



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 10, 2018

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, April 10, 2018**, at **4:39 p.m.**, 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:

- G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:39 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Jenkins, and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - **The Personnel Commission having met in Closed Session and having considered the candidates' qualifications for the Director of Classified Personnel, the Personnel Commission unanimously selected Mr. Eric Rowen. His starting date will be May 1, 2018.**

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: April 10, 2018

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

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

G.06 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 and Updates
 - **Interim Director Caldera updated the Personnel Commission with the status of current recruitments and departmental activities.**

G.07 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 thanked Interim Director Caldera for all her hard work and dedication to the Personnel Commission during Director Cool's paternity leave.**
- **Commissioner Inatsugu expressed her gratitude to Mrs. Cindy Johnston for her hard work during this period.**
- **Commissioner Inatsugu notified the Personnel Commission that April 10 is the Equal Pay Day- the symbolic day dedicated to raising awareness of the gender pay gap in the U.S.**
- **Commissioner Jenkins also expressed her gratitude to the Interim Director Caldera and entire staff for their dedication to the department when being understaffed.**
- **In regards to the Equal Pay Day, Commissioner Jenkins expressed her appreciation of the department's practices for determining the Advanced Step Placement that is based on solely on educational background, abilities, skills, and experience.**
- **Commissioner Jenkins notified the Personnel Commission about her absence on May 8, 2018, due to a pre-planned vacation.**

G.08 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
 - **Ms. Keryl Cartee-McNeely, Chief Steward, informed the Personnel Commission about the Janus v. AFSCME legal case regarding union fees for non-members who benefit from collective bargaining.**
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, distributed a report generated by the School Services of California regarding revenue sharing agreement in the Malibu Unification process.**
 - **Dr. Kelly also informed the Personnel Commission about the upcoming Board of Education meeting on April 12, 2018. Some of the agenda items will include review of PCB progress, further discussions on Malibu facilities, and authorization of formation of two school facilities improvement districts in order to potentially pass bonds in two communities.**
 - **Dr. Kelly notified the Personnel Commission about the current hiring for certificated administrators.**

G.09 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

Children’s Center Assistant	2
Electrician	1
Health Office Specialist	1
Instructional Assistant - Bilingual	3
Paraeducator	11
Senior Office Specialist	14

C.02 Advanced Step Placement: Sami Reilly
in the classification of Senior Office Specialist at Range A-25, Step C

- C.03 Advanced Step Placement: Dawn Lee
in the classification of Paraeducator 1 at Range A-20, Step D
- C.04 Advanced Step Placement: Amber Purdy
in the classification of Paraeducator 1 at Range A-20, Step B
- C.05 Advanced Step Placement: Piryanka Kothari
in the classification of Paraeducator 1 at Range A-20, Step B

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

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

REPORT AND DISCUSSION

- **Commissioner Jenkins inquired about criteria for education and specific degrees as they relate to a particular classification.**
- **Interim Director Caldera explained that there is wider range of acceptable degrees and general background needed for classifications such as Paraeducator 1. The educational criteria will be revised further in order to be closely compatible with specific classifications. The Advanced Step Placement criteria will be placed on the Personnel Commission agenda for discussion in near future.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision: Human Resources Technician

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	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- **Interim Director Caldera provided a brief background of the classification revisions for Human Resources Technician. There is currently a vacancy in the Human Resources Department. In addition, the classification specification has not been brought to the Personnel Commission with revisions since 1999.**

- She also described the methodology she used in the review process. The focus was on making the representative duties, knowledge, and abilities more general, so that they can be applicable to both Human Resources and Personnel department.
- Interim Director Caldera has consulted the revisions with Dr. Webb, Director of Human Resources, and Mrs. Johnston, Human Resources Technician.

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.

D.01 Proposed Budget – Personnel Commission Fiscal Year 2018/19 - First Reading

REPORT AND DISCUSSION

- Interim Director Caldera distributed and introduced the newly revised proposed budget for fiscal year 2018-2019.
- Mr. Gerardo Cruz, Director of Fiscal Services, provided an overview of the Personnel Commission budget indicating specific major changes. He pointed a decrease in the salary of the new Director of Classified Personnel. Director Cruz also stated that in the fiscal year 2017-2018, the District and the Union have negotiated one time off-schedule payment for all classified employees, including the Administrative Assistant and Human Resources Technicians.
- Commissioner Jenkins inquired about budgeting for vacant positions. Director Cruz replied that the District's past practice has been to budget between step two (2) and step three (3), based on a position level.
- Director Cruz has provided salary and benefits overview for all positions in the Personnel Commission.
- Director Cruz addressed the operating budget. He informed the Personnel Commission about a decrease in the object code 4400, since there have not been any major purchases in the past years.
- Commissioner Inatsugu recommended to keep the current budget in this object code for the new Director to be able to utilize his strong background in technology that would benefit the District.
- Interim Director Caldera presented the items in the object code 5890 including subscriptions to NEOGOV, an applicant tracking and recruitment system, and CODESP, a testing material database.
- Commissioner Jenkins recommended not changing the budget in the object code 4310.
- Director Cruz provided explanation of the difference between the object codes 4310 (purchased items up to \$500) and 4400 (purchased items from \$501 - \$5000), where items' monetary value places them into one of these categories, not their function.
- Director Cruz continued to review object codes in 5000 series including mileage reimbursement, conference expenses, professional organizations memberships, maintenance agreements, independent contractors, and advertising.

- Commissioner Inatsugu stated that the Personnel Commission would like to provide more professional development opportunities for staff and Commissioners. In the past, the Director of Classified Personnel conducted Commissioners' training as part of the regular Personnel Commission meetings in order to be fiscally responsible.
- Commissioner Jenkins inquired about the current District's budget philosophy.
- Director Cruz stated that the overall theme is based on Board's objectives for each department and school site within the District.
- Dr. Kelly stated that the Board charged Superintendent Drati with a goal to reduce deficit spending. The District's expectation is for each department to plan realistically and spend the allocated resources.
- Commissioner Jenkins inquired about the object code 5890.
- Interim Director Caldera stated that this code includes NEOGOV, an applicant tracking and recruitment system, CODESP, a testing material database, and other technology related services.
- Personnel Commission requested the Supplies and Equipment (series 4000) and Operating Expenses (series 5000) to be restored to the original proposal.
- Director Cruz will provide a presentation on the District's budget at the next regular Personnel Commission meeting in May.

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 No. VI.D.2. (for SMMUSD School Board Agenda)
 - March 15, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - March 15, 2018
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2017 – 2018

Personnel Commission will review the calendar for the next fiscal year in order to determine a more suitable day for regular meetings.
- I.07 Board of Education Meeting Schedule
 - 2017 - 2018

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Adoption of Budget - Fiscal Year 2018-2019	Second Reading	May 2018
Classified Employees Appreciation Reception		May 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, May 8, 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	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone			✓			

TIME ADJOURNED: 6:04 p.m.

Submitted by:

 Clare Caldera
 Secretary to the Personnel Commission
 Interim 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.