

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

**MINUTES**

**REGULAR MEETING**  
**May 14, 2013 @ 4:30 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 4:37 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Human Resources Analyst, Mr. Bryon Miller, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** May 14, 2013

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

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

- E. Motion to Approve Minutes:** April 9, 2013

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

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

**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
- Technology Update
  
- **Mr. Tietze commended the Personnel Commission staff for the well-organized classified employees' reception. It was the best attended classified employees' appreciation since the tradition started in 2006.**
- **Mr. Bryon Miller, the new Human Resources Analyst, introduced himself providing a brief professional background.**
- **Mr. Tietze informed the Personnel Commission about the comprehensive revisions of classification descriptions.**
- **Mr. Tietze stated that with the newly acquired technology, the Personnel Commission is on a track to become a cutting edge department in the state of California. He recounted the upgrade including a candidate's application kiosk, Scantron scanner with the item analysis function, and Biddle integration with NEOGOV which will involve testing for clerical positions. Mr. Tietze also spoke about integrating OPAC on new laptops during examinations in various locations.**
- **Mr. Tietze discussed his plan to record videos on YouTube that will present potential candidates a realistic preview of jobs as well as the working environment within the District. In addition to the job presentations, Mr. Tietze plans to develop an engaging video instructing raters about "do's" and "don'ts" during interviews. This interactive tool will be beneficial for consistency purposes and for easier retention of presented information.**
- **Mr. Tietze informed the Personnel Commission about developing a program for very precise rating during oral interviews.**
- **Commissioner Sidley inquired about the flexibility in rating during interviews. Mr. Tietze provided a general overview of the current flexibility. Commissioner Inatsugu suggested to agendaize this topic at a future meeting due to its complexity.**
- **Commissioner Inatsugu commended Mr. Tietze for his comprehensive reports.**

**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. Miller to the Personnel Commission.**
- **Commissioner Inatsugu commended staff for the reception honoring classified employees.**
- **Commissioner Inatsugu shared her experience from the John Adams Middle School musical production called Seussical, the Musical.**

**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, thanked the Personnel Commission and its staff for honoring classified employees by hosting a great reception.
- Ms. Cartee-McNeely reported on the first IBB meeting with the District's administration.
- Ms. Cartee-McNeely provided SEIU's informational brochure.
- Ms. Cartee-McNeely informed the Personnel Commission about SEIU's political activities in Sacramento including summer employment for less than twelve months employees.
- Ms. Cartee-McNeely expressed her gratitude to the Personnel Commission for scheduling classification specification revisions and collaborative working relationships with its staff.

2. Board of Education Report

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, extended her gratitude to the Personnel Commission staff for the classified employees' reception.
- The District is currently developing the 2014-2015 school year calendar. Next school year's calendar has been already approved.
- The District is currently engaged in negotiations with SMMCTA. Negotiations with SEIU have just started also using the IBB process.
- Ms. Washington informed the Personnel Commission about the hiring process for new House Principals at Santa Monica High School, Principals for Rogers and Webster Elementary Schools, and Assistant Principal of Lincoln Middle School.
- Staff reductions will take place in the Child Development Services due to state budget cuts.

**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.

**II. Approval of Classified Personnel Eligibility List(s):** 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. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Human Resources Technician	5
Sports Facility Attendant	8
Sprinkler Repair Technician	2

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

It was moved and seconded to approve the Eligibility Lists as submitted.

**III. Action Items/ Discussion/or Other Information:**

**A. Action Item(s):**

1. Public Hearing: Fiscal Year 2013–2014 Proposed Personnel Commission Budget: *See attached*

Motion to Open Public Hearing regarding the Personnel Commission Budget:

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

- **TIME OPENED: 5:21 p.m.**

Motion to Close Public Hearing:

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

- **TIME CLOSED: 5:22 p.m.**

2. Adoption: Fiscal Year 2013–2014 Proposed Personnel Commission Budget Director’s Recommendation: *Adopt*

Motion to Adopt Personnel Commission Budget for 2013 - 2014:

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

- **Mr. Tietze expressed his gratitude to Ms. Maez, Assistant Superintendent of Business and Fiscal Services, Ms. Ho, Director of Business and Fiscal Services, and Mr. Bunayog, Accountant, for their tremendous assistance with the budget development.**

- **Mr. Tietze provided a brief background of the process. The proposed budget reflects a period of transition, technological evolution, and a good faith attempt to be in fiscal solidarity with the District, reducing spending by at least one percent (1%). Savings, generated from department’s vacancies, were used to provide the department’s upgrades, with the intention of enhancing the Commission’s effective and efficient use of technology.**  
**In order to obtain the desired reductions, funds for professional development and training will be essentially eliminated in the 2013-2014 budget. The Director and Analyst will provide in-house training for staff and Commissioners on a wide range of relevant topics that typically warrant payment.**
- **In addition, the Personnel Commission will perform the SEIU-mandated classification and compensation study in-house, through analysis provided by the Director and Analyst.**
- **Commissioner Sidley inquired about allocation of any additional funds for the classification and compensation study. Mr. Tietze responded that he doesn’t anticipate any extra expenses. If so, it would be handled via an invoice type process.**
- **Commissioner Sidley inquired about the difference in the Director’s salary. Mr. Tietze replied that it is due to the vacation payoff to the former Director.**
- **Commissioner Inatsugu suggested monitoring of staff’s vacation time. Ms. Maez provided a detailed explanation of the SEIU rules and Board policies related to taking vacation as well as vacation payoff for classified management and staff.**
- **Commissioner Inatsugu requested staff to present to the Personnel Commission a mid-year budget report.**

**It was moved and seconded to adopt the Personnel Commission Budget for 2013-2014 as submitted.**

3. Advanced Step Placements:

- Approval of Advanced Step Placement for new employee Fernando Avina in the classification of Sprinkler Repair Technician at Range: 33 Step: F (\$3,906 per month)
- Approval of Advanced Step Placement for new employee Elizabeth Brown in the classification of Instructional Assistant – Special Education at Range: 20 Step: F (\$2,845per month)
- Approval of Advanced Step Placement for new employee Jennifer Ingle in the classification of Administrative Assistant at Range: 29 Step: C (\$3,060 per month)

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

- **Mr. Tietze stated that for the next fiscal year, the Merit Rules regarding Advanced Step Placement will be reviewed and revised to set comprehensive criteria to improve the process.**
- **Mr. Tietze drew attention to the Advanced Step Placement report that captures the accumulative financial impact of all approved Advanced Step Placements in the current fiscal year.**

**The entire agenda item was moved and seconded to approve the recommendation as submitted in one motion.**

**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.

- **None**

**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 Inatsugu commended Mr. Tietze for developing this comprehensive report.**
2. Personnel Requisition Status Report
  - **Mr. Tietze provided a brief overview of the report.**
  - **Commissioner Sidley inquired about the Human Resources Technician recruitment and an active eligibility list. Mr. Tietze replied that at the time of the request to recruit for this position, there was not an active eligibility list.**
  - **Commissioner Pertel asked about Mr. Tietze's perception of the current recruitments including timelines. Mr. Tietze expressed his appreciation of staff's effort to implement new approaches with recruitment processes. In certain recruitments, Personnel Commission staff faces delays in hiring by the hiring authorities. Mr. Tietze is working with the Superintendent and SEIU to resolve this matter.**
3. Merit System Education Code Guide
  - **Mr. Tietze provided a brief overview of this reference guide.**
4. Classified Personnel – Merit Report - No. A.13
  - April 18, 2013
 Classified Personnel – Merit Report – No.A.16
  - May 2, 2013
5. Classified Personnel – Non-Merit Report – No. A.17
  - May 2, 2013
6. Approved Professional Experts (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
  - **Mr. Juan Gonzalez, Technical Specialist II, from January 1, 2013 to June 30, 2013, Santa Monica High School/Educational Services**
  - **Dr. Josephine Moerschel, Technical Specialist III, from January 1, 2013 to June 30, 2013, Santa Monica High School/Educational Services**

7. Personnel Commission's Twelve-Month Calendar of Events

- 2012 – 2013
- **Commissioner Inatsugu requested a Personnel Commission meeting calendar for the next fiscal year.**
- **Commissioner Sidley inquired about statutory requirements for the Personnel Commission to meet every month. The Personnel Commission may schedule one less meeting in the summer months.**

**Ms. Maez mentioned the need to ratify eligibility lists so that the District is able to complete hiring for the next fiscal year.**

**Mr. Tietze noted that the Personnel Commission meetings can be limited in content.**

**IV. Personnel Commission Business:**

**A. Future Items**

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Occupational Therapist Production Kitchen Coordinator Site Food Services Coordinator	June 2013  July 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i> First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	June 2013  July 2013
Performance Evaluation of Director		June 2013
<b>Personnel Commission's Twelve-Month Calendar of Events</b>		<b>June 2013</b>

V. **Next Regular Personnel Commission Meeting:**  
Tuesday, June 4, 2013, at 4:00 pm - *District Office Board Room*

VI. **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.

VII. **Closed Session:**

The Commission adjourned to closed session at 5:47 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 6:09 p.m. and reported on the following action taken in closed session: **No action was taken.**

VIII. **Adjournment:** There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

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

**TIME ADJOURNED: 6:10 p.m.**

**The meeting was adjourned in memory of Sandra Lyon’s mother.**

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.