



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

July 11, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Peter Lippman, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, July 11, 2017**, at **4:43 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 4:43 p.m.

G.02 Roll Call: Commissioners Inatsugu and Lippman were present.

G.03 Pledge of Allegiance: Commissioner Lippman led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: July 11, 2017

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	✓		✓			
Julie Waterstone						✓

G.06 Motion to Approve Minutes: June 13, 2017

It was moved and seconded to approve the minutes as revised – Adjournment voting block. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
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
 - Director Cool updated the Personnel Commission about intense summer recruiting, so that the schools are fully staffed for the next school year.
 - Director Cool reported to the Personnel Commission on Human Resource's initiative to lead the pilot on-line processing of Position Control forms.
 - Director Cool announced his intent to go on a paternity leave as he and his wife are expecting their first child late in October.
- Advisory Rules Committee Update - FORMAT
 - Director Cool stated that the final revisions to Chapter XIV: *Disciplinary Action and Appeal* are still in progress. The chapter will be presented to the Personnel Commission for first reading in September.

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 Inatsugu and Commissioner Lippman congratulated Director Cool on his pending fatherhood.

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

- Mrs. Keryl Cartee-McNeely, Chief Steward, updated the Personnel Commission on SEIU's initiatives in regard to classified employees' summer bridging and summer employment, bill AB 621, to pass in the Senate. AB 621 will create a 2-to-1 state-matched fund just for school employees.
- Board of Education Report
 - Dr. Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on certificated and administrative hiring for the new school year. Dr. Kelly stated that the School Services will have to open again the recruitment for the Assistant Superintendent of Business and Fiscal Services. He announced the new Principal of McKinley Elementary School, Dr. Ashley Benjamin, who was the Assistant Principal of Franklin Elementary School. The Human Resources Department is conducting a recruitment for a Principal of Webster Elementary School, a house Principal for Santa Monica High School, and Assistant Principals in Franklin Elementary School and John Adams Middle School.
 - Dr. Kelly notified the Personnel Commission about the agenda for the next Board of Education meeting that will take place on July 19, 2017. The main item on the agenda will be a report prepared by the Financial Oversight Committee.

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>
Campus Security Officer	12
Children's Center Assistant-1 & 3	6
Instructional Assistant - Classroom	5
Physical Activities Specialist	9
Production Kitchen Coordinator	2

It was moved and seconded to approve the Consent Calendar – II.C.01 Approval of Classified Personnel Eligibility Lists with the following amendment. The motion passed.

- Campus Security Officer – a correction was made for rank 9.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Approval of the revisions to the Electrician classification within the Facilities - Maintenance 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		✓	✓			
Peter Lippman	✓		✓			
Julie Waterstone						✓

REPORT AND DISCUSSION

- Director Cool provided a brief background of the classification revisions for Electrician regarding assignment types of high-voltage and low-voltage responsibilities and duties.
- Director Cool stated that educational requirement of a high school diploma or recognized equivalent was added. Experience and license requirements were clarified. In addition, minor clarifying changes were made to several of the duty statements as well as the supervision, knowledge, and ability sections.

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 Unification Questions Raised at Prior Personnel Commission Meetings

REPORT AND DISCUSSION

- Director Cool responded to Commissioner Lippman's questions regarding the potential unification of Malibu Unified School District and its impact on classified staff and the Personnel Commission. The questions included the merit system, a new Personnel Commission, reappointment of present Commissioners, layoff and bumping rights, classified staffing needs, and new classified salary schedules and job descriptions.
- Dr. Kelly responded to a question regarding a new employee's union. There would be a period of time in which the Malibu Unified School District would have to honor the existing collective bargaining agreement. Then the MUSD employees would have the right to choose representation and select a union organization, or they may choose not to unionize.
- Commissioner Inatsugu noted that the unification is a complex and timely process. It will not most likely impact the current Commissioners. In addition, she stated that there is not extensive guidance in the California Education Code addressing issues related to Merit Systems and Personnel Commissioners during and immediately after unification.
- Director Cool will provide the Commissioners with his responses via e-mail.
- Commissioner Inatsugu stated that the Personnel Commission will continue educating itself about the unification process.
- Dr. Kelly encouraged the Commissioners to monitor the progress of the unification and the Board's actions and direction over the next several months. He cautioned the Commissioners in terms of seeking a recommendation from the Director of Classified Personnel on unification as it is a community issue. It would not be appropriate for the Director to take a position. It is advisable to continue to obtain further information regarding the impact, and to continue asking questions such as these.
- Dr. Kelly assured the Personnel Commission about the District's full commitment to all students in Santa Monica - Malibu Unified School District.

V. **COMMISSIONER TRAINING/BRIEFING:**

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

T.01 Merit Rules

REPORT AND DISCUSSION

- Director Cool conducted an extensive training for the Personnel Commissioners on the Merit Rules as they relate to the authority and responsibility of the Commission. He cited several sections of the California Education Code explaining the Commission's jurisdiction.

- The Commission prescribes, amends, and interprets rules that ensure the efficiency of the classified service, the selection and retention of employees based on merit and fitness.
- Director Cool pointed out that if the rules are within the scope of the collective bargaining agreement, it takes precedence over the rules. Hence, the rules are composed in agreement with the Union contract, or the Union contract is directly referred to. The Merit Rules apply to the Board of Education, but they don't restrict its authority.
- Director Cool explained the revision process and introduced the Advisory Rules Committee composition. He also provided examples of revision processes from other agencies.
- Director Cool provided a comprehensive list of the Rules' subjects including applications, examinations, appointments, layoffs, compensation in classification, and job analysis and specifications, and many other areas of personnel management.
- Director Cool informed the Commission about proper posting and distribution of Merit Rules.
- Director Cool explained the authority of the Board of Education in contrast to the authority of the Personnel Commission. The Board of Education has jurisdiction over adoption of duties performed by all classified employees, developing salary schedules, and conducting disciplinary actions.
- Director Cool will e-mail the presentation to each Commissioner.

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. A.37 (for SMMUSD School Board Agenda)
 - June 29, 2017
- I.05 Classified Personnel – Non-Merit Report – No. A.38
 - June 29, 2017
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2016 – 2017

VII. PERSONNEL COMMISSION BUSINESS:

- B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2017

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, August 8, 2017, 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		✓		✓			
Peter Lippman	✓			✓			
Julie Waterstone							✓

TIME ADJOURNED: 5:39 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.