



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**August 8, 2017**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Peter Lippman, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, August 8, 2017**, at **4:37 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 4:37 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Waterstone led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda: August 8, 2017**

**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							✓
Julie Waterstone	✓			✓			

**G.06 Motion to Approve Minutes: July 11, 2017**

**It was postponed to approve the minutes as submitted to the next regular Personnel Commission meeting on September 12, 2017.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓		✓			
Peter Lippman							✓
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
  - **Director Cool informed the Personnel Commission that the Personnel Commission 2017-2018 budget has been approved by the Los Angeles County of Education.**
  - **Director Cool reported to the Personnel Commission on the leadership retreat that took place at PDLC center from August 1, to August 3, 2017. The Superintendent, Dr. Drati, shared his vision for the District for the next school year.**
  - **Director Cool invited the Personnel Commissioners to the District's convocation on August 17, 2017 in the Santa Monica High School's Barnum Hall.**
  - **Director Cool requested a special Personnel Commission meeting to approve classification specifications for certain management positions that will be recruited for in the near future. It is essential for the District operation that they are filled promptly. Director Cool proposed to meet either on August 31 or September 1, 2017.**
- Advisory Rules Committee Update - FORMAT
  - **Director Cool stated that the final revisions to Chapter XIV: *Disciplinary Action and Appeal* are still in progress. The chapter will be presented to the Personnel Commission for first reading in September.**

**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 congratulated Director Cool and his wife on his pending fatherhood.**

- **Commissioner Waterstone inquired about the proper protocol when approached by a District employee with concerns. Director Cool recommended the correspondence be forwarded to him for further assessment, given the issue is under the jurisdiction of the Personnel Commission.**

#### **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. Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission of the management retreat.**
  - **Dr. Kelly announced the new administrators in the District. Mr. Patrick Miller has become the new Principal of Webster Elementary School. He was the Assistant Principal of Malibu High School. Dr. Kelly also announced the new Principal of McKinley Elementary School, Dr. Ashley Benjamin, who was the Assistant Principal of Franklin Elementary School. There is a new Assistant Principal of John Adams Middle School, Ms. Martha Chacon, a former chemistry teacher at Santa Monica High School. Recommendations for a new House Principal of Santa Monica High School as well as a new Assistant Principal of Franklin Elementary School will be presented at the next Board of Education meeting.**
  - **Dr. Kelly updated the Personnel Commission on the District facility improvement and maintenance projects. For instance, there will be new facilities for the middle school, library, and administration at Malibu High School in the near future.**
  - **Dr. Kelly informed the Personnel Commission about hiring the new Interim Chief Financial Officer, Mr. Michael Bishop, who is a retired CFO from Santa Ana and Paramount Unified School Districts. Dr. Kelly stated that the School Services has reopened the recruitment for the Assistant Superintendent of Business and Fiscal Services. The hiring interviews are planned for the end of September.**
  - **Dr. Kelly notified the Personnel Commission about the Human Resources Department and new teachers' coordinators, Ms. Lila Daruty and Ms. Tristen Gartrell, conducting a new teacher academy from August 14 to August 15, 2017.**
  - **Dr. Kelly announced that the new school year starts on August 22, 2017.**

#### **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

Paraeducator-1	9
Paraeducator-2	7
Paraeducator-3	2

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Moses Nwaigwe in the classification of Vehicle and Equipment Mechanic at Range: 36 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		✓	✓			
Peter Lippman						✓
Julie Waterstone	✓		✓			

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2016-2017.

**It was moved and seconded to approve the Director’s recommendations for item III.A.01 as amended to reflect the added Commissioners’ service dates and revised Merit Rules Chapter Revisions category. The motion passed.**

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

## REPORT AND DISCUSSION

- Director Cool provided an overview of the Personnel Commission main functions, core responsibilities, primary duties, and Merit System principles.
- Director Cool introduced the Personnel Commission Office structure including individual positions and their duties.
- Director Cool presented a statistical summary of the Personnel Commission's primary initiatives and activities. He pointed out a couple of modifications that will be implemented before submitting the report to the Board of Education. Director Cool will include service dates for Commissioner Pertel and Commissioner Waterstone in order to avoid any misunderstanding about the number of Personnel Commissioners. Director Cool will also revise the Merit Rules Chapter Revisions data under the Ancillary Activities category.
- Commissioner Inatsugu and Commissioner Waterstone commended Director Cool for a well-organized and informative report.

### A.02 Classification Revision:

Approval of the revisions to the classification descriptions within the Food Services Series

- Cafeteria Worker/Transporter
- Cafeteria Cook/Baker
- Cafeteria Worker I
- Cafeteria Worker II
- Stock and Delivery Clerk
- Production Kitchen Coordinator
- Site Food Services Coordinator
- Food Service Operations Supervisor
- Director of Food Services

**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						✓
Julie Waterstone	✓		✓			

## REPORT AND DISCUSSION

- Director Cool provided a brief background of the classification revisions for the Food Services series with respect to the California Department of Education's new mandatory Professional Standards for all agencies participating in the National School Lunch Program.
- Director Cool stated that educational requirement of a high school diploma or recognized equivalent was added.

- **Commissioner Inatsugu commended Ms. Caldera, Personnel Analyst, for the new classification specification formatting.**

**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.

T.01 Merit Rules – part 2

**REPORT AND DISCUSSION**

- **Director Cool conducted an extensive training for the Personnel Commissioners on the Merit Rules – part 2 reviewing *Chapter I: Preliminary Statement and Definition of Terms, Chapter II: The Personnel Commission, and Chapter III: Classification.***
- **Director Cool went over the major purpose, principles, roles, and functions of the Personnel Commission. The Personnel Commission draws authority from Article 6 of the Education Code.**
- **Director Cool informed the Commission about proper posting and distribution of Merit Rules.**
- **Director Cool pointed out again that if the rules are within the scope of the collective bargaining agreement, it takes precedence over the rules. Hence, the rules are composed in agreement with the Union contract, or the Union contract is directly referred to. The Merit Rules apply to the Board of Education, but they don't restrict its authority.**
- **Director Cool explained the revision process and listed the Advisory Rules Committee's members.**
- **Director Cool emphasized Merit Rule 1.1.3.B stating that no set of Rules can contemplate all possible combinations of circumstances affecting particular cases. The Rules are to be applied with consideration of their intent and shall not preclude the Personnel Commission from approving the waiver of a specific Rule provision where special circumstances require it.**
- **Director Cool explained certain definitions of terms used in the Merit Rules such as applicant, candidate, eligible, class, classification specification, open examination, probationary employee, and working-out-of-class, among others.**
- **Director Cool introduced Merit Rules - Chapter II containing Personnel Commission organization and procedures, structure of meetings, roles and functions of the department's employees, and miscellaneous provisions dealing with Personnel Commission's budget, annual report, legal counsel, and office accommodations.**

- Director Cool described the Personnel Commission's composition consisting of three (3) members who are appointed for three (3) years. He also explained the selection process as well as potential removal of a Commissioner.
- Director Cool described the regular and special meetings explaining the different categories, components, and conditions under which each type of the meeting can be called to order. At least two (2) Commissioners must be present to conduct business at any given meeting. A public record, the minutes, must be composed and presented for approval at the next Personnel Commission meeting.
- Director Cool explained the status of the department's employees, their appointment and funding.
- Director Cool provided the Personnel Commission with the rules for approving the department's budget and annual report. He also stated that the Board of Education legal counsel shall represent the Personnel Commission in all legal matters. The Board of Education must also provide the department with suitable office accommodations.
- Director Cool introduced Merit Rules - Chapter III containing the classified service, the classification plan, and reclassification.
- Director Cool defined classified positions. He also listed exemptions from the classified service including senior management and restricted positions. The Board of Education prescribes specific duties for each position, and the Personnel Commission determines the appropriate classification based on these duties, creating classification specifications. The department also assists with maintaining these classification specifications within the internal alignment and in relation to salaries.
- Director Cool explained the process of reclassification. The basis for reclassification is a gradual increase in duties. He also noted the effects of this action on incumbents and examination requirements based on the duration of service in a particular class.
- Director Cool clarified the principles and timelines for a working-out-of-class assignment when there is a vacant position, or a permanent employee is on a leave of absence. A lower level employee, based on a seniority rotation, takes a temporary promotion with an appropriate compensation for up to ninety (90) days, with a possibility of one extension of additional ninety (90) days.
- Director Cool will e-mail the presentation to each Commissioner.

## **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)
  - July 19, 2017

- I.05 Classified Personnel – Non-Merit Report – No. VIII.D.3.
  - June 19, 2017
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2016 – 2017
- I.07 Board of Education Meeting Schedule
  - 2017 – 2018

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	September 2017

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

Tuesday, September 12, 2017, 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		✓	✓			
Peter Lippman						✓
Julie Waterstone	✓		✓			

**TIME ADJOURNED: 5:38 p.m.**

Submitted by:

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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.