

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING

October 14 @ 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 4:08 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: October 14, 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: September 9, 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
 - **Director Tietze commended Ms. Lamping, the new Human Resources Analyst, for her attribution to the Personnel Commission Department in the short amount of time she has been with the staff.**
 - **Director Tietze reported on the state of summer recruitments the Personnel Commission staff has been concluding. He also provided an update on the Personnel Commissioner recruitment to fill Commissioner Sidley's post. Commissioner Sidley inquired about the recruitment process. Director Tietze clarified requirements and minimum qualifications.**
 - **Director Tietze informed the Personnel Commission about the Education Foundation's contest for the best Halloween door decoration at the District Office. The Personnel Commission staff has created an elaborate set up including multimedia effects.**
 - **Director Tietze provided clarifications for the advanced step placement for Mr. William Kemp, Plant Supervisor, as well as revisions for a new classification of the Senior Technology Support in the area of desirable qualifications.**
- Santa Monica College Job Fair Highlights
 - **Director Tietze provided a brief report on the Personnel Commission staff's participation at the Santa Monica College Job Fair recruiting potential candidates for Instructional Assistant, Paraeducator, and Children's Center Assistant positions.**
- District Technology Team Update
 - **Director Tietze provided an update on the District Technology Team's progress. The Team's current focus is on phase one, which includes technology implementation and improvement in the classroom. Director Tietze will participate in phase two, which involves business applications.**
- Professional Growth and Training Committee Update
 - **Director Tietze informed the Personnel Commission about the committee's first meeting which addressed specific goals for this fiscal year and the master training calendar.**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee including recommendations to the Board of Education regarding specific work hours tracking systems.**
- Advisory Rules Committee Update
 - **Director Tietze informed the Personnel Commission that the committee will reconvene at the beginning of the new calendar year.**

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.

- **None**

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, informed the Personnel Commission about benefits from the collaborative effort of the District’s Senior Cabinet, the Personnel Commission, and SEIU.**

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.

- **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>
Athletic Trainer	7
Cafeteria Worker I	12
Custodian	26
Facilities Technician	1
Instructional Assistant - Classroom	8
Instructional Assistant – Physical Education	4
Paraeducator 1	7
Paraeducator 3	4
Student Information Systems Specialist	1
Utility Worker	3

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Terri Berman in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- b. Approval of Advanced Step Placement for new employee William Engle in the classification of Physical Activities Specialist at Range: 26 Step: C
- c. Approval of Advanced Step Placement for new employee Ashley Gibby in the classification of Paraeducator 3 at Range: 26 Step: D
- d. Approval of Advanced Step Placement for new employee Ramona Gonzalez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- e. Approval of Advanced Step Placement for new employee Maralee Grantham in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- f. Approval of Advanced Step Placement for new employee Hiroko Inoki in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- g. Approval of Advanced Step Placement for new employee Natalie Karaghosian in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- h. Approval of Advanced Step Placement for new employee William Kemp in the classification of Plant Supervisor at Range: 41 Step: ~~C~~ **D**
- i. Approval of Advanced Step Placement for new employee Gerardo Rodriguez in the classification of Library Assistant I at Range: 22 Step: B
- j. Approval of Advanced Step Placement for new employee Jeri Samuel in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- k. Approval of Advanced Step Placement for new employee Stacy Sanchez in the classification of Paraeducator 3 at Range: 26 Step: D
- l. Approval of Advanced Step Placement for new employee Endeya Simpson in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- m. Approval of Advanced Step Placement for new employee Hanzel Ubeda in the classification of Plumber at Range: 37 Step: C

- n. Approval of Advanced Step Placement for new employee Johanna Valadez in the classification of Instructional Assistant - Classroom at Range: 18 Step: E

It was moved and seconded to ratify the Consent Calendar with correction to the Advanced Step Placement for Mr. William Kemp, Plant Supervisor, step D.

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. Accelerated Hiring Rate:

Recommendation: *Approve*

- a. Approval of Accelerated Hiring Rate for Cafeteria Cashier classification at Range: 9 Step: F (\$ 13.05per hour)
- b. Approval of Accelerated Hiring Rate for Cafeteria Cook Baker classification at Range: 18 Step: B (\$ 13.37 per hour)
- c. Approval of Accelerated Hiring Rate for Cafeteria Worker I classification at Range: 11 Step: E (\$ 13.05 per hour)
- d. Approval of Accelerated Hiring Rate for Cafeteria Worker II classification at Range: 13 Step: D (\$ 13.05 per hour)
- e. Approval of Accelerated Hiring Rate for Cafeteria Worker/Transporter classification at Range: 13 Step: D (\$ 13.05 per hour)
- f. Approval of Accelerated Hiring Rate for Children’s Center Assistant 1 classification at Range: 17 Step: B (\$ 13.05 per hour)
- g. Approval of Accelerated Hiring Rate for Children’s Center Assistant 2 classification at Range: 18 Step: B (\$ 13.37 per hour)
- h. Approval of Accelerated Hiring Rate for Instructional Assistant - Classroom classification at Range: 18 Step: B (\$ 13.37 per hour)

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 stated that it is adhering to the new minimum rate for all permanent unit members. This accelerated hiring rate will properly align the salary schedule within the Children’s Center Assistant, Instructional Assistant - Classroom and Cafeteria Worker classifications.**

2. Classification Revisions:

Recommendation: *Approve*

- Approval of revisions to the Technical Theater Coordinator classification within the Performing Arts Services job family.

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 background. The minimum qualifications were revised based on the recommendations from the Director of Theater Operations and Facility Permits.**
- **Director Tietze pointed out that all the District’s classifications related to performing arts will be placed under the newly established Performing Arts Services job family.**

3. New Classifications:

Recommendation: *Approve*

- Approval of the new classification Senior Technology Support Assistant within the Information Services job family.

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 stated that this classification was developed based on the request from the Director of Information Services for a vacancy in Santa Monica High School. The expectations and requirements of this position exceed the duties performed by Technology Support Assistant.**

4. Reassignment:

Recommendation: *Approve*

- Approval of reassignment for employee Denise Peak from Paraeducator 1 into the classification of Library Assistant I at Range: 22 Step: E

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

REPORT AND DISCUSSION

- **Director Tietze provided a brief background and rationale for the reassignment of this employee as a result of an accommodation process.**

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.

- Personnel Commission Annual Report FY 2013-2014

Director Tietze presented a comprehensive report of Personnel Commission activities for the last fiscal year introducing the most important responsibilities and duties as well as major accomplishments of the Personnel Commission in the past year. In addition to the statistical representation of these activities, he set forth the department’s goals for the current fiscal year. Director Tietze also compared the number of recruitments and processed applications in various agencies comparable in student enrollment with the Santa Monica-Monica Unified School District.

Director Tietze reviewed the SWOT Analysis which has been used to evaluate Strengths, Weaknesses, Opportunities, and Threats for the department.

Director Tietze expressed his appreciation of the Personnel Commission department’s efforts during the fiscal year 2013-2014.

Commissioners thanked Director Tietze for this extensive and informative report.

It will be placed on the next regular Personnel Commission meeting agenda as part of the Consent Calendar.

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

- Advanced Step Placement Status Report
- Open Personnel Requisitions Status Report
- Filled Personnel Requisitions Status Report

4. Classified Personnel – Merit Report - No. A.13 (for SMMUSD School Board Agenda)
 - September 18, 2014
 Classified Personnel – Merit Report - No. A.12
 - October 2, 2014
5. Classified Personnel – Non-Merit Report – No. A.14
 - September 18, 2014
 Classified Personnel – Non-Merit Report – No. A.13
 - October 2, 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
Merit Rules	-First Reading of Changes to Merit Rule: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	February 2015
	-Approval of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i> -First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	March 2015
	-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>	April 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>	May 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>	June 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>	July 2015

V. Next Regular Personnel Commission Meeting:

Wednesday, November 12, 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: 5:47 p.m.

Submitted by:

 Brandon Tietze
 Secretary to the Personnel Commission
 Director of Classified Personnel

The meeting was adjourned in memory of Frederick Lujan Sr., Personnel Commissioner, Bassett Unified School District, who recently passed away.

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.