

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

MINUTES

REGULAR MEETING
September 10, 2013 @ 4:00 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

I. General Functions:

- A. Call to Order:** The Regular Meeting of the Personnel Commission was called to order at 4:15 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Ms. Beth Papp, Human Resources Technician, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** September 10, 2013

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

It was moved and seconded to approve the agenda with the following modification: Agenda Item III.B1. precedes Agenda Items III.A.

- E. Motion to Approve Minutes:** August 13, 2013

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

It was moved and seconded to approve the minutes with amendment of Personnel Commissioner Comments regarding LA Times article.

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 informed the Personnel Commission about the smooth opening of school. He visited McKinley Elementary School and Lincoln Middle School. Based on the District's leadership, this opening was one of the smoothest in the recent past.**
- **Mr. Tietze provided the Personnel Commission with updates on current recruitments, classification specification revisions and test development. He also mentioned the comprehensive recruitment process document that the Personnel Commission staff has been developing.**
- **Mr. Tietze reported on revisions of Merit Rules, especially the chapter regarding Advanced Step Placement.**
- **Mr. Tietze notified the Personnel Commission about the 2012-2013 Personnel Commission Annual Report that will be presented at the next regular meeting.**
- **Mr. Tietze also provided a brief report about the approach the Personnel Commission staff has taken while working on the comprehensive Classification and Compensation Study.**
Commissioner Sidley inquired about inclusion of benefits into the analysis. Mr. Tietze replied that the primary focus is on the salary steps following the industry's standards.

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 attended the Memorial Service for Diane Hernandez, Accounting Technician and longtime employee of the District.**
- **Commissioner Inatsugu also attended a retirement party for Peggy Harris, the former Director of Curriculum and Staff Development. It was a pleasure seeing many colleagues and former District employees.**
- **Commissioner Inatsugu participated at the District's Welcome Back Convocation that took place at Santa Monica High School's Barnum Hall on August 20, 2013.**

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, commented on the successful start of the new school year.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's involvement in the involuntary transfer and layoff processes.**
- **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's political involvement in Sacramento.**

- Ms. Cartee-McNeely stated that the next negotiation date is scheduled for September 17, 2013.

2. Board of Education Report

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also attended Peggy Harris’ retirement party and agreed with Commissioner Inatsugu that it was a great event.
- Ms. Washington informed the Personnel Commission about the principals’ meeting where the new school year opening and educational goals were discussed.
- Ms. Washington discussed the SMMUSD HR News Bulletin that covered Open Enrollment and Affordable Care Act information.
- Ms. Washington notified the Personnel Commission about professional development, a training called True Colors.

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>
Accountant			5
Cafeteria Worker I			23
Instructional Assistant – Classroom			6
Instructional Assistant – Music			6

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:

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. Discussion of Working Criteria for Advanced Step Placement

Mr. Tietze presented newly proposed criteria in great detail including sensible restrictions in terms of education and experience while allowing flexibility to attract highly qualified applicants on difficult recruitments. He recommended that the Personnel Commission provide feedback regarding the use of these criteria during the interim period before revised criteria regarding advanced step placement are officially adopted into the merit rules.

Mr. Tietze amended criterion number three addressing the difficulty of recruitment linked to absence of three ranks or lack of qualified candidates.

Commissioner Sidley inquired about the rational for such revision. Mr. Tietze explained that after a discussion with Senior Cabinet, it was determined that the language was consistent with the existing SEIU Contract language. He used the Physical Therapist recruitment as an example of difficult recruitment with less than three ranks.

The definitions of a candidate and an applicant were clarified. Mr. Tietze has revised the language as follows: “The Director of Classified Personnel determines that recruitment’s difficulty was present as evidence by failure to obtain rank of three through the testing process or lack of qualified applicants as determined by the Director of Classified Personnel.”

Criterion number one refers to experience, and criterion number two speaks to education. Criterion number three regarding recruitment difficulty is supplementary to the first two.

Commissioner Sidley suggested inserting “and/or” between each criterion.

Ms. Washington commented on the District’s full benefits as a major part of the compensation package.

Mr. Tietze stated that even with full disclosure of total compensation including benefits further revisions regarding difficult recruitments are needed.

A. Action Item(s):

1. Advanced Step Placements:

a. Approval of Advanced Step Placement for new employee Jenny Chew in the classification of Administrative Assistant at Range: 29 Step: D (\$3,213 per month)

b. Approval of Advanced Step Placement for new employee Elisabeth Lampert in the classification of Accountant at Range: 41 Step: F (\$4,747 per month)

c. Approval of Advanced Step Placement for new employee Kevin Sammann in the classification of Bus Driver at Range: 28 Step: F (\$3,458 per month)

d. Approval of Advanced Step Placement for new employee Jaclyn Sloboda in the classification of Physical Therapist at Range: 61 Step: E (\$7,365 per month)

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

The agenda item was moved and seconded to approve the recommendation as submitted, with the understanding that a waiver would be sought in the case of Ms. Lampert; whereby her request for advanced step placement was made and accepted before being an official unit member, as required in SEIU Article 16.4.

Mr. Tietze revised Agenda Item III.A.1.d. awarding two steps for difficulty in recruitment instead of one step for experience, totaling the same number of steps. Commissioner Pertel inquired about the proposed step. Mr. Bryon Miller, Personnel Analyst, provided a brief background on this recruitment. Mr. Tietze explained the rationale for the offer including the extreme difficulty in recruitment and securing the employee for the District since it is a very competitive field.

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.17 (for SMMUSD School Board Agenda)
 - August 14, 2013
Classified Personnel – Merit Report – No. A.9
 - August 28, 2013
4. Classified Personnel – Non-Merit Report – No. A.18
 - August 14, 2013
Classified Personnel – Non-Merit Report – No. A.10
 - August 28, 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. Andrew Bill, Technical Specialist II, from July 1, 2013 to July 4, 2013, Educational Services/Santa Monica High 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 July 1, 2013 to December 9, 2013
 - Mr. Jeffery Davis, Carpenter, in the position of the HVAC Mechanic, from August 19, 2013 to December 20, 2013
 - Mr. Damon Kratz, Custodian, in the position of the Utility Worker, from August 2, 2013 to August 9, 2013
 - Mr. Odom Lamont, Custodian, in the position of the Utility Worker, from August 26, 2013 to September 27, 2013
 - Mr. Michael McAlpin, Custodian, in the position of the Utility Worker, from August 26, 2013 to September 27, 2013
 - Mr. Thomas O'Rourke, Custodian, in the position of the Plant Manager, from June 12, 2013 to August 21, 2013

- Mr. Stephen Parker, Carpenter, in the position of the Skilled Maintenance Worker, from August 19, 2013 to December 20, 2013
 - Mr. Jeffrey Peoples, Custodian, in the position of the Skilled Maintenance Worker, from August 16, 2013 to December 19, 2013
 - Mr. Steven Williams, Cafeteria Worker I, in the position of the Stock and Delivery Clerk, from August 21, 2013 to January 15, 2014
7. Personnel Commission’s Twelve-Month Calendar of Events
- 2013 - 2014
8. Board of Education Meeting Schedule
- 2013 - 2014

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Bilingual Community Liaison Children’s Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	October 2013
Personnel Commission Annual Report 2012-2013 Merit Rules Revisions		October 2013
	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	October 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	November 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	December 2013

V. Next Special Personnel Commission Meeting:

Thursday, September 12, 2013, at 9:00 a.m. - *District Office Board Conference Room*

Next Regular Personnel Commission Meeting:

Tuesday, October 8, 2013, 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.

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

TIME ADJOURNED: 5:37 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.