

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

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

MINUTES

**REGULAR MEETING
November 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 4:09 p.m.

Roll Call: Commissioners Inatsugu and Sidley were present.

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

C. Motion to Approve Agenda: November 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: October 14, 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 reported on recruitments the Personnel Commission staff is currently conducting.**
 - **Director Tietze addressed the need for comprehensive onboarding (also known as organizational socialization, refers to the mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members and insiders) support of new classified employees, particularly in the Operations Department.**
 - **Director Tietze informed the Personnel Commission about the department's participation in LACOE's Business Enhancement System Transformation (BEST) Project, together with 125 other public agencies. The multi-year BEST Project will replace the People Soft Financial System (PSFS) and Human Resource System (HRS) with an integrated Enterprise Resource Planning (ERP) system with budget development, finance, human resources, and payroll functionality. In the first meeting with the LACOE representatives and Human Resources Department, several essential processes, including the requisition process, were laid out and described in a great detail. Regular reports on the project's progress will be given to the Personnel Commission.**
 - **Director Tietze reported about his involvement on the safety committee headed up by Mr. Gary Bradbury, Risk Manager, to address important matters such as worker's compensation and prevention of work injuries. Commissioner Inatsugu inquired about a correlation between initial training for new employees and work place injuries. Director Tietze stated that data is not currently available.**
 - **Director Tietze provided clarification regarding the Personnel Commission Annual Report for fiscal year 2013 – 2014. He slightly revised the text and added Sanger Unified School from the Fresno area. It is comparable in size with the Santa Monica – Malibu Unified School District. As with the other agencies, the data shows that our department conducted nearly twice as many recruitments and processed twice as many applications as the other school districts. He also included the California Education Code 45266.b with the report.**
 - **Director Tietze informed the Personnel Commission about the department winning the Education Foundation's contest for the best Halloween door decoration at the District Office.**
 - **Director Tietze congratulated newly elected board members, Mr. Craig Foster and Dr. Richard Tahvildaran-Jesswein, and re-elected board members, Ms. Laurie Lieberman and Mr. Oscar de la Torre, wishing them all the best in the new term. He was invited by the Superintendent to participate at the new board member orientation on December 1, 2014 to explain the Merit System and the Personnel Commission's role within the District. Director Tietze also expressed best wishes for Mr. Ben Allen for his election to the State Senate.**
- Personnel Commissioner Recruitment Update
 - **Director Tietze updated the Personnel Commission on the Personnel Commissioner recruitment. Advertisements were placed in the Santa Monica**

Daily Press, Malibu Times, and the Santa Monica and Malibu Patch websites as well as at Government Jobs and EdJoin. Currently, there are two applicants.

- ASCIP Training Review
 - **Director Tietze provided a brief review of the Alliance of Schools for Cooperative Insurance Programs training to address insurance and risk management issues. One training focused on exempt and non-exempt employees and their proper classification. Another training addressed mental disabilities and how they are being approached by agencies developing specific procedures, accommodations, and Merit System guidelines.**
- PTC-SC Conference Review
 - **Director Tietze reported on the Personnel Testing Council of Southern California conference he attended on November 7, 2014. It focused on personnel selection and testing. The discussion evolved around processing large amounts of data into meaningful reports. The Personnel Commission Office has been already implementing some of the practices using Scantron for item analysis and developing comprehensive tracking systems to collect data in three major areas of productivity, efficiency, and quality.**
- District Technology Team Update
 - **Director Tietze provided an update on the District Technology Team's progress. Director Tietze noted that the District is hiring a new credentialed position- Director of Education Technology.**
- Professional Growth and Training Committee Update
 - **Director Tietze noted that he would like to develop an employee success center to provide various training resources and test and interview preparation tools on the Personnel Commission website.**
- Affordable Care Act Committee Update
 - **Director Tietze updated the Personnel Commission on initiatives of this committee. Based on discussion with other agencies, the District is relatively ahead in preparation for the Affordable Care Act.**
 - **Director Tietze informed the Personnel Commission about the department's initiative assisting the Operations and Special Education Departments with initial training of new employees. Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, commended Director Tietze for his initiative and encouraged further development of a comprehensive initial on-job-training.**

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, congratulated the newly elected board members and Mr. Ben Allen.
- Ms. Cartee-McNeely thanked the Personnel Commission for assisting employees with interview preparation.
- Ms. Cartee-McNeely informed the Personnel Commission about the safety committee's focus on prevention of work injuries.
- Ms. Cartee-McNeely updated the Personnel Commission about SEIU's activities including discussions with the District regarding the salary study.
- Ms. Cartee-McNeely informed the Personnel Commission about SEIU's meetings with the Operations Department to develop a written plan capturing best custodial practices and training.

2. Board of Education Report

- Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's activities including Districtwide training on leaves of absence on November 14, 2014. In this training, one of the District's attorneys will define and clarify different types of leaves for principals, office staff, payroll, and Human Resources staff.
- Ms. Washington also attended a Professional Learning Communities training that covered employee – employer intervention.
- Ms. Washington updated the Personnel Commission on the District's initiative to monitor employee's work hours. Several vendors presented their products that could assist the District in efficient recording of work time.
- Ms. Washington also reported on the progress of the calendar development committee that is creating school calendars for the next two fiscal years.
- Ms. Washington informed the Personnel Commission about the Director of Research and Evaluation recruitment.
- Ms. Washington also reported on an ACSA conference she attended. One of the major take-away was the rapid development in educational technology and how it impacts classroom instruction.

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>
Administrative Assistant	9
Children's Center Assistant 1	13
Children's Center Assistant 2	5
Children's Center Assistant 3	1
Instructional Assistant - Classroom	13
Paraeducator 1	4
Paraeducator 3	4
Technical Theater Technician	7
Technology Support Assistant	3

B. Approval of Advanced Step Placements:

1. Approve the Advanced Step Placements

- a. Approve the Advanced Step Placement for new employee Scott Allen in the classification of Physical Activities Specialist at Range: 26 Step: C
- b. Approve the Advanced Step Placement for new employee Jimmy Belt in the classification of Paraeducator 3 at Range: 26 Step: C
- c. Approve the Advanced Step Placement for new employee Tais Bohigas in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- d. Approve the Advanced Step Placement for new employee Jill Cunningham in the classification of Paraeducator 3 at Range: 26 Step: C
- e. Approve the Advanced Step Placement for new employee Claudia Nava in the classification of Student Outreach Specialist at Range: 44 Step: C
- f. Approve the Advanced Step Placement for new employee Tanica Russell in the classification of Paraeducator 3 at Range: 26 Step: C
- g. Approve the Advanced Step Placement for new employee Adee Schoffman in the classification of Athletic Trainer at Range: 35 Step: C
- h. Approve the Advanced Step Placement for new employee Anthony Walker in the classification of Employee Benefits Technician at Range: 34 Step: C

C. Personnel Commission Annual Report

1. Receive the Personnel Commission Annual Report for FY 2013-2014
2. Submit to the Board of Education; **per EC 45266.b**

It was moved and seconded to ratify the Consent Calendar with the addition to agenda item II.C.2. – California Education Code 45266.b

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. Approve the Accelerated Hiring Rate for Senior Technology Support Assistant classification at Range: 37 Step: F (\$ 25.83 per hour)
- b. Approve the Accelerated Hiring Rate for Technical Theater Coordinator classification at Range: 42 Step: E (\$27.80 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 both classifications need to be placed above the entry level counterpart; hence being properly aligned within their job families.**

2. Classification Revisions:

Recommendation: *Approve*

- a. Approve the revisions to the Instructional Assistant – Classroom classification within the Instructional Support job family.
- b. Approve the revisions to the Paraeducator 1 classification within the Instructional Support 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 to the revisions. The No Left Child Behind requirements are formally re-established regarding qualifications for Paraeducators and Instructional Assistants.**

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.

- None

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
4. Classified Personnel – Merit Report - No. A.14 (for SMMUSD School Board Agenda)
 - October 16, 2014
 Classified Personnel – Merit Report - No. A.21
 - November 6, 2014
5. Classified Personnel – Non-Merit Report – No. A.15
 - October 16, 2014
 Classified Personnel – Non-Merit Report – No. A.22
 - November 6, 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:

Tuesday, December 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: 5:16 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.