

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

MINUTES

REGULAR MEETING
March 12, 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 4:05 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Ms. Keryl Cartee-McNeely, Chief Steward, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:**

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:** February 12, 2013

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

It was moved and seconded to approve the minutes with revisions on page 8 – removal of a voting block within the Closed Session.

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 commended the Personnel Commission staff for their dedication during this period of the new leadership and during the absence of the Human Resources Analyst. He has been in the process of reviewing processes and practices in the department. Mr. Tietze has been soliciting input from managers, school site administrators and the SEIU Chief Steward, Ms. Cartee-McNeely to better understand the District needs, so that he can develop strategies to meet them. He expressed his appreciation for the District's support. Mr. Tietze shared his experience attending the Stairway to the Stars concert. He was very impressed with the level of professionalism the young musicians demonstrated. This week, Mr. Tietze will start visiting the school sites and meeting with the principals to discuss their classified staffing needs.

Mr. Tietze also provided a brief report on the CSPCA conference he attended in February. He is planning to implement some of the new ideas regarding testing practices.

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 shared her experience at the CSPCA conference including a workshop for commissioners. She brought a binder with PowerPoint presentations for the other Personnel Commissioners and the Personnel Commission staff.

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, officially welcomed Mr. Tietze to the District. She expressed her appreciation of working with him on several matters.**
- **Ms. Cartee-McNeely reported to the Personnel Commission on SEIU's current events and political activities including the SEIU elections.**
- **SEIU has been preparing for negotiations with the District. A key subject will be classification and compensation in order to resolve the challenge with the Advanced Step Placement.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's current events and activities with a major focus on centralized fundraising.**
- **The District administration is conducting meetings with each department and school site to discuss their budget for the next fiscal year requesting reduction of two percent (2%).**

- **The District is currently in a process of hiring new principals for Rogers Elementary School and SAMOHI.**
- **Ms. Washington shared her experience attending the CSPCA conference.**
- **Ms. Washington expressed her appreciation of working with Mr. Tietze. He has been participating in weekly meetings with the Assistant Superintendent of HR as well as attending the Senior Cabinet meetings to discuss his vision for the classified employees in the District.**
- **The District is preparing for negotiations with SEIU.**

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>
Bus Driver	8
Elementary Library Coordinator	17
Health Office Specialist	4

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

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

III. Action Items/ Discussion/or Other Information:

A. Action Item(s):

- a. Approval of Advanced Step Placement for new employee John Lang in the classification of Instructional Assistant – Classroom.

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

Mr. Tietze provided an explanation of the calculation used to determine the appropriate step based on education and experience.

- b. Approval of Advanced Step Placement for new employee Susan Reardon in the classification of Specialized Instructional Assistant.

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.

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. Advanced Step Placement Process, including Financial Impact on the District's Budget

- **Mr. Tietze provided an outline of what is officially designated under the Personnel Commission purview in regards to granting Advanced Step Placement. The Personnel Commission's responsibility is to determine if the new employee meets the criteria, not to assess the fiscal impact on the District. However, it is very important to be aware of the fiscal implication when awarding the Advanced Step Placement.**
- **Commissioner Sidley expressed his concern regarding the difficulties in recruitment due to being below the current job market with salaries. He suggested examining the benefit package and communicating its value to the new hires.**
- **Ms. Julie Younan, Human Resources Technician, stated that the benefits are included on the job postings but without the specific dollar amount. It would be difficult to specify the exact monetary amount due to the fact that the part-time positions vary in the length of individual assignments.**
- **Mr. Tietze stated that public agencies rarely disclose the benefit's monetary amounts for consistency purposes. He also indicated the disadvantages of being in this in-demand location which has a high cost of living and commuting as well as the compensation issue.**
- **Ms. Washington shared her experience from her previous District, noting that SMMUSD provides comprehensive benefit package, which is not the case in all Districts.**

- **Mr. Tietze recommended submitting the Merit Rule 12.2.4. to the Merit Rules Advisory Committee to clearly identify the procedures making them consistent and also defining fair criteria.**
- **Mr. Tietze mentioned the Accelerated Hiring Rate for specific classifications, in which all new employees receive an advanced step due to the difficulty of recruiting suitable applicants. Ultimately, the compensation matter will have to be addressed instead of using the Advanced Step Placement in its place.**
- **Commissioner Sidley inquired about the Advanced Step Placement request process. Ms. Younan provided the specific steps in the process. The request can be made either by the employee and/or the hiring authority within sixty (60) days.**
- **Commissioner Sidley also inquired about the Personnel Commission’s discretion to award the Advanced Step Placement based on the budget reality of the District even when the criteria for education and experience are met. Mr. Tietze indicated that based on the Merit Rule 12.2.4., the fiscal state of the District is not a decisive factor for the Personnel Commission to use for making their determination.**
- **Commissioner Pertel inquired about the possibility of freezing the Advanced Step Placement for a limited time in dire fiscal circumstance.**
- **Ms. Cartee-McNeely stated that the current challenge regarding the Advanced Step Placement is directly related to the classification and compensation studies in the past fifteen (15) years that were not implemented; hence, the District’s current salaries are not competitive with the job market. When the salaries were comparable with the job market, there were hardly any Advanced Step Placement requests, and if so, there were mostly for step B.**
- **Ms. Washington inquired if the Personnel Commission would be requesting the history of classification and compensation studies.**
- **Commissioner Pertel commended Mr. Tietze for his recommendation to present the Merit Rule regarding the Advanced Step Placement to the Merit Rules Advisory Committee for revision on procedures and criteria.**
- **Commissioner Sidley suggested that Mr. Tietze provides the District with a report regarding the difficulties of recruiting highly qualified candidates related to the classification and compensation study.**

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Personnel Requisition Status Report
2. Classified Personnel – Merit Report - No. A.21
 - February 21, 2013
 Classified Personnel – Merit Report - No. A. 12
 - March 5, 2013
3. Classified Personnel – Non-Merit Report – No. A.22
 - February 21, 2013
 Classified Personnel – Non-Merit Report – No. A.13
 - March 5, 2013
4. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013

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	April 2013 May 2013
Preliminary Budget – Fiscal Year 2013-2014	First Reading	April 2013
Merit Rules Revisions	Second 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>	May 2013 June 2013
Classified Employees Appreciation Reception		May 2013

Commissioner Sidley requested Merit Rules to be red-lined to see the revisions clearly.

V. 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: None

VII. Next Regular Personnel Commission Meeting:
Tuesday, April 9, 2013, at 4:00 pm - *District Office Board Room*

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: 5:32 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.