

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
September 9 @ 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 4:07 p.m.

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

B. Pledge of Allegiance: Ms. Brooke Lamping, Human Resources Analyst, led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: September 9, 2014

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

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

D. Motion to Approve Minutes: August 12, 2014

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

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 introduced Ms. Brooke Lamping, the new Human Resources Analyst, to the Personnel Commission.**
 - **Director Tietze reported on the second wave of summer recruitments the Personnel Commission staff has been conducting. They filled hundred and eight (108) permanent positions since June 2014, not including substitute assignments. The average number of permanent vacancies in summer has been thirty (30) in the past four years.**
Superintendent Lyons commended the Personnel Commission Department for their recruiting efforts.
Further details will be presented at the Personnel Commission Annual Report.
 - **Director Tietze informed the Personnel Commission about the department's plans for this fall that will include system revisions, new templates and projects in order to continue building the department's foundation.**
 - **Director Tietze provided clarifications for the advanced step placement for Ms. McGowan, Bus Driver, and Ms. Villalobos, Carpenter, as well as a classification revision to the Student Information Systems Specialist.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team's progress.**
 - **The Team has recently met to develop a meeting calendar for this new fiscal year.**
- Professional Growth and Training Committee Update
 - **No Update**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee. There are already certain measures in place to track work hours for custodial substitutes in the Operations Department.**
- Advisory Rules Committee Update
 - **No Update**

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 Ms. Lamping to the Personnel Commission.**
- **Commissioner Inatsugu announced community events related to elections.**

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 Professional Growth and Training Committee. Additional training was included for the Operation Department staff.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU’s initiatives regarding staffing of Senior Office Specialist positions at the school sites.**
 - **Ms. Cartee-McNeely stated that SEIU participated in the town hall meeting for the Board of Education candidates.**
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>
Audio-Visual Technician	5
Bilingual Community Liaison	7
Cafeteria Cashier	9
Carpenter	4
Employee Benefits Technician	4
Library Assistant I	12
Instructional Assistant - Classroom	5
Instructional Assistant - Classroom	7
Instructional Assistant - Music	5
Paraeducator 1	11
Paraeducator 1	8
Paraeducator 2	7
Paraeducator 3	6
Paraeducator 3	3
Technology Support Assistant	2

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Terri Berman in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- b. Approval of Advanced Step Placement for new employee Christopher Fazio in the classification of Paraeducator 3 at Range: 26 Step: B
- c. Approval of Advanced Step Placement for new employee Angela Flores in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- d. Approval of Advanced Step Placement for new employee Brian Gonzalez in the classification of Audio Visual Technician at Range: 26 Step: C
- e. Approval of Advanced Step Placement for new employee Gary Gonzalez in the classification of Plumber at Range: 37 Step: D
- f. Approval of Advanced Step Placement for new employee Hiroko Inoki in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- g. Approval of Advanced Step Placement for new employee Natalie Karaghosian in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- h. Approval of Advanced Step Placement for new employee Deborah Leonhard in the classification of Paraeducator 1 at Range: 20 Step: C
- i. Approval of Advanced Step Placement for new employee Lorena Matos in the classification of Facilities Technician at Range: 45 Step: D
- j. Approval of Advanced Step Placement for new employee Zakesha McGowan in the classification of Bus Driver at Range: 28 Step: C
- k. Approval of Advanced Step Placement for new employee Blanca Rivas in the classification of Paraeducator 3 at Range: 26 Step: D
- l. Approval of Advanced Step Placement for new employee Ronne Sibley in the classification of Paraeducator 1 at Range: 20 Step: D
- m. Approval of Advanced Step Placement for new employee Endeya Simpson in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- n. Approval of Advanced Step Placement for new employee Christine Terry in the classification of Paraeducator 1 at Range: 20 Step: B

- o. Approval of Advanced Step Placement for new employee Johanna Valadez in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- p. Approval of Advanced Step Placement for new employee Elizabeth Villalobos in the classification of Carpenter at Range: 35 Step: ~~D~~ C
- q. Approval of Advanced Step Placement for new employee James Walton in the classification of Paraeducator 3 at Range: 26 Step: D
- r. Approval of Advanced Step Placement for new employee James Sakamoto Wengel in the classification of Paraeducator 3 at Range: 26 Step: C
- s. Approval of Advanced Step Placement for new employee Adriana Flores in the classification of Student Information Systems Specialist at Range: 49 Step: E

It was moved and seconded to ratify the Consent Calendar with correction to the Advanced Step Placement for Ms. Elizabeth Villalobos, Carpenter, step C.

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. Accelerated Hiring Rate for the classification of Children’s Center Assistant 3 at Range: 19 Step: B (\$13.71 per hour)

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze stated that it is adhering to the new minimum rate for all permanent unit members. This accelerated hiring rate will properly align the salary schedule within the Children’s Center Assistant classifications.**

2. Classification Revisions:
 Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Accounting Technician classification within the Fiscal Services job family.

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief background. The minimum qualifications were revised in order to increase the applicant pool for future recruitments.**

- b. It is recommended that the Personnel Commission approve the revisions to the Student Information Systems Specialist within the Student Services job family.

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze stated that the title changed- from the Student Information Systems Specialist to Education Data Specialist.**

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. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
 - August 13, 2014
 Classified Personnel – Merit Report – No. A.12
 - August 28, 2014

5. Classified Personnel – Non-Merit Report – No. A.23
 - August 13, 2014
- Classified Personnel – Non-Merit Report – No. A.13
 - August 28, 2014
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
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	October 2014
	-Approval of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> -First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	November 2014
	-Approval of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i> -First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	December 2014
	-Approval of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> -First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	January 2015
	-Approval of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i> -First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i> -First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	March 2015
	Personnel Commission Annual Report	

V. **Next Regular Personnel Commission Meeting:**
Tuesday, October 14, 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 adjourn the meeting.

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

TIME ADJOURNED: 4:33 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.