

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

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

MINUTES

REGULAR MEETING
December 9, 2014 @ 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 4:05 p.m.

Roll Call: Commissioners Inatsugu, Pertel, and Sidley were present.

B. Pledge of Allegiance: Mr. Peter Lippman led all in attendance in the Pledge of Allegiance.

C. Motion to Approve Agenda: December 9, 2014

It was moved and seconded to approve the agenda with the following amendments:

- Agenda Item I.F. – “Report from the Director of Classified Personnel” was relocated to precede Agenda Item I. C. – “Motion to Approve Agenda.”
- Agenda Item V – “Next Regular Personnel Commission Meeting” was rescheduled to January 22, 2015.

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

D. Motion to Approve Minutes: November 12, 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. Currently, the major focus of the Office will be on classification and compensation analysis including the revised comprehensive salary study.**
 - **Director Tietze informed the Personnel Commission about his participation in the new board members' orientation where he provided a background on the Merit System and Personnel Commission's purpose and role within the District.**
 - **Director Tietze noted corrections to the agenda. After a brief discussion with the Personnel Commissioners, Agenda Item V - Next Regular Personnel Commission Meeting was rescheduled to January 22, 2015 to honor the outgoing Commissioner Sidley.**

- Winter Break Schedule
 - **Director Tietze stated that the Personnel Commission Office will be open during the winter break with the exception of December 26, 2014.**

- Personnel Commissioner Recruitment Update
 - **Director Tietze was pleased to welcome the newly nominated Personnel Commissioner, Mr. Peter Lippman. Mr. Lippman's nomination will be presented to the Board Of Education for approval at its January 15, 2015 meeting.**

- LACOE BEST Project Update
 - **Director Tietze provided a brief update on the Personnel Commission Office's participation in LACOE's Business Enhancement System Transformation (BEST) Project. Over a planned ten-year span, 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. This project is a great tool for comparison of processes and personnel practices across several pilot agencies.**
 - **At the December meeting, the LACOE representatives, Personnel Commission staff, and Human Resources Department continued describing and mapping several processes essential regarding classified personnel.**

- District Technology Team Update
 - **Director Tietze provided an update on the District Technology Team's progress. Director Tietze noted that the phase two of the overall technology plan will include business application enhancements. Currently, the focus is on phase one, which includes technology implementation and improvement in the classroom.**

- Professional Growth and Training Committee Update
 - **None**

- Affordable Care Act Committee Update
 - **None**

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 Sidley attended the swearing in of Mr. Ben Allen, a former school board member and a newly elected State Senator. Commissioner Sidley expressed his appreciation for Mr. Allen’s future initiatives in the State Senate regarding educational matters.**

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, informed the Personnel Commission about the District’s activities related to staffing; including Community and Public Relations Officer in the Superintendent’s Office and opening principal recruitments for Grant Elementary School and Malibu High School.**
- **Ms. Washington also announced her retirement at the end of January 2015. The District will hire a new director of Human Resources. Dr. Mark Kelly was appointed as the new Assistant Superintendent of Human Resources and Student Services.**
- **Ms. Washington updated the Personnel Commission on the District’s initiatives regarding the Affordable Care Act.**

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>
Health Office Specialist	9
Instructional Assistant - Classroom	6
Office Specialist	13
Paraeducator 2	8

B. Approval of Advanced Step Placements:

1. Approve the Advanced Step Placements

- a. Approve the Advanced Step Placement for new employee Nivia Alvarado in the classification of Bilingual Community Liaison at Range: 25 Step: C
- b. Approve the Advanced Step Placement for new employee Kim Howard in the classification of Instructional Assistant - Classroom at Range: 18 Step: E
- c. Approve the Advanced Step Placement for new employee Lauren Humphrey in the classification of Instructional Assistant – Physical Education at Range: 20 Step: D
- d. Approve the Advanced Step Placement for new employee Paul Jimenez in the classification of Gardener at Range: 24 Step: C
- e. Approve the Advanced Step Placement for new employee Eunice Kim in the classification of Paraeducator 1 at Range: 20 Step: D
- f. Approve the Advanced Step Placement for new employee John Vecchiotti in the classification of Paraeducator 1 at Range: 20 Step: D
- g. Approve the Advanced Step Placement for new employee Rachel Zmuda in the classification of Paraeducator 1 at Range: 20 Step: D

It was moved and seconded to approve the Consent Calendar as submitted.

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.

- None

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. Technical Correction for Children’s Center Assistant Classifications
2. Advanced Step Placement Status Report
3. Open Personnel Requisitions Status Report
4. Filled Personnel Requisitions Status Report
5. Classified Personnel – Merit Report - No. A.12 (for SMMUSD School Board Agenda)
 - November 20, 2014
6. Classified Personnel – Non-Merit Report – No. A.13
 - November 20, 2014
7. Personnel Commission’s Twelve-Month Calendar of Events
 - 2014 – 2015
8. Board of Education Meeting Schedule
 - 2014 – 2015

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Introduction of the New Personnel Commissioner		February 2015
Election of Personnel Commission Officers		February 2015
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>	March 2015
	-First Reading of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	
	-Approval of Changes to Merit Rules: <i>Chapter II: The Personnel Commission</i>	April 2015
	-First Reading of Changes to Merit Rules: <i>Chapter III: Classification</i>	
	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	May 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	June 2015	
-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>		
-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	July 2015	
-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>		

V. **Next Regular Personnel Commission Meeting:**
Thursday, January 22, 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: 4:28 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.