



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**December 8, 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, December 8, 2015**, 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:**

- A. Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:05 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel, and Lippman were present.**
- C. Pledge of Allegiance: Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: December 8, 2015**

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

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

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.

**E. Motion to Approve Minutes:** October 13, 2015 and November 10, 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
  - **Director Cool informed the Personnel Commission about contacting Webster Elementary School to conduct a regular Personnel Commission meeting in Malibu.**
  - **Director Cool notified the Personnel Commission about his meeting with the former personnel director at LACOE, Mr. Rod Freudenberg, who created a software for recruitment and classification tracking. He received a free copy to test it out to determine if it would be beneficial for the department.**
  - **Director Cool informed the Personnel Commission about a score correction to an eligibility list that was submitted/approved at the last regular meeting.**
  - **Director Cool informed the Personnel Commission that Advanced Step Placement items were again being placed in the Consent Calendar since the majority of them are being approved collectively.**
  - **Director Cool also mentioned that the Advanced Step Placement Status Report may be removed or considerably revised on the next agenda in January 2016.**
- Commissioner Reappointment
  - **Commissioner Inatsugu formally declared that she would seek reappointment for another three-year term. It will be presented to the Board of Education for approval on January 21, 2016. Afterwards the paperwork will be submitted to the State Superintendent of Public Instruction, who will make the formal appointment.**
- Advisory Rules Committee Update
  - **Director Cool informed the Personnel Commission about revisions to Chapter III: *Classification*.**
  - **Chapter IV: *Application for Employment*, and the Advanced Step Placement will be presented to the committee at their next meeting in December.**
  - **Commissioner Lippman inquired about members. Director Cool stated that the committee is comprised of representatives from the Personnel Commission, Human Resources, Payroll, Purchasing, and SEIU.**

#### **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 requested to attend the annual conference of California School Personnel Commissioners Association.**
- **Commissioner Inatsugu shared her observations regarding the PTA Council holiday breakfast she attended, as did Director Cool and the new Director of Food and Nutrition Services, Ms. Elizabeth Powell.**

#### **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

- **None**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about negotiations with CTA using the interest-based bargaining process.**
- **Dr. Kelly informed the Personnel Commission about FRISK training for classified and certificated managers.**
- **Dr. Kelly notified the Personnel Commission that there would be two (2) consecutive Board of Education meetings on December 10 and December 17 to cover all agenda items that were not covered in November, due to an extensive discussion regarding school district unification. The Financial Oversight Committee was charged to examine the financial implications of the unification. Their original report stated that there are no deal breakers to unification. However, when staff further analyzed its budget, it determined that the District falls into a unique classification called minimum state aid. It means that the remaining Santa Monica School District would be severely financially disadvantaged in terms of dollars per student. The Financial Oversight Committee presented a follow-up report to withdraw the previous qualification of no known deal breakers.**
- **Commissioner Inatsugu inquired about access to the Financial Oversight Committee's report. Dr. Kelly stated that the documents related to the unification are on the District's website under November 19, 2015 Board of Education agenda.**
- **Dr. Kelly wished happy winter holidays.**

#### **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

**J. Personnel Commission Organization – Election of Personnel Commission Officers:**

**Election of Personnel Commission Officers** (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair: Barbara Inatsugu

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

**It was moved and seconded to elect Commissioner Inatsugu as the Personnel Commission Chair. The motion passed.**

b. Nomination of Vice-Chair: Peter Lippman

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

**It was moved and seconded to elect Commissioner Lippman as the Personnel Commission Vice-Chair. The motion passed.**

**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.01 Approval of Classified Personnel Eligibility List(s):

Classification

# Eligibles

Accounting Technician	10
Administrative Assistant	1
Campus Security Officer	12
Children’s Center Assistant 1, 2, 3	6
Executive Director of Facilities, Maintenance, and Operations	11
Facilities Technician	2

Human Resources Specialist	13
Lead Vehicle and Equipment Mechanic	3

**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		✓	✓			

### **REPORT AND DISCUSSION**

- **Commissioner Lippman inquired about Children’s Center Assistant 1, 2, 3 eligibility.**
- **Director Cool explained that all three (3) classifications are combined due to a similar selection process. They all perform the same duties, the only difference is the educational requirements.**
- **Commissioner Inatsugu clarified QAI- Qualification Appraisal Interview.**

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

These items are presented for ACTION at this time.

A.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Timothy Green in the classification of Maintenance Supervisor at Range: M-45 Step: C

A.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Cara LaBarbera in the classification of Instructional Assistant - Bilingual at Range: 20 Step: B

A.04 Advanced Step Placement:

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

A.05 Advanced Step Placement:

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

**It was moved and seconded to approve the Director’s recommendations for item III.A.02-05 as submitted. The motion passed.**

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

## REPORT AND DISCUSSION

- **None**

A.06 Merit Rules:

Approval of the Second Reading of Chapter III: *Classification*.

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

<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		✓	✓			
Joseph Pertel	✓		✓			

## REPORT AND DISCUSSION

- **Director Cool provided a brief background to the first reading in May 2015.**
- **Merit Rule 3.1.5.F. was revised to cite the California Education Code 45105.**
- **Commissioner Lippman suggested to make certain terms uniform.**
- **Director Cool stated that one complete revision will take place, and then a second revision will address any inconsistencies in the language.**
- **Commissioner Pertel suggested creating a definition file while revising it for the first time, so that during the second time one can use “search and replace” to make all the terms uniform.**
- **Commissioner Lippman agreed with Director Cool’s strategy.**
- **Commissioner Inatsugu shared her experience with Merit Rules revisions at Santa Monica College. She also appreciated Director Cool’s approach revising the content first and then focusing on language consistency and formatting.**
- **Commissioner Inatsugu commended Director Cool for user-friendly formatting.**
- **Commissioner Inatsugu thanked the committee members for their hard work and dedication in this process.**

#### **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.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.13 (for SMMUSD School Board Agenda)
  - November 19, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.14
  - November 19, 2015
- 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:**

**A. Future Items:**

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rule Revisions	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -Update on Committee’s progress regarding Advanced Step Placement	January 2016
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

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

Tuesday, January 12, 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.**

<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	✓		✓			
Joseph Pertel		✓	✓			

**TIME ADJOURNED: 4:47 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.