



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

August 11, 2015

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, August 11, 2015**, 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:

- A. Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:06 p.m.**
- B. Roll Call: Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a travel abroad.**
- C. Pledge of Allegiance: Ms. Jan Maez, Associate Superintendent, Business & Fiscal Services/Chief Financial Officer, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: August 11, 2015**

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						✓

E. Motion to Approve Minutes: July 14, 2015

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						✓

F. 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
 - Interim Director Lamping updated the Personnel Commission on the current recruitments and vacancies and expressed her gratitude to the Personnel Commission staff for meeting the District's needs during this demanding recruitment season.
 - Interim Director Lamping announced that both new administrators, the Director of Classified Personnel, and Director of Food Services will start on September 1, 2015.
 - Interim Director Lamping informed the Personnel Commission about implementation of the new sub finder system, AESOP, for the new school year. This process is done in close cooperation with the Human Resources Department.
 - Interim Director Lamping invited the Personnel Commissioners to the District's convocation on August 18, 2015 in Santa Monica High School, at the Barnum Hall.

G. 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 commended Interim Director Lamping for her hard work and leadership during this summer.
- Commissioner Inatsugu also expressed her appreciation for Interim Director Lamping's diligent efforts in the absence of the new permanent director.
- Commissioner Inatsugu informed the Personnel Commission about her meeting with the new Director of Classified Personnel, Mr. Michael Cool.
- Commissioner Inatsugu was also looking forward to meeting the new Director of Food Services.

H. 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.

1. SEIU Report

- **Ms. Cartee-McNeely, Chief Steward, expressed her gratitude to Interim Director Lamping for her high level of professionalism and her commitment to the District during this interim time.**
- **Ms. Cartee-McNeely also acknowledged a great working relationship between SEIU and Dr. Mark Kelly, Assistant Superintendent of Human Resources, and thanked him for the high level of collaboration and professionalism when resolving several challenging unresolved issues in regard to classified employees.**
- **Ms. Cartee-McNeely expressed her hope for working collaboratively with the new Director of Classified Personnel as well as with other newly hired administrators.**
- **Ms. Cartee-McNeely informed the Personnel Commission about the benefits of labor management practices implemented in the Maintenance and Operations Department.**
- **Ms. Cartee-McNeely expressed her appreciation of participating in the convocation each year. It is a great opportunity to share the District's vision with certificated and classified staff alike.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District's final preparations for the coming school year including certificated staffing.**
- **Dr. Kelly also informed the Personnel Commission about the management team's summer retreat where the District's strategy and direction, concepts such as team versus group, leadership, purpose, and motivation were discussed at length.**
- **Dr. Kelly expressed his enthusiasm for the convocation, where the key speaker will be Dr. Pedro Noguera.**

I. 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.

A.1 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	3
Cafeteria Worker I	9
Children’s Center Assistant 1, 2, & 3	5
Director of Classified Personnel	3
Director of Food Services	3
Elementary Library Coordinator	4
Instructional Assistant – Physical Education	2
Paraeducator-1	8
Paraeducator-3	4
Physical Activities Specialist	4

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Instructional Assistant – Bilingual	5
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It was moved and seconded to approve the Consent Calendar – II.A.01 Approval of Classified Personnel Eligibility List(s) as submitted. The motion passed.

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

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.2 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Michael Cool in the classification of Director of Classified Personnel at Range: M-64 Step: C

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

- **Interim Director Lamping recommended to grant the Advanced Step Placement to the new Director of Classified Personnel for his education – he holds a Master’s Degree in Industrial and Organizational Psychology.**
- **The Advanced Step Placement is also recommended for the difficulty of recruitment with less than three (3) ranks on the eligibility list.**
- **Commissioner Lippman explained his rationale for voting positively in these two cases (also referencing III.A.03) in order to not harm the employees.**
- **Commissioner Lippman expressed his concern regarding the high cost of advanced step placements awarded to newly hired employees and its relation to the classification and compensation study.**
- **Ms. Cartee-McNeely inquired about the difficulty of recruitment and the implementation of an accelerated hiring rate versus advanced step placement.**
- **Ms. Maez mentioned the specific criteria established by the former Director of Classified Personnel that allow for Advanced Step Placement in this case.**

A.3 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Elizabeth Powell in the classification of Director of Food Service at Range: M-55 Step: D

It was moved and seconded to approve the Director’s recommendations for item III.A.03. with revisions regarding the difficulty of recruitment rationale. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Lamping provided revisions in the rationale in regards to the difficulty of recruitment with only one (1) rank after removal of two (2) ranks due to a lack of interest and a failed reference check.**

A.4 Classification Revision:

Approval of revisions to the HVAC Mechanic classification within the Maintenance job family.

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

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

REPORT AND DISCUSSION

- **Interim Director Lamping provided a brief background and rationale for revisions of the minimum qualifications requirements for EPA certification.**

A.5 New Classification:
Approval of the new classification Audience Services Coordinator within the Facility Use job family.

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

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

REPORT AND DISCUSSION

- **Interim Director Lamping corrected the verbiage in the rationale under the Director's recommendations section in regard to the salary placement at range 38.**
- **Interim Director Lamping provided a brief background for creating this position and the District's specific needs for it. In the past, it was either contracted out or District employees would work out of class.**

A.6 New Classification:
Approval of the new classification Executive Director of Facilities, Maintenance, and Operations within the Facility Use job family.

It was moved and seconded to approve the Director's recommendations for item III.A.06. as corrected. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Lamping corrected the verbiage in the rationale under the Director's recommendations section in regard to the salary placement at range M-76.**

- This position was created in order to direct and manage the new structure of the Facilities, Maintenance, and Operations Department as it also relates to the District’s bond program.
- Commissioner Lippman inquired about the restructuring of the department as it relates to management positions.
- Ms. Maez provided a brief background of the District’s need for establishing this new position. Essentially, it is a reconfigured position, similar to the Director of Maintenance and Operations position that was eliminated during the recession. The bond operation duties were added to this new position. The current vacant Director of Facilities Improvement position may not be filled in the future.

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.

- None

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.1 Advanced Step Placement Status Report
- I.2 Open Personnel Requisitions Status Report
- I.3 Filled Personnel Requisitions Status Report
- I.4 Classified Personnel – Merit Report - No. A.26 (for SMMUSD School Board Agenda)
 - July 15, 2015
- I.5 Classified Personnel – Non-Merit Report – No. A.27
 - July 15, 2015
- I.6 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.7 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	October 2015
	-Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -First Reading of Changes to Merit Rules:	November 2015

	<i>Chapter V: Recruitment and Examination</i>	
	-Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> -First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	December 2015

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, September 8, 2015, 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.

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: 5:42 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.