



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

December 19, 2017

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mrs. Julie Waterstone, and one (1) position vacant

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, December 19, 2017**, at **4:31 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

Note: This meeting was originally scheduled for December 12, 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 4:31 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Ms. Clare Caldera, Acting Director of Classified Personnel, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** December 19, 2017

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.

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

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

G.06 Motion to Approve Minutes: November 14, 2017

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

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

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
 - **Acting Director Caldera reported to the Personnel Commission on the impact of the current wild fires on the District’s operation as well as on the department’s testing schedule. Even though the District was officially closed, Director Cool had administered a written test for Student Outreach Specialist. A week after, a make-up session was offered to those candidates who were not able to participate in the original test due to the fires. Acting Director Caldera expressed her gratitude to Director Cool for his dedication.**
 - **Acting Director Caldera informed the Personnel Commission about the District’s appreciation for a prompt and efficient recruitment for the Director of Fiscal and Business Services. Director Ho will be able to provide an introduction and some training to the incoming director. Also the new Director of Purchasing has been recently hired.**
- Advisory Rules Committee Update
 - **Acting Director Caldera stated that the advisory rules committee has not met in December due to members’ busy schedules. Acting Director Caldara announced that she will start participating at the committee’s meetings in January.**

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 Inatsugu wished everyone happy holidays.**

- Commissioner Inatsugu expressed her gratitude to Acting Director Caldera for working out of class during Director Cool's paternity leave.
- On behalf of the Personnel Commission Office, Ms. Hatch, Administrative Assistant, thanked the Personnel Commissioners for their generous gifts for each staff member as well as for sweets, treats, and tea for the entire department. The gifts' purchase benefited animal protection and welfare.

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 updated the Personnel Commission on the last Board of Education meeting on December 14, 2017. Superintendent Drati and the new Assistant Superintendent for Educational Services, Dr. Jacqueline Mora, presented the second part of the four-part series on the Student Achievement Lead Data. The Maintenance and Operation Department shared with the Board of Education reports of their work done over the past year and discussed priorities and measures for showing improvements. The new Assistant Superintendent of Business and Fiscal Services, Ms. Melody Canady, presented the first interim budget report.**
 - **Dr. Kelly also informed the Personnel Commission about the Board's resolution that was successfully passed in opposition to the resolution that the Malibu City Council submitted to the Los Angeles County Office of Education in support of Malibu Unification.**
 - **Dr. Kelly stated that the Board elected their new officers- Dr. Richard Tahvildaran-Jesswein as the President, and Mr. Jon Kean as the Vice President.**
 - **Dr. Kelly informed the Personnel Commission about the District's actions during the recent wild fires. All schools were closed for a couple of days.**
 - **Dr. Kelly congratulated Ms. Pat Ho, Director of Fiscal and Business Services, on her retirement, expressing the District's appreciation for her dedicated service.**
 - **Dr. Kelly wished everyone happy holidays.**

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**

G.11 Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair: Julie Waterstone

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

It was moved and seconded to elect Commissioner Inatsugu as the Personnel Commission Chair. The motion passed.

b. Nomination of Vice-Chair: Barbara Inatsugu

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

It was moved and seconded to elect Commissioner Waterstone as the Personnel Commission Chair, and Commissioner Inatsugu as the Personnel Commission Vice-Chair. The motion passed.

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

Director of Fiscal and Business Services	4
Director of Purchasing	2

C.02 Advanced Step Placement:

Angel Aparicio in the classification of Physical Activities Specialist at Range 26, Step C

C.03 Advanced Step Placement:

Julie Bechtloff in the classification of Accounting Technician at Range 31, Step C

- C.04 Advanced Step Placement:
Eddie Harris in the classification of Custodian at Range 24, Step C
- C.05 Advanced Step Placement:
Tamara Randolph in the classification of Licensed Vocational Nurse at Range 34, Step E
- C.06 Extension of Working Out of Class:
Henry Plascencia in the classification of Painter from Skilled Maintenance Worker, December 4, 2017 – April 18, 2018

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

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Reclassification:
Reclassification for Ms. Estella Mata from Senior Office Specialist to Administrative Assistant

It was moved and seconded to approve the Director’s recommendations for item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Acting Director Caldera provided a brief background to the reclassification. Based on the data collection analysis, Ms. Mata has been performing duties outside her classification, specifically organizing and processing payroll.**

- A.02 Second Reading of Changes to Merit Rule:
Chapter XV: Resignation and Retirement

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		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

REPORT AND DISCUSSION

- None

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 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. IV.D.2. (for SMMUSD School Board Agenda)
 - November 16, 2017
- Classified Personnel – Merit Report - No. VIII.D.2
 - December 14, 2017
- I.05 Classified Personnel – Non-Merit Report – No. IV.D.3.
 - November 16, 2017
- Classified Personnel – Non-Merit Report – No. VIII.D.3
 - December 14, 2017
- 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:

Subject	Action Steps	Tentative Date
New Personnel Commissioner	Selection Interviews	January 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
 Tuesday, January 9, 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		✓	✓			
Julie Waterstone	✓		✓			
Vacant						

TIME ADJOURNED: 5:01 p.m.

The meeting was adjourned in memory of victims killed in Amtrak train derailment in Washington, and victims of the current wild fires.

Submitted by:

 Clare Caldera
 Secretary to the Personnel Commission
 Acting Director

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.