

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

**MINUTES**

**REGULAR MEETING**  
**May 13 @ 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. 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 4:39 p.m.

**Roll Call:** Commissioners Inatsugu and Pertel were present. Commissioner Sidley was absent.

**B. Pledge of Allegiance:** Ms. Marty Mirabal, Administrative Assistant in John Adams Middle School, led all in attendance in the Pledge of Allegiance.

**C. Motion to Approve Agenda:** May 13, 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						✓

**D. Motion to Approve Minutes:**  
March 11, 2014

**Approval of the minutes was postponed till June 10, 2014.**

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

April 8, 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.

- Classified Employees Appreciation Week
  - **Director Tietze brought attention to the Classified Employees' Appreciation Week and the vital role the classified staff plays in student success. He commended the Personnel Commission staff for the well-organized classified employees' reception. It was great to see raffle donations from several school sites and local businesses.**
- General Comments
  - **Director Tietze informed the Personnel Commission about Mr. Bryon Miller, Personnel Analyst, accepting a new position with the Los Angeles County Sheriff's Department. Director Tietze expressed his gratitude for Mr. Miller's essential contribution and service to the Personnel Commission. Mr. Miller was well respected in the District. The whole department wishes him the best in his future endeavors.**
  - **Director Tietze reported on the current recruitments, specifically for Instructional Assistant – Classroom, Custodian, and Physical Activities Specialist positions.**
- District Technology Team Update
  - **Director Tietze provided a brief report on the District Technology Team's progress.**
  - **The Team is in a process of analyzing the data received from the District departments and school sites. The upgrade will most likely occur in fiscal area and position control tracking.**
  - **The District partners with LACOE trying to implement technology pilot programs in order to be ready when the integration takes place.**
- Professional Growth and Training Committee Update
  - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee's progress. There are two more meetings scheduled before the end of this school year.**
  - **The committee finalizes the mandatory training calendar.**
  - **Director Tietze noted that there are further options for the professional growth opportunities.**
- Affordable Care Act Committee Update
  - **Director Tietze updated the Personnel Commission on initiatives of this committee including the set up for the tracking of working hours in relation to benefits.**

**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, on behalf of the Personnel Commissioners, expressed her gratitude to Mr. Bryon Miller, Personnel Analyst, for his dedication and valuable contribution to the Personnel Commission Office and wished him all the best in his future endeavours.**
- **Commissioner Inatsugu drew attention to a resolution in honor of the classified employees' week in the Board of Education agenda as a prime example of collaboration between the Board of Education and the Personnel Commission.**
- **Commissioner Inatsugu commended staff for the reception honoring classified employees.**

**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, expressed her gratitude to the Personnel Commission staff for the well-organized reception honoring classified employees of the District.**
- **The District is in a process of hiring several certificated administrators for McKinley Elementary School, Pt. Dume Marine Science School, Santa Monica High School, and the Student Services.**
- **Ms. Debra Moore Washington informed the Personnel Commission about an extensive training teaming certificated and classified staff to become more efficient in the classroom in order to provide quality education to our students.**
- **Ms. Debra Moore Washington reported on the District's effort to monitor and track working hours. The District is considering obtaining software from one of several vendors including Subfinder and Kronos.**
- **Ms. Debra Moore Washington notified the Personnel Commission about a successful conclusion of the District's negotiations with SEIU reaching an agreement for a contract that will include fiscal years 2013-2014, 2014-2015, and 2015-2016.**

**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>
Accompanist	4
Cafeteria Worker I (Malibu)	4
Certified Occupational Therapy Assistant (COTA)	1
Gardener	8
Paraeducator 1	4
Sports Facility Attendant	11

**B. Approval of Advanced Step Placements:**

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Stacy Faust in the classification of Paraeducator 1 at Range: 20 Step: B
- b. Approval of Advanced Step Placement for new employee Hilary Murray in the classification of Instructional Assistant – Music at Range: 20 Step: B

2. Rescind Advanced Step Placement:

- a. Rescind of Advanced Step Placement for new employee Dorothy Baker in the classification of Instructional Assistant – Classroom at Range: 18 Step: D; as approved at the regular Personnel Commission meeting on April 8, 2014 – **the item’s rational was corrected to reflect this action**

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

<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						✓

**III. Action Items/ Discussion/or Other Information:**

**A. Action Item(s):** These items are presented for ACTION at this time.

- 1. Public Hearing: Fiscal Year 2014–2015 Proposed Personnel Commission Budget

Open Public Hearing:

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

Close Public Hearing:

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

2. Adoption: Fiscal Year 2014–2015 Proposed Personnel Commission Budget Director’s Recommendation: *Adopt*

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

**REPORT AND DISCUSSION**

- **Director Tietze expressed his gratitude to the District, particularly to Ms. Jan Maez, Chief Financial Officer, for further collaboration with the process. Even though the original proposal was quite reasonable, the operational budget was still rather limited. The Personnel Commissioners’ concern regarding the operations was conveyed to the District that allowed additional funds to cover this area. Thanks to the additional funding, there will be more opportunities for advertising and targeted recruitments in the next fiscal year.**
- **The Personnel Commission approved the Director’s recommendation to adopt the fiscal year 2014-2015 proposed Personnel Commission budget as submitted.**

3. Personnel Commission’s Twelve-Month Calendar of Events

- 2014-2015

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

- **Commissioner Inatsugu will be absent on February 10, 2014 due to a PTA commitment in Sacramento.**

**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.16 (for SMMUSD School Board Agenda)
  - May 1, 2014
4. Classified Personnel – Non-Merit Report – No. A.17
  - May 1, 2014
  -
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**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Annual Performance Evaluation of Personnel Commission Staff		July 2014

- **Director Tietze asked for clarification regarding this category. It was determined to place Merit Rules revision schedule and all events without time restrictions into the Future Items.**

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

Tuesday, June 10, 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 **5:11 p.m.** pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

- Title: Director of Classified Personnel

The Commission reconvened into open session at **6:15 p.m.** and reported on the following action taken in closed session: **No action taken**

**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.**

<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: 6:19 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.