



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

January 12, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, January 12, 2016**, 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 4:10 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Pertel, and Lippman were present.
- G.03 Pledge of Allegiance:** Mr. Peter Lippman, Personnel Commissioner, led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** January 12, 2016

It was moved and seconded to approve the agenda with the following amendments. The motion passed.

- **Agenda item IV.D.01 – “First Reading of Changes to Merit Rules – Chapter IV: *Application for Employment*”- the title was corrected and the voting block was removed on the actual agenda item.**

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		✓	✓			
Joseph Pertel	✓		✓			

G.05 Motion to Approve Minutes: December 8, 2015

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	✓		✓			
Joseph Pertel		✓	✓			

G.06 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 his school site tours. He is planning visits to John Adams Middle School and Olympic High School. These visits are very beneficial as they provide a more comprehensive picture of the District.**
 - **Director Cool announced that the regular Personnel Commission meeting will take place in Malibu on April 12, 2016.**
 - **Director Cool updated the Personnel Commission on the LACOE software for recruitment and classification tracking. It is a great tool; however, it is too involved for the Personnel Commission department needs. He and Ms. Brooke Lamping, Personnel Analyst, will continue searching for more appropriate product. Ms. Lamping found a program used by the Ventura County Community College District containing recruitment checklist which may be suitable for our department.**
 - **Director Cool informed the Personnel Commission that Advanced Step Placement items are being placed in the Consent Calendar to approve the items collectively.**
 - **Director Cool also mentioned that the Advanced Step Placement Status Report has been considerably revised to present more precise and detailed data.**
- Commissioner Reappointment
 - **Commissioner Inatsugu's reappointment will be presented to the Board of Education for approval on January 21, 2016. Afterwards the necessary documentation will be submitted to the State Superintendent of Public Instruction, who will make the formal appointment.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays.***

- **Minor changes to Chapter V: *Recruitment and Examination* will be presented to the Personnel Commission at the next regular meeting in February.**
- **Advanced Step Placement Criteria Update**
 - **Director Cool informed the Personnel Commission about the Merit Rules Advisory Committee's hesitance to revise the Advanced Step Placement process at this point. The Classification and Compensation Study is going to be a part of negotiations between SEIU and the District; hence, it would make more sense revising the procedure afterwards.**

G.07 Personnel Commissioner Comments/Reports:

This is 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 thanked Mr. Michael Haberberger, SEIU Project Director, for the letter of recommendation supporting her reappointment.**

G.08 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, informed the Personnel Commission about the planned negotiation focusing on wages and benefits with the District.**
 - **Ms. Cartee-McNeely notified the Personnel Commission about positive collaborative working relationships between the labor teams and management.**
 - **Ms. Cartee-McNeely reported that SEIU is closely monitoring the Friedrichs versus CTA case.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the new format of Board of Education meetings in order to shorten the meetings and discuss the major items during earlier hours. One of the meeting formats will cover only the communication section and major actions that do not require complex discussions. The other format will deal mostly with discussion items. The format will be a combination of both including public comments. The new format will be introduced in February 2016.**
 - **Dr. Kelly informed the Personnel Commission about FRISK training for classified and certificated managers.**
 - **Dr. Kelly also provided an update on school district unification. He summarized the findings of the Financial Oversight Committee's amended report and the great financial impact of unification for the**

Santa Monica District. A six-member committee has been established to provide a comprehensive plan in order to prevent major financial losses to the Santa Monica District.

- Dr. Kelly informed the Personnel Commission about the tentative agreement with CTA to be approved by the Board of Education on January 21, 2016. Also, negotiations with SEIU are already on the calendar.
- Commissioner Inatsugu expressed her appreciation for the new format of Board of Education meetings.

G.09 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):

Classification # Eligibles

Cafeteria Worker I	10
Health Office Specialist	5
Instructional Assistant – Physical Education	4
Laboratory Technician	6
Paraeducator-1	24
Paraeducator-3	9
Swimming Instructor/Lifeguard	3

It was moved and seconded to approve the Consent Calendar – II.C.01 *Approval of Classified Personnel Eligibility List(s)* with amendments to Paraeducator-1 eligibility list. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman inquired about Paraeducator-1 eligibility list.**
- **Director Cool is going to revise the necessary data.**
- **Director Cool brought attention to the Paraeducator-1 recruitment being restructured as continuous.**

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Qiseana Gomes in the classification of Instructional Paraeducator-3 at Range: 26 Step: D
- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Eve Hall in the classification of Instructional Paraeducator-3 at Range: 26 Step: B
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Danielle Stevens in the classification of Paraeducator-1 at Range: 20 Step: C

It was moved and seconded to approve the Director's recommendations for item II.C.02-04 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Lead Vehicle and Equipment Mechanic classification within the Transportation job family.

It was moved and seconded to approve the Director's recommendations for item III.A.01 as amended regarding preferred qualifications. The motion passed.

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

REPORT AND DISCUSSION

- Director Cool provided a brief background and rationale for requiring a California driver's license.
- Ms. Cartee-McNeely expressed her concern with preferred qualifications regarding supervisory experience. Bargaining unit members cannot supervise other bargaining unit members. The lead positions can only provide technical guidance.
- Director Cool clarified that since it is a preferred qualification, it does not have any decisive impact on the recruitment. He proposed substituting "supervisory" with "lead" to avoid misunderstanding. The language was amended accordingly.

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.

- D.01 First Reading of Changes to Merit Rules:
Chapter IV: Application for Employment

REPORT AND DISCUSSION

- Director Cool provided a brief background to revisions. Most information in Rules 4.1 to 4.4 is already included in Chapter V; hence it was removed from Chapter IV.
- Director Cool explained the functionality of a monthly job bulletin as a substitute for fifteen (15) days advertising period.
- Director Cool addressed the reason for including conviction information at the time of submitting the application. It may become important to compare the applicant statement with Department of Justice report during onboarding.
- Director Cool also emphasized the difference between "resignation in lieu of dismissal" to "resignation not in good standing in lieu of dismissal."
- Director Cool pointed out the added specific timeline of ten (10) days for the Director of Classified Personnel to confirm receipt of applicants' written protest.
- Commissioner Lippman suggested to make punctuation uniform.
- Director Cool stated that one complete revision focusing on the content will take place, and then a second revision will address any inconsistencies in the language, punctuation, style, and formatting.
- Commissioner Pertel suggested creating a definition file while revising it for the first time, so that during the second time one can use "search and replace" to make all the terms uniform.
- Commissioner Inatsugu questioned the language that refers to the Director of Classified Personnel recruiting for a certain position rather than the Personnel Commission as a department conducting the recruitment. Director Cool expressed his preference to make it more

general and use Personnel Commission as the recruiter. Rule 4.2.B. was revised accordingly.

- Commissioner Inatsugu suggested to include “other protected categories” on the separate form of the application package in the new Rule 4.2.1.

V. INFORMATION ITEMS:

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

I.01 Advanced Step Placement Status Report

REPORT AND DISCUSSION

- Director Cool commended Ms. Lamping, the Personnel Analyst, for these major revisions in the Advanced Step Placement tracker.
- Director Cool explained the statistical challenges of calculating the difference between the first step and the awarded step given the fact that the first raise on step A takes place after six (6) months. In the previous calculations, the cost was overestimated.
- Director Cool also emphasized the fact that the numbers are purely an estimate not taking several factors in consideration. These components include salary placement after four and half (4.5) years, when all employees receive the same compensation no matter what step they started at, the length of employment, transfers to positions with less or more work hours, promotions, demotions, and leaves of absence to name a few.
- Commissioner Lippman expressed his appreciation for the revised report.
- Commissioner Lippman inquired about the number of new hires and number of new employees who requested an Advanced Step Placement and the number of new employees who were awarded Advanced Steps.
- Director Cool replied that nearly every new employee submits a request, and the Personnel Commission reviews each request based on set criteria.

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. A.15 (for SMMUSD School Board Agenda)

- December 10, 2015

Classified Personnel – Merit Report - No. A.10

- December 17, 2015

I.05 Classified Personnel – Non-Merit Report – No. A.16

- December 10, 2015

Classified Personnel – Non-Merit Report – No. A.11

- December 17, 2015

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

- 2015 – 2016

I.07 Board of Education Meeting Schedule

- 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Merit Rules Revisions	-Update on Committee’s progress regarding Advanced Step Placement -First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i> (minor modifications) -Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	February 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	March 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, February 9, 2016, 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 closed session.

- **None**

IX. CLOSED SESSION:

The Commission adjourned to closed session at **5:10 p.m.** pursuant to Government Code Section 54957 to discuss:

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at **5:47 p.m.** and reported on the following action taken in closed session:

There was no action taken

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.

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

TIME ADJOURNED: 5:48 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.