



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

May 8, 2018

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, May 8, 2018**, at **4:39 p.m.**, 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 4:35 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Director Rowen led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** May 8, 2018

It was moved and seconded to approve the agenda with the following amendment. 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 D.01 – “Discussion Items – Santa Monica-Malibu Unified School District Budget Presentation” was moved before Agenda Item A.01 – “Action Items – Public Hearing: Fiscal Year 2018-2019 Proposed Personnel Commission Budget.”**

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

G.06 Motion to Approve Minutes: Regular Meetings: March 13, 2018 and April 10, 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.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 and Updates
 - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities.**
 - **Director Rowen informed the Personnel Commission about his participation at the LACOE BEST Project – Business Enhancement System Transformation Project – to replace the PeopleSoft Financial and Human Resources Systems. The goal is to have an integrated system for budget development, finance, human resources, and payroll.**

G.07 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 welcomed Director Rowen to the Personnel Commission and stated that she is looking forward to his leadership expertise and professional experience.**
- **Commissioner Waterstone thanked Ms. Caldera for her leadership and guidance in the interim period when the department was very understaffed. She expressed her appreciation of all her hard work and dedication to the Personnel Commission.**
- **Commissioner Waterstone expressed her gratitude to Ms. Hatch for her contribution to the Personnel Commission during this time.**

- **Commissioner Waterstone stated that the meeting will be adjourned in memory of Mrs. Lippman, a wife of former Commissioner Lippman, who recently passed away.**
- **Commissioner Inatsugu also welcomed Director Rowen to the Personnel Commission.**
- **Commissioner Inatsugu expressed her gratitude to Ms. Caldera for her hard work during the interim period.**

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. Keryl Cartee-McNeely, Chief Steward, thanked Ms. Caldera for the important role she played assisting SEIU with clarifications of job descriptions and resolutions of issues pertaining to classified personnel when she was working as the Interim Director of Classified Personnel.**
 - **Ms. Cartee-McNeely also welcomed Director Rowen wishing him her best for his tenure at the District.**
 - **Ms. Cartee-McNeely reported on the Labor and Management Teams' activities in Maintenance and Operation, Special Education, and Transportation that resulted in more effective communication between management and labor as well as between unit members. Classified staff will be able to participate in additional professional development.**
 - **Ms. Cartee-McNeely provided the Personnel Commission with a packet including information on SEIU Local 99 activities.**
 - **Ms. Cartee-McNeely expressed her appreciation of the Personnel Commission hosting a reception to honor classified employees during the Classified Employee Week.**
 - **Ms. Cartee-McNeely informed the Personnel Commission that Kathy Lomax-Yates, SEIU Steward, and she were re-elected to the Executive Board for another three year term.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, expressed his gratitude to Ms. Caldera for her hard work and dedication to the District.**
 - **Dr. Kelly welcomed Director Rowen to the District. Director Rowen was introduced to principals at their May 8 meeting.**
 - **Dr. Kelly reported from the last Board of Education meeting on May 3, 2018. The agenda included Superintendent Drati's strategy to a potential realignment of Malibu, specifically a merge of Cabrillo Elementary School with Point Dume Marine Science School in the school year 2019-2020. He explained how this merge will affect student learning, Special Education student population, facilities, and also Point Dume community since the merged school will be located the Point Dume campus.**
 - **The Board of Education engaged in a discussion of formation of two school facilities improvement districts in order to potentially pass bonds in two communities in November 2018.**

- **Dr. Kelly notified the Personnel Commission about the Board approving a new job description for the Director of Malibu Pathway to address the needs specific to Malibu learning community and provide them with an administrative support. Mr. Issac Burgess, a former house principal of Santa Monica High School, was appointed as the new director.**
- **Dr. Kelly informed the Personnel Commission about the Day of the Teacher that will be celebrated on May 9 to recognize and honor all District teachers for their valuable contribution.**

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>
Bilingual Community Liaison	4
Communications Specialist	10
Occupational Therapist	5
Physical Activities Specialist	1

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

Custodian	26
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C.02 Advanced Step Placement:

Devyna Hannah in the classification of Paraeducator-3 at Range 26, Step C

C.03 Advanced Step Placement:

Dustin Martini in the classification of Sports Facility Attendant at Range 24, Step B

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.

A.01 Public Hearing: Fiscal Year 2018-2019 Proposed Personnel Commission Budget

It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2018-2019* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- No public comments.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2018-2019* as submitted. The motion passed.

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

A.02 Adoption: Fiscal Year 2018-2019 Proposed Personnel Commission Budget

It was moved and seconded to adopt the Fiscal Year 2018-2019 Proposed Personnel Commission Budget as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Inatsugu and Commissioner Waterstone thanked Ms. Caldera and Mr. Cruz for their cooperation and development of the Personnel Commission 2018-2019 budget.**

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 Santa Monica-Malibu Unified School District Budget Presentation

REPORT AND DISCUSSION

- **Mr. Gerardo Cruz, Director of Fiscal Services, expressed his gratitude to Ms. Caldera for her instrumental role in the recruitment for Payroll Specialist.**
- **Mr. Cruz welcomed Director Rowen and expressed his appreciation of working with Director Rowen at LACOE on a couple of recruitments.**
- **Mr. Cruz provided a detailed overview of the 2017-2018 District Second Interim Report that was presented to the Board of Education on March 15, 2018. The report contained the District's financial position as of January 31, 2018, displayed the First Interim, Current Actuals, and Projected Totals for each District fun, included an analysis of standards for financial reporting set by the State, and projected General Fund activity for the current and next two fiscal years.**

D.02 Personnel Commission's Twelve-Month Calendar of Events:
Consideration of dates and time for the regular Personnel Commission meetings in fiscal year 2018-2019

- **Commissioner Waterstone proposed to schedule the regular monthly meetings every second Wednesday of each month at 4:30 p.m.**

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
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report

- I.04 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
 - April 12, 2018
 Classified Personnel - Merit Report - No. VIII.D.2
 - May 3, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - April 12, 2018
 Classified Personnel - Non-Merit Report - No. VIII.D.3
 - May 3, 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:

Classified Employees Appreciation Reception	May 15, 2018
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VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, June 12, 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.

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

TIME ADJOURNED: 5:57 p.m.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting was adjourned in memory of Elizabeth “Libby” Sparks-Lippman, former Commissioner Lippman’s wife, who passed away on March 26, 2018.

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.