



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 14, 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 **Wednesday, November, 2018**, at **4:38 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 4:38 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Jenkins, and Waterstone were present.**
- G.03 Pledge of Allegiance: Dr. Suzanne Webb, Director of Human Resources, led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - **None**
- G.05 Motion to Approve Agenda: November 14, 2018**
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		✓	✓			
Lisa Jenkins	✓		✓			
Julie Waterstone			✓			

G.06 Motion to Approve Minutes: October 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.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 deepest sympathy to all communities, District families, and students who have been affected by the recent wild fires. He commended one of the Personnel Commission staff members- who also has been evacuated- for her dedication to the District and the department coming to work and performing her duties daily even during this difficult time.**
 - **Director Rowen announced that Ms. Nichelle Cummings, Human Resources Technician substitute in the Personnel Commission, has accepted a full time permanent position of Administrative Assistant in the Special Education. He expressed his gratitude for Ms. Cummings' valuable contribution to the department and wished her all the best in her new professional endeavor.**
 - **Director Rowen stated that both former Human Resources Technician substitutes have promoted into permanent positions with Special Education. Furthermore, they have assisted the Personnel Commission serving as raters for Paraeducator qualification appraisal interviews.**
 - **Director Rowen informed the Personnel Commission about hiring a new Human Resources Technician substitute, Ms. Gabrielle Crumble, who will assume the recruitments and related duties of the permanent employee on a long-term leave.**
 - **Director Rowen commended Ms. Clare Caldera, Personnel Analyst, for training and professional development of the temporary employees.**
 - **Director Rowen updated the Personnel Commission with the status of current recruitments and departmental activities, including implementation of AB2160 for playground supervisors who will become permanent classified employees as of January 2019.**
 - **Director Rowen informed the Personnel Commission about his and Ms. Caldera's participation in personnel directors' brown bag meeting from other merit districts as part of their professional development. They will**

host the next meeting that will address approaches to comprehensive classification and compensation studies.

- Director Rowen updated the Personnel Commission about the status of the Personnel Commissioner recruitment. The position has been advertised in NEOGOV, in Santa Monica and Malibu newspapers, on the District website and social medias, and at school sites with an extended closing date of December 7, 2018. He informed the Personnel Commission about receiving three (3) applications which meet the minimum qualifications.
- Commissioner Inatsugu commended Director Rowen for creating an informative and engaging advertisement for the Personnel Commissioner position.

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 extended her heart-felt sympathies to all our colleagues in the Malibu area and everyone who has been affected by these wild fires.
- Commissioner Waterstone expressed her gratitude to Commissioner Inatsugu who graciously agreed to attend the regular Personnel Commission meeting on December 12, 2018.
- Commissioner Waterstone commended Director Rowen for his effective approach to the Personnel Commissioner recruitment.
- Commissioner Jenkins also extended her deepest heart-felt sympathies to all victims of the devastating fires throughout California as well as to the victims of shooting in Thousand Oaks, her hometown.
- Commissioner Jenkins also commended Director Rowen for his effective leadership in the recruitment for a new Personnel Commissioner.
- Commissioner Inatsugu informed the Personnel Commission about the District's upgraded nutritional program on all school levels, led by Mr. Richard Marchini, Director of Food and Nutrition Services.

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, Chief Steward, reported on the success of the November 2018 elections.
- Board of Education Report
 - Dr. Suzanne Webb, Director of Human Resources, thanked the Personnel Commissioner for their support and sympathies for Malibu community during this difficult time. The District's current focus and priority are on assisting families, students, and staff members affected by the tragedy. The Emergency Operations Committee is meeting every day to determine

the next action in the relief process. All Malibu schools are currently closed until November 26, 2018. Thankfully, none of the Malibu campuses have been severely damaged.

- Dr. Webb announced that the District is opening four (4) classrooms at Olympic High School for Malibu students on November 15, 2018.
- Dr. Webb stated she is looking forward to cooperating with the Personnel Commission staff on the implementation of AB2160 for playground supervisors to become District’s permanent classified employees.
- Commissioner Inatsugu recalled her experience with the 1990s wild fires in Malibu and commended the District for taking such effective measures in order to support the community and to provide instruction to all students.

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>
Administrative Assistant	3
Children’s Center Assistant-1,2,3	3
Health Office Specialist	4
Instructional Assistant – Classroom	10
Job Development and Placement Specialist	4
Maintenance Supervisor	5
Paraeducator-1	10
Paraeducator-1 Updated	11
Paraeducator-2	3
Paraeducator-2 Updated	10
Paraeducator-3	4
Paraeducator-3 Updated	14
Payroll Specialist	9

- C.02 Advanced Step Placement:
Stephanie Bianco in the classification of Paraeducator-1 at Range 20, Step B
- C.03 Advanced Step Placement:
Rene Esquivias in the classification of Electrician at Range 39, Step D

It was moved and seconded to approve the Consent Calendar Agenda Item C.03 with the following revision: Step B. The motion passed.

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

- C.04 Advanced Step Placement:
Kayla Garrison in the classification of Paraeducator-1 at Range 20, Step B
- C.05 Advanced Step Placement:
Sean Gilliland in the classification of Paraeducator-1 at Range 20, Step B
- C.06 Advanced Step Placement:
Stacy Salzman in the classification of Instructional Assistant - Classroom at Range 18, Step C
- C.07 Advanced Step Placement:
Ashley Sena in the classification of Paraeducator-3 at Range 26, Step B
- C.08 Advanced Step Placement:
Eric Singleton in the classification of Paraeducator-1 at Range 20, Step B
- C.09 Advanced Step Placement:
Diego Villafana in the classification of Paraeducator-1 at Range 20, Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items: C.01 – C.02; C.04 - C.09. The motion passed.

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

REPORT AND DISCUSSION

- Director Rowen pointed out that there are two copies for each Paraeducator eligibility list for the Agenda Item C.01: *Approval of Classified Personnel Eligibility List(s)*. The lists that are noted as “updated” have been previously approved-- generated from an examination on August 27, 2018. However, preferential points had to be revised in order to reflect the current

employees' seniority. The list has been merged with candidates from other examinations.

- Director Rowen provided a revision to the Agenda Item C.03: *Advanced Step Placement: Rene Esquivias, in the classification of Electrician at Range 39, Step D* in regards to the employee's experience on apprentice and journey levels. Mr. Esquivias will be granted the advanced step placement for the education component at Step B.
- Director Rowen clarified the timelines of submitting advanced step placement request for Mr. Villafana within the sixty (60) working days as he is a school-year employee. The timelines are specified in the SEIU Agreement as well as in the Merit Rules.

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. VI.D.2. (for SMMUSD School Board Agenda)
 - October 18, 2018Classified Personnel - Merit Report - No. VI.D.2.
 - November 1, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - October 18, 2018Classified Personnel - Non-Merit Report - No. VI.D.3.
 - November 1, 2018
- 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:

Subject	Action Steps	Tentative Date
Annual Report	Action	12/12/18
Types of Temporary Job Assignments	Commissioner Training	1/9/19
Merit Rules Revisions Update - Definitions	Discussion	3/13/19
Job Descriptions Minimum Qualifications	Commissioner Training	3/13/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, December 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: 5:20 p.m.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting was adjourned in honor of all affected by the California fires.

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.