

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

MINUTES

REGULAR MEETING

April 8 @ 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 4:09 p.m.

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

B. Pledge of Allegiance: Ms. Carmen Larios, Human Resources Specialist, led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: April 8, 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: March 11, 2014

The minutes were postponed till May 13, 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 invited the Personnel Commission to the Classified Employees Appreciation Reception to celebrate the Classified School Employee Week on May 13, 2014. He thanked SEIU for their contribution.**
 - **Director Tietze informed the Personnel Commission about the current recruitments and classification work occurring before the spring break.**
- Summer Assignments
 - **Director Tietze updated the Personnel Commission on classified summer assignments. He thanked Ms. Cindy Johnston, Human Resources Technician, for coordinating these assignments. Managers are encouraged to divide long assignments into shorter ones in order to provide opportunities for more employees to work during that time. Director Tietze has further clarified guidelines and expectations for employees who accept summer assignments.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The business applications committee has compiled a wish list survey for managers and office staff to identify individual needs for hardware, software, and technology training for District offices and school sites. Most requested training is for Illuminate, Microsoft Office, Adobe, and Google applications. In the hardware area, there were requests for dual monitors, tablets, and color printers. Staff also expressed interest in upgrading software for attendance, payroll, and position control and requisitions.**
 - **The individual District Technology Team committees delivered respective presentations at the last meeting.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress. The committee attempts to clarify the basic training needs and professional growth opportunities for District employees.**
 - **Director Tietze noted that the master training calendar is being developed.**
 - **Director Tietze expressed his gratitude to Mr. Gary Bradbury, Risk Manager, for providing information about mandatory safety training which will also be built into the master calendar.**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee.**
 - **Director Tietze provided a brief report regarding new requirements for tracking of working hours as they relate to benefits.**

Director Tietze referred the Personnel Commission to adjustments for Agenda Item III.A.2. adding specific salary range recommendations in order to approve the new classification specifications. For Agenda Items: III.A.2.a. – Cafeteria Cashier, the salary range is nine (9), III.A.2.b. – Cafeteria Worker/Transporter, the salary range is thirteen (13), III.A.2.c. - Special Education Data Technician, the salary range is

twenty-seven (27), and III.A.2.d. – Student Information Systems Specialist, the salary range is forty-nine (49).

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 March 20, 2014 Board of Education Merit Report – Retirement of Mr. Curtis Sugars. She noted Mr. Sugars’ valuable contribution to the District and wished him all the best in this new chapter of his life.**

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, acknowledged and thanked Director Tietze for co-facilitating the Professional Growth and Training Committee. He has taken on the task of developing the matrix which tracks all District training. Once completed and entered into a calendar format, it will be a valuable tool for the District.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU’s role in the layoff process relating to Instructional Assistant – Classroom assignments for the 2014-2015 school year as detailed in Vision for Student Success.**
- **Ms. Cartee-McNeely updated the Personnel Commission on negotiation process. The next two sessions will take place on April 22 and April 29, 2014. General membership meetings with the negotiation team will be scheduled at various school sites upon return from spring break.**
- **Ms. Cartee-McNeely reported on SEIU’s meeting with Mr. Richard Bloom to discuss budgets, decreasing services, and low salaries, and the impact on classified staff.**
- **Ms. Cartee-McNeely stated to the Personnel Commission that SEIU is pleased to be a supporter of the annual Classified Employees Appreciation Reception.**
- **Ms. Cartee-McNeely addressed the Malibu Unification issue. She presented Commissioner Sidley’s comments to the Steward Council. Meetings with the unit members regarding unification processes and employees’ rights will be scheduled in Malibu. Commissioner Sidley expressed his appreciation for the Union’s involvement with this issue.**

2. Board of Education Report

- **None**

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>
Facilities Technician	4
Instructional Assistant – Classroom	6
Instructional Assistant – Physical Education	8
Office Specialist	15
Senior Office Specialist	7

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

Approval of Advanced Step Placement for new employee Dorothy Baker in the classification of Instructional Assistant – Classroom at Range: 18 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		✓	✓			

III. Action Items/ Discussion/or Other Information:

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

1. Reclassification Study:

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.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief history of this reclassification. A new classification was established to capture the more complex duties being performed.**

- **The Personnel Commission approved the Director’s recommendation to establish the classification of Special Education Data Technician to meet the current and future needs of the Special Education Department and to reclassify Ms. Miller into the position, pending approval of the salary and assignment by the Board of Education. Based on a salary study of comparable Districts, the recommended salary for Special Education Data Technician should be at or above salary range 27. Further, Ms. Miller should receive retroactive pay for working out of class starting September 2, 2013.**

2. New Classifications:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the new classification of Cafeteria Cashier within the Food and Nutrition Services job family.

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

- b. It is recommended that the Personnel Commission approve the new classification of Cafeteria Worker/Transporter within the Food and Nutrition Services job family.

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

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

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

- d. It is recommended that the Personnel Commission approve the new classification of Student Information Systems Specialist within the Student Services job family.

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

REPORT AND DISCUSSION

- **Director Tietze provided rationale for establishing these classifications, clarified coding system and specific duties, and implemented minor revisions.**
- **The Personnel Commission approved the Director’s recommendation, with amendments, to establish new classifications in order to meet the current and future needs of the District.**

3. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant classification within the Student Support job family.
- b. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant - Preschool classification within the Student Support job family.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for revising the minimum qualifications and changing the job titles in order to be in compliance with the new requirements for Head Start assistants.**
- **The Personnel Commission approved the Director’s revisions to the Children’s Center Assistant and Children’s Center Assistant - Preschool classification specifications as provided- including title change and the minimum educational requirements.**

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. Proposed Budget - Personnel Commission Fiscal Year 2014/15 – First Reading

- **Director Tietze expressed his gratitude to the Business and Fiscal Services for their collaboration in the budgeting process, including the anticipated salary increases that may stem from the negotiations, so that staff’s salary and benefits are appropriately funded.**
- **Director Tietze drew attention to the very modest operating budget. He proposed revising this area so that the Personnel Commission can function properly in the following fiscal year. In terms of recruitment efforts, there is a need for advertising for difficult to fill positions.**
- **Commissioner Sidley provided a rationale for requesting additional funds for the operating expenses relative to Districtwide increase of salaries and benefits.**

- **Commissioner Pertel also expressed his concern about the sizeable decrease in this area and supported Commissioner Sidley’s proposal to increase the budget to support department operations.**
- **Director Tietze pointed out the significant savings from conducting the classification and salary study in-house.**
- **The Personnel Commission requested Director Tietze to revise the Personnel Commission 2014-2015 budget accordingly with the anticipated operating needs, so that the Personnel Commission department can run effectively and fulfill its obligations to the District.**
- **Commissioner Inatsugu requested including the approval process by the Board of Education and the Los Angeles County Office of Education at the next agenda.**

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.17 (for SMMUSD School Board Agenda)
 - March 6, 2014
 Classified Personnel – Merit Report – No. A.17
 - March 20, 2014
 Classified Personnel – Merit Report – No. A.13
 - April 3, 2014
4. Classified Personnel – Non-Merit Report – No. A.18
 - March 6, 2014
 Classified Personnel – Non-Merit Report – No. A.18
 - March 20, 2014
 Classified Personnel – Non-Merit Report – No. A.14
 - April 3, 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
Classified Employees Appreciation Reception		May 2014
Adoption of Budget – Fiscal Year 2014-2015		May 2014
Adoption of Personnel Commission Calendar 2014-2015		May 2014
Annual Performance Evaluation of Personnel Commission Staff		May 2014

V. Next Regular Personnel Commission Meeting:

Classified Employees Appreciation Reception
Tuesday, May 13, 2014, at 3:00 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:

The Commission adjourned to closed session at **5:18 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Title: Director of Classified Personnel

The Commission reconvened into open session at **6:00 p.m.** and reported on the following action taken in closed session: **No action taken**

- 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: 6:01 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of Classified Personnel

The meeting is adjourned in memory of James Bromberg, Lincoln Middle School teacher, who recently passed away.

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.