

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

**MINUTES**

**REGULAR MEETING**  
**March 10, 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 4:07 p.m.

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

**B. Pledge of Allegiance:** Dr. Mark Kelly led all in attendance in the Pledge of Allegiance.

**C. Motion to Approve Agenda:** March 10, 2015

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

- **Agenda Item I.J. – “Personnel Commission Organization-Election of Personnel Commission Officers” was postponed till the next regular Personnel Commission meeting on April 14, 2015.**
- **Agenda Item III.B.1. – “Merit System Training Series” was relocated to precede Agenda Item III. A. – “Action Item(s).”**

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

**D. Motion to Approve Minutes:** January 22, 2015

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

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

**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 Mr. Peter Lippman, the newly selected Personnel Commissioner. Mr. Lippman's official appointment has been pending upon approval from the State Superintendent's Office. Director Tietze is looking forward to working with Mr. Lippman in near future. He is pleased that Mr. Lippman represents the Malibu community.**
  - **Director Tietze also welcomed Dr. Mark Kelly, the new Assistant Superintendent of Human Resources. He expressed his appreciation of working together providing excellent personnel services to the District.**
  - **Director Tietze expressed his gratitude to the Personnel Commission staff for their dedication during the period when the department was short-staffed.**
  - **Director Tietze informed the Personnel Commission about his involvement on the interview panel for a new Director of Human Resources.**
  - **Director Tietze updated the Personnel Commission on the current recruitments and substitute placement in the Special Education Department. He acknowledged Ms. Brooke Lamping, the Human Resources Analyst, for her valuable contribution and dedication to resolving specific challenges.**
- 2015 Salary Study Update
  - **Director Tietze provided an update on the 2015 Salary Study. Data collection and the total compensation data collection are expected to be completed by the end of March or beginning of April 2015. Discussions with the District Administration and the Union representatives will begin in April 2015. Formal presentation will be provided to the Personnel Commission in near future.**
  - **Director Tietze stated that the salary study will include analysis of approximately eighty (80) classifications based on data collection from thirty (30) agencies.**
  - **The main focus of the current salary study is market competition.**
- LACOE BEST Project Update
  - **Director Tietze informed the Personnel Commission about the department's continuous participation in this project creating flow charts of main processes performed by the Personnel Commission. The LACOE Best Project representatives commented on the complexity of certain functions in the department. The final report will assist the Personnel Commission in improving its efficiency further.**
- District Technology Team Update
  - **Director Tietze met with the Director of Education Technology, Ms. Bertha Roman, discussing business applications. The current focus still lies on providing technology for the classroom. The next initiative will include hardware upgrades that will enable improving some of the business practices in the District.**
- Professional Growth and Training Committee Update
  - **Even though the Professional Growth and Training Committee has not met for some time, the need for employee training is critical. Based on discussions with various administrators, the master training calendar will be developed to capture different professional development opportunities, whether they are mandatory or optional.**

- Affordable Care Act Committee Update
  - **Director Tietze updated the Personnel Commission on initiatives of this committee related to work hours tracking systems.**

**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 welcomed Mr. Lippman and Dr. Kelly.**

**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 five (5) minutes or less.

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, also welcomed Mr. Lippman and Dr. Kelly to the Personnel Commission stating that SEIU is looking forward to good working relationships.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU leadership elections.**
- **Ms. Cartee-McNeely updated the Personnel Commission about SEIU’s political activities including legislative initiatives for classified employees such as AB399 – Summer Relief for Summer Workers Act and SB548 – The Rising Child Care Quality and Accessibility Act.**
- **Ms. Cartee-McNeely noted that SEIU is actively preparing for 2015-2016 negotiations.**
- **Ms. Cartee-McNeely, Chief Steward, informed the Personnel Commission about benefits from the collaborative effort of the District’s Maintenance and Operations, Transportation, Special Education Departments, and SEIU.**
- **Ms. Cartee-McNeely expressed her gratitude to Director Tietze for his presentation to the Steward Council on the current salary study.**
- **Ms. Cartee-McNeely stated that March is a National Women’s History Month acknowledging great contributions of women across centuries.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, thanked everyone for a warm welcome. He expressed his appreciation of working together with Director Tietze, the Personnel Commission staff, and SEIU.**
- **Dr. Kelly updated the Personnel Commission about the District’s activities such as certificated staffing for the Director of Human Resources, and Principals for Grant Elementary School and Malibu High School.**
- **Dr. Kelly brought attention to student art displayed at the dais celebrating a National Middle Level Education Month.**

**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.

- **Mr. Peter Lippman thanked everyone for their kind words and warm welcome. He is looking forward to contributing to the Personnel Commission representing the Malibu community.**

**J. Personnel Commission Organization – Election of Personnel Commission Officers:**

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

- Nomination of Chair
- Nomination of Vice-Chair

**Postponed till the next regular Personnel Commission meeting on April 14, 2015.**

**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>
Children’s Center Assistant 1	7
Children’s Center Assistant 3	3
Custodian	31
Gardener	5
Instructional Assistant – Classroom	2
Instructional Assistant – Classroom	5
Paraeducator-1	12
Paraeducator-3	13
Physical Activities Specialist	6
Swimming Instructor/Lifeguard	3

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

Paraeducator-1	4
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**B. Approval of Advanced Step Placements:**

1. Approve the Advanced Step Placements

- Approve the Advanced Step Placement for new employee Justin Korduner in the classification of Instructional Paraeducator-1 at Range: 20 Step: D
- Approve the Advanced Step Placement for new employee Gary Lindsey in the classification of Custodian at Range: 22 Step: B

- c. Approve the Advanced Step Placement for new employee Abbey Seiden in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- d. Approve the Advanced Step Placement for new employee Miceala Shocklee in the classification of Paraeducator 1 at Range: 20 Step: D
- e. Approve the Advanced Step Placement for new employee Breanna Williams in the classification of Instructional Paraeducator-1 at Range: 20 Step: D

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

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

**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 HVAC Mechanic within the Maintenance job family.
- b. Approve the revisions to the Instructional Assistant – Bilingual classification within the Instructional Support job family.
- c. Approve the revisions to the Paraeducator-1 classification within the Instructional Support job family.
- d. Approve the revisions to the Paraeducator-2 classification within the Instructional Support job family.
- e. Approve the revisions to the Paraeducator-3 classification within the Instructional Support job family.
- f. Approve the revisions to the Sports Facility Attendant within the Operations job family.
- g. Approve the revisions to the Technology Support Assistant within the Technology job family.
- h. Approve the revisions to the Senior Technology Support Assistant within the Technology job family.

**It was moved and seconded to approve the Director’s recommendations for items III.A.1.a.-g. as submitted.**

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

**REPORT AND DISCUSSION**

- **Director Tietze provided a brief rationale for revisions of each classification. HVAC Mechanic classification specification was reformatted in order to be more linear in terms of duties.**
- **In Instructional Assistant – Bilingual, the education and minimum requirements were re-aligned under the No Child Left Behind Act requirements.**
- **Modifications to the Paraeducator 2 and 3 classification specifications related to CPR requirements.**
- **In Sports Facility Attendant, the experience and minimum requirements were clarified for the sports, not custodial experience.**
- **In regards to the Technology Support Assistant and Senior Technology Assistant, specific duties were added to be in alignment with the current technology upgrade in the District.**
- **Ms. Brooke Lamping, Human Resource Analyst, added that further revisions to the Instructional Assistant – Bilingual were made in the area of language requirements for Spanish.**

2. Reclassification Study:

Recommendation: *Approve*

- a. Approve the reclassification for Ms. Cynthia Crawford from Library Assistant I to Library Assistant II.

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

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

**REPORT AND DISCUSSION**

- **Director Tietze provided a brief background of the study and its methodology. He presented rationale for Ms. Crawford to be reclassified from the Library Assistant I into the Library Assistant II position.**

3. Salary Study:

Recommendation: *Approve*

- a. Approve recommendation to the Board of Education for salary increase to the Technology Support Assistant from Range 32 to Range 38.
- b. Approve recommendation to the Board of Education for salary increase to the Senior Technology Support Assistant from Range 37 to Range 43.

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

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

**REPORT AND DISCUSSION**

- **Director Tietze provided a brief background of the salary study and its methodology. He is concerned about the Commission’s ability to recruit qualified candidates for these essential positions due to low salary rates. Salary analysis demonstrated that they are -15% to -18%, or approximately 6 to 7 Salary Ranges below market median.**
- **Director Tietze proposed a recommendation for the Board of Education to increase salary ranges from Range 32 to Range 38 for the Technology Support Assistant and from Range 37 to Range 43 for the Senior Technology Support Assistant.**
- **Commissioner Pertel commented on the difficulty of recruitment since the major local competitors’ salary ranges are still far above the District’s ones even after the recommended increase.**
- **Ms. Keryl Cartee-McNeely expressed SEIU’s support in this initiative.**
- **Mr. Peter Lippman requested that the salary information for City of Malibu be included in this study.**
- **Director Tietze stated that initially there was not sufficient information available regarding salary schedule for these classifications. He will conduct a further research.**
- **Director Tietze stated that pending upon approval of this item; a new recruitment will be immediately initiated.**

**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. Merit System Training Series – Jurisdiction of the Personnel Commission regarding Salary Recommendations

**REPORT AND DISCUSSION**

- **Director Tietze introduced this new series of specific Merit System topics related to corresponding agenda items presented to the Personnel Commission.**
- **Director Tietze provided a brief explanation of what is jurisdiction of the Personnel Commission when making salary adjustments. The Personnel Commission recommends salary adjustments; however, only the Board of Education may approve these recommendations. Any formal rejection of a Personnel Commission salary recommendation shall be preceded by an opportunity for the Commission to make a written statement of the effect the rejection will have upon the alignment of the positions within a job family.**
- **Director Tietze referenced California Education Code 45268.**
- **Ms. Beth Papp, Human Resources Technician inquired about Personnel Commission’s jurisdiction regarding Accelerated Hiring Rate.**
- **Director Tietze explained the process of awarding the Accelerated Hiring Rate. Regarding the Personnel Commission’s jurisdiction, the process is the same as**

**with salary adjustments- the Personnel Commission makes a recommendation, and the Board of Education makes a final decision.**

**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.12 (for SMMUSD School Board Agenda)
  - February 5, 2015
 Classified Personnel – Merit Report - No. A.16
  - February 19, 2015
 Classified Personnel – Merit Report - No. A.17
  - March 5, 2015
5. Classified Personnel – Non-Merit Report – No. A.13
  - February 5, 2015
 Classified Personnel – Non-Merit Report – No. A.17
  - February 19, 2015
 Classified Personnel – Non-Merit Report – No. A.18
  - March 5, 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**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Preliminary Budget – Fiscal Year 2015-2016	First Reading	April 2015
Merit Rule Revisions	-First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	April 2015
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	May 2015
	-First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	June 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	July 2015
-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>		
-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	August 2015	
-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>		

Classified Employees Appreciation Reception		May 2015
Adoption of Budget – Fiscal Year 2015-2016		May 2015
Adoption of Personnel Commission Calendar 2015-2016		May 2015
Annual Performance Evaluation of Personnel Commission Staff		May 2015

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

Tuesday, April 14, 2015, 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 adjourn the meeting.**

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

**TIME ADJOURNED: 5:12 p.m.**

Submitted by:

\_\_\_\_\_  
 Brandon Tietze  
 Secretary to the Personnel Commission  
 Director of Classified Personnel

The meeting was adjourned in memory of John Mockler, long-time member of the EdSource board of directors, former Secretary of Education in California, and former Executive Director of the California State Board of Education, who recently passed away. He was also known as the Father of Prop. 98.

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.