

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

**MINUTES**

**REGULAR MEETING**  
**November 12, 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 4:10 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** November 12, 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:** October 8, 2013

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

**It was moved and seconded to approve the minutes with technical corrections.**

**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 recommended the Personnel Commission amend Agenda Item III.A.1.b. – Advanced Step Placement for a new employee, Ms. Marcia Melkonian, from step B to step C. Also, application for new employee, Ms. Resa Nikol, was provided to the Personnel Commissioners.**
  - **Director Tietze informed the Personnel Commission about the Officer Elections that will take place at the next regular Personnel Commission meeting in December. He noted that the Chair and Vice-chair roles are purely organizational in nature and do not contain any implied extra authority.**
  - **Director Tietze brought attention to the Advanced Step Placement Status Report that was enhanced by additional information regarding fiscal impact of the hourly, monthly, and annual rates.**
  - **Director Tietze notified the Personnel Commission about his participation on the Affordable Care Act committee. The Personnel Commission has a role in modifying the placement of substitutes to meet the needs of the District in relation to guidelines of the ACA. He thanked Ms. Washington for all the coordination of the committee.**
- Commissioner Reappointment
  - **Director Tietze announced that Commissioner Pertel graciously agreed to serve another term as a Commissioner. Mr. Pertel’s re-election is universally supported, and his contribution to the Personnel Commission and to the District is highly valued.**  
**Director Tietze submitted a letter to the State Superintendent for the re-election. The Board of Education also approved Commissioner Pertel’s reappointment; therefore, only the State’s Superintendent of Public Instruction formal acknowledgement is needed at this point.**
- Classified Workforce Guide for Managers
  - **Director Tietze informed the Personnel Commission about creating and presenting the Classified Workforce Guide for District managers and administrators. The presentation was given at the management meeting in early November. It contains certain critical due process guidelines related to performance evaluation and discipline, as well as Merit Rules and SEIU contract language, site appropriate classification specifications, and other references related to classified employees.**
- 2013-2014 Classification and Compensation Study Update
  - **Director Tietze reported to the Personnel Commission about the progress on the classification and compensation study he is conducting with Mr. Bryon Miller, the Personnel Analyst. They identified several Districts and local government agencies comparable to the Santa Monica-Malibu Unified School District. The analyses are based on six (6) main criteria which include monetary amounts spent per student in various areas, cost of living, and proximity to the beach. Twenty-two (22) agencies were recommended to the District and SEIU for consideration and feedback on the selection.**
- Timeline Expectations for Merit Rules Revisions and Classification Revisions
  - **Director Tietze provided a brief report on timeline expectations for Merit Rules and classification specification revisions emphasizing the need to establish a**

**complex structure, and this process may be taking longer than was originally anticipated.**

- Professional Growth and Training Committee Update
  - **Director Tietze informed the Personnel Commission about his involvement on the Professional Growth and Training committee. The main purpose of the committee is to ensure mandated training is taking place and that professional growth opportunities are provided for classified staff. Each employee should be provided with five (5) opportunities per 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

- **None**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, also reported on the activities related to the Affordable Care Act. A consultant from American Fidelity was hired to assist with this project.**
- **Ms. Washington informed the Personnel Commission about negotiations with SEIU representatives that will take place on November 13, 2013.**
- **Ms. Washington updated the Personnel Commission about the environmental studies conducted at Malibu High School. Student and staff safety is the District's utmost concern; therefore, all the necessary testing is in progress.**
- **Ms. Washington notified the Personnel Commission about the District fundraising. Vision for Student Success depends on these additional funds.**
- **Ms. Washington informed the Personnel Commission about recruitment for a new principal of McKinley Elementary School.**
- **Ms. Washington congratulated Commissioner Pertel on his reappointment.**
- **Commissioner Inatsugu inquired about the special Board of Education workshop on the local control funding formula. Ms. Washington announced that it would take place at Lincoln Middle School on November 19, 2013. School Services will assist the District with designing a plan specific to Santa Monica and Malibu school communities.**
- **Commissioner Sidley inquired about the financial impact of the Affordable Care Act on the District. Ms. Washington replied that the American Fidelity consultant is going to conduct workforce analysis.**
- **Commissioner Sidley asked if there are also difficulties in management and certificated recruitments as a result of the inadequate salary schedules, which is the case with classified recruitments. Ms. Washington noted that a job offer was extended to the most suitable candidate at McKinley Elementary School, but it was declined due to the candidate's personal reasons.**

**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>
Campus Security Officer	16
Health Office Specialist	6
Instructional Assistant – Special Education	6
Instructional Assistant – Specialized	3

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 any potential difficulties with these eligibility lists or the recruitment processes. None were reported.**

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

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

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Cristina Delgadillo, in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- b. Approval of Advanced Step Placement for new employee Marcia Melkonian in the classification of Elementary Library Coordinator at Range: 26 Step: ~~B~~ C
- c. Approval of Advanced Step Placement for new employee Resa Nikol in the classification of Instructional Assistant - Classroom at Range: 18 Step: D

- d. Approval of Advanced Step Placement for new employee Ghada Shibl in the classification of Instructional Assistant - Classroom at Range: 18 Step: B
- e. Approval of Advanced Step Placement for new employee Dylen Smith in the classification of Instructional Assistant – Physical Education at Range: 20 Step: C
- f. Approval of Advanced Step Placement for new employee Blake Waltke in the classification of Physical Activities Specialist at Range: 26 Step: D

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

**It was moved and seconded to approve the Advanced Step Placements collectively with the following amendment: the Personnel Commission Agenda Item III.A.1.b. – Advanced Step Placement for new employee, Ms. Marcia Melkonian, from step B to step C.**

2. Personnel Commission Annual Report FY 2012-2013

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

**Director Tietze informed the Personnel Commission about report enhancements including major accomplishments and goals. Statistical data are visually represented by graphs. The SWOT analysis covering strengths, weaknesses, opportunities, and threats were defined more clearly.**

**Director Tietze emphasized the department modernization and innovation process, including tracking systems, more effective data collection, and data analyses.**

**Director Tietze commended the Personnel Commission staff for their support during this transitional period. He expressed his enthusiasm about the direction the Personnel Commission department is heading. Director Tietze also conveyed his appreciation of the Personnel Commission meetings which consist of frank, transparent, and sometimes tough discussions that lead to deeper understanding and new insight.**

**Personnel Commissioners commended their staff for the comprehensiveness of this annual report.**

**It will be provided to the Board of Education for their approval as well as posted on the Personnel Commission website.**

**It was moved and seconded to approve the Personnel Commission Annual Report FY 2012-2013 as submitted with one technical correction.**

3. Classification Revisions:  
 Recommendation: *Approve*

- a. It is recommended that the Personnel Commission approve the revision to Administrative Assistant classification specification

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

**Director Tietze noted that the revisions were minor. The compensation is slightly below market, but any formal recommendations for salary changes are being withheld until the end of the classification and compensation study.**

**Director Miller, the Personnel Analyst, provided a brief background to the revision process.**

**Commissioner Sidley suggested amending the job description to include the following verbiage: “proper usage of the English language including spelling and grammar” in the knowledge and abilities section of the classification specification.**

**It was moved and seconded to approve the job description revisions as amended.**

**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. Classification Revisions:

- a. Instructional Assistant – Special Education classification

**Director Tietze presented a brief background for the revisions of this classification specification including its position within the Special Education class family. He met with several subject matter experts including teachers, coordinators, the District nurse, and the director of Special Education to clearly define the differences between medical and behavior related assistance and to identify assignment types. The classification specification revisions include coding structure capturing duties either common for several of the Special Education classifications or being very specific for a specific classification. The knowledge and ability section has been expanded to cover a broad range of abilities.**

**Commissioner Sidley suggested including advanced life saving license under the licenses and other requirements.**

**This classification specification as well as Instructional Assistant – Developmental Health and Instructional Assistant – Specialized will be presented for approval at the next regular Personnel Commission meeting.**

**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.15 (for SMMUSD School Board Agenda)
  - October 17, 2013
 Classified Personnel – Merit Report – No. A.18
  - November 7, 2013
4. Classified Personnel – Non-Merit Report – No. A.16
  - October 17, 2013
 Classified Personnel – Merit Report – No. A.19
  - November 7, 2013
5. Personnel Commission’s Twelve-Month Calendar of Events
  - 2013 - 2014
6. Board of Education Meeting Schedule
  - 2013 – 2014

**Director Tietze informed the Personnel Commission that agenda item categories like Professional Experts and Working Out of Class appointments will be listed just in the Board of Education Merit and Non-Merit Reports, not as separate items.**

**IV. Personnel Commission Business:**

**A. Future Items**

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

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

Tuesday, December 10, 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.

**VI. Closed Session:**

The Commission adjourned to closed session at 5:18 p.m. pursuant to Government Code Section 54957 to discuss:

**A. PUBLIC EMPLOYEE DISCIPLINE**

Employee #: RD2623521

The Commission reconvened into open session at 5:35 p.m. and reported on the following action taken in closed session:

**There was no action taken**

- VII. Adjournment:** There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

<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: 5:36 p.m.**

Submitted by:

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 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.