

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

MINUTES

REGULAR MEETING
June 4, 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 4:37 p.m.
- B. Roll Call:** Commissioners Inatsugu, Pertel and Sidley were present.
- C. Pledge of Allegiance:** Commissioner Sidley led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** June 4, 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:** May 14, 2013

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 provided the Personnel Commission with the Merit Rules Advisory Committee update. He commended Ms. Beth Papp, Human Resources Technician, for extensive formatting of the updated rules. Chapters XI and XII will be presented to the Personnel Commission for first reading in near future. Chapter XII revisions will include Advanced Step Placement section.**
 - **Mr. Tietze notified the Personnel Commission that the Personnel Commission 2013-2014 budget has been approved by Los Angeles County Office of Education. He expressed his appreciation to the Board of Education and the District's Administration for their collaboration and support.**
 - **Mr. Tietze shared his observations from school visits.**
 - **Mr. Tietze recommended discussing the Personnel Commission's calendar for fiscal year 2013-2014 and bringing it to the next meeting for approval.**

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 SEIU's active involvement with the affordable health care.**
- **Ms. Cartee-McNeely reported on updates regarding the state budget. SEIU is cautiously optimistic about the possibility of additional funding for the District's programs like ROP and child care services that were impacted by the state budget cuts.**
- **Ms. Cartee-McNeely stated that the next negotiation date is scheduled for June 19, 2013.**

2. Board of Education Report

- **Ms. Debra Moore Washington, Assistant Superintendent of Human Resources, informed the Personnel Commission about hiring administrators for next school year.**
- **Staff reductions will take place in the Special Education department.**
- **Ms. Washington notified the Personnel Commission about the upcoming graduation ceremonies.**
- **Commissioner Inatsugu inquired about the possibility of avoiding staff cuts within the Special Education department if the state legislature decides to backfill the budgetary cuts that were made to the Special Education programs.**
- **Ms. Washington stated that the layoff notices would be rescinded in that case.**

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):

Classification **# Eligibles**
 Instructional Assistant - Specialized 9

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

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

III. Action Items/ Discussion/or Other Information:

A. Action Item(s):

1. Advanced Step Placements:

- a. Approval of Advanced Step Placement for new employee Jorge Bracamonte in the classification of Custodian at Range: 22 Step: F (\$2,987.00 per month)

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

- **Commissioner Sidley stated that accumulative financial impact of approved Advanced Step Placement requests has come to the amount of \$146,697 which demonstrates the need to conduct classification and compensation study.**
- **Commissioner Pertel concurred with Commissioner Sidley’s statement.**

The agenda item was moved and seconded to approve the recommendation as submitted.

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. Scheduling and Process Expectations for Pre-hearing Conferences

- Personnel Commission will discuss the process for establishing stipulations, exhibit lists and witness lists for appeal hearings.
- **Mr. Tietze expressed the need to discuss expectations for how the process should be defined, who should be involved, and what actions are allowable at the pre-hearing conference.**
- **Commissioner Sidley provided a brief background and reasons for establishing a specific process. The California Education Code does not provide guidance regarding the hearing procedures. As part of the last pre-hearing process, the Personnel Commission engaged in conducting a pre-hearing conference in order to schedule the hearing itself and most importantly to provide the involved parties with the Personnel Commission's expectations. The Personnel Commission directed the parties to prepare briefs of what exactly the issues were they expect the Personnel Commission to rule on and the law upon which they expect to rely upon to prevail. It is a good practice for all involved parties to think about what they are required to prove before they proceed with the hearing. It provides a framework for the Personnel Commission for the deliberation and ultimate discussions for these proceedings. It also provides the Personnel Commission with the opportunity to facilitate a potential settlement.**
- **Commissioner Sidley requested the Personnel Commission to establish a protocol in which a hearing is scheduled no sooner than sixty (60) days from the conclusion of the administrative procedures. Prior to scheduling a hearing, a pre-hearing conference will be scheduled and the involved parties will be given a briefing schedule. The Personnel Commission may schedule a subsequent conference for the purpose of facilitating settlement.**
- **Commissioner Pertel concurred with Commissioner Sidley regarding the benefits of pre-hearing conference.**
- **Mr. Tietze inquired about scheduling the next pre-hearing conference. It was calendared for July 2, 2013 at 1:00 p.m. with all three Commissioners present.**

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 Requisition Status Report

3. Classified Personnel – Merit Report - No. A.17

- May 16, 2013
- **Commissioner Inatsugu commended Ms. Beth Papp, Human Resources Technician, for obtaining a Professional Growth increment.**

4. Classified Personnel – Non-Merit Report – No. A.18

- May 16, 2013

5. Approved Professional Experts (less than 90 working days or a total of 720 work hours per Personnel Commission Rule §3.1.5.(C): *Professional Expert Program*) by the Director of Classified Personnel

- Mr. Walter Hughes, Technical Specialist II, from February 5, 2013 to June 30, 2013, Facility Permits department

6. Approved Working Out of Class Request (90 working days per Personnel Commission Rule §3.2.8.(C): *Working Out of Class*) by the Director of Classified Personnel
 - Mr. Michael Jackson, Gardener, in the position of the Equipment Operator/Tree Trimmer, from April 22, 2013 to May 20, 2013
7. Personnel Commission's Twelve-Month Calendar of Events
 - 2012 – 2013
 - **Commissioner Inatsugu requested rescheduling July's meeting. She inquired about the upcoming work during the summer.**
 - **Mr. Tietze described in a greater detail the tasks the Personnel Commission staff will complete during this time including classification specification revisions and Merit Rules revisions. He proposed to schedule the next Personnel Commission meeting after the conclusion of the pre-hearing conference on July 2, 2013. The Personnel Commission agreed to agendize a special meeting at that time. The next regular Personnel Commission meeting on July 9, 2013 will be cancelled.**

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Classification Specification Revisions	Instructional Assistant – Developmental Health	July 2013
	Instructional Assistant – Special Education Production Kitchen Coordinator Site Food Services Coordinator Sports Facility Attendant Occupational Therapist	August 2013
Merit Rules Revisions	First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i> <i>Chapter XIV Disciplinary Action and Appeal</i> <i>Chapter XV: Resignation and Reinstatement</i> <i>Chapter XVI: Grievance Procedure</i>	July 2013 August 2013 September 2013
	First Reading of Changes to Merit Rules: <i>Chapter I: Preliminary Statement and Definition of Terms</i>	
Personnel Commission Annual Report		September 2013

V. **Next Special Personnel Commission Meeting:**
Tuesday, July 2, 2013, at 1:00 pm - *District Office Board Room*

Next Regular Personnel Commission Meeting:
Tuesday, July 9, 2013, at 4:00 pm - *District Office Board Room*

- **Cancelled**

❖ **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 **4:42 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at **6:09 p.m.** and reported on the following action taken in closed session:

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: 6:10 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.