



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**September 12, 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, September 12, 2017**, at **4:34 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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 4:34 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Waterstone 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: September 12, 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: July 11, 2017**

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

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

**Motion to Approve Minutes: August 8, 2017**

It was moved and seconded to approve the minutes as submitted. 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 the three (3) strategic recruitments the department is currently working on - Director of Food and Nutrition Services, Director of Business and Fiscal Services, and Director of Purchasing.**
  - **Director Cool reported on the convocation that took place on August 17, 2017, at the Santa Monica High School's Barnum Hall. Commissioner Inatsugu was invited to speak on behalf of the classified employees. It was the first time that a Commissioner participated at opening remarks. The keynote speaker was Superintendent Drati presenting the three pronged approach to excellence through equity.**
- Advisory Rules Committee Update
  - **Director Cool stated that the Chapter XIV: *Disciplinary Action and Appeal* is finally on this agenda for first reading.**
  - **Director Cool informed the Personnel Commission about the committee's intent to revise specific rules from several chapters that need to be addressed before starting a new chapter.**

#### **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 Lippman announced that he will not seek a reappointment for another term on the Personnel Commission for personal reasons.**
- **Commissioner Inatsugu and Commissioner Waterstone expressed their appreciation of working with Commissioner Lippman wishing him their best.**
- **Commissioner Inatsugu shared her gratitude to be included on the presenters' panel at the District convocation.**

#### **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 the effective communication in Labor Management Team meetings and other District committees. SEIU has calendared meetings in Special Education, Transportation, and Maintenance & Operation Departments.**
  - **Mrs. Cartee-McNeely reported on SEIU's continuous initiative for classified employees' summer bridging and summer employment, Bill AB 621, to pass in the Senate. SEIU has made a request to the Board of Education to pass a resolution in support of the Bill.**
  - **Mrs. Cartee-McNeely read a statement issued by SEIU California in regard to the decision from the Trump administration on DACA.**
  - **Mrs. Cartee-McNeely informed the Personnel Commission about new SEIU website to support victims of Hurricane Harvey.**
  - **Mrs. Cartee-McNeely expressed her concern regarding the Personnel Commission Action agenda item, III.A.01, Accelerated Hiring Rate for the Licensed Vocational Nurse classification. SEIU is concerned about an inequity in the application of process and consideration for increased salary between management and bargaining unit positions. SEIU is asking the Personnel Commission to take notice and review their process and action in regard to recommendations related to salaries and reclassifications to ensure they are applying an equitable process for all classified employees.**
  - **Mrs. Cartee-McNeely expressed her gratitude to Commissioner Lippman for his dedicated service to the classified employees wishing him her best.**
  - **Commissioner Inatsugu expressed her support of the SEIU's initiatives regarding DACA.**

- Board of Education Report
  - **Dr. Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on certificated and administrative hiring for the 2017-2018 school year. He presented the new administrators - Principal of McKinley Elementary School, Dr. Ashley Benjamin, Principal of Webster Elementary School, Mr. Patrick Miller, Assistant Principal of Franklin Elementary School, Ms. Cynthia McGregory, Assistant Principal of John Adams Middle School, Ms. Martha Chacon, Assistant Principal of Malibu High School, Mr. Nauman Zaidi, and House Principal of Santa Monica High School, Mr. Isaac Burgess.**
  - **Dr. Kelly informed the Personnel Commission about the joint meeting of the Board of Education and Santa Monica College Board that included presentations on counseling and support services, mitigated disaster planning, and modernization of John Adam Middle School Auditorium. The next Board of Education meeting will take place on September 13, 2017. Dr. Ron Leaf will make a presentation on Applied Behavioral Analysis working with autistic students. Dr. Ben Drati will present a first part of a series - Student Achievement Lag Data Review - to monitor lag and lead data focusing on the 2016-2017 CAASP results. The Board of Education will continue the discussion on Santa Monica High School campus renovation, including parking.**

**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

Accounting Technician	7
Cafeteria Worker I	10
Children’s Center Assistant-1,2,3	7
Communications Specialist	3
Gardener	4
Health Office Specialist	1

Instructional Assistant - Classroom	11
Instructional Assistant – Physical Education	2
Painter	10
Physical Activities Specialist	6
Plumber	3
Production Kitchen Coordinator	2

C.02 Advanced Step Placement:

Sarah Barrett in the classification of Instructional Assistant - Classroom at Range 18, Step D

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

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

**REPORT AND DISCUSSION**

- **Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, if there is not a full quorum, he votes in favor in order not to disadvantage the employees being recommended for the salary increase.**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Accelerated Hiring Rate:

Licensed Vocational Nurse classification within the Student Services 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 rationale for the Accelerated Hiring Rate for the Licensed Vocational Nurse. There is difficulty of recruiting at the first step of the salary range. The recommendation is for Step C in order to attract more qualified candidates.**

- Director Cool stated that there is currently one (1) employee in this classification who has already exceeded Step C, so there will be no financial impact at this time.
- Commissioner Lippman inquired about the distinction between the Accelerated Hiring Rate and Advanced Step Placement.
- Director Cool clarified that the Accelerated Hiring Rate is geared towards recruitment and advertising efforts when there is difficulty of creating a solid pool of qualified applicants. Implementing the Accelerated Hiring Rate will impact all the incumbents in that particular classification.

A.02 Classification Revision:  
 Director of Purchasing and Warehouse 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			✓			
Peter Lippman	✓		✓			
Julie Waterstone		✓	✓			

**REPORT AND DISCUSSION**

- Director Cool provided a brief background of the classification revisions for Director of Purchasing and Warehouse after receiving valuable input from the subject matter experts – the Interim Purchasing Director, Ms. Loretta Courie, and Interim Assistant Superintendent of Business and Fiscal Services, Mr. Michael Bishop. All references to the District’s warehouse were removed as the Purchasing Department no longer utilizes or oversees it.
- Director Cool stated that the minimum experience requirement was increased. Duty statements were clarified, operationalized, and ranked base on criticality and frequency. Duties concerning leadership, supervision, and collaboration were added. Knowledge and Ability statements were clarified and reorganized to eliminate redundancy, and the terminology was updated.

**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 First Reading of Changes to Merit Rule:  
*Chapter XIV: Disciplinary Action and Appeal*

## **REPORT AND DISCUSSION**

- **Director Cool provided a brief background to the revisions of Chapter XIV, an important and frequently referenced chapter on disciplinary matters. District supervisors must be familiar with and adhere to rules and principals of Chapter XIV, and classified employees must learn about their rights, responsibilities, and the appeal process.**
- **Director Cool stated that the rules were grammatically corrected, their language was revised to provide more clarity, and references were made to the California Education Code, the Collective Bargaining Agreement, and the Board of Education.**
- **Director Cool reminded the Personnel Commission that a standard format has been established and will be applied when updating all the chapters into one (1) document. These revisions will not be brought to the Commission as the content remains the same.**
- **Commissioner Lippman inquired about Rule 14.2.3.C in regard to the conditions under which the Personnel Commission may sustain or reject the charges filed against the employee. Commissioner Waterstone clarified the Personnel Commission's authority in this decision making process.**
- **Commissioner Waterstone inquired about references to the Government Code and the Education Code. She suggested using the California Education Code to clarify the references in the Merit Rules glossary.**
- **Commissioner Inatsugu suggested linking the references to appropriate website links as well as updating definitions in the glossary.**
- **Commissioner Inatsugu inquired about the definition of a regular employee as stated in Rule 14.1.4.**
- **Director Cool explained that a regular employee is redundant because regular is both a probationary and permanent employee. There is no difference between the definition of regular classified employee and regular classified management.**
- **Commissioner Inatsugu inquired about specific examples of unprofessional conduct that can injure the District or its reputation noted in Rule 14.1.4.**
- **Dr. Kelly stated that unprofessional behavior that unprofessional behavior that may injure the District's reputation should be assessed on individual basis.**
- **Commissioner Inatsugu inquired about an open disciplinary hearing if requested by the appellant.**
- **Dr. Kelly stated that the deliberations would be conducted in a closed session.**

**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. VIII.D.2. (for SMMUSD School Board Agenda)
  - August 9, 2017
- Classified Personnel – Merit Report - No. VII.D.2.
  - August 30, 2017
- I.05 Classified Personnel – Non-Merit Report – No. VIII.D.3.
  - August 9, 2017
- Classified Personnel – Non-Merit Report – No. VII.D.3.
  - August 30, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2016 – 2017
- I.07 Board of Education Meeting Schedule
  - 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

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

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Tuesday, October 10, 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Julie Waterstone	✓		✓			

**TIME ADJOURNED: 5:32 p.m.**

Submitted by:

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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.