

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

MINUTES

REGULAR MEETING
January 15, 2013 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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 Pertel were present. Commissioner Sidley was absent due to a professional commitment.**
- C. Pledge of Allegiance: Chief Steward Cartee-McNeely led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda:**

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

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

- E. Motion to Approve Minutes: December 11, 2012**

Motion by: **Barbara Inatsugu**
Seconded by: **Michael Sidley**
Vote: **2 – 0**

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

- F. 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 are 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.**

1. Request to Speak on Agenda Items
 2. Request to Speak on Non-agenda Items
- None**

G. 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. Keryl Cartee-McNeely, the Chief Steward, reported to the Personnel Commission on SEIU's current events and political activities for several local school districts.

SEIU has been preparing for negotiations with the District. SEIU will be sunshining the negotiation items in February 2013.

2. Board of Education Report

Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, wished the Personnel Commission all the best in the New Year 2013.

II. 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.

A. Director of Classified Personnel Selection Process Update

Ms. Stephanie Perry, Human Resources Analyst, provided an update on the selection of the Director of Classified Personnel. Mr. Brandon Tietze is presently the Personnel Director of Bassett Unified School District. He has previously served as an Associate Personnel Analyst at Torrance Unified School District and as a Personnel Intern at Hacienda/La Puente Unified. Mr. Tietze obtained Master's Degree in Industrial/Organizational Psychology at California State University, Long Beach. His anticipated starting date is February 1, 2013. Staff has been preparing an orientation packet for his review.

B. Merit Rules Advisory Committee (A.R.C.) Update

- **Advisory Rules Committee Agenda – December 13, 2012**

Ms. Stephanie Perry, Human Resources Analyst, informed the Personnel Commission about the December 13, 2012 committee meeting. The revisions will continue under the new Director of Classified Personnel.

III. Consent List: It is recommended that the Personnel Commission consider approving a number of Agenda Items as a Consent List. Consent Items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

A. Approve Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Human Resources Analyst	4
Instructional Assistant – Special Education	34
Instructional Assistant – Special Education (Malibu)	9
Instructional Assistant – Specialized	13
Senior Office Specialist	22

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

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

IV. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Daniel Guerrero in the classification of Instructional Assistant – Physical Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- b. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Sheralynn Jackson in the classification of Instructional Assistant – Special Education pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- c. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Sarah Spitzer in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- d. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Jason Williams in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.
Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- e. It is recommended that the Personnel Commission approve Advanced Step Placement for new employee Raed Zaitoon in the classification of Instructional Assistant – Specialized pursuant to Personnel Commission Rule §12.2.4.(B): *Salary on Employment* based on criteria for the minimum experience and education.

Recommendation: *Approve*

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

The entire agenda item was moved and seconded to approve the recommendation as submitted in one motion.

- 2. Classification Revisions:
Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to School Occupational Therapy Assistant (COTA) classification specification within the Special Education department

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

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

- 3. Working Out of Class Requests:
Recommendation: *Approve*

- a. Mr. Steven Williams, in the position of the Stock and Delivery Clerk from December 25, 2012 to May 29, 2013 (First Extension)

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

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

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.

None

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.30
 - December 13, 2012
3. Classified Personnel – Non-Merit Report – No. A.31
 - December 13, 2012
4. Personnel Commission’s Twelve-Month Calendar of Events
 - 2012 – 2013

V. Personnel Commission Business:

A. Personnel Commissioner Comments: 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.

Personnel Commissioners stated that they are looking forward to working together with the new Director of Classified Personnel, Mr. Brandon Tietze.

B. 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	February 2013 March 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 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>	February 2013 May 2013 June 2013

VI. 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.

VII. Closed Session:

- Public Employee, to consider appointment, employment, performance evaluation, or dismissal of employee pursuant to GC §54957 as cited in the Brown Act

None

VIII. Next Regular Personnel Commission Meeting:

Tuesday, February 12, 2013, at 4:00 pm - *District Office Board Room*

- IX. Adjournment:** There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Motion by: **Joseph Pertel**
Seconded by: **Barbara Inatsugu**
Vote: **2 – 0**

TIME ADJOURNED: 4:35 p.m.

The meeting was adjourned in memory of Debra Moore Washington's mother, Mrs. Janice Howard Moore.

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.