



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**January 10, 2017**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, January 10, 2017**, 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 4:09 p.m.

**G.02 Roll Call:** Commissioners Inatsugu and Lippman were present.

**G.03 Pledge of Allegiance:** Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** January 10, 2017

**It was moved and seconded to approve the agenda with the following amendments. 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.

- Agenda item I.G.06 – “General Functions – Motion to Approve Minutes for October 11, 2016” – was pulled from the agenda until a written approval is obtained from the former Commissioner Pertel.
- The voting block will contain the word “vacant” until the new Personnel Commissioner, Ms. Waterstone, is appointed by the State Superintendent.

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

**G.06 Motion to Approve Minutes:** October 11, 2016

Of those present, only Commissioner Inatsugu attended the October 11, 2016, regular Personnel Commission meeting. This item was postponed to obtain a written approval from the former Commissioner Pertel.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
vacant						

**Motion to Approve Minutes:** December 13, 2016

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	✓		✓			
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
  - Director Cool welcomed everyone back from the winter break. Some Personnel Commission staff members took vacation during this time. He thanked the Personnel Commissioner for holiday gifts that were greatly appreciated by the entire office.
  - Director Cool informed the Personnel Commission about the District Office meeting the new Superintendent, Dr. Ben Drati, on Monday, January 9, 2017. Director Cool provided a bit of Dr. Drati’s background that led to Dr. Drati’s passion for public education.
  - Director Cool introduced a new section of the Advanced Step Placement Status Report outlining the total number of hires to

compare with the number of advanced step placements awarded. This information will be included in the next month's agenda.

- **Director Cool stated that for Personnel Commissioners' professional development, he was preparing to conduct a training series, which will include job analysis, salary surveys, introduction to the competency system used in testing, and other topics related to the processes implemented in the Personnel Commission Office.**
- **New Personnel Commissioner Appointment**
  - **Director Cool announced the appointment of a new Personnel Commissioner, Ms. Julie Waterstone. The recommendation for her appointment will be presented at the District Board of Education meeting on January 19, 2017. Afterwards, it will be sent to the State Superintendent of Public Instruction, Mr. Tom Torlakson, for a final approval.**
- **Advisory Rules Committee Update**
  - **Director Cool informed the Personnel Commission about continuation of revisions to Chapter XIV: *Disciplinary Action and Appeal*. It is a very important and complex chapter that requires many extensive discussions. The last meeting took place on December 21, 2016, and the next one is scheduled for January 18, 2017.**
  - **Director Cool stated that certain minor revisions had to be made to Chapter V: *Recruitment and Examination*, which will be presented to the Personnel Commission at the next regular meeting on February 14, 2017.**

#### **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 is looking forward to welcoming new Commissioner Waterstone to 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. Mark Kelly, Assistant Superintendent of Human Resources, welcomed Dr. Ben Drati who started at the District on January 1, 2017. Dr. Drati gave a very insightful presentation at the District staff meeting on January 9, 2017. Dr. Kelly expressed his appreciation of future collaboration with the new superintendent.**
  - **Dr. Kelly updated the Personnel Commission on the Board of Education annual election of new officers that took place at the December 15, 2016, school board meeting. Ms. Laurie Lieberman was**

elected as the Board President, and Dr. Richard Tahvildaran-Jesswein was elected as the Vice President.

- Dr. Kelly informed the Personnel Commission about the Board of Education retreat on January 12, 2017, to discuss its own practices and procedures under the new superintendent’s leadership.
- Dr. Kelly notified the Personnel Commission about the District negotiations with SEIU on January 10, 2017.
- Commissioner Inatsugu inquired about the Board of Education retreat. She attended the last retreat and found participation very meaningful.
- Commissioner Lippman suggested inviting Dr. Drati to a regular Personnel Commission meeting in the near future.
- Commissioner Lippman inquired about the progress of the Malibu Unification Committee. Dr. Kelly stated that some specific recommendations will be given to the Board of Education in the next few months. Commissioner Inatsugu suggested to check the Malibu Unification Committee’s agendas and meeting schedule on the District website.

**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: Barbara Inatsugu

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

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

b. Nomination of Vice-Chair: Peter Lippman

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

**It was moved and seconded to elect Commissioner Lippman 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

Administrative Assistant	5
Bilingual Community Liaison	8
Bus Driver	3
Campus Security Officer	8
Instructional Assistant - Classroom	8
Instructional Assistant – Physical Education	3
Paraeducator-1	32
Paraeducator-2	2
Paraeducator-3	8
Stock and Delivery Clerk	5

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Arsanios Basha in the classification of Paraeducator-3 at Range: 26 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Laura Mejia in the classification of Paraeducator-1 at Range: 20 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Roxana Sarvey in the classification of Paraeducator-1 at Range: 20 Step: C

**It was moved and seconded to approve the Consent Calendar – II.C.01-4 *Advanced Step Placements* as submitted. The motion passed.**

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

## REPORT AND DISCUSSION

- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, he voted in favor in order not to disadvantage the employees being recommended for the range increase.

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

#### A.01 Personnel Commission Annual Report FY 2015-2016

It was moved and seconded to approve the Director's recommendations to adopt the Personnel Commission Annual Report FY 2015-2016 with proposed amendments – titles in index and an addition of "Significant Activities." The motion passed.

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

## 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 discrepancies in the ethnicity data due to the fact that applicants were able to select more than one option. This data was included to demonstrate the diverse candidate pool.
- Commissioner Lippman suggested revising the index on the first page to correspond with the titles of each section of the report.
- Commissioner Lippman proposed creating a new category called "Significant Activities" containing additional accomplishments such as a classified employees' appreciation reception, a list of revised Merit Rules, a salary study, a number of Advanced Step Placement requests, evaluations of Director of Classified Personnel, an adoption of the Personnel Commission annual budget 2016-2017, a Personnel Commission re-appointment, and schedule of a regular Personnel Commission meeting in Malibu.
- Commissioner Lippman requested that an annual report be generated for the fiscal year 2014-2015. It will be presented at the next regular meeting.
- Commissioner Lippman inquired about the correlation between the number of eligibility lists and hired individuals for the fiscal year. Director Cool explained that the number of eligibility lists does not correspond with the number of new employees.

- **Commissioner Inatsugu suggested to approve the annual report 2015-2016 with the suggested amendments.**
- **Director Cool agreed to include the proposed activities in both annual reports.**
- **Commissioner Inatsugu expressed her appreciation of the new user-friendly report format.**

**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 Items**

**V. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

I.01 Advanced Step Placement Status Report

- **Director Cool stated that both formal and informal requests will be recorded for statistical purposes for the Commissioner's information.**

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. A.21 (for SMMUSD School Board Agenda)

- December 15, 2016

I.05 Classified Personnel – Non-Merit Report - No. A. 22

- December 15, 2016

I.06 Personnel Commission's Twelve-Month Calendar of Events

- 2015 – 2016

- **Commissioner Lippman inquired about attendance of California School Personnel Commissioners Association (CSPCA) annual conference. Director Cool stated that staff will be attending the Western Region Intergovernmental Personnel Assessment Council (WRIPAC) trainings that are more cost effective. In addition, he is going to conduct professional development sessions for Personnel Commissioners at the regular meetings.**

I.07 Board of Education Meeting Schedule

- 2015 – 2016

**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

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

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

Tuesday, February 14, 2017, at 4:00 p.m. – *District Office Board Room*

**VIII. 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

**IX. CLOSED SESSION:**

- No Closed Session

**X. 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	✓		✓			
vacant						

**TIME ADJOURNED: 5:00 p.m.**

Submitted by:

\_\_\_\_\_  
 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.