



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**March 13, 2018**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, March 13, 2018**, 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 4:35 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Jenkins, and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Jenkins led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda: March 13, 2018**

**It was moved and seconded to approve the agenda with the following amendments. 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.

- **Agenda Item C.01 – “Consent Calendar – Approval of Classified Personnel Eligibility List(s)” – a revision to Instructional Assistant-Music (Strings)**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone			✓			

**G.06 Motion to Approve Minutes:** February 13, 2018

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Lisa Jenkins					✓	
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
  - **Interim Director Caldera updated the Personnel Commission with the status of current recruitments.**

**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 Waterstone and Inatsugu welcomed the new Personnel Commissioner, Ms. Lisa Jenkins, to the District and stated that they are looking forward to working with her.**
- **Commissioner Jenkins thanked everyone for a warm welcome to the Personnel Commission expressing her commitment to the classified force and working collaboratively with the District Administration and SEIU.**

**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
  - **None**

- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, congratulated Ms. Jenkins on her appointment as a Personnel Commissioner.**
  - **Dr. Kelly informed the Personnel Commission about the upcoming Board of Education meeting on March 15, 2018, in Malibu. Dr. Mora with the Educational Services team will present the lag and lead data on student achievement from Quarter 3.**
  - **Dr. Kelly stated that the Board will discuss potential changes to board policies regarding Independent Study Physical Education.**
  - **There will be also given a presentation on inquiry-based learning models that includes staff’s findings and recommendations based on their visits to school campuses in the state that demonstrate successful models.**
  - **Dr. Kelly stated that teachers’ reductions at the Child Development Services program will have to take place due to a low enrollment.**
  - **Dr. Kelly notified the Personnel Commission about a special Board of Education meeting on March 20, 2018, to discuss the 2018-2019 District budget and Malibu Unification.**

**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):**

Classification

# Eligibles

Bus Driver	2
Director of Classified Personnel	4
Instructional Assistant-Music (Band)	2
Instructional Assistant-Music (Strings)	2
Library Assistant	9
Paraeducator-1	2
Paraeducator-2	3

Paraeducator-3	1
Payroll Specialist	6

C.02 Advanced Step Placement:  
 Kristina Madsen 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	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone			✓			

**REPORT AND DISCUSSION**

- None

**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.

- No Discussion

**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

**Commissioner Jenkins inquired about the formula for calculating Advanced Step Placement. Interim Director Caldera provided a detailed explanation of the criteria for awarding additional salary steps for new employees.**

- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel - Merit Report No. VI.D.2. (for SMMUSD School Board Agenda)
  - February 15, 2018
- Classified Personnel - Merit Report - No. VIII.D.2
  - March 1, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
  - February 15, 2018
- Classified Personnel - Non-Merit Report - No. VIII.D.3
  - March 1, 2018
- I.06 Personnel Commission's Twelve-Month Calendar of Events
  - 2017 - 2018
- I.07 Board of Education Meeting Schedule
  - 2017 - 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Preliminary Budget - Fiscal Year 2018-2019	First Reading	April 2018
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	May 2018
Classified Employees Appreciation Reception		May 2018

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

Tuesday, April 10, 2018, at 4:30 p.m. – *District Office Board Room*

**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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

**TIME ADJOURNED: 4:56 p.m.**

Submitted by:

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Clare Caldera  
Secretary to the Personnel Commission  
Interim 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.