



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**October 24, 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, October 24, 2017**, at **4:34 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

Note: This meeting was originally scheduled for October 10, 2017.

- ❖ **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 4:40 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Waterstone were present. Commissioner Lippman was absent due to a family responsibility.**
- G.03 Pledge of Allegiance: Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
  - **None**

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.05 Motion to Approve Agenda: October 24, 2017**

It was moved and seconded to approve the agenda, noting that the following items were added in compliance with the Brown Act:

- Elementary Library Coordinator eligibility list was added to the Consent Calendar.
- Agenda item III.A.04 – “Action Items – Certification from another Eligibility List” – was added to the agenda.

The motion passed.

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

**G.06 Motion to Approve Minutes: Special Meeting: September 1, 2017  
Regular Meeting: September 12, 2017**

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

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 about the current shortened school schedule due to an extreme heat wave.
  - Director Cool reported on his participation in the Employment Development Department’s unemployment benefit hearings representing the District.
  - Director Cool updated the Personnel Commission about the three (3) strategic recruitments the department is currently working on. Recruitment for Director of Food and Nutrition Services has been completed, and the selection interviews will be scheduled as soon as the new Assistant Superintendent of Business and Fiscal Services assumes office. The deadline for accepting applications for Director of Purchasing has been extended twice in order to establish a strong pool of candidates. Qualification appraisal interviews for Director of Business and Fiscal Services are scheduled for November 3, 2017.
  - Director Cool updated the Personnel Commission on the Personnel Commissioner recruitment. Currently, there are two (2) applicants, and a couple of potential candidates who are highly qualified.

- Director Cool informed the Personnel Commission about the Personnel Commission staff professional development. Ms. Jana Hatch, Administrative Assistant, attended a seminar called the Matrix of Bias dealing with pre-conceived notions of race, gender, and social status. Director Cool will also attend this training with the management group.
- Director Cool informed the Personnel Commission about a medical leave one of the Human Resources Technicians is currently taking.
- Director Cool expressed his gratitude to the Personnel Commission and Human Resources staff for organizing a baby shower for him and his wife. The baby is expected to arrive at the end of October, and Director Cool is planning to take a paternity leave.
- Director Cool invited the Personnel Commissioners to view the creative Halloween decorations around the District Office.
- Advisory Rules Committee Update
  - Director Cool stated that the advisory rules committee has concluded revisions to Chapter XV: *Resignation and Retirement*, and it will be presented to the Personnel Commission for first reading in near future. The rest of the chapters should be revised in the next three (3) months, which will conclude the revision of all chapters in the past seven (7) years. The last task will be updating definitions of terms used in the Merit Rules.

#### **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 gratitude for postponing the regular Personnel Commission meeting due to her illness.**

#### **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, shared his experience participating in EDD unemployment benefit hearing.**
  - **Dr. Kelly informed the Personnel Commission about the District declaring minimum days across school sites due to the extreme heat wave. He also addressed the implications of this decision, as it relates to the number of instructional minutes in a school year.**
  - **Dr. Kelly notified the Personnel Commission about the Malibu Unification agenda for the next special Board of Education meeting that will take place on October 30, 2017. The purpose of this special meeting is to hear a presentation from the School Services of California. Dr. Kelly also provided a brief background of the Malibu**

**Unification process. On November 1, 2017, the County Commission on District Reorganization will be meeting to review a petition for separation from the Malibu City Council using nine (9) criteria.**

**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>
Director – Food Services	4
Elementary Library Coordinator	3
Instructional Assistant - Classroom	17
Paraeducator-1	6
Paraeducator-2	5

**C.02 Advanced Step Placement:**

Derek Abrego in the classification of Education Data Specialist at Range 49, Step E

**C.03 Advanced Step Placement:**

Natalia Gonzalez in the classification of Paraeducator-1 at Range 20, Step B

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

<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	✓		✓			

## REPORT AND DISCUSSION

- Director Cool provided a detailed explanation and determination of the advanced step placement for Mr. Abrego based on the Difficulty of Recruitment and Emergency Option criteria in addition to Education and Experience requirements.
- Director Cool recalled the difficulties with the previous recruitment for this position of Education Data Specialist. Even though the current eligibility list contained less than three (3) ranks, the hiring authority determined that Mr. Abrego has the specific skillset in CALPADS required for this position.

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Second Reading of Changes to Merit Rule:  
*Chapter XIV: Disciplinary Action and Appeal*

**It was moved and seconded to approve the Director's recommendations for item III.A.01 as amended – Rule 14.2.2.I. 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 to the revisions of Chapter XIV, an important and frequently referenced chapter on disciplinary matters. District supervisors must be familiar with and adhere to rules and principals of Chapter XIV, and classified employees must learn about their rights, responsibilities, and the appeal process.
- Director Cool stated that the rules were grammatically corrected, their language was revised to provide more clarity, and references were made to the California Education Code, the Collective Bargaining Agreement, and the Board of Education.
- Director Cool stated that the Commissioners' feedback has been presented to the Advisory Rules Committee, and it has been implemented in this version.
- Commissioner Waterstone inquired about the source for Evidence Code 772 in Rules 14.2.2., Section I.

A.02 Classification Revision:  
Library Assistant within the Student Services job family

**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 Library Assistant. Recruitments for the Elementary Library Coordinator and Library Assistant were conducted simultaneously. They have similar minimum qualifications; however, the Library Assistant has higher level requirements, which resulted in an insufficient candidate pool. Upon consulting the District librarians, the minimum qualifications were revised from two (2) years of college-level coursework in library science to two (2) years of college-level coursework in any field. No changes were made to the job duties.
- Director Cool stated that the revision date on the classification specification will match the current regular Personnel Commission meeting date, October 24, 2017.

A.03 Classification Revision:  
Student Outreach Specialist within the Student Services job family

**It was moved and seconded to approve the Director’s recommendations for item III.A.03 as amended – Basic Function. The motion passed.**

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

**REPORT AND DISCUSSION**

- Director Cool stated that the major points that had to be updated were duty statements that reflected restorative justice.
- Director Cool also informed the Personnel Commission about revisions regarding requirements for home visits. A driver license and personal vehicle are no longer mandatory. The incumbent may still be required to travel to a student’s home when accompanied by a District Administrator, but without the need to have personal transportation.
- Dr. Kelly suggested specifying the language in Basic Function in regards to supervision and direction from the Principal or Restorative Justice Designee.

A.04 Certification from another Eligibility List:  
Library Assistant within the Student Services job family

**It was moved and seconded to approve the Director’s recommendations for item III.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 brief rationale for utilizing the Elementary Library Coordinator eligibility list for certification of Library Assistant based on Merit Rule 6.2.8 – *Certification from another Class List*.
- Director Cool pointed out that the main difference between these two classifications is that the Library Assistant works at the middle schools and high schools under the direction of a Librarian, whereas the Elementary Library Coordinator serves at the elementary schools under the supervision of a Principal.
- Director Cool recommended approval of this certification as a backup, just in case the candidates in the two (2) ranks for the Library Assistant position are not the right match for the school site.

#### **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 3

#### **REPORT AND DISCUSSION**

- Director Cool conducted an extensive training for the Personnel Commissioners on the Merit Rules – part 3 reviewing *Chapter IV: Application for Employment, Chapter V: Recruitment and Examination, and Chapter VI: Eligibility Lists*.
- Director Cool went over the major purpose of these three (3) chapters-filling a vacancy through a competitive process.
- Director Cool informed the Commission about proper completion of applications including mandatory information versus optional, confidentiality, causes for disqualification, and appeal from disqualification.
- Director Cool introduced the three (3) categories of chapter V: Recruitment, Examination, and Review and Protest of Examinations.
- Director Cool explained the necessary steps of a recruitment including a valid classification specification, with duties designated by the Board of Education and approved by the Personnel Commission, and a job

bulletin. The job bulletin is advertised for fifteen (15) days, and it contains the job title, location, number of vacancies, duties, minimum qualifications, salary and benefits, application deadline, and type of tests to be administered. The fifteen (15) day posting requirement may be waived if there is a monthly bulletin that summarizes all recruitments and requests for transfers and change of location are maintained.

- Director Cool described various types of examinations and their purpose. Strict rules are followed for selection of raters on qualification appraisal interview panels as well as during practical tests to assure fairness and equality. Most common examination is the merged examination where promotional and open candidates are merged together onto a single eligibility list. Director Cool pointed out that a candidate may retake the same examination after ninety (90) days. He also explained seniority credit and veteran points added to the final passing score. Director Cool defined the procedures and conditions under which a review and protest the examination take place.
- Director Cool explained the establishment of eligibility lists as products of the examination process. He presented the different types of eligibility lists, their functions, and durations as prescribed in Chapter VI of the Merit Rules. Director Cool emphasized that the reemployment list takes precedence over all other employment lists as it contains employees who have been laid off due to lack of work or resources.
- Commissioner Inatsugu inquired about the duration of a reinstatement list. Director Cool stated that the list is valid for thirty-nine (39) months, and it is comprised of employees who have separated from the District in good standing.
- Director Cool emphasized the fact that employees who have accepted part-time assignments shall continue to be eligible for full-time employment only; they are not eligible for positions that are less than eight (8) hours.
- In addition, Director Cool listed causes for removal from eligibility list(s).
- Director Cool provided the Personnel Commission with the certification process and duties of Personnel Commission staff, hiring authority, and also candidates. The Personnel Commission staff certifies the first three (3) ranks of eligible candidates who are ready and willing to accept the position for which the certification list is designated. The hiring manager shall make a decision within five (5) working days of the final interview unless the certification list contains less than three (3) ranks, and then he or she may request another recruitment. Eligible candidates must be willing to report to work in two (2) weeks, or one (1) month for management positions. It may be extended per the hiring manager's discretion.
- 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)
  - August 9, 2017
 Classified Personnel – Merit Report - No. VII.D.2.
  - August 30, 2017
- I.05 Classified Personnel – Non-Merit Report – No. VIII.D.3.
  - August 9, 2017
 Classified Personnel – Non-Merit Report – No. VII.D.3.
  - August 30, 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 XV: Resignation and Retirement</i>	November 2017

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

Tuesday, November 14, 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: 5:56 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.