



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 1, 2017

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

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Friday, July 11, 2017**, at **12:02 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 Special Meeting of the Personnel Commission was called to order at 12:02 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Waterstone were present.**
- G.03 Pledge of Allegiance: Ms. Clare Caldera, Personnel Analyst, led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda: September 1, 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 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. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Approval of the revisions to the Director of Fiscal and Business Services classification within the Fiscal job family.

It was moved and seconded to approve the Director’s recommendations for item II.A.01 as corrected – consistency for Business and Fiscal Services. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool stated the reason for revising this classification is that it has not been updated in the past ten (10) years. In anticipation of the current director’s retirement later this year, the Executive Cabinet requested the job description to be updated.**
- **Director Cool stated that the Basic Function section was shortened. References to Risk Management were removed as this classification no longer provides oversight of that department.**
- **Regarding the duty statements, they largely remain the same. Duties concerning leadership, supervision, and collaboration were added and/or clarified.**
- **Director Cool brought attention to the Knowledge section, into which generally accepted accounting principles (GAAP) were included.**

- In addition, the overall format was updated using the most recent template with Basic Function and Minimum Qualifications featured near the top, followed by Representative Duties.
- Commissioner Lippman inquired about differences between the Associate Superintendent of Business and Fiscal Services and the Assistant Superintendent of Business and Fiscal Services. Director Cool clarified that the former Chief Business Officer was an Associate Superintendent of Business and Fiscal Services. The current recruitment for the Chief Business Officer is for the Assistant Superintendent of Business and Fiscal Services.

A.02 Salary Reallocation:

Approval of the salary reallocation to the Director of Fiscal and Business Services classification within the Fiscal job family.

It was moved and seconded to approve the Director’s recommendations for item II.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 background information explaining the salary reallocation from M-64 to M-68 on the Classified Management Salary Schedule. At the time of the 2015-2016 salary study, the Director of Business and Fiscal Services was found to be seven percent below (-7%) market median. After a six percent (6%) salary increase, this classification remained at the original salary range M-64. Currently, the classification is ten percent below (-10%) market average, and nine percent below (-9%) market median. When recruiting for this position, the District will be competing with both local and extended job markets. Another compounding factor that must be considered is a difficult commute.

A.03 New Classification:

Approval of the new classification Special Education Specialist within the Student Services job family.

It was moved and seconded to approve the Director’s recommendations for item II.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Cool explained the reason for establishing this new classification is to meet the needs of the Special Education Department. The new job description contains specialized duties outside the scope of an Administrative Assistant classification that address contracts and service agreements for non-public school students, compliance with District insurance, applicable laws, and Special Education Local Plan Area (SELPA) rates, just to name a few.
- Director Cool stated that this classification also provides support to the Director of Special Education Department by collecting and preparing relevant information in legal matters and proceedings.
- Director Cool recommended this new classification to be range A-34 on the Classified Salary Schedule.
- Commissioner Waterstone inquired about the education level. Director Cool explained the internal alignment within the clerical job family as it relates to education qualifications.

A.04 Reclassification:

Approval of the reclassification for Ms. Jennifer Ingle from Administrative Assistant to Special Education Specialist.

It was moved and seconded to approve the Director's recommendations for item II.A.04 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 background of the reclassification study. Ms. Ingle's overall role within the Special Education Department and her responsibilities related to initiating and overseeing specialized contract lie outside the scope of the Administrative Assistant classification.
- Director Cool stated that Ms. Ingle will receive retroactive pay for working out of class starting on June 1, 2016.

III. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, September 12, 2017, at 4:30 p.m. – *District Office Board Room*

IV. 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			✓			
Peter Lippman	✓		✓			
Julie Waterstone		✓	✓			

TIME ADJOURNED: 12:34 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting was adjourned in memory of the victims of hurricane Harvey in Texas.

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.