



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 8, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, March 8, 2016**, 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 4:05 p.m.**
- G.02 Roll Call: Commissioners Pertel and Lippman were present. Commissioner Inatsugu was absent due to a PTA business trip in Sacramento.**
- G.03 Pledge of Allegiance: Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: March 8, 2016**

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		✓	✓			
Joseph Pertel	✓		✓			

G.05 Motion to Approve Minutes: February 9, 2016

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		✓	✓			
Joseph Pertel	✓		✓			

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
 - **Director Cool announced that Ms. Beth Papp, Human Resources Technician, accepted a Senior Administrative Assistant position at Malibu High School. He expressed his gratitude to Ms. Papp for her dedicated service and valuable expertise. Ms. Papp will be greatly missed in the Personnel Commission office. Director Cool congratulated Ms. Papp on the promotion wishing her all the best in this new endeavor.**
- Commissioner Reappointment
 - **Commissioner Inatsugu's reappointment was approved by the State Superintendent of Public Instruction on February 10, 2016.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays.***

G.07 Personnel Commissioner Comments/Reports:

This is 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 reported about attending four (4) sessions at the CSPCA annual conference that took place on February 26, 2016 in Anaheim.**

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. Cartee-McNeely, Chief Steward, congratulated Ms. Beth Papp on accepting the Senior Administrative Assistant position at Malibu High School.**
 - **Ms. Cartee-McNeely informed the Personnel Commission on progress during negotiations with the District on March 1, 2016. The discussion also included the classification and salary study.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about the collaborative initiatives of the steward council and labor management team in Special Education Department addressing training schedule and better professional support for Paraeducators.**

- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, provided information about the District's budget for the next school year. At the last Board of Education meeting, Ms. Jan Maez, presented a fiscal report from the State's perspective on the District's status.**
 - **Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives and preparations for discussions on Malibu unification within sixty days (60) timeline.**
 - **Dr. Kelly notified the Personnel Commission that on April 7, 2016, the Board of Education will receive a comprehensive report from Dr. Noguera, a renowned sociologist and education leader, on closing the achievement gap in the District.**
 - **Dr. Kelly also informed the Personnel Commission about the District's negotiations with SEIU.**
 - **Dr. Kelly provided information about the Human Resources' school visits for staffing for the next school year.**
 - **Dr. Kelly congratulated to Ms. Papp expressing his appreciation for Malibu High School and confidence that Ms. Papp will be a great addition to the their staff.**

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

Administrative Assistant	1
Administrative Assistant	9
Children’s Center Assistant-1,2,3	5
Lead Vehicle and Equipment Mechanic	1
Senior Administrative Assistant	8
Sports Facility Attendant	6

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jessica Castillo in the classification of Senior Administrative Assistant at Range: 34 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Catherine Morrison in the classification of Senior Office Specialist at Range: 25 Step: C

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Kristell Villacorta in the classification of Accounting Technician at Range: 29 Step: F

C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Arieus Woodard in the classification of Paraeducator-1 at Range: 20 Step: B

It was moved and seconded to approve the Consent Calendar – II.C.01 -05 Approval of Classified Personnel Eligibility List(s) and Advanced Step Placements as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Accelerated Hiring Rate:
Authorization to Use the Accelerated Hiring Rate for Lead Vehicle and Equipment Mechanic classification at Range: Step: D – F

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		✓				
Joseph Pertel	✓					

REPORT AND DISCUSSION

- None

A.02 Accelerated Hiring Rate:
Authorization to Use the Accelerated Hiring Rate for Vehicle and Equipment Mechanic classification at Range: Step: D – F

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		✓				
Joseph Pertel	✓					

REPORT AND DISCUSSION

- None

A.03 Classification Revision:
Approval of the revisions to the Special Education Data Technician classification within the Clerical job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.03 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						✓
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- Ms. Cartee-McNeely discussed a training component and level of accountability while serving as a District resource to other data technicians and other staff within the Special Education Local Plan Area (SELPA).
- Ms. Cartee-McNeely requested to re-evaluate the classification specification in order to determine a need for changing the title and/or the salary range in the next six (6) to eight (8) months.
- Director Cool provided a brief history and rationale for these revisions regarding SELPA training.
- Director Cool conducted a salary survey; however, no comparable position including the training component was found in other Districts.
- Director Cool agreed with Ms. Cartee-McNeely that further assessment in this area is needed after the incumbent cooperates with SELPA.

A.04 New Classification:

Approval of the new classification Sports Facility Supervisor within the Facility Use job family.

It was moved and seconded to approve the Director's recommendations for item III.A.04 as amended. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

REPORT AND DISCUSSION

- Director Cool proposed an edit regarding working conditions/physical demands – ability to lift up to 50 lb., not 15 lb.

A.05 Merit Rules:

Adoption of Second Reading of Changes to Chapter V:
Recruitment and Examination

It was moved and seconded to approve the Director's recommendations for item III.A.05 as amended. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							✓
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

REPORT AND DISCUSSION

- Director Cool, in collaboration with the Advisory Rules Committee (ARC), has identified certain sections of Chapter IV that are more appropriately placed in Chapter V. The Advisory Rules Committee was

not planning to review Chapter V in its entirety at this time. However, because certain sections were removed from Chapter IV, unless the language is included in Chapter V, it will be absent from the rules altogether. Therefore, the majority of Chapter V was not reviewed.

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.

- **No Discussion Items**

V. 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.21 (for SMMUSD School Board Agenda)
 - February 18, 2016
- Classified Personnel – Merit Report - No. A.14
 - March 3, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.22
 - February 18, 2016
- Classified Personnel – Non-Merit Report – No. A.15
 - March 3, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	April 2016
Preliminary Budget – Fiscal Year 2016-2017	- First Reading	April 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees		May 2016

Appreciation Reception		
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VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
 Tuesday, April 12, 2016, at 4:00 p.m. - *District Office Board Room*

VIII. 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 closed session.

- None

IX. CLOSED SESSION:

- No Closed Session

X. 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		✓	✓			
Joseph Pertel	✓		✓			

TIME ADJOURNED: 4:35 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.