

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

**MINUTES**

**REGULAR MEETING**  
**August 13, 2013 @ 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 Sidley were present. Commissioner Pertel was absent due to a work assignment.
- C. Pledge of Allegiance:** Director Tietze led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** August 13, 2013

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

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

- E. Motion to Approve Minutes:** July 2, 2013

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

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

**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
  - **Mr. Tietze expressed his gratitude to the Personnel Commission staff for their hard work in his absence in July. He recognized Mr. Miller, Personnel Analyst, for creating a large amount of testing material.**
  - **Mr. Tietze informed the Personnel Commission about Processes and Guidelines Manual development for the department. It is in the final revision stage. The Manual will include a new definition for the Personnel Commission's mission. It will be finalized after input from the Personnel Commissioners.**
  - **Mr. Tietze provided a brief update on the layoff process.**
  - **Mr. Tietze reported on revisions of classification specifications for several departments.**
  - **Mr. Tietze acknowledged the passing of Mr. John Holmes, Mrs. Beth Papp's father, and also of Mrs. Diane Hernandez, Accounting Technician and twenty-six year employee of our District.**
  - **On behalf of the Personnel Commission, Commissioner Inatsugu expressed condolences to the families.**

**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 presented a LA Times article about assistance for the mentally ill inmates. One of the District's former employees, Ms. Kathy McTaggard, played an instrumental role in helping an inmate the person featured in the article.**
- **Commissioner Inatsugu provided information regarding the local control funding.**

**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

- **Ms. Cartee-McNeely, Chief Steward, reflected on Mrs. Hernandez's contribution as an SEIU Steward as well as a great colleague.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's involvement in the layoff process within the Special Education department.**
- **Ms. Cartee-McNeely stated that the next negotiation date is scheduled for September 17, 2013.**
- **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's political involvement in Sacramento.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about staffing and preparations for next school year.**

- Ms. Washington notified the Personnel Commission about a new training, **Break Through Culture**, for administrators and their administrative assistants to work more efficiently together.
- Ms. Washington invited the Personnel Commission to **Welcome Back Convocation** that will take place in Barnum Hall at Santa Monica High School on August 20, 2013 at 8:15 a.m.

**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.

**II. Approval of Classified Personnel Eligibility List(s):** 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. Approve Classified Personnel Eligibility List(s):**

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	4
Gardener	7
Instructional Assistant – Classroom	7
Instructional Assistant – Physical Education	4

<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	✓		✓			

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

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

**A. Action Item(s):**

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Joshua Michael in the classification of Athletic Trainer at Range: 35 Step: B (\$3,374 per month)

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

- **Commissioner Sidley inquired about additional information regarding the employee's previous work experience.**
  - **Mr. Tietze verified the employee's references.**
- b. Approval of Advanced Step Placement for new employee Madeilaine Palma in the classification of Instructional Assistant - Specialized at Range: 26 Step: F (\$2,470 per month)

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

**The agenda item was moved and seconded to approve the recommendation as submitted.**

**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.

- **No Discussion Items**

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report

- **Commissioner Sidley inquired about the Classification and Compensation Study.**
- **Mr. Tietze responded that the study will be conducted by the Personnel Commission staff in fall 2013 in order to reduce the cost by using an outside agency.**
- **Commissioner Sidley asked Ms. Cartee-McNeely about her expectations regarding SMMCTA's reaction to the Classification and Compensation Study if additional funding is required.**
- **Ms. Cartee-McNeely expressed confidence that SMMCTA will take the study's result and its implementation under consideration in their negotiations with the District.**
- **Commissioner Sidley hopes that SEIU and SMMCTA will have open discussions in the early stage of the Classification and Compensation Study in order to avoid any misunderstandings later on.**

2. Personnel Requisition Status Report

3. Classified Personnel – Merit Report - No. A.21

- July 24, 2013

4. Approved Professional Experts (less than 90 working days or a total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
  - Mr. Mark Harris, Technical Specialist III, from August 22, 2013 to June 10, 2014, Olympic High School
  - Ms. Josephine Moerschel, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Ms. Julianna Ostrovsky, Technical Specialist II, from May 1, 2013 to May 20, 2013, Point Dume Marine Science Elementary School
  - Mr. Chris Parise, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Ms. Jennifer Roth, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Mr. Peter Senchuk, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
  - Ms. Meghan Turner, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adam Middle School
5. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel
  - Mr. Oscar Campos, Gardener, in the position of the Equipment Operator/Tree Trimmer, from June 3, 2013 to June 28, 2013
  - Mr. Jose Lopez, Gardener, in the position of the Equipment Operator/Tree Trimmer, from May 13, 2013 to May 31, 2013
  - Mr. Steven Williams, Cafeteria Worker I, in the position of the Stock and Delivery Clerk, from May 29, 2013 to June 6, 2013
6. Personnel Commission's Twelve-Month Calendar of Events
  - 2013 – 2014
7. 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>
Classification Specification Revisions	Instructional Assistant – Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	September 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: Chapter XI: <i>Vacation, Leaves of Absence and Holidays</i> Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	September 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	October 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i>	November 2013

	Chapter I: <i>Preliminary Statement and Definition of Terms</i>	
Personnel Commission Annual Report		September 2013

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

Tuesday, September 10, 2013, at 4:00 p.m. - *District Office Board Room*

**Next Special Personnel Commission Meeting:**

Thursday, September 12, 2013, at 9:00 a.m. - *District Office Board Conference 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.

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

**TIME ADJOURNED: 4:38 p.m.**

Submitted by:

\_\_\_\_\_  
 Brandon Tietze  
 Secretary to the Personnel Commission  
 Director of Classified Personnel

The meeting is adjourned in memory of Diane Hernandez, Accounting Technician and twenty-six year employee of our District and also in memory of John Holmes, Mrs. Beth Papp’s father.

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.