

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

MINUTES

SPECIAL MEETING

July 2, 2013

CLOSED SESSION: 1:00 p.m.

District Office Board Conference Room

OPEN SESSION: 2:00 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

Call to Order: The Special Meeting of the Personnel Commission was called to order at 1:00 p.m.

I. Closed Session:

The Commission moved to closed session at **1:03 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY PRE-HEARING CONFERENCE

Employee #: RD2623521

The Commission reconvened into open session at **1:55 p.m.** and reported on the following action taken in closed session:

NO REPORT

II. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 2:05 p.m.

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

- C. **Pledge of Allegiance:** Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.

Personnel Commission report from the closed session: At its meeting on June 4, 2013, the Personnel Commission, in closed session, completed its initial evaluation of Director Brandon Tietze and found that he exceeds expectations. This was his first of three evaluations that will take place during his probationary year of service.

- D. **Motion to Approve Agenda:** July 2, 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:** June 4, 2013

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

It was moved and seconded to approve the minutes as amended with the following corrections:

Commissioner Inatsugu inquired about the possibility of avoiding staff cuts within the Special Education department if the state ~~governor~~ legislature decides to backfill the budgetary cuts that were made to the Special Education programs.

~~In the past,~~ As part of the last pre-hearing process, the Personnel Commission engaged in conducting a pre-hearing conference in order to schedule the hearing itself and most importantly to provide the involved parties with the Personnel Commission's expectations.

- 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
 - Mr. Tietze provided the Personnel Commission with updates on recruitments, classification specification revisions and test development. He commended Mr. Bryon Miller, Human Resources Analyst, for all his hard work with classification and exam creation.

- 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.

- None

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, informed the Personnel Commission about SEIU’s negotiations with the District.
- Ms. Cartee-McNeely commended the Personnel Commission and the District on the team effort in regards to the layoff process in the Child Development Services and Special Education Departments.

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.

III. 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>
Children’s Center Assistant	78
Instructional Assistant – Specialized	18

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

Campus Security Officer	19
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Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

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

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Joshua Michael in the classification of Athletic Trainer at Range: 35 Step: D (\$3,720 per month)

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

- **Commissioner Sidley requested additional information regarding the employee’s previous work experience.**
- **Ms. Cartee-McNeely stated that it is the hiring authority that is typically validating employees’ references and past work experience, not the Personnel Commission office- unless the hiring manager specifically requests Personnel Commission staff to assist with the reference check.**
- **Mr. Tietze reminded the Personnel Commission that he intends to work with the Advisory Rules Committee to revise the Merit Rules on Advanced Step Placement so that the criteria can be well defined.**
- **Mr. Tietze will review and verify the employee’s past work experience.**

The agenda item was tabled till the next regular Personnel Commission meeting on August 13, 2013.

2. Accelerated Hiring Rate

Approval of Accelerated Hiring Rate for the classification of Certified Occupational Therapy Assistant (COTA) at Range: 34 Step: D (\$3,631 per month)

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

- **Mr. Tietze provided a brief background on the difficulties in recruitment for this position.**

3. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to Cafeteria Worker I classification specification within the Food and Nutrition Services

- b. It is recommended that the Personnel Commission approve the revision to Cafeteria Worker II classification specification within the Food and Nutrition Services
- c. It is recommended that the Personnel Commission approve the revision to Production Kitchen Coordinator classification specification within the Food and Nutrition Services
- d. It is recommended that the Personnel Commission approve the revision to Site Food Services Coordinator classification specification within the Food and Nutrition Services

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

- **Mr. Tietze explained the methodology used in the revision process including coding structure and supervision matrix.**
- **Mr. Miller, Human Resources Analyst, elaborated on his approach to clarify specific roles and reporting structure of each job classification within the job families.**
- **Ms. Cartee-McNeely commended the Personnel Commission staff for creating a new format. She requested Production Kitchen Coordinator’s representative duty number nine to have identical language as the Site Food Services Coordinator’s representative duty number four.**

- 4. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014

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

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
- 2. Personnel Requisition Status Report
- 3. Classified Personnel – Merit Report - No. A.16 (for SMMUSD School Board Agenda)
 - June 6, 2013
- Classified Personnel – Merit Report – No. A.19
 - June 26, 2013

- **Commissioner Inatsugu congratulated Ms. Cartee-McNeely on the renewal of her assignment effective July 1, 2013.**
4. Classified Personnel – Non-Merit Report – No. A.17
 - June 6, 2013
 Classified Personnel – Non-Merit Report – No. A.20
 - June 26, 2013
 5. 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. Robert Anderson, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Elizabeth Baker Newell, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
 - Mr. Andrew Bill, Technical Specialist II, from July 1, 2013 to July 4, 2013, Santa Monica High School/Educational Services
 - Ms. Mersedeh Farokzadeh, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
 - Ms. Nicole Fisher, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Marni Gittleman, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Juan Gonzalez, Technical Specialist II, from July 1, 2013 to July 4, 2013, Santa Monica High School/Educational Services
 - Ms. Cathy Hutchinson, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Mr. Michael Hyziak, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Yolanda Martinez, Technical Specialist II, from August 22, 2013 to June 10, 2014, Franklin Elementary School
 - Ms. Julianna Ostrovsky, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Kristy Pace, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Andrea Philipson-Slosberg, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Shannon Sukovaty, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 6. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel
 - Mr. Oscar Campos, Gardener, in the position of the Equipment Operator/Tree Trimmer, from June 3, 2013 to June 28, 2013
 - Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from May 13, 2013 to May 31, 2013
 - Mr. Thomas O'Rourke, Custodian, in the position of the Plant Supervisor, from June 12, 2013 to August 16, 2013
 7. Board of Education Meeting Schedule
 - 2013 - 2014

V. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	August 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	August 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	September 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	October 2013
Personnel Commission Annual Report		September 2013

VI. Next Regular Personnel Commission Meeting:

Tuesday, August 13, 2013, at 4:00 pm - *District Office Board Room*

VII. 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: 2:51 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.