

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

MINUTES

REGULAR MEETING

March 11 @ 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 4:13 p.m.

Roll Call: Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent.

B. Pledge of Allegiance: Ms. Terry Deloria, Assistant Superintendent of Educational Services, led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: March 11, 2014

It was moved and seconded to approve the agenda with the following amendments: Agenda Items III.A.2. and III.A.3. were pulled by staff.

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

D. Motion to Approve Minutes: February 11, 2014

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

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 recruitment efforts in anticipation of new vacancies.**
 - **Director Tietze expressed his gratitude to Mr. Bryon Miller, Personnel Analyst, for test development as well as for his contribution to the salary study.**
- Summer Assignments
 - **Director Tietze noted that the Personnel Commission office has begun to process classified summer assignments. With the assistance of Ms. Cindy Johnston, Human Resources Technician, Director Tietze developed a comprehensive guide for summer assignment distribution, application, and also expectations for employees who are placed in these assignments. Management is encouraged to provide the Personnel Commission Office with their requests in a timely manner, so that all assignments will be filled, and the employees who wish to work in summer will have the opportunity to do so.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The business applications committee has distributed a survey for managers and office staff to collect data regarding individual needs for hardware, software, and technology training for each department and school site.**
 - **The District Technology Team attended a recent CASBO workshop about business and technology solutions in school districts.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress.**
 - **Director Tietze thanked Ms. Cartee-McNeely for her initiative on the committee.**
 - **New ideas and goals were introduced to differentiate mandatory in-service training from professional growth opportunities. A detailed matrix of all departments and types of training was developed to be incorporated into the District calendar.**
 - **Director Tietze noted that certain certificated trainings have been of interest for classified staff working in the classrooms. These workshops can serve as a great resource for professional growth.**
- Affordable Care Act Committee Update
 - **Director Tietze informed the Personnel Commission on initiatives of this committee.**
 - **Director Tietze provided a brief report on a brainstorming session with departments and managers who may be impacted by the Affordable Care Act.**

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 commented on the District Local Control Accountability Plan committee's first meeting, which was convened by the Assistant Superintendent of Educational Services, Ms. Terry Deloria. Commissioner Inatsugu praised the**

District's efforts to educate the community about implementation of the new funding formula.

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, updated the Personnel Commission on negotiations with the District. The next session will take place on March 13, 2014. Workplace meetings with classified employees will be scheduled to provide updates and receive additional input to be used in future negotiations.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's regular meetings with Superintendent Lyon to discuss classified employees' concerns and also reflect on the District's matters and achievements.**
- **Ms. Cartee-McNeely reported on SEIU's political activities including the child care employees' visit to Sacramento. State Superintendent Torlakson spoke about the important role in-home child care providers play in the educational success of children.**
- **Ms. Cartee-McNeely invited the Personnel Commissioners to participate in "Walk-a-Day" event to shadow various classified employees.**
- **Ms. Cartee-McNeely reported on Labor Management Team's activities.**
- **Commissioner Sidley inquired about SEIU's position on Malibu separating from SMMUSD. Ms. Cartee-McNeely stated that SEIU participated in the discussions of the task force, and it is rather concerned about classified employees' status if the separation were to take place.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about a study explaining the implications of Malibu's separation from the District.**
- **Ms. Washington updated the Personnel Commission about the District's initiatives related to the Common Core State standards.**
- **Ms. Washington reported on the Affordable Act committee's activities including the development of tracking systems for various groups of part-time employees.**
- **Ms. Washington informed the Personnel Commission about negotiations with SEIU.**
- **Ms. Washington reported on District's certificated staffing for next school year.**
- **Ms. Washington informed the Personnel Commission about the new approach of school funding related to the Vision for Student Success campaign. It will impact Instructional Assistants that were previously funded by PTA.**

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>
Accounting Technician	4
Children’s Center Assistant	15
Children’s Center Assistant – Preschool	5
Instructional Assistant – Special Education	1
Instructional Assistant – Specialized	4
Paraeducator 1	6

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Georgiann Malfer in the classification of Instructional Assistant – Special Education at Range: 26 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						✓
Michael Sidley	✓		✓			

Director Tietze stated that the cumulative fiscal impact calculation will be provided as part of the Advanced Step Placement report at the next regular Personnel Commission meeting on April 8, 2014.

III. Action Items/ Discussion/or Other Information:

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

1. 2013-2014 Classified Salary Study
 - PowerPoint presentation and slide notes will be provided at the meeting and will be made available in future minutes

It was moved and seconded to receive the 2013-2014 Classified Salary Study results and recommendations.

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

It was moved by Commissioner Sidley and seconded by Chair Inatsugu to approve the formal distribution of the study and updated major recommendations to the Board of Education as presented at the Personnel Commission meeting. (See report and discussion below for itemized recommendations)

It was moved and seconded to amend the main motion by authorizing the Director of Classified Personnel to draft a “preamble” to the study which will do the following: Identify what the goals of the Personnel Commission are and why the information contained in the salary study is significant to accomplishing these goals and include a caveat that the Personnel Commission has identified difficulties in recruitment and retention and the possible relationship of salary and benefits to those difficulties.

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

It was moved and seconded to approve the main motion as amended.

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

REPORT AND DISCUSSION

- Director Tietze presented a comprehensive report regarding salary study results and recommendations for the classified service.
- Director Tietze explained the purpose of the study, which included providing the base salary component of the required classification/compensation study outlined in SEIU Contract, Article 19.4.1., generating objective and accurate data-driven feedback for further discussion, and providing salary adjustment recommendations and various options to the Board of Education based on Merit Rules 12.1.3. and 12.1.4.
- Director Tietze described the goals of the salary study:
 - Strict focus on comparable positions only
 - Broad analysis to increase data accuracy and consistency
 - Conservative filtering of comparison data in order to increase accuracy and face validity (to hold up to scrutiny from stakeholder groups)
 - Candid discussion of the results and recommendations
- Director Tietze defined relevant differences between classification and compensation analysis for classified and certificated workforce.
- Director Tietze provided rationale and criteria for selection of particular agencies in respect to location, community demographics, total revenue per student, average daily attendance, the size and diversity of the student population, and employee benefits.
- Director Tietze described the analysis process and methodology used in the study.
- Director Tietze presented chronological timelines of the study:
 - Discussion of anticipated process – November 2013 through Mid-January 2014
 - Working List of Comparable Agencies – January 30, 2014

- Preliminary Study Results – February 19, 2014
- Updated Study Results – February 28, 2014
- Final Report – March 7, 2014
- Recommendations – March 11, 2014
- Director Tietze explained that the salary analysis was based on benchmark positions presenting final data according to classification job families such as business, clerical/secretarial, food services, human resources/personnel, technology services, instructional support, student services, maintenance, operations, transportation, and classified management.
- Director Tietze expressed the benefits of maintaining salaries in line with the market, such as an increased productivity and stability of the workforce capable of meeting modern demands as well as framework for managers to broaden their demands and employees to understand the need for higher efficiency.
- Director Tietze provided the scope of the Personnel Commission’s authority regarding recommendations.
- Director Tietze also provided alternative recommendations including staggering of salary increases over time, lowering minimum qualifications and decreasing the volume or level of job responsibilities. These recommendations are related to falling behind the market, which could have several negative impacts.
- Director Tietze concluded that by aligning job duties, qualifications and pay, the District will be better positioned to evolve its expectations from staff. He noted that the Personnel Commission already provides on-going classification work; hence, the focus of the current study was on salary analysis.
- Mr. Elhamy Tanios, Assistant Director of Fiscal Services, expressed his concerns with salary alignments within his department.
- Ms. Washington acknowledged the effort regarding the salary study. She noted that the District has questions about the impact of benefit compensation and professional growth in agencies used in the salary study, the compatibility of agencies in relation to the District, and further implications of the study.
- Director Tietze noted that even though certain agencies were located further away, they were actually more comparable with SMMUSD in terms of base salary.

MAJOR RECOMMENDATIONS TO THE BOARD OF EDUCATION INCLUDE:

- Request the negotiating process to consider the results of the pending “total compensation” analysis along with base salary analysis recommendations from the Personnel Commission (if Santa Monica – Malibu Unified School District is significantly different than the market in other “total compensation” areas such as benefits; adjustments to the base salary recommendations should be considered)
- Request that the negotiating process determine a formula that computes a final salary recommendation for Board of Education approval, based on both analysis of salary and other “total compensation” factors
- Request the negotiating process to refer to the All Agencies Group regarding base salary adjustment recommendations using one, or a combination of, the following methods:
 - a. Closest Benchmark Position = 0-16% salary increase
 - b. Family Benchmark Average = 4-10% salary increase
 - c. Classified Workforce Average = 7% salary increase

- **Commissioner Inatsugu and Sidley commended Director Tietze and his staff for excellent job conducting the salary study.**

2. **Reclassification Study: pulled by staff**
Recommendation: *Approve*

It is recommended that the Personnel Commission approve the Reclassification for Ms. Patrina Miller from Data Entry Specialist to Special Education Data Technician pending approval of the establishment of the Special Education Data Technician classification by the Personnel Commission and Board of Education.

3. **New Classifications: pulled by staff**
Recommendation: *Approve*

It is recommended that the Personnel Commission approve the new classification of the classification Special Education Data Technician within the Special Education job family.

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. No Discussion Item(s)

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. Personnel Requisitions Status Report
3. Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
 - February 6, 2014
 Classified Personnel – Merit Report – No. A.17
 - February 20, 2013
4. Classified Personnel – Non-Merit Report – No. A.21
 - February 6, 2014
 Classified Personnel – Non-Merit Report – No. A.18
 - February 20, 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

Subject	Action Steps	Tentative Date
Preliminary Budget – Fiscal Year 2014-2015	First Reading	April 2014
Adoption of Budget –		May 2014

Fiscal Year 2014-2015		
Adoption of Personnel Commission Calendar 2014-2015		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, April 8, 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.

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

TIME ADJOURNED: 6:22 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.