

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

MINUTES

REGULAR MEETING
May 12, 2015 @ 4:45 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. All speakers are limited to five (5) minutes.

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman and Mr. Joseph Pertel

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:50 p.m.

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

B. Pledge of Allegiance: Director Tietze led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: May 12, 2015

It was moved and seconded to approve the agenda as submitted. The motion passed.

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

D. Motion to Approve Minutes: April 14, 2015

It was moved and seconded to approve the minutes with the following amendment. The motion passed.

- **Agenda Item III.B. – “Proposed Budget - Personnel Commission Fiscal Year 2015/16 – First Reading” – Commissioner Lippman’s recommendation identifying number of Personnel Commission positions by object codes was added.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
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.
- Classified Employees Appreciation Week
 - **Director Tietze brought attention to the Classified Employees' Appreciation Week and the vital role the classified staff plays in student success. He acknowledged Personnel Commissioners, District principals and managers, honored guests and contributors that made the classified employees' reception a greatly successful and splendid event. He commended the Personnel Commission staff for this well-organized classified employees' party.**
 - General Comments
 - **Director Tietze updated the Personnel Commission on the current recruitments, salary study, and other initiatives the department is involved in.**
 - **Director Tietze provided the Commissioners with recruitment and classification timelines.**
 - **Director Tietze informed the Personnel Commission about revisions in the agenda regarding Eligibility List for Senior Technology Support Assistant and Proposed Personnel Commission Budget indicating that changes would be addressed at a later point in the meeting when the particular items were scheduled for discussion.**
 - Santa Monica College Job Fair Review
 - **Director Tietze provided a brief report on the Personnel Commission staff's participation at the Santa Monica College Job Fair recruiting potential candidates for variety of classified positions. The information was also provided to the Superintendent and the Board of Education. Director Tietze thanked staff for representing the District and the Personnel Commission on a highly professional level.**
 - 2015 Salary Study Update
 - **Director Tietze provided an update on the 2015 Salary Study. Ninety-nine percent (99%) of the total collection data is complete. A formal presentation is scheduled for the regular Personnel Commission meeting in June 2015, possibly in July 2015.**
 - **Chief Steward Cartee-McNeely expressed the Union's concern with further delay.**
 - **Dr. Kelly, Assistant Superintendent of Human Resources, also expressed the sense of urgency in this matter, yet focusing on the most accurate data.**
 - Advisory Rules Committee Update
 - **Director Tietze expressed his gratitude to all committee members for their diligent effort and great collaboration revising the Merit Rules.**
 - Professional Growth and Training Committee Update
 - **Director Tietze provided an update on the Professional Growth and Training Committee's efforts. Thanks to the Risk Manager, Mr. Gary Bradbury, a comprehensive master training calendar is being finalized to capture different mandatory and optional professional development opportunities across various**

positions. The future Director of Human Resources will join the committee providing Human Resources expertise.

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 commended staff for the well-organized reception honoring classified employees. She received many compliments from attendees.**
- **Commissioner Inatsugu suggested that the District participates in a state-wide program honoring outstanding classified employees of the District. Commissioner Pertel recommended to schedule this event on the Personnel Commission calendar.**

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, expressed her gratitude to the Personnel Commission for a great reception honoring classified staff.**
- **Ms. Cartee-McNeely updated the Personnel Commission about SEIU's political activities including leadership elections, ballot measures (AB399 – The Education Workers Summer Relief Act and SB548 – The Raising Child Care Quality and Accessibility Act), and District leadership management teams.**
- **Ms. Cartee-McNeely reported on attending California Labor Management Initiative symposium together with Superintendent Lyon, Board President Lieberman, and President of SMMCTA Sarah Braff.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, congratulated the Personnel Commission staff for organizing a wonderful celebration for District classified employees and recognized Director Tietze's leadership elevating and enhancing the opportunities for raffle prizes classified employees received. On May 21, 2015, the Board of Education will adopt a Resolution in recognition of Classified School Employees Week from May 17 to May 23, 2015.**
- **Dr. Kelly updated the Personnel Commission about the District's activities such as certificated staffing for the Director of Special Education, and Principals for Grant Elementary School and Malibu High School.**
- **Dr. Kelly also updated the Personnel Commission on the Board of Education reviewing the District budget. There will be a budget workshop on May 27, 2015.**
- **Dr. Kelly announced that the new Director of Human Resources, Dr. Suzanne Webb, current principal of Lincoln Middle School, will assume her new position on July 1, 2015.**

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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.

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>
Cafeteria Worker I	10
Paraeducator-1	10
Paraeducator-3	8
Senior Technology Support Assistant	2
Technology Support Assistant	3

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

HVAC Mechanic	1
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A. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Veronica Mitri in the classification of Paraeducator-3 at Range: 26 Step: D
- b. Approve the Advanced Step Placement for new employee Diane O’Brien in the classification of Administrative Assistant at Range: 29 Step: B
- c. Approve the Advanced Step Placement for new employee Natasha Vethavanam in the classification of Paraeducator-3 at Range: 26 Step: D

It was moved and seconded to approve the Consent Calendar as corrected – Eligibility List for Senior Technology Support Assistant. The motion passed.

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

REPORT AND DISCUSSION

- **Chief Steward Cartee-McNeely expressed her concern regarding the number of eligible candidates for Senior Technology Support Assistant.**
- **Director Tietze and Personnel Analyst, Ms. Brooke Lamping, explained the challenges of the recruitment related to the District’s salary range for this classification; hence, it resulted in a limited candidates’ pool.**

- **Director Tietze clarified the differences in certification of four types of eligibility lists.**

III. Action Items/ Discussion/or Other Information:

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

1. Public Hearing: Fiscal Year 2015–2016 Proposed Personnel Commission Budget

It was moved and seconded to open the public hearing. The motion passed.

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

No public comments.

It was moved and seconded to close the public hearing. The motion passed.

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

2. Adoption: Fiscal Year 2015–2016 Proposed Personnel Commission Budget
Recommendation: *Adopt*

It was moved and seconded to adopt the Fiscal Year 2015-2016 Proposed Personnel Commission Budget with formatting amendments regarding staffing ratios. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman expressed his appreciation of having a legend explaining abbreviations used in the proposed budget.**
- **Director Tietze drew attention to proposed formatting revisions in the budget. Also, staffing ratios will be included in the final version.**
- **Director Tietze expressed his gratitude to the District, particularly to Ms. Jan Maez, Chief Financial Officer, for further collaboration with the process. The District and the Personnel Commission are in a complete agreement with the budget. The operational expenses, and conference and membership fees will be sufficient for the next fiscal year.**

- **Commissioner Lippman inquired about salary and benefit amounts. They are set expenses prescribed to the department by the Fiscal Services.**

3. Personnel Commission’s Twelve-Month Calendar of Events
- 2015-2016

It was moved and seconded to approve the Personnel Commission’s Twelve-Month Calendar of Events as amended – changed time for May 2016 regular meeting. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman suggested to conduct a regular Personnel Commission meeting in Malibu.**
- **Commissioner Pertel will be absent on August 11, 2015 due to a prior commitment.**

4. Accelerated Hiring Rate:
Recommendation: *Approve*

- a. Approve the Accelerated Hiring Rate for Senior Technology Support Assistant classification at Range: 43 Step: D (\$4,702 per month)

It was moved and seconded to approve the Director’s recommendations for item III.A.4.a. as submitted. The motion passed.

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

- b. Approve the Accelerated Hiring Rate for Technology Support Assistant classification at Range: 38 Step: D (\$4,163per month)

It was moved and seconded to approve the Director’s recommendations for item III.A.4.b. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Tietze stated that both classifications’ hiring rates have been already accelerated, but there was still a need for further revisions, so that the starting rate is as close to the job market as possible.
- There is fifteen (15%) percent of promotional distance between these two classifications. Director Tietze provided a brief history of the accelerated hire rate increase.
- Chief Steward Cartee-McNeely expressed her concern regarding the matter of perception among current bargaining unit members.
- Commissioner Pertel stressed the vital role these classifications play in the modernization of District’s technology.
- Commissioner Inatsugu noted the role of these positions in supporting the full implementation of Common Core State Standards.

5. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Cafeteria Worker/Transporter classification within the Food Services job family.

It was moved and seconded to approve the Director’s recommendations for items III.A.5.a. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Tietze provided a brief rationale for further revisions of the classification including the Personnel Commission Key Stats table and added duties related to vehicle maintenance.

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. First Reading of Changes to Merit Rule:

- *Chapter III: Classification*

REPORT AND DISCUSSION

- Director Tietze stated that Chapter II, the Personnel Commission, has been further revised for certain Brown Act and other points.
- Director Tietze provided a brief background to the revision process regarding format and grammar. The conceptual clarifications pertained to professional experts, the classification plan structure, the creation of new classifications, working out of class, and reclassification.
- Chief Steward Cartee-McNeely informed the Personnel Commission about the revision strategy and process the committee members engage in.

- **Commissioner Inatsugu inquired about the section on exemption from the classified service. She asked if Board of Education members had ever had staff assistants. Dr. Kelly stated that he does not recall such practice. Director Tietze added that the section merely reflects California Education Code.**
- **Commissioner Inatsugu also inquired about filling positions from unranked list of eligible candidates. Director Tietze replied that the candidates have to go through the same examination process, but the eligibility list contains all who passed.**
- **Commissioner Inatsugu requested clarification on restricted positions. Director Tietze explained that candidates can be placed into a restricted position without an examination, but if they wish to obtain rights and benefits of a regular employee, they have to be placed on an eligibility list. However, their seniority date is the date they were placed into the restricted position.**
- **Ms. Cartee-McNeely explained the rationale for restricted positions within the Food Services and Child Development Services in the past. Most of these positions have been converted to regular positions.**
- **Commissioner Pertel cautioned the Personnel Commission against removing certain passages that reflect the California Education Code.**
- **Commissioner Lippman asked about the rule for limited term assignments in duration of ninety (90) days, and possible consequences if management does not adhere to the time limit. Director Tietze stated that legal council might be needed.**
- **Commissioner Lippman also asked if community representatives who serve on District advisory committees are paid by the District. Director Tietze and Commissioner Inatsugu replied that all participation on these committees is voluntary.**
- **Commissioner Lippman inquired if Commissioners are considered part of a classified service. Director Tietze will pose that question to the Advisory Rules Committee at their next meeting.**
- **Director Tietze will present Commissioners' recommendations to the Advisory Rules Committee for implementation and final revisions of this chapter.**

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 Lippman inquired about the significant increase in the number of advanced step placements in this fiscal year.**
- **Director Tietze explained that it is a result of increased hiring in particular classifications and higher qualifications of new employees. Another reason is the fact that many District salaries are below the current job market, so the advanced step placement serves a mechanism to retain qualified candidates. However, the advanced step placement recommendations are based on strict and consistent criteria.**
- **Ms. Cartee-McNeely inquired about obtaining data regarding retention of employees who were awarded the advanced step placement.**
- **Director Tietze stated that he is working with Dr. Kelly on the newly developed exit interviews.**

2. Open Personnel Requisitions Status Report

3. Filled Personnel Requisitions Status Report

4. Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
 - May 7, 2015
5. Classified Personnel – Non-Merit Report – No. A.21
 - May 7, 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
Annual Performance Evaluation of Director of Classified Personnel		June 2015
Salary Study Presentation		June 2015
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -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>	July 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>	August 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>	September 2015

V. Next Regular Personnel Commission Meeting:

Tuesday, June 9, 2015, at 4:30 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			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

TIME ADJOURNED: 6:55 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.