

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

MINUTES

REGULAR MEETING
August 12@ 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 4:10 p.m.

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

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

C. Motion to Approve Agenda: August 12, 2014

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

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

D. Motion to Approve Minutes: June 10, 2014

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

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
- Summer Workload Review
 - **Director Tietze reported on the summer recruitments the Personnel Commission staff have been conducting in order to staff the District with classified positions for the new school year.**
 - **Director Tietze expressed his gratitude to the Personnel Commission staff for their hard work and dedication during the hectic summer months accomplishing majority of the recruitment goals.**
He particularly thanked Ms. Beth Papp, Human Resources Technician, who was assigned the greatest number of recruitments and vacancies. She has filled approximately fifty-five (55) positions at this time when the average number of filled positions for the entire department is between ten (10) and twenty (20) per month. The District placed a challenging demand on the Personnel Commission Office regarding vacancies for the Instructional Assistant – Classroom and Custodian positions.
 - **Director Tietze was pleased to inform the Personnel Commission that the Human Resources Analyst position was filled.**
 - **Director Tietze invited the Personnel Commissioners to the District’s Convocation that will take place on August 14, 2014 at Santa Monica High School’s Barnum Hall. It will be a great opportunity for all employees to get together.**
- Management Retreat Update
 - **Director Tietze reported on the annual management retreat that was very beneficial, especially for new administrators. At the retreat, he provided an update on the classified workforce including the new Paraeducator structure and addressed the issue of Paraeducators’ attendance.**
- District Technology Team Update
 - **Director Tietze provided a brief report on the District Technology Team’s progress.**
 - **The Team has participated in a few vendor presentations for broad systems which would integrate several of the District’s functions into one or two systems, including time and assignment tracking. The systems will have to be compatible with the systems used by LACOE.**
- Professional Growth and Training Committee Update
 - **Director Tietze updated the Personnel Commission on the Professional Growth and Training committee. There was not much activity during summer due to absences of several committee members.**
 - **The committee will continue creating a master training calendar that includes both mandatory and optional professional development.**

- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee. Ms. Washington will be providing recommendations to the Board of Education regarding specific changes to assignments and substitution lists.**
- Advisory Rules Committee Update
 - **Director Tietze stated that there was no activity for this committee during the summer months.**
 - **The committee will reconvene after the new school year starts.**
 - **Director Tietze expressed his appreciation for Ms. Keryl Cartee-McNeely's contribution and valuable insight on several District committees.**
 - **Director Tietze expressed his gratitude to Ms. Jana Hatch for developing Merit reports for the Board of Education agenda as well as for managing several tracking systems within the Personnel Commission department.**

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 Sidley announced that he would not seek re-appointment to the Personnel Commission once his term expires in December 2014. He expressed his gratitude having the opportunity to serve the District in this capacity.**
- **Commissioner Inatsugu thanked Commissioner Sidley for his valuable contribution to the Personnel Commission.**
- **Commissioner Inatsugu will attend the District's Convocation.**

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, informed the Personnel Commission about the District's activities in preparation for the new school year including hiring several new principals, managers, and teachers.**
- **Ms. Washington invited the Personnel Commission to attend the District Convocation on August 14, 2014.**
- **Ms. Washington informed the Personnel Commission about teachers' workshops that will take place after the Convocation.**

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>
Accounting Technician	3
Administrative Assistant	2
Bus Driver	2
Cafeteria Worker I	14
Custodian	47
Instructional Assistant – Bilingual (Spanish)	5
Instructional Assistant – Bilingual (Spanish)	6
Instructional Assistant - Classroom	6
Instructional Assistant - Classroom	10
Instructional Assistant - Classroom	8
Lead Custodian	10
Paraeducator 1	4
Paraeducator 3	2
Physical Activities Specialist	18
Plant Supervisor	7
Senior Office Specialist	10
Student Information Systems Specialist	4

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Julienne Bautista in the classification of Sports Facility Attendant at Range: 22 Step: D
- b. Approval of Advanced Step Placement for new employee Lauren Callahan in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- c. Approval of Advanced Step Placement for new employee Peter Dacanay in the classification of Paraeducator 1 at Range: 20 Step: C
- d. Approval of Advanced Step Placement for new employee Wayne Day in the classification of Lead Custodian at Range: 25 Step: C
- e. Approval of Advanced Step Placement for new employee Yesenia Hernandez in the classification of Office Specialist at Range: 22 Step: C

- f. Approval of Advanced Step Placement for new employee Brooke Lamping in the classification of Human Resources Analyst at Range: 46 Step: B, pending approval of Item III.A.1.
- g. Approval of Advanced Step Placement for new employee Jorge Lopez in the classification of HVAC Mechanic at Range: 37 Step: C
- h. Approval of Advanced Step Placement for new employee Nancy Navarro in the classification of Senior Office Specialist at Range: 25 Step: D
- i. Approval of Advanced Step Placement for new employee Ramon Palacio in the classification of Accounting Technician at Range: 29 Step: F
- j. Approval of Advanced Step Placement for new employee Ryan Webster in the classification of Paraeducator 1 at Range: 20 Step: B

It was moved and seconded to ratify the Consent Calendar with corrections to the Accounting Technician Eligibility List and to the dates for Eligibility Lists that were moved from July Personnel Commission agenda.

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. Personnel Commission Staff Approval

It is recommended that the Personnel Commission approve the hiring of Brooke Lamping to the Commission staff as the Human Resources Analyst, effective August 17, 2014.

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze provided Ms. Lamping’s professional background including education and also her expertise working on high level projects for large corporations like Toyota.**

2. New Classifications:
 Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the new classification of the classification Children’s Center Assistant 1 within the Student Support job family at Range: 17 on the Classified Employee’s Salary Schedule.

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief rationale for establishing the tier system within the classification of Children’s Center Assistant in order to meet the state requirements for Child Development Services.**

- b. It is recommended that the Personnel Commission approve the new classification of the classification Community and Public Relations Officer within the management job family at Range: 62 on the Management Salary Schedule.

It was moved and seconded to approve the Director’s recommendations as submitted.

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

REPORT AND DISCUSSION

- **Director Tietze provided an explanation for developing this classification and its importance for the Superintendent’s Office as it relates to public interaction with the Santa Monica and Malibu communities.**

3. Classification Revisions:
 Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant 1 classification within the Student Support job family.

It was moved and seconded to approve the Director’s recommendations with an amendment to the motion that the revisions relate to the title change – from Children’s Center Assistant 1 to Children’s Center Assistant 2.

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

- b. It is recommended that the Personnel Commission approve the revisions to the Children’s Center Assistant 2 classification within the Student Support job family.

It was moved and seconded to approve the Director’s recommendations with an amendment to the motion that the revisions relate to the title change – from Children’s Center Assistant 2 to Children’s Center Assistant 3.

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

REPORT AND DISCUSSION

- None

4. Personnel Commission’s Twelve-Month Calendar of Events
- 2014-2015

It was moved and seconded to approve the Director’s recommendations to reschedule the November 11, 2014 regular Personnel Commission meeting to November 12, 2014 due to a national holiday – Veterans’ Day.

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

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. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
 - **Director Tietze stated that there are a few discrepancies when utilizing the NEOGOV recruitment system for this report. The number of filled vacancies is actually about sixty-five (65).**

4. Classified Personnel – Merit Report - No. A.22 (for SMMUSD School Board Agenda)
 - June 25, 2014
 Classified Personnel – Merit Report – No. A.22
 - July 16, 2014
5. Classified Personnel – Non-Merit Report – No. A.23
 - June 25, 2014
 Classified Personnel – Non-Merit Report – No. A.23
 - July 16, 2014
6. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 - 2015
7. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
	-First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	September 2014
	-Approval of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> -First Reading of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i>	October 2014
	-Approval of Changes to Merit Rules: <i>Chapter XII: Salaries, Overtime Pay and Benefits</i> -First Reading of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i>	November 2014
	-Approval of Changes to Merit Rules: <i>Chapter XIV: Disciplinary Action and Appeal</i> -First Reading of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i>	December 2014
	-Approval of Changes to Merit Rules: <i>Chapter XV: Resignation and Reinstatement</i> -First Reading of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i>	January 2015
	-Approval of Changes to Merit Rules: <i>Chapter XVI: Grievance Procedure</i> -First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
Personnel Commission Annual Report		October 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, September 9, 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:

- 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			✓			
Joseph Pertel		✓	✓			
Michael Sidley	✓		✓			

TIME ADJOURNED: 4:56 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.