



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

June 12, 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, June 12, 2018**, at **4:35 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 4:35 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Commissioner Waterstone led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** June 12, 2018

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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

G.06 Motion to Approve Minutes: May 8, 2018

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

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

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 and Updates
 - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities.**
 - **Director Rowen informed the Personnel Commission about his meetings with principals at various school sites to address their classified staffing needs and concerns.**
 - **Director Rowen informed the Personnel Commission about staff's professional development. Ms. Clare Caldera, Personnel Analyst, attended the WRIPAC training on classification work. Director Rowen participated at the Personnel Commission Directors' Brown Bag meeting in Downey.**
 - **Commissioner Jenkins welcomed Director Rowen to the Personnel Commission and stated that she is looking forward to his leadership.**
 - **Commissioner Jenkins expressed her appreciation of the Personnel Commission staff's professional development.**
 - **Commissioner Waterstone expressed her appreciation to Director Rowen for his visits to the school sites that were well received and valued by the principals.**

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.

- **None**

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**
 - **Ms. Cartee-McNeely reported on the Labor and Management Teams' activities in Maintenance and Operation, Special Education, and Transportation.**
 - **Maintenance and Operation is engaged in staff summer training and the summer cleaning plan to prepare all campuses for the new school year.**
 - **The Special Education Labor Management Team will be providing a monthly flyer to Paraeducator unit members informing them about the team's activities. The Labor Management Team distributed a survey to all Special Education unit members, and thirty-three percent (33%) of the surveys were returned before the end of this school year.**
 - **The Labor Management Transportation Team has also distributed its survey to all unit members with thirty-eight percent (38%) of participation. In addition, a draft proposal for summer training was submitted in order to implement a training plan to meet competency mandates before the new school year.**
 - **Ms. Cartee-McNeely provided the Personnel Commission with an update on the Janus vs. AFSCME case.**
 - **Ms. Cartee-McNeely expressed her appreciation of participating in the Santa Monica High School graduation ceremony with the Class of 2018, especially as her granddaughter was one of the graduates. Ms. Cartee-McNeely is also a SAMOHI graduate, Class of 1974.**
 - **In closing, Ms. Cartee-McNeely thanked the Personnel Commission for supporting the Merit System and continuing to improve the processes and procedures for classified employees in the District. She also expressed her gratitude to Dr. Kelly and Dr. Webb for working closely with SEIU on labor and management matters in this past school year that were effectively resolved thanks to a very trusting and respectful working relationship.**

- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, thanked Ms. Cartee-McNeely for her kind words, and he also expressed his appreciation of the meaningful and respectful working relationship between the District and SEIU.**
 - **Dr. Kelly informed the Personnel Commission about the next Board of Education meeting agenda on Thursday, June 14, 2018. The agenda will include a comprehensive report from Mr. Richard Marchini, the Director of Food and Nutrition Services. Another agenda item will include discussion on separate fundraising for staff and school programs in Santa Monica and Malibu. There will be a special Board of Education meeting on Tuesday, June 19, 2018, a public hearing for the LCAP and the District budget. The preliminary reports were presented to the Board of Education on Monday, June 4, 2018. The final approval of the LCAP and the budget will take place on Thursday, June 28, 2018.**
 - **Dr. Kelly updated the Personnel Commission with the current certificated recruitments and hiring.**
 - **Dr. Kelly expressed his appreciation of attending graduation ceremonies at Malibu, Olympic, and Santa Monica High Schools, and promotion at Lincoln Middle School.**

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):

<u>Classification</u>	<u># Eligibles</u>
Audio-Visual Technician	1
Campus Security Officer	5
Job Development and Placement Specialist	2

C.02 Advanced Step Placement:

Maria Cerdon in the classification of Accounting Technician at Range 31, Step C

C.03 Advanced Step Placement:

Alia Joslin Ollikainen in the classification of Children’s Center Assistant-2 at Range 18, Step C

C.04 Advanced Step Placement:

Eric Rowen in the classification of Director of Classified Personnel at Range 64, Step C

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

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:
Credential Analyst within the HR/Personnel 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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Director Rowen provided a brief background of the classification revisions for Credential Analyst. He described the methodology that was used in the review process.
- Ms. Clare Caldera, Personnel Analyst, has closely collaborated with Dr. Suzanne Webb, Director of Human Services, to receive her input in order to obtain a comprehensive perspective of the position.
- Commissioner Jenkins complimented staff on providing clarity to specific job functions. She inquired about requirements for experience and education, and whether the duties would be described as professional or technical.
- Director Rowen clarified that the classification is a management position that requires higher level analytical skills for determining certificated credentials and salary placement for incoming hires as well as generating comprehensive reports.

A.02 Personnel Commission’s Twelve-Month Calendar of Events:
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2018-2019

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	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Commissioner Waterstone reviewed major points concerning the new fiscal year calendar based on the discussion that took place at the regular Personnel Commission meeting on May 8, 2018.

- The regular meeting day has been moved from a second Tuesday to a second Wednesday of each month. The starting time remains at 4:30 p.m.

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 Advanced Step Placement Status Report

REPORT AND DISCUSSION

- Director Rowen presented a historical background of the Advanced Step Placement Status Report. He provided a detailed analysis of the data within the report, described the methodology that was used in the collecting the data, voiced his concerns regarding its validity, and also provided a rationale for removal from the Personnel Commission agenda.
- Director Rowen stated that he will create a training session addressing the Advanced Step Placement program in a comprehensive manner.
- Commissioner Inatsugu recalled the reasoning of former Commissioners who requested the creation of this report and its addition to the monthly agenda as an Information Item. Commissioner Inatsugu agreed with the proposal to remove the report from the Personnel Commission agenda.
- Commissioner Jenkins suggested to keep the report as an internal document in the Personnel Commission Office in order to see the trend within a particular classification that would indicate an issue with a salary placement, or that would point to recruitment challenges related to a specific classification.
- Commissioner Jenkins requested that a Discussion Item to address the process and criteria of awarding the Advanced Step Placement be placed on a future agenda. She also agreed that the report is no longer needed in the Personnel Commission agenda.
- Ms. Cartee-McNeely provided a historical background of the challenges with awarding the Advanced Step Placement to new hires, and she addressed the role of Personnel Commission in this process.
- Commissioner Waterstone agreed that there is no longer need for generating this report for the Personnel Commission.
- Director Rowen stated that the report will be used internally within the department, but no longer presented to the Personnel Commission after it will be placed on the next regular Personnel Commission agenda as an Action Item.

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)
 - May 17, 2018Classified Personnel - Merit Report - No. IV.D.2
 - May 31, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - May 17, 2018Classified Personnel - Non-Merit Report - No. IV.D.3
 - May 31, 2018
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2017 – 2018**Commissioner Waterstone will be absent at the July 11, 2018 regular Personnel Commission meeting.**
- I.07 Board of Education Meeting Schedule
 - 2017 – 2018

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions Update - Definitions	Discussion	September 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 11, 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: 5:28 p.m.

Submitted by:

Eric Rowen
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.