



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

February 9, 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, February 9, 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 4:09 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Pertel, and Lippman were present.**
- G.03 Pledge of Allegiance: Mr. Carey Upton, Director of Theater Operations and Facility Permits, led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: February 9, 2016**

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

- **Agenda item II.C.01 – “Approval of Classified Personnel Eligibility List(s)”- amended to include extension for Cafeteria Worker I.**
- **Agenda item III.A.02 – “Classification Revision” – Lead Custodian classification was pulled.**

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: January 12, 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	✓		✓			
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 updated the Personnel Commission about his school site tours. He visited John Adams Middle School and Olympic High School to complete the tours.**
 - **Director Cool announced that the regular Personnel Commission meeting will take place in Malibu on May 10, 2016 at Webster Elementary School.**
- Commissioner Reappointment
 - **Commissioner Inatsugu's reappointment's documentation was submitted to the State Superintendent of Public Instruction on January 27, 2016. The State Superintendent will make the formal appointment in near future.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about planned revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*.**
 - **Minor changes were made to Chapter V: *Recruitment and Examination*. The chapter was not revised in its entirety.**
- Advanced Step Placement Report
 - **Director Cool informed the Personnel Commission about the percentage of new hires who requested and received Advanced Step Placement in the current fiscal year. All new hires are informed about their right to make a request.**

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 Lippman informed the Personnel Commission about his participation at the CSPCA annual conference that will take place from February 25 to February 28, 2016.**

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, reported that SEIU continues to closely monitor the Friedrichs versus CTA case. SEIU has a major membership blitz taking place across its local to move unit members to full membership status prior to the decision in the case.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about the collaborative initiatives of the steward council and labor management teams toward improving communication.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, provided information about the Human Resources' initiatives for staffing and enrollment projections for the next school year.**
 - **Dr. Kelly notified the Personnel Commission that in a couple of months, the Board of Education will receive a report from Dr. Noguera, a renowned sociologist and education leader, on closing the achievement gap in the District.**
 - **Dr. Kelly informed the Personnel Commission about the adoption of the new structure of Board of Education meetings. The most recent Board of Education meeting was the first one in the new format, the type A.**
Dr. Kelly explained the major differences between these three formats and their functions.
 - **Commissioner Inatsugu asked about the District's work to make the teaching staff look more like the student population and noted that there was a successful career ladder program in the 1990's during Neil Schmidt's superintendency aimed at achieving that.**
Dr. Kelly replied that there is a conscious effort to diversify the District staff to meet the needs of all student groups and communities.

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):

<u>Classification</u>	<u># Eligibles</u>
Instructional Assistant – Music (Band)	1
Instructional Assistant – Music (Strings)	2
Plant Supervisor	6

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Cafeteria Worker I	9
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It was moved and seconded to approve the Consent Calendar – II.C.01 Approval of Classified Personnel Eligibility List(s) with amendments to include the extension of the Cafeteria Worker I eligibility list. The motion passed.

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

REPORT AND DISCUSSION

- **None**

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jessica Castillo in the classification of Senior Administrative Assistant at Range: 34 Step: C

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Bahareh Mehr in the classification of Administrative Assistant at Range: 29 Step: B

It was moved and seconded to approve the Director’s recommendations for item II.C.02-03 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 Custodian classification within the Operations job family.

Agenda item III.A.01 was pulled.

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

REPORT AND DISCUSSION

- Ms. Cartee-McNeely requested to pull the item from the current agenda in order to provide further clarity on crew assignments.
- Dr. Kelly suggested to revise the classification specification further to reconcile specific requirements; hence, he also requested to pull the item.

A.02 Classification Revision:

Approval of the revisions to the Lead Custodian classification within the Operations job family.

Agenda item III.A.02 was pulled.

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

REPORT AND DISCUSSION

- None

- A.03 New Classification:
Approval of the new classification Facility Use Manager within the Facility Use job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool stated that the classification specification reflects the current needs of the newly reorganized Facility Use department.**
- **Mr. Carey Upton, Director of Theater Operations and Facility Permits, provided the Personnel Commission with a detailed presentation on the reorganization of the Facility Use department.**

- A.04 Merit Rules:
Adoption of Second Reading of Changes to Chapter IV: *Application for Employment*.

It was moved and seconded to approve the Director’s recommendations for item III.A.04 as amended. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool restated that any inconsistencies in the language, punctuation, style, and formatting will be corrected during the second stage of the Merit Rules revisions.**
- **Director Cool reminded the Personnel Commission that most information in Rules 4.1 to 4.4 was already included in Chapter V; hence it was removed from Chapter IV to eliminate redundancy and, where appropriate, was moved to Chapter V.**
- **Commissioner Inatsugu inquired about Rule 4.2.2 in regard to applicants being permanent residents. The term includes citizens and non-citizens as long as they are permanent residents.**
- **Commissioner Inatsugu also substituted the pronoun “that” for “which” in Rule 4.2.2.C. regarding residency to clarify the meaning.**

- A.05 Personnel Commission’s Twelve-Month Calendar of Events:
Consideration/Approval of the new date for the regular Personnel Commission meeting in March 2016.

It was moved and seconded to approve the Director's recommendations for item III.A.05 as amended. The motion passed.

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

REPORT AND DISCUSSION

- Commissioner Inatsugu announced that she will be absent at the next regular Personnel Commission meeting on March 8, 2016 due to a professional commitment in Sacramento.
- Personnel Commission decided to maintain the meeting on March 8, 2016 as previously scheduled.

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 V: Recruitment and Examination (minor modifications)

REPORT AND DISCUSSION

- Director Cool provided a brief background to minor modifications. Former Rule 4.4. was incorporated into Chapter 5. The rest of the Chapter 5 was not revised.
- Director Cool brought attention to the fact that the former Rule 4.1.B became 5.1.1.B. He also addressed the functionality of a monthly job bulletin as a substitute for the fifteen (15) days advertising period.
- Commissioner Pertel emphasized providing the candidates with a reasonable and sufficient time to apply in order to maintain an equitable and transparent recruitment process.

V. 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. A.19 (for SMMUSD School Board Agenda)
 • January 21, 2016
 Classified Personnel – Merit Report - No. A.14
 • February 4, 2016
 I.05 Classified Personnel – Non-Merit Report – No. A.20
 • January 21, 2016

Classified Personnel – Non-Merit Report – No. A.15

- February 4, 2016
- 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:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i> - Second Reading and Adoption of Changes to Merit Rule: <i>Chapter V: Recruitment and Examinations</i>	March 2016
Preliminary Budget – Fiscal Year 2016-2017	- First Reading	April 2016
Adoption of Budget – Fiscal Year 2016-2017	- Second Reading	May 2016
Classified Employees Appreciation Reception		May 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, March 8, 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 **4:52 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 **5:45 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: 5:47 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.