

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

MINUTES

REGULAR MEETING
October 8, 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 4:13 p.m.
- B. Roll Call:** Commissioners Inatsugu and Pertel were present. Commissioner Sidley was absent.
- C. Pledge of Allegiance:** Ms. Cindy Johnston, Human Resources Technician, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** October 8, 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:** Regular Meeting on September 10, 2013

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

It was moved and seconded to approve the minutes with correction of a name on page three.

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 informed the Personnel Commission about the Breakthrough Coach training which addressed management methodology and office productivity. The managers were encouraged to assume more of a coach role rather than a technician role. Ms. Jana Hatch, Administrative Assistant, shared her observations from the training.**
 - **Mr. Tietze notified the Personnel Commission about the online customer service survey that had been developed and placed on the Personnel Commission website.**
 - **Mr. Tietze previewed the upcoming administrator training that will include manuals for administrators with useful references to classification specification for positions they supervise, core hiring processes, recruitment processes and disciplinary procedures to name a few. The presentation will take place at the management meeting.**
 - **Mr. Tietze also spoke about working to resolve challenges with classification specifications within the Special Education department.**
- Notes on Layoff Process Improvement
 - **Mr. Tietze informed the Personnel Commission about the modifications in the layoff process including different approaches in communication with the impacted employees and managers, and available resources support for defining timelines.**
- Update on SEIU/District Waiver for Advanced Step Placement (one case)
 - **Mr. Tietze stated that the request had been put forth to the District.**

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 Pertel expressed his interest in serving on the Personnel Commission for another term.**

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, updated the Personnel Commission on the Affordable Health Care Act.**

- Ms. Cartee-McNeely informed the Personnel Commission about SEIU’s involvement with various departments within the District.
- Ms. Cartee-McNeely expressed her appreciation of working collaboratively with the District and the Personnel Commission on the improved layoff process.
- Ms. Cartee-McNeely informed the Personnel Commission about a planned meeting with Director Tietze to discuss the Classification and Compensation Study.
- Ms. Cartee-McNeely updated the Personnel Commission on the Professional Growth and Training Committee that Director Tietze co-facilitates.
- Ms. Cartee-McNeely will have a discussion with the District regarding the SEIU/District waiver for the advanced step placement case in near future.
- Ms. Cartee-McNeely acknowledged Mr. Mark Benjamin, an active member of the Santa Monica and Malibu communities, and his son, Luke Benjamin, a Malibu High School graduate, who were killed in a tragic plane accident.

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.

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>
Instructional Assistant – Classroom	5
Instructional Assistant – Physical Education	6
Physical Activities Specialist	4

List Extension (Personnel Commission Rule §6.1.3.: Duration of Eligibility Lists)

Custodian	18
Instructional Assistant – Developmental Health	7

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

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

Commissioner Pertel inquired about the test scores of Instructional Assistant – Classroom and Instructional Assistant – Physical Education.

Mr. Bryon Miller, Personnel Analyst, provided rationale for setting different pass points and test development for these two classifications in order to create well qualified candidate pools.

Commissioner Pertel also asked about the reason for eligibility list extensions. Mr. Tietze explained how this process helps to facilitate hiring in a timely manner.

Commissioner Inatsugu inquired about dates for Instructional Assistant – Developmental Health. Ms. Julie Younan, Human Resources Technician, provided the background that led to the extension. It was approved with the understanding that dates will be corrected.

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. It is recommended that the Personnel Commission approve the revision to Bilingual Community Liaison classification specification within the Educational Services

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

Mr. Tietze noted that the revisions were minor. Supervision matrix and a new duty were added and another duty and working conditions were revised.

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. Discussion of Modified Working Criteria for Advanced Step Placement

Mr. Tietze presented modified working criteria providing rationale for restrictions in education and emphasis on experience, while allowing flexibility to attract highly qualified applicants on difficult recruitments.

Commissioner Inatsugu suggested revised wording in step number two.

Ms. Cartee-Neely expressed her appreciation for these new criteria and clarifications until new salary schedules are developed.

2. Personnel Commission Annual Report FY 2012-2013

Mr. Tietze introduced a comprehensive report of Personnel Commission activities for the last fiscal year. He introduced a new SWOT Analysis section which has been used to evaluate Strengths, Weaknesses, Opportunities, and Threats for the department.

Next year, Mr. Tietze anticipates further tracking and feedback data, especially from the new online customer service survey, but also from raters, interview candidates, and hiring managers in order to evaluate department effectiveness. In addition to this data, the Personnel Commission annual report will include the department's goals and achievements. Mr. Tietze thanked the staff for assisting in the report's development. Commissioner Inatsugu suggested further defining each element of the SWOT analysis, especially Threats. Mr. Tietze stated that he will clarify the difference between the internal and external threats in the final version of the report. Commissioner Pertel requested to discuss a couple of points that may present a legal concern in a Closed Session.

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

2. Advanced Step Placement Status Report
3. Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.23 (for SMMUSD School Board Agenda)
 - September 19, 2013
 Classified Personnel – Merit Report – No. A.11
 - October 3, 2013
4. Classified Personnel – Non-Merit Report – No. A.12
 - October 3, 2013
5. Approved Professional Experts (less than 90 working days or total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel
 - Ms. Jody Anderson, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Mr. Robert Anderson, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Andrew Bill, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Lucia Burke, Technical Specialist I, from August 22, 2013 to June 10, 2014, Food and Nutrition Services
 - Ms. Stephanie Demery, Technical Specialist II, from August 22, 2013 to June 10, 2014, Roosevelt Elementary School
 - Ms. Nicole Fisher, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Alisha Ginsberg, Technical Specialist I, from August 22, 2013 to June 10, 2014, Special Education
 - Ms. Marni Gittleman, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Mr. Juan Gonzalez, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Stephanie Guthrie, Technical Specialist I, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Ms. Mashid Haghighi, Technical Specialist I, from August 21, 2013 to June 10, 2014, Special Education

- Ms. Debbie Harding, Technical Specialist I, from August 22, 2013 to June 10, 2014, Food and Nutrition Services
 - Mr. Mark Harris, Technical Specialist II, from August 22, 2013 to June 10, 2014, Olympic High School
 - Ms. Grace Hsu, Technical Specialist II, from August 22, 2013 to June 10, 2014, John Adams Middle School
 - Ms. Cathy Hutchinson, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
 - Mr. Michael Hyziak, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Lauren Jackson, Technical Specialist I, from August 22, 2013 to June 10, 2014, Special Education
 - Mr. Yosuke Miyoshi, Technical Specialist II, from July 1, 2013 to June 30, 2014, Educational Services/Santa Monica High School
 - Ms. Julianna Ostrovsky, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Kristy Pace, Technical Specialist II, from August 22, 2013 to June 10, 2014, Santa Monica Alternative Schoolhouse
 - Ms. Shannon Sukovaty, Technical Specialist II, from August 21, 2013 to May 24, 2014, Cabrillo Elementary School
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

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Children’s Center Assistant Instructional Assistant–Classroom Instructional Assistant–Developmental Health Instructional Assistant – Special Education Instructional Assistant – Specialized Sports Facility Attendant	November 2013
	First Reading of Changes to Merit Rules: Chapter XII: <i>Salaries, Overtime Pay, and Benefits</i>	November 2013
	Chapter XIV: <i>Disciplinary Action and Appeal</i>	December 2013
	Chapter XV: <i>Resignation and Reinstatement</i> Chapter XVI: <i>Grievance Procedure</i> Chapter I: <i>Preliminary Statement and Definition of Terms</i>	January 2014

V. Next Regular Personnel Commission Meeting:

Tuesday, November 12, 2013, 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.

Commissioner Inatsugu shared her personal experience witnessing Mr. Mark Benjamin’s fatal accident as she was at the park at the time of the accident. She remembered Mr. Benjamin’s generous contributions to the Santa Monica and Malibu communities and to Santa Monica-Malibu Unified School District.

She stated that the meeting would be adjourned in the memory of Mr. Mark Benjamin, his son, Luke, and the Mr. Phil Cott’s late parents, Bernard and Lorraine Cott.

VI. Closed Session:

The Commission adjourned to closed session at 5:07 p.m. pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE

Employee #: RD2623521

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at 5:55 p.m. and reported on the following action taken in closed session:

The Personnel Commission having met in Closed Session and having considered the evidence presented at the hearing in the matter of public employee number RD2623521, on September 12, 2013, as well as the pleadings filed by the parties, the Personnel Commission hereby upholds the decision of the Board of Education issued in this matter on February 7, 2013.

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

The Personnel Commission reported out of Closed Session that they had conducted the second interim evaluation of the Director of the Classified Personnel, Brandon Tietze, and determined that Director Tietze is performing at a level that significantly exceeds standards.

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: 5:57 p.m.

Submitted by:

Brandon Tietze
Secretary to the Personnel Commission
Director of Classified Personnel

The meeting was adjourned in memory of Bernard and Lorraine Cott, parents of Mr. Phil Cott, the retired principal of Webster Elementary School as well as in memory of Mr. Mark Benjamin, an active member of the Santa Monica and Malibu communities, and his son, Luke Benjamin, a Malibu High School graduate.

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.