

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

**MINUTES**

**REGULAR MEETING**  
**December 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 4:07 p.m.
- B. Roll Call:** Commissioners Inatsugu and Sidley were present. Commissioner Pertel was absent due to a personal commitment.
- C. Pledge of Allegiance:** Mr. Bryon Miller, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** December 10, 2013

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

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

- E. Motion to Approve Minutes:** November 12, 2013

**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 informed the Personnel Commission about the demanding recruiting and testing schedule before winter holidays. He commended staff members for their dedication and focus during this busy time.**
  - **Director Tietze commented on the environmental studies at Malibu High School. He expressed his respect for the Superintendent's leadership in this complex matter.**
- 2013-2014 Classification and Compensation Study Update
  - **Director Tietze reported on the progress of the classification and compensation study he is conducting with Mr. Bryon Miller, the Personnel Analyst. They enhanced criteria for and expanded the number of comparable agencies. The District and SEIU have been provided opportunities for feedback on the agency selection.**
- District Technology Team Update
  - **Director Tietze provided a brief report on his involvement with the District Technology Team, indicating the District's need to expand its use of technology. He chairs the business applications committee which is responsible for technological upgrades within business practices across the District. Director Tietze noted future plans for a paperless requisition system.**
- Professional Growth and Training Committee Update
  - **Director Tietze updated the Personnel Commission on his participation on the Professional Growth and Training committee. The committee works to identify the mandated in-service training across different job families and to differentiate the Professional Growth opportunities that go beyond required training.**
- Affordable Care Act Committee Update
  - **Director Tietze notified the Personnel Commission about the efforts of the Affordable Care Act committee. The Personnel Commission has the responsibility of providing substitutes to meet the needs of the District and must consider ACA guidelines. He has been meeting with administrators whose departments will be impacted by this initiative to provide strategies for meeting the work needs while being fiscally responsible.**
- Personnel Testing Council - Southern California Training Conference Report
  - **Director Tietze informed the Personnel Commission about his experience attending the Personnel Testing Council – Southern California Training Conference, highlighting a new approach of candidate selection used to assess attitude and demeanor as a function of job success.**

**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.

- **Commissioners Inatsugu and Sidley commended the Personnel Commission staff for their dedication and hard work wishing them happy holidays.**
- **Commissioner Inatsugu shared her observations from the PTA Holiday Breakfast.**

**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

- **None**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also shared her appreciation of speakers' contributions made at the PTA Holiday Breakfast.**
- **Ms. Washington commended the Personnel Commission for its leadership and assistance with classification specification revisions within the Special Education department.**
- **Ms. Washington commended the Personnel Commission for their recruitment efforts for Human Resources Technician position in the Human Resources department.**
- **Ms. Washington reported on the Superintendent's implementation of Vision for Student Success and her involvement in the environmental studies conducted at Malibu High School.**
- **Ms. Washington informed the Personnel Commission about the District's Wellness Day that will take place on December 18, 2013. The Human Resources department will invite various health experts to speak to District staff about healthy lifestyles and strategies to relieve stress.**
- **Ms. Washington updated the Personnel Commission about the District's initiatives and data collection related to the Affordable Care Act.**
- **Commissioner Sidley inquired about the impact of the Affordable Care Act on future collective bargaining. Ms. Washington replied that the Affordable Care Act will be a supplement of the benefits provided by the District.**

**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.

**J. Personnel Commission Organization – Election of Personnel Commission Officers:**

**Election of Personnel Commission Officers** (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair: **Barbara Inatsugu**

**It was moved and seconded to approve Commissioner Inatsugu as the Personnel Commission Chair.**

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

b. Nomination of Vice-Chair: **Michael Sidley**

**It was moved and seconded to approve Commissioner Sidley as the Personnel Commission Vice-Chair.**

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

**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	7
Custodian	15
Instructional Assistant – Classroom	3
Instructional Assistant – Music	4

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

Children’s Center Assistant	41
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**B. Approval of Advanced Step Placements:**

1. Advanced Step Placements:

a. Approval of Advanced Step Placement for new employee Angelica Gonzalez in the classification of Administrative Assistant at Range: 29 Step: B

- b. Approval of Advanced Step Placement for new employee Nicole Homerin in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- c. Approval of Advanced Step Placement for new employee Cecilia Sanchez, in the classification of Instructional Assistant - Specialized at Range: 26 Step: C
- d. Approval of Advanced Step Placement for new employee Renee Yi, in the classification of Instructional Assistant - Specialized at Range: 26 Step: C

**It was moved and seconded to approve the Consent Calendar as submitted.**

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. Classification Revisions:

Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant classification within the Student Support job family
- b. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant - Preschool classification within the Student Support job family

**It was moved and seconded to approve the Classification Revisions for Children’s Center Assistant and Children’s Center Assistant - Preschool as submitted.**

**Discussion: Director Tietze provided a brief background to the proposed revisions in education requirements for the Children’s Center Assistant classifications.**

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

- c. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Special Education classification within the Special Education job family

- d. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Developmental Health classification within the Special Education job family
- e. It is recommended that the Personnel Commission approve the revisions to the Instructional Assistant – Specialized classification within the Special Education job family

**It was moved and seconded to approve the Classification Revisions for Instructional Assistant – Special Education, Instructional Assistant – Developmental Health, and Instructional Assistant - Specialized as submitted.**

**Discussion: Director Tietze commented on the complexity of the revisions for job descriptions within the Special Education department, gaining input from various subject matter experts across the Special Education department and several school sites.**

**Commissioner Inatsugu inquired about the skills and abilities category – specifically, about “refraining from usage of personal electronic devices.” Director Tietze stated that this requirement will be clarified further in order to avoid incorrect interpretation, explaining that employees are expected to use the personal electronic devices only when it is work related.**

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.

- 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. Personnel Requisitions Status Report
- 3. Classified Personnel – Merit Report - No. A.17 (for SMMUSD School Board Agenda)
  - November 21, 2013
- 4. Classified Personnel – Non-Merit Report – No. A.18
  - November 21, 2013
- 5. Personnel Commission’s Twelve-Month Calendar of Events
  - 2013 - 2014
- 6. Board of Education Meeting Schedule
  - 2013 – 2014

**Commissioner Sidley informed the Personnel Commission about his absence at the January 14, 2014 regular Personnel Commissioner meeting.**

**IV. Personnel Commission Business:**

**A. Future Items**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classification Specification Revisions	Instructional Assistant–Classroom	January 2014
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	January 2014
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	February 2014
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	March 2014

**V. Next Regular Personnel Commission Meeting:**

Tuesday, January 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.

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu		✓	✓			
Joseph Pertel						✓
Michael Sidley	✓		✓			

**TIME ADJOURNED: 4:49 p.m.**

Submitted by:

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 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.