



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 12, 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, April 12, 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 4:11 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a work engagement.**
- G.03 Pledge of Allegiance: Commissioner Lippman led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: April 12, 2016**

It was moved and seconded to approve the agenda with the following amendments. The motion passed.

- **Agenda item III.A.02 – “Classification Revision - Custodian”**
- **Agenda item IV.D.01 – “Proposed Budget – Personnel Commission Fiscal Year 2016/17”**

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: March 8, 2016

Of those present, only Commissioner Lippman attended the March 8, 2016 PC Meeting. This item was postponed and moved to the May Personnel Commission meeting.

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 stated that the new minimum wage in California will increase by fifty (50) cents next year, and then it will gradually rise until it reaches fifteen (15) dollars per hour. These changes will also be implemented by the City of Santa Monica. The District's salary schedules will be adjusted accordingly to reflect the modifications.
 - Director Cool announced that digital time clocks are going to be used in the District. The Personnel Commission, Human Resources, and Fiscal Services will be the departments to participate in the pilot program testing this new technology for attendance. Training is scheduled for next week.
 - Director Cool also informed the Personnel Commission about implementing a digital processing of Position Control forms either using Chalk Schools platform or NEOGOV, which is already utilized for recruitments. Chalk Schools presentation is schedule for next month. Chalk Schools platform is already in practice managing on-line conference and travel reimbursement.
Commissioner Inatsugu shared her positive experience with electronic processing of travel reimbursement by PTA.
 - Director Cool invited Personnel Commissioners to the Classified Employees Appreciation reception that will be held on Tuesday, May 17, 2016 in the District Board Room.
 - Director Cool updated the Personnel Commission about the Human Resources Technician recruitment. He reached out to personnel analysts at Santa Monica College and Anaheim Union High School District to assess the technical project. Qualification Appraisal Interviews are scheduled for next week. Director Cool expressed his

gratitude to Ms. Lamping for conducting the recruitment efficiently and timely.

- **Advisory Rules Committee Update**
 - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*. It is a very complex and long chapter that requires extensive discussions.**

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 Inatsugu expressed gratitude to Commissioner Lippman for chairing the last meeting in her absence.**

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 updated the Personnel Commission on negotiations with the District. Two (2) meetings were scheduled for April 13, 2016 and April 26, 2016 to continue discussions in regards to the salary study and benefits.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's international convention in Detroit in May 2016. The convention will identify the primary directives for the union for the next four (4) years.**
 - **Ms. Cartee-McNeely notified the Personnel Commissioners about SEIU Local 99's initiative to collect members' signatures in support of voting for extending Proposition 30 that is due to expire next year.**
 - **Ms. Cartee-McNeely commented on Dr. Noguera's presentation on the current state of equity and opportunities to learn in the District. She stated that the presentation brought very meaningful facts and honest observations that bring hope for education of all students and sense of unification in our District.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about Dr. Noguera's report that is available on the District website in its entirety together with the PowerPoint presentation and an executive summary. It is an inspiring presentation including major themes such as coherence, alignment, and student engagement across schools. In terms of equity, ensuring outcomes for student achievement, there is a need for the District to establish common academic expectations.**

- Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives and discussions on Malibu unification within sixty days (60) timeline, so that specific recommendations can be made to the Board of Education.
- Dr. Kelly also informed the Personnel Commission about the District's negotiations with SEIU.
- Dr. Kelly recognized Dr. Suzanne Webb, the Director of Human Resources, for her work with several departments regarding supervision and evaluation of classified employees.

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):

<u>Classification</u>	<u># Eligibles</u>
Cafeteria Worker I	7
Carpenter	4
Custodian	21
Instructional Assistant - Classroom	10
Office Specialist	11
Paraeducator-1	26
Paraeducator-3	5
Physical Activities Specialist	2
Senior Office Specialist	8
Stock and Delivery Clerk	12

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Curtis Jelks in the classification of Campus Security Officer at Range: 25 Step: D

- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Katherine Meisel in the classification of Paraeducator-1 at Range: 20 Step: D
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Adelma Molina-Carranza in the classification of Laboratory Technician at Range: 26 Step: D
- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Antonio Rubalcaba in the classification of Facilities Technician at Range: 45 Step: C

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

- **Commissioner Lippman voiced his opposition to the policy of advanced step placement (ASP), and stated that he is going to vote in favor of ASP at this meeting only because just two commissioners are present, and he does not want to penalize the employees.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Reclassification Study:
Approval of the reclassification from Sports Facility Coordinator to Sports Facility Supervisor – **Mr. Brian Part**

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

- **Director Cool stated that the incumbent, Mr. Part, has met the reclassification requirements gradually increasing his duties. After thorough analysis, it was determined that he is performing higher-level**

duties outside the scope of Sports Facility Coordinator, but within the scope of Sports Facility Supervisor.

- Director Cool clarified what is meant by workload issues and explained the difference between the amount of work allocated to an employee and the nature and complexity of specific duties.

A.02 Classification Revision:

Approval of the revisions to the Custodian classification within the Operations 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	✓		✓			
Joseph Pertel						✓

REPORT AND DISCUSSION

- Director Cool thanked Ms. Cartee-McNeely for initiating the classification revisions to Custodian and Lead Custodian.
- Director Cool provided a brief background and rationale for revising specific tasks performed on the job and clarifying the different types of assignments for crew-based and site-based custodians.
- Director Cool also pointed out that a valid Class “C” California Driver license and a good driving record may be required per assignment.
- Commissioner Lippman proposed inserting a duty for custodians being responsible for reporting building deterioration.
- Director Cool suggested to approve the current version of the classification specification and speak with the management within the Operation Department regarding Commissioner Lippman’s proposal.
- Commissioner Lippman also recommended a system for overtime rotation.
- Director Cool indicated that rules for assigning overtime are negotiated items outlined in the SEIU Bargaining Agreement.
- Director Cool suggested to bring contract language to the next regular Personnel Commission meeting in May.
- Commissioner Inatsugu requested that approval and revision dates be listed at the end of draft revised classification specifications submitted to the Personnel Commission for approval. That way the Commission will be approving the final document.

A.03 Classification Revision:

Approval of the revisions to the Lead Custodian classification within the Operations 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

- **Director Cool thanked again Ms. Cartee-McNeely for initiating revisions and finding discrepancies and overlap between Custodian and Lead Custodian classification specifications.**
- **Director Cool noted that a requirement to have a valid Class “C” California Driver license and a good driving record has been added.**
- **Director Cool provided an overview of the changes citing SEIU contract language regarding guidance on the authority and roles of lead workers.**
- **Commissioner Lippman proposed inserting a duty for lead custodians being responsible for reporting building deterioration.**
- **Director Cool will bring this proposal to Operations’ management for their consideration.**

A.04 New Classification:
Approval of the new classification Chief Operations Officer within the Business Services 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 stated that the Facility Use Department has continued its reorganization. As a part of that planning, the District has identified specific needs for the Facility Use and also other departments that are impacted by the reorganization. A new job description has been requested to meet these needs overseeing and guiding multiple departments.**
- **Director Cool explained the process of establishing a new classification as the Board of Education approves specific duties that are being further developed and analyzed by the Personnel Commission. If it is determined that these duties fit appropriately within an existing classification, the duties are classified, and the job description is finalized. If the requested duties do not line up with a current classification, a new classification specification is created. In this case, the job description is being presented to the Personnel Commission first. The Board of Education is aware of the situation, but they have not approved it yet. This classification specification has the full support of the Executive Cabinet.**

- Commissioner Inatsugu inquired about whether there is a need for the Personnel Commission to formally abolish a related classification, Executive Director of Facilities, Maintenance and Operations.
- Director Cool noted that there are several classifications that are not currently filled, and they are not archived. In addition, the classification cannot be abolished at this time because a temporary employee serves in that capacity.

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 Proposed Budget – Personnel Commission Fiscal Year 2016/17 - First Reading

REPORT AND DISCUSSION

- Director Cool presented the proposed budget for fiscal year 2016-2017.
- Director Cool provided a brief background to developing the budget proposal. He met with Ms. Jan Maez, Assistant Superintendent of Business and Fiscal Services, and Ms. Pat Ho, Director of Fiscal Services, who assisted with the budget process. They have already incorporated salary and benefits increase for next year.
- Director Cool addressed the operating budget that will not significantly differ from the current budget. He informed the Personnel Commission about his intent to increase the account 5802 for consultants and the account 2430 clerical hourly for overtime during summer recruitments.
- Commissioner Lippman inquired about the kind of consultants the Personnel Commission may potentially hire.
- Director Cool stated that there is a possibility of obtaining a project management software specifically designed for classification and test selection; hence, a consultant would be needed for implementation and customizing for the District's needs.
- Commissioner Lippman inquired about the decrease in the director's salary in the last fiscal year and the increase in the human resources technicians category in the next fiscal year.
- Director Cool explained that the decrease in the director's salary was caused by the department operating without a permanent director for a few months, and the Personnel Analyst worked out of class. Regarding the human resources technicians category, the budget was calculated before one of the technicians promoted. A new employee in the position will earn less money due to lack of seniority.
- Commissioner Lippman also inquired about the allocation for conferences.
- Director Cool stated that he would like to focus on staff professional development next fiscal year.
- Commissioner Lippman noted that there was no expense for advertising this year.

- Director Cool explained that the expenditure in this account depends on the difficulty of recruitment and the kind of periodicals the advertisement takes place in.
- Commissioner Lippman asked about zero expense in Postage and Postage Meters in the past two (2) years.
- Ms. Jana Hatch, Administrative Assistant, explained that the account is used only for special posting apart from the regular District mailing.

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.15 (for SMMUSD School Board Agenda)
 - March 17, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.16
 - March 17, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016

Classified Employees Appreciation reception is scheduled on May 17, 2016, and it was added to the calendar.
The June 14, 2016 Regular Personnel Commission meeting will take place at Webster Elementary School in Malibu. It was added to the calendar.
- 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>	May 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees Appreciation Reception		May 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, May 10, 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: 5:09 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.