification and compensation study.**

**Director Tietze provided a list of key points analyzed in the report.**

2. Personnel Requisitions Status Report

3. Classified Personnel – Merit Report - No. A.16 (for SMMUSD School Board Agenda)

- January 16, 2014

4. Classified Personnel – Non-Merit Report – No. A.17

- January 16, 2014

5. Personnel Commission’s Twelve-Month Calendar of Events

- 2013 - 2014

6. Board of Education Meeting Schedule

- 2013 – 2014

**IV. Personnel Commission Business:**

**A. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Classified Employees Appreciation Reception		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

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

Tuesday, March 11, 2014, 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. 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 approve to adjourn the meeting.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu		✓	✓			
Joseph Pertel	✓		✓			
Michael Sidley			✓			

**TIME ADJOURNED: 5:10 p.m.**

The meeting was adjourned in memory of Joe Porter, Custodian and fifteen year employee of our District who recently passed away.

Submitted by:

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 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.