



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

January 16, 2018

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mrs. Julie Waterstone, and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, January 16, 2018**, at **4:32 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

Note: This meeting was originally scheduled for January 9, 2018.

- ❖ **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:

- G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:32 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Waterstone were present.**
- G.03 Pledge of Allegiance: Dr. Mark Kelly, Assistant Superintendent of Human Resources, led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None

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.

G.05 Motion to Approve Agenda: January 16, 2018

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

G.06 Motion to Approve Minutes: December 19, 2017

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

G.07 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 expressed his gratitude to Ms. Caldera, Personnel Analyst, for serving as acting director during his paternity leave in December.**
 - **Director Cool updated the Personnel Commission with the status of current recruitments.**
 - **Director Cool informed the Personnel Commission about the District providing a clerical substitute for the department as one of the staff members has been on an extensive medical leave.**
 - **Director Cool updated the Personnel Commission on the new Personnel Commissioner recruitment. The selection interview will take place on January 18, 2018.**
- Advisory Rules Committee Update
 - **Director Cool stated that the advisory rules committee has not met for some time due to members' busy schedules.**

G.08 Personnel Commissioner Comments/Reports:

This is a 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 Waterstone wished Commissioner Inatsugu happy belated birthday.**

G.09 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.

- SEIU Report
 - **None**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about the District's planning and groundwork for the new school year 2018-2019.**
 - **Dr. Kelly updated the Personnel Commission on the Board of Education agenda for January 18, 2018 regarding the early learning pathway.**
 - **Dr. Kelly informed the Personnel Commission about Superintendent Drati's direction regarding an investigation of Board of Education potential conflict of interest review.**
 - **Dr. Kelly stated that the Board will adopt a resolution for Dr. Martin Luther King.**
 - **Dr. Kelly wished everyone happy new year.**

G.10 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.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification

Eligibles

Audience Services Coordinator	4
Health Office Specialist	3
Instructional Assistant - Classroom	13
Paraeducator-1	8
Paraeducator-3	3
Sports Facility Attendant	4

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Children’s Center Assistant	7
Sports Facility Attendant	6

- C.02 Advanced Step Placement:
Marlen Avalos in the classification of Senior Office Specialist at Range 25, Step D
- C.03 Advanced Step Placement
Breony Brown in the classification of Paraeducator-3 at Range 26, Step B
- C.04 Advanced Step Placement:
Ansuya (Anna) Chhabria in the classification of Director of Purchasing at Range M-59, Step E
- C.05 Extension of Working Out of Class:
Hector Avitia-Quintana in the classification of Equipment Operator-Tree Trimmer from Gardener, December 19, 2017 – May 1, 2018

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Buyer within the Fiscal job family

It was moved and seconded to approve the Director’s recommendations for item III.A.01 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

REPORT AND DISCUSSION

- Director Cool provided a brief background of the classification revisions for Buyer. The new Director – Purchasing, Ms. Anna Chhabria, recommended increasing the education requirement beyond the level of a high school diploma to an associate degree in Supply Chain Management, Business, or Legal Studies. Ms. Chhabria felt that it was unlikely that a person without a college degree would successfully perform the complex duties in the Purchasing Department. She was also concerned that a low level education requirement would mislead potential candidates into perceiving the position as an entry level.
- At this time, no changes were being made to the experience requirement.

A.02 Classification Revision:
Senior Buyer within the Fiscal job family

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	✓			✓			
Julie Waterstone		✓		✓			
Vacant							

REPORT AND DISCUSSION

- Director Cool stated that the education requirement was also increased for Senior Buyer classification specification from a high school diploma to an associate degree in Supply Chain Management, Business, or Legal Studies for the same reasons as in the Buyer classification specification.

A.03 Classification Revision:
Custodian within the Facility job family

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	✓			✓			
Julie Waterstone		✓		✓			
Vacant							

REPORT AND DISCUSSION

- Director Cool stated that the two main revisions pertained to physical demands and minimum education requirements.
- Director Cool informed the Personnel Commission that the lifting requirement of sixty-five (65) pounds was taken directly from an analysis performed by the District Risk Manager based on actual functions that Custodians already perform.

- **Director Cool stated that the minimum education requirements were revised using a flexible language of “training or education sufficient to demonstrate the knowledge and abilities listed in this job description” rather than leaving this section blank. Using this language as the minimum education requirement will still allow Personnel Commission staff to review and screen applications based on prior training and education.**

A.04 Classification Revision:
Lead Custodian within the Facility job family

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	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

REPORT AND DISCUSSION

- **Director Cool stated that the same revisions were made in Lead Custodian as in the Custodian classification specification.**

A.05 Classification Revision:
Director of Classified Personnel within the Personnel job family

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	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

REPORT AND DISCUSSION

- **Director Cool stated that in posting the job bulletin for Director of Classified Personnel, an inaccuracy was discovered in the abilities section, specifically to receive supervision from the Assistant Superintendent of Human Resources. The Director of Classified Personnel reports only to the Personnel Commission, in order to retain a neutral position within the District.**

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.

- No Discussion

V. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

VI. 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 (for SMMUSD School Board Agenda)
 - None
- I.05 Classified Personnel – Non-Merit Report
 - None
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2017 – 2018
- I.07 Board of Education Meeting Schedule
 - 2017 – 2018

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
New Personnel Commissioner	Selection Interviews	January 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, February 13, 2018, at 4:30 p.m. – *District Office Board Room*

IX. 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 the closed session.

- **None**

X. CLOSED SESSION:

- **No Closed Session**

XI. 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	✓		✓			
Julie Waterstone		✓	✓			
Vacant						

TIME ADJOURNED: 4:59 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.