



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**March 13, 2019**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 13, 2019, at 4:35 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 and Waterstone were present.**

**G.03 Pledge of Allegiance: Mr. Eric Rowen, Director of Classified Personnel, led all in attendance in the Pledge of Allegiance.**

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda: March 13, 2019  
It was moved and seconded to approve the agenda as submitted. The motion passed.**

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

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.

**G.06 Motion to Approve Minutes: February 13, 2019**

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

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

**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 and Updates
  - Director Rowen expressed his gratitude to Ms. Clare Caldera, Personnel Analyst, for assisting with the last regular Personnel Commission meeting as he had to attend to a family emergency.
  - Director Rowen updated the Personnel Commission about the status of the new Personnel Commissioners' appointment. The Personnel Commission staff has reached to the State Superintendent's Office, but no definite response was given. If the new Personnel Commissioners are not appointed by the next regular meeting in April, they will be appointed as interim Commissioners.
  - Director Rowen informed the Personnel Commission about the Personnel Commission Office to be fully staffed again as the employee who was on a long term leave has returned to work in full capacity.
  - Director Rowen notified the Personnel Commission about a planned revision of the Advanced Step Placement process once the new Personnel Commissioners are appointed.
  - Commissioner Inatsugu recommended the Personnel Commission staff to be persistent in communication with the State Superintendent's Office, especially since some changes in personnel have taken place.
  - Commissioner Waterstone inquired about communication with recipients of Advanced Step Placement who had expected to be awarded with a higher step than the one they received.
  - Director Rowen clarified the policy of awarding a specific step based on education and experience that must be included during the application process. This policy will be re-examined and re-defined during the revision of Advanced Step Placement's criteria.

**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 expressed her hopes for a timely appointment of the new Personnel Commissioners by the State Superintendent of Public Instruction.

## **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
  - **Ms. Cartee-McNeely expressed her gratitude to Commissioner Inatsugu for her dedicated service to the District and Santa Monica community.**
  - **Ms. Cartee-McNeely reported on SEIU's continuous work of labor management teams in Transportation, Special Education and Maintenance and Operations departments.**
  - **Ms. Cartee-McNeely expressed SEIU's intent to schedule meetings with the Personnel Commission to discuss a classification and compensation study.**
  - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU requesting a joint meeting with the Board of Education President, Vice-president, the Superintendent, and SMMCTA to discuss the loss of the ERAF funding.**
  - **Ms. Cartee-McNeely acknowledged that the SEIU membership has increased in SMMUSD as well as in LAUSD this school year.**
  
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the last Board of Education meeting where a couple of presentations addressed the District's budget-including basic aid funding and also the loss of the Education Revenue Augmentation Fund (ERAF).**
  - **Dr. Kelly explained the source, characteristics, calculations, and potential impact of this specific funding.**
  - **Dr. Kelly has also notified the Personnel Commission about two other presentations that took place at the last Board of Education meeting.**
  - **One was a presentation by FCMAT, a private agency, that provides guidance to school districts in the area of business and financial management practices. They are specifically assisting the District with the Special Education program. The other presentation dealt with proposed sustainability plan, developed with input from students and community.**
  - **Dr. Kelly informed the Personnel Commission about the Board's focus on project-based learning at Olympic High School, a program for one hundred students in ninth grade next year.**
  - **Dr. Kelly informed the Personnel Commission about the merger of Juan Cabrillo Elementary School and Point Dume Marine Science School. The Board of Education will hear a recommendation for the school's new name, Malibu Ocean Elementary School, at their regular meeting on March 21, 2019.**
  - **Dr. Kelly notified the Personnel Commission about the Human Resources department's staffing assessments and recruitments for 2019-2020 school year.**

**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):

<u>Classification</u>	<u># Eligibles</u>
Accounting Technician	9
Cafeteria Cook/Baker	4
Director of Purchasing	8
Gardener: 19-01	3
Gardener: 19-02	5
Instructional Assistant - Classroom	11
Paraeducator-1	8
Paraeducator-2	1
Paraeducator-3	2
Technical Theater Technician	2

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

Senior Office Specialist	14
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C.02 Advanced Step Placement:

Corina Carlstroem in the classification of Instructional Assistant - Classroom at Range 18, Step C

C.03 Advanced Step Placement:

Stephanie Evans in the classification of Bus Driver at Range 30, Step C

C.04 Advanced Step Placement:

Delvin Glymph in the classification of Job Development and Placement Specialist at Range 31, Step D

C.05 Advanced Step Placement:

Christopher Price in the classification of Audio-Visual Technician at Range 34, Step C

C.06 Advanced Step Placement:  
Asuncion Ramos in the classification of Children’s Center Assistant-3 at Range 19, Step D

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.06. The motion passed.**

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

**REPORT AND DISCUSSION**

- Director Rowen expressed his appreciation of completing recruitments in participation of vacancies created by the Supplemental Early Retirement Plan.
- Director Rowen brought attention to the strong Director of Purchasing eligibility list with eight (8) candidates.
- Director Rowen provided rationale for extending the Senior Office Specialist eligibility list as several vacancies will be created by SERP.
- Ms. Cartee-McNeely inquired about the two eligibility lists for Gardener. Director Rowen explained the reasoning as it is related to two recruitments for positions with different work hours.

**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 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
  - March 7, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
  - March 7, 2019
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
  - 2018 – 2019
- I.06 Board of Education Meeting Schedule
  - 2018 – 2019

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	4/10/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	5/8/19
Merit Rules Revisions Update - Definitions	Discussion	6/12/19

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

**Thursday, April 18, 2019, at 4:30 p.m. - District Office Board Room**

**The Personnel Commission has rescheduled the next regular meeting in order to secure a quorum.**

**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	✓		✓			
Julie Waterstone		✓	✓			
vacant						

**TIME ADJOURNED: 5:13 p.m.**

Submitted by:

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Eric Rowen  
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.