



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 8, 2015

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, September 8, 2015**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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.

OPEN SESSION

I. GENERAL FUNCTIONS:

- A. Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:02 p.m.
- B. Roll Call:** Commissioners Pertel and Lippman were present. Commissioner Inatsugu was absent.
- C. Pledge of Allegiance:** Jana Hatch, Administrative Assistant, Personnel Commission, led all in attendance in the Pledge of Allegiance.
- D. Motion to Approve Agenda:** September 8, 2015

It was moved and seconded to approve the agenda as submitted. The motion passed.

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

E. Approval of Minutes for Regular Meeting on August 11, 2015

Of those present, only Commissioner Lippman attended the August 11, 2015 PC Meeting. This item was tabled.

F. Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments
 - **Director Cool introduced himself to the Personnel Commission, described his first few days on the job, and expressed a desire to learn more about the District before making any major changes.**

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 Pertel welcomed Director Cool to the District.**

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 five (5) minutes or less.

1. SEIU Report
 - **None**
2. Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, welcomed Director Cool to the District.**
 - **Dr. Kelly congratulated everyone on their efforts at the beginning of the school year.**
 - **Dr. Kelly provided an update on the selection process for Principal at John Muir Elementary School.**
 - **Dr. Kelly encouraged the Commissioners to review the previous Board of Education meeting in which Jan Maez, Associate Superintendent, Business & Fiscal Services/Chief Financial Officer, gave a presentation on the District's financial profile.**

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 five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) 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.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	2
Instructional Assistant - Classroom	12
Technology Support Assistant	3

It was moved and seconded to approve the Consent Calendar – II.A.01 Approval of Classified Personnel Eligibility List(s) as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Alberto Areliz in the classification of Paraeducator 3 at Range: 26 Step: C

It was moved and seconded to approve the Director’s recommendations for item III.A.02 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- **Commissioner Lippman voiced his opposition to the policy of advanced step placement (ASP), and stated that he would like to have a formal discussion at a future meeting once Director Cool settles in.**
- **Commissioner Lippman stated that he would vote in favor of ASP at this meeting because only two commissioners are present.**
- **Commissioner Pertel reiterated that as they move through the subsequent action items, Commissioner Lippman’s comments apply to all ASP items.**

A.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jan Chantarasompoth in the classification of Instructional Assistant - Classroom at Range: 18 Step: D

It was moved and seconded to approve the Director’s recommendations for item III.A.03 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

A.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Anilu Colula in the classification of Paraeducator 3 at Range: 26 Step: C

It was moved and seconded to approve the Director’s recommendations for item III.A.04 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

A.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Nick Comeau in the classification of Physical Activities Specialist at Range: 26 Step: C

It was moved and seconded to approve the Director’s recommendations for item III.A.05 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Chloe Hawkins in the classification of Instructional Assistant - Music at Range: 20 Step: B

It was moved and seconded to approve the Director's recommendations for item III.A.06 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jessica Jackson in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

It was moved and seconded to approve the Director's recommendations for item III.A.07 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Alaina Krumbach in the classification of Occupational Therapist at Range: 61 Step: C

It was moved and seconded to approve the Director's recommendations for item III.A.08 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Lee Olitt in the classification of Physical Activities Specialist at Range: 26 Step: C

It was moved and seconded to approve the Director's recommendations for item III.A.09 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.10 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Molly Plowe in the classification of Paraeducator 3 at Range: 26 Step: D

It was moved and seconded to approve the Director’s recommendations for item III.A.10 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.11 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Joseph Viesca in the classification of Custodian at Range: 22 Step: C

It was moved and seconded to approve the Director’s recommendations for item III.A.11 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.12 Reclassification Study:
Approval of the reclassification from Library Assistant I to Library Assistant II.

It was moved and seconded to approve the Director’s recommendations for item III.A.12 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- **Commissioner Lippman asked clarifying questions to confirm that there would be a single classification titled *Library Assistant*.**

- A.13 Classification Revision:
Approval of the title change to the Library Assistant II classification within the Instructional Support job family.

It was moved and seconded to approve the Director's recommendations for item III.A.13 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.14 Classification Revision:
Approval of the revisions to the Executive Director of Facilities, Maintenance, and Operations classification within the Facility Use job family.

It was moved and seconded to approve the Director's recommendations for item III.A.14 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.15 Classification Revision:
Approval of the revisions to the Lead Vehicle and Equipment Repair Mechanic classification within the Transportation job family.

It was moved and seconded to approve the Director's recommendations for item III.A.15 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

- A.16 Classification Revision:
Approval of the revisions to the Vehicle and Equipment Repair Mechanic classification within the Transportation job family.

It was moved and seconded to approve the Director's recommendations for item III.A.16 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

IV. DISCUSSION ITEMS:

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

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
 - August 12, 2015
- Classified Personnel – Merit Report - No. A.16
 - September 2, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.21
 - August 12, 2015
- Classified Personnel – Non-Merit Report – No. A.17
 - September 2, 2015
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-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>	October 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>	November 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>	December 2015

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, October 13, 2015, at 4:00 p.m. - *District Office Board Room*

VIII. 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.

IX. CLOSED SESSION:

- No Closed Session

X. 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						✓
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

TIME ADJOURNED: 4:16 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, 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.