

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

MINUTES

REGULAR MEETING
January 14 @ 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 and Pertel were present. Commissioner Sidley was absent due to a personal commitment.
- C. Pledge of Allegiance:** Ms. Cindy Johnston, Human Resources Technician, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** January 14, 2014

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:** December 10, 2013

Postponed till the next Regular Personnel Commission meeting on February 11, 2014

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 completing the intense recruiting activities that took place before the winter break. He thanked the Personnel Commission staff for their hard work. Director Tietze expressed his appreciation of receiving complimentary feedback from several hiring authorities regarding highly qualified candidates in the selection interviews. Also, external raters have complimented the Personnel Commission's examination process.**
 - **Director Tietze was pleased to announce that one of the recent hires for a custodian position studied in the District's Special Education workability program.**
- Commissioner Reappointment Confirmation from State Superintendent of Public Instruction, Mr. Tom Torlakson
 - **Director Tietze formally noted that he received Commissioner Pertel's reappointment confirmation letter from State Superintendent of Public Instruction Tom Torlakson.**
- 2013-2014 Classification and Compensation Study Update
 - **Director Tietze reported on the data collection for the classification and compensation study he is conducting with Mr. Bryon Miller, the Personnel Analyst. This phase will be completed at the end of January 2014. Its conclusions will be presented to the District and SEIU by mid-February 2014.**
- District Technology Team Update
 - **Director Tietze provided a brief report on his involvement with the District Technology Team. He chairs the business applications committee which is responsible for technological upgrades of business applications and software. Director Tietze noted that the committee will be collecting feedback from District managers and principals in terms of what particular business applications are essential for their operation. The District Technology Team aims to present the District with recommendations in May or June 2014.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's scheduling.**
- Affordable Care Act Committee Update
 - **Director Tietze reported to the Personnel Commission on the progress of the Affordable Care Act committee. The consultant's official analysis will be given at the end of January 2014.**

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 expressed her appreciation for the Personnel Commission staff and the notes of thanks received after the holidays. She is looking forward to a successful new year continuing to build upon last year's advancements in achieving a model Personnel Commission in the State of California.**

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
 - **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>
Administrative Assistant	5
Instructional Assistant – Special Education	2
Instructional Assistant – Special Education (Malibu)	3
Instructional Assistant – Specialized	1
Stock and Delivery Clerk	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:
 - a. Approval of Advanced Step Placement for new employee Crystal Honore in the classification of Campus Security Officer at Range: 25 Step: C
 - b. Approval of Advanced Step Placement for new employee Natalie Spotts in the classification of Instructional Assistant – Music at Range: 18 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. No Action Item(s)

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.15 (for SMMUSD School Board Agenda)
 - December 12, 2013
4. Classified Personnel – Non-Merit Report – No. A.16
 - December 12, 2013
5. Personnel Commission’s Twelve-Month Calendar of Events
 - 2013 - 2014
6. Board of Education Meeting Schedule
 - 2013 – 2014

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant–Classroom	February 2014
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i> 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, February 11, 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:

The Commission adjourned to closed session at 4:15 p.m. pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 Title: Director of Classified Personnel

The Commission reconvened into open session at 5:01 p.m. and reported on the following action taken in closed session:

The Personnel Commission met in Closed Session to conduct the third evaluation of the Director of Classified Personnel, Brandon Tietze.

It was moved and seconded to approve the evaluation, in which it was determined that Director Tietze has passed the probationary period performing at a level that significantly exceeds standards.

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

- 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 approve to adjourn the meeting.

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

TIME ADJOURNED: 5:03 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.