



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**November 14, 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, November 14, 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: November 14, 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: October 24, 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 has been recently working on. A candidate for Director of Food and Nutrition Services has been selected. The selection interviews for Director of Business and Fiscal Services are scheduled for November 21, 2017 with a certification summary including three (3) ranks. The qualification appraisal interviews for Director of Purchasing are scheduled for November 15, 2017.**
  - **Director Cool updated the Personnel Commission on his intermittent paternity leave.**
  - **Commissioner Lippman inquired about the Personnel Commissioner recruitment including any candidates that reside in Malibu. Director Cool listed the current candidates, but none of them are from Malibu.**

**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 expressed his regret for not being able to continue serving on the Personnel Commission. He acknowledged the Personnel Commission's valuable role and contribution to the District.**
- **Commissioner Waterstone thanked Commissioner Lippman for his service to the Personnel Commission, wishing him and his family all the best.**
- **Commissioner Inatsugu also acknowledged her appreciation for Commissioner Lippman's dedication to the District, wishing him the best.**

- **Director Cool thanked Commissioner Lippman for his time on the Personnel Commission and for paying careful attention to details; hence, improving the quality of the agendas and materials presented at the regular meetings.**

#### **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, Chief Steward, on behalf of SEIU, presented to Commissioner Lippman a small token of appreciation for his dedication to classified employees.**
  - **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's negotiations with the District that have been scheduled for November 29, 2017.**
  - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU restructuring their constitution and bylaws in order to increase effectiveness of union meetings. Members' ballots will be counted on November 17, 2017.**
  - **Ms. Cartee-McNeely notified the Personnel Commission about "right to work" laws in Indiana, which prohibit union membership as a requirement to obtaining and maintaining a job. SEIU is currently conducting a campaign for members to sign a recommitment membership card showing solidarity across the country.**
- **Board of Education Report**
  - **Dr. Suzanne Webb, Director of Human Resources, extended her best wishes to Commissioner Lippman and thanked him for his dedication and valuable contribution to the District.**
  - **Dr. Webb expressed her gratitude for the close team work between Human Resources and Personnel Commission in the past two (2) years.**
  - **Dr. Webb shared the District's appreciation for the Director of Food and Nutrition Services recruitment. The District is glad to welcome the new director, Mr. Richard Marchini, as the new administrator for the Food and Nutrition Services.**
  - **Dr. Webb also announced the appointment of the new Assistant Superintendent, Business and Fiscal Services, Ms. Melody Canady.**
  - **Dr. Webb informed the Personnel Commission about the Board of Education special meeting in regard to the K-12 Inquiry-Based Learning Educational Program. Another special meeting will take place on November 16, 2017 with a presentation of 2017-2018 Single Plans for Student Achievement for Elementary and Secondary Schools.**
  - **Dr. Webb notified the Personnel Commission about the current status on Malibu Unification. Superintendent Drati's recent message on the topic has been included in the Commissioners' agenda packets.**

**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>
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Children’s Center Assistant-1,2,3	8
Library Assistant	2
Licensed Vocational Nurse	3
Office Specialist	22
Senior Office Specialist	10
Sports Facility Attendant	4

C.02 Advanced Step Placement:

Marenda Clark in the classification of Paraeducator-1 at Range 20, Step B

C.03 Advanced Step Placement:

Peggy Moreno in the classification of Instructional Assistant - Classroom at Range 18, 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			✓			
Peter Lippman	✓				✓	
Julie Waterstone		✓	✓			

**REPORT AND DISCUSSION**

- **Director Cool pointed out that an additional candidate has been added to the most current Senior Office Specialist eligibility list after her application was re-evaluated for minimum qualifications.**

- Commissioner Lippman requested clarification on item II.C.02 regarding work experience.
- Ms. Clare Caldera, Personnel Analyst, explained the formula for calculating the candidate's part-time work experience.
- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; hence, he abstained from voting.

### III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- No Action

### 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 XV: Resignation and Retirement*

#### **REPORT AND DISCUSSION**

- Director Cool provided a brief background to the revisions of Chapter XV, which were quite self-explanatory. The revisions were made mainly to provide clarity.
- Commissioner Waterstone revised the punctuation in Rule 15.1.3.D.

### 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. V.D.2. (for SMMUSD School Board Agenda)
  - October 19, 2017
- Classified Personnel – Merit Report - No. VIII.D.2.
  - November 2, 2017
- I.05 Classified Personnel – Non-Merit Report – No. V.D.3.
  - October 19, 2017

Classified Personnel – Non-Merit Report – No. VIII.D.3.

- November 2, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
- 2016 – 2017
- I.07 Board of Education Meeting Schedule
- 2017 – 2018
- I.08 Malibu Unification – Superintendent Dr. Ben Drati’s Message

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XV: Resignation and Retirement</i>	January 2018

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

Tuesday, December 19, 2017, at 4:30 p.m. – *District Office Board Room*

**The regular Personnel Commission meeting was moved from December 12 to December 19, 2017 due to Commissioner Waterstone’s professional commitment.**

**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: 5:15 p.m.**

Submitted by:

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Michael Cool  
Secretary to the Personnel Commission  
Director, Classified Personnel

The meeting was adjourned in memory of Mrs. Jennifer Pust, Santa Monica High School English Teacher, and Mr. Ronald Guercio, SMMUSD retired Campus Security Officer, who recently passed away.

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.