

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

MINUTES

REGULAR MEETING
April 14, 2015 @ 4:00 p.m.
District Office Board Room

Electronically Recorded

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. Peter Lippman and Mr. Joseph Pertel

I. General Functions:

A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.

Roll Call: Commissioners Inatsugu, Lippman, and Pertel were present.

B. Pledge of Allegiance: Commissioner Pertel led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: April 14, 2015

It was moved and seconded to approve the agenda with the following amendments:

- **Agenda Item I.J. – “Personnel Commission Organization – Election of Personnel Commissioner Officers” – Nomination of Chair and Vice Chair was revised to Election of Chair and Vice Chair.**
- **Agenda Item IV.A. – “Personnel Commission Business” – Title of item corrected to read: Adoption of Budget – Fiscal Year 2015-2016.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Peter Lippman	✓			✓			
Joseph Pertel		✓		✓			

D. Motion to Approve Minutes: March 10, 2015

It was moved and seconded to approve the minutes with the following amendment:

- **Agenda Item IV.A. – “Personnel Commission Business” – Title of item corrected to read: Adoption of Budget – Fiscal Year 2015-2016.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman			✓			
Joseph Pertel	✓		✓			

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 welcomed Mr. Peter Lippman, the newly selected Personnel Commissioner. He is pleased that Mr. Lippman represents the Malibu community.**
 - **Director Tietze updated the Personnel Commission on the current recruitments and substitute placement within the Special Education Department. He acknowledged Ms. Brooke Lamping, the Human Resources Analyst, for her valuable contribution and dedication to resolving specific challenges in this area. Enhancements to the process are showing positive results.**
 - **Director Tietze informed the Personnel Commission about revisions to the Classified Employees Evaluation and Position Control forms. They will be placed on the District website in near future. He recognized Ms. Brooke Lamping, the Human Resources Analyst, who has enhanced the formatting with fields and templates appropriate for each specific classification in the District in order to make the Classified Employees Evaluation form more user friendly for administrators.**
 - **Director Tietze informed the Personnel Commission about corrections in the agenda regarding Merit Rules, Proposed Personnel Commission Budget and Future Items indicating changes would be addressed at a later point in the meeting when the particular items were scheduled for discussion.**
 - **Commissioner Inatsugu had a verbal confirmation of Commissioner Lippman’s appointment from Ms. Rebecca Barrett, the Principal Advisor to the State Superintendent of Public Instruction.**
- Personnel Commissioner Confirmation Process
 - **Director Tietze analyzed the Commissioner Confirmation Process explaining reasons for the delay in the State Superintendent’s approval of the new Personnel Commissioner. He also provided possible remedies including an earlier start of the recruitment process and a future proposal for legislative changes to Post- 1965 commissioner selection process that would result in a Union appointed commissioner, a Board appointed commissioner, and a joint appointee. This process would provide for local control and approval.**
- 2015 Salary Study Update
 - **Director Tietze provided an update on the 2015 Salary Study. Ninety-eight percent (98%) of the data collection is completed, and about fifty percent (50%) of total compensation data collection is also done. Preliminary discussions with the District Administration and the Union representatives will take place in April and May 2015. A formal presentation on the salary study is scheduled for the regular Personnel Commission meeting in June 2015.**

- District Technology Team Update
 - **Director Tietze met with the Director of Education Technology, Ms. Bertha Roman, reviewing findings of the Tech Wish List Survey for hardware, software and training opportunities. The Team is in the process of establishing strategies for hardware purchases and pricing to be presented to the Board of Education.**
- CASBO Annual Conference Review
 - **Director Tietze reported on the CASBO Annual Conference he attended and thanked the Fiscal Department for including him. One of the sessions he attended showed that shapes people prefer have correlation to their personalities. Director Tietze also attended risk management and Affordable Care Act sessions.**
 - **Director Tietze invited Personnel Commissioners to the Classified Employees Appreciation reception that will take place on Tuesday, May 12, 2015 at 3:00 p.m. in the District Board Room.**

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 Lippman thanked everyone for their warm welcome and expressed his desire to make a valueable contribution to the Personnel Commission and to the District.**
- **Commissioners Inatsugu and Pertel welcomed Commissioner Lippman to the Personnel Commission.**

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 five (5) minutes or less.

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, expressed her gratitude to Director Tietze for conducting the current salary study. She is looking forward to the comprehensive presentation in June.**
- **Ms. Cartee-McNeely updated the Personnel Commission about SEIU’s political activities including a rally to support an increase to the minimum wage, and legislative initiatives for classified employees such as AB399 – The Education Workers Summer Relief Act and SB548 – The Raising Child Care Quality and Accessibility Act.**

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.

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 elect Commissioner Inatsugu as the Personnel Commission Chair.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

b. Nomination of Vice-Chair: **Joseph Pertel**

It was moved and seconded to elect Commissioner Pertel as the Personnel Commission Vice-Chair.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Peter Lippman		✓	✓			
Joseph Pertel			✓			

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	3
Children’s Center Assistant 1	2
Children’s Center Assistant 3	1
Community & Public Relations Officer	4
Instructional Assistant – Bilingual	2
Instructional Assistant – Classroom	8
Instructional Assistant – Music	2
Maintenance Supervisor	3
Occupational Therapist	3
Paraeducator-1	12
Paraeducator-3	13
Plant Supervisor	7
Student Outreach Specialist	15

B. Approval of Advanced Step Placements:

1. Approve the Advanced Step Placements

- a. Approve the Advanced Step Placement for new employee Kaila Bourne in the classification of Paraeducator-3 at Range: 26 Step: C
- b. Approve the Advanced Step Placement for new employee Annette Bryan in the classification of Paraeducator-3 at Range: 26 Step: C
- c. Approve the Advanced Step Placement for new employee Joseph Castellanos in the classification of Plant Supervisor at Range: 41 Step: C
- d. Approve the Advanced Step Placement for new employee Kari Clifford in the classification of Paraeducator-2 at Range: 23 Step: B
- e. Approve the Advanced Step Placement for new employee Nadine Krstic in the classification of Paraeducator-1 at Range: 20 Step: D
- f. Approve the Advanced Step Placement for new employee Michelle Soria in the classification of Paraeducator-1 at Range: 20 Step: B
- g. Approve the Advanced Step Placement for new employee Melvin Ward in the classification of Paraeducator-1 at Range: 20 Step: D
- h. Approve the Advanced Step Placement for new employee Elaine Wey in the classification of Administrative Assistant at Range: 29 Step: B

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

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. Approve the revisions to the Human Resources Analyst within the Personnel Services job family.

It was moved and seconded to approve the Director’s recommendations for items III.A.1.a. as submitted.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- b. Approve the revisions to the Paraeducator-1 classification within the Instructional Support job family.
- c. Approve the revisions to the Paraeducator-2 classification within the Instructional Support job family.
- d. Approve the revisions to the Paraeducator-3 classification within the Instructional Support job family.

It was moved and seconded to approve the Director’s recommendations for items III.A.1.b-d. as submitted.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for revisions of each classification. Human Resources Analyst classification specification was retitled to Personnel Analyst to be in line with the industry standard.**
- **Modifications to the Paraeducator-1, 2, and 3 classification specifications relate to minimum requirements so that applicants have an opportunity to interview explaining their expertise and experience.**
- **Commissioner Lippman inquired about the title for Paraeducator. Director Tietze explained the differences between Instructional Assistant and Paraeducator series.**

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. Merit System Training Series
 - Budget
 - Merit Rules

REPORT AND DISCUSSION

- **Director Tietze provided a brief explanation of Personnel Commission’s annual budget process. He also outlined the approval process and possible outcomes based on approval or rejection by the District Superintendent/Board of Education President and the County Superintendent.**
- **Director Tietze referenced California Education Code 45253.**

- Director Tietze explained the Personnel Commission's responsibility for creating and approving the Merit Rules. He also pointed out the role the Advisory Rules Committee plays in the process.
- Director Tietze referenced California Education Code 45260-45261, Government Code 3543.2, and Merit Rules, Chapter 1.

2. Proposed Budget - Personnel Commission Fiscal Year 2015/16 – First Reading

REPORT AND DISCUSSION

- Director Tietze presented the proposed budget for fiscal year 2015-2016.
- Director Tietze explained that salary and benefits increases are assumed by the District, so the amounts will be adjusted and funded appropriately based on the natural increases. He provided a rationale for specific projections by the Fiscal Department.
- Director Tietze drew attention to the operating budget. He will revise amounts in specific budget areas, so that the Personnel Commission can function properly in the following fiscal year. However, the overall amount will not be significantly increased from the current overall budget.
- Director Tietze informed the Personnel Commission about the planned acquisition of equipment this fiscal year.
- Director Tietze expressed his gratitude to the Business and Fiscal Services Department for their collaboration in the budgeting process.
- Commissioner Lippman suggested including a legend explaining abbreviations used in the proposed budget and number of full time positions by classification.

3. First Reading of Changes to Merit Rule:

- *Chapter II: The Personnel Commission*

REPORT AND DISCUSSION

- Director Tietze provided a brief background to the revision process.
- Director Tietze researched the commissioner selection and appointment process for Pre- 1965 agencies. He also defined the difference between Pre- 1965 and Post- 1965 public agencies regarding commissioner selection. He found that Sonoma County Office of Education has a good model set of rules.
- Director Tietze pointed out that most of the edits in the rules pertain to grammar, references to Education Code, legal counsel, and conflict of interest. Further revisions will be made in the section regarding removal of a commissioner. Director Tietze referenced Government Code 3060.
- Commissioner Lippman suggested changes in language involving the personnel commissioner status as a District employee, Personnel Commission staff, and relation between the Personnel Commission and the Board.
- Commissioner Inatsugu provided recommendations for the section about removal of a commissioner, Personnel Commission meeting announcements, timelines for their posting, and adoption of a calendar for a whole fiscal year. She also addressed rules for public comments at Personnel Commission meetings and the Personnel Commission annual report.
- Director Tietze will convey the Commissioners' recommendations to the Advisory Rules Committee for implementation and final revisions of this chapter.

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. Open Personnel Requisitions Status Report
 3. Filled Personnel Requisitions Status Report
 4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
 - March 19, 2015
 Classified Personnel – Merit Report - No. A.18
 - April 16, 2015
 5. Classified Personnel – Non-Merit Report – No. A.23
 - March 19, 2015
 Classified Personnel – Non-Merit Report – No. A.19
 - April 16, 2015
 6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
 7. Board of Education Meeting Schedule
 - 2014 – 2015
- **Director Tietze drew attention to Advanced Step Placement Guide for Personnel Commission Staff describing the criteria on which the Advanced Step Placement is awarded.**

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i> -First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	August 2015
Classified Employees Appreciation Reception		May 2015
Adoption of Budget – Fiscal Year 2015-2016		May 2015
Adoption of Personnel Commission Calendar 2015-2016		May 2015

Annual Performance Evaluation of Personnel Commission Staff		May 2015
Salary Study Presentation		June 2015

V. **Next Regular Personnel Commission Meeting:**
 Tuesday, May 12, 2015, at 4:30 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.

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

TIME ADJOURNED: 5:58 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.