



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**May 10, 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, April 12, 2016**, 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 4:14 p.m.**
- G.02 Roll Call: Commissioners Inatsugu, Lippman, and Pertel were present.**
- G.03 Pledge of Allegiance: Commissioner Pertel led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: May 10, 2016**

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

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.

**G.05 Motion to Approve Minutes: March 8, 2016**

**It was moved and seconded to approve the agenda as amended – page order. The motion passed.**

<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	✓		✓			
Joseph Pertel		✓	✓			

**Motion to Approve Minutes: April 12, 2016**

**It was moved and seconded to approve the agenda as amended – page order. The motion passed.**

<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	✓		✓			
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.

- Classified Employee Appreciation Week
  - **Director Cool informed the Personnel Commission about the upcoming Classified Employee Appreciation Week, from May 15 to May 21, 2016, to honor classified employees' contribution to the District and its students.**
  - **In the past, the reception was always followed by the regular Personnel Commission meeting, but this year, it will be a standalone celebration. Director Cool invited the Personnel Commissioners to join the festivities on Tuesday, May 17, 2016 at 3:00 p.m. in the Board Room.**
- General Comments
  - **Director Cool updated the Personnel Commission about the Human Resources Technician recruitment. Last week he and Ms. Lamping conducted the selection interviews with four (4) capable candidates. Director Cool is in a process of checking references to select the most suitable candidate.**
  - **Director Cool announced that the Personnel Commission Department is participating in the pilot program implementing Time Clock Plus together with Human Resources and Fiscal Services to efficiently track attendance.**
  - **Director Cool also informed the Personnel Commission about employing a digital processing of Position Control forms using Chalk Schools' platform. Chalk Schools converts preexisting forms into a user friendly version including tracking functions.**

- **Director Cool provided an update on the Chief Operations Officer classification specification. He explained the standard approval process starting with the Board of Education. In this case, the process was reversed; however, the classification specification was approved. The recruitment will be opened soon.**
- **Advisory Rules Committee Update**
  - **Director Cool informed the Personnel Commission about completing revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*. It was a very complex and long chapter that required many extensive discussions. It will be presented to the Personnel Commission for first reading on June 14, 2016.**

#### **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 informed the Personnel Commission about a bill by Assembly Member, Kevin McCarty, addressing a career ladder for classified employees if they wish to become teachers. PTA has reviewed the bill expressing their support.**

#### **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**
  - **None**
- **Board of Education Report**
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about Education Foundation report on District fundraising which totaled in 2.8 million dollars. There are still about 700,000 dollars to raise in order to meet their goal. The silent auction was a great success. All the items were sold out bringing approximately 100,000 dollars for District's programs. PTA also actively participates in the fundraising.**
  - **Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives. One of the members resigned and a new one was appointed.**
  - **Dr. Kelly informed the Personnel Commission about May 11 being The California Day of the Teacher. The Board adopted a resolution in support of The Day of the Teacher. The Board will adopt a similar resolution in recognition and support of classified employees on May 19, 2016.**
  - **Dr. Kelly announced a new superintendent recruitment as Superintendent Lyon has accepted a position in the Palm Springs Unified School District. He expressed his gratitude for Superintendent**

**Lyon’s contribution and dedicated service to Santa Monica – Malibu Unified School District wishing her all the best in this new endeavor. Commissioner Lippman inquired about Superintendent Lyon’s last day. It will be June 30, 2016.**

**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>
Facility Use Manager	4
Human Resources Technician	10
Paraeducator-1	32
Paraeducator-2	2
Paraeducator-3	11

**It was moved and seconded to approve the Consent Calendar – II.C.01 *Approval of Classified Personnel Eligibility List(s)* as corrected. The motion passed.**

<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			✓			
Joseph Pertel	✓		✓			

**REPORT AND DISCUSSION**

- **Director Cool provided a correction to the Facility Use Manager eligibility list regarding the percentage of Qualification Appraisal Interview – 100% of the overall score.**
- **Director Cool clarified calculations for applicants who took written exam for Paraeducator-1. Most applicants are not required to take the written**

**test if they have 48 units of higher education, an associate degree, or six (6) months of experience.**

C.02 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Janet Laird in the classification of Paraeducator-3 at Range: 26 Step: D

C.03 Advanced Step Placement:  
Approval of the Advanced Step Placement for new employee Thania Montoya 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 Stacy Vela in the classification of Accounting Technician at Range: 29 Step: F

**It was moved and seconded to approve the Consent Calendar – II.C.02-04 *Advanced Step Placements* as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **Commissioner Lippman voiced his opposition to the policy of advanced step placement (ASP) by abstaining from the vote.**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2016-2017 Proposed Personnel Commission Budget

**It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2016-2017* as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **No public comments.**

**It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2016-2017* as submitted. The motion passed.**

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

A.02 Adoption: Fiscal Year 2016-2017 Proposed Personnel Commission Budget

**It was moved and seconded to adopt the Fiscal Year 2016-2017 Proposed Personnel Commission Budget as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **Director Cool presented a brief overview of the budget documentation provided to the Personnel Commission by Los Angeles County Office of Education including the procedural guidelines, budget approval process, and notification of district intent to concur or reject the proposed budget.**
- **Director Cool noted a change in salaries due to seniority as well as hiring a new director. The change was determined by the Fiscal Department.**
- **Director Cool informed the Personnel Commission about an increase to the account 5802- consultants and the account 2430- clerical hourly for overtime during summer recruitments for one of the Human Resources Technicians.**
- **Commissioner Lippman inquired about discrepancy for the account 2430- clerical hourly presented to LACOE for fiscal year 2015-2016 and the expected expenditure for fiscal year 2015-2016 noted in the 2016-2017 Personnel Commission Proposed Budget.**
- **Director Cool clarified that the difference is due to a summer assignment last year for one of the Human Resources Technicians allocated for recruiting for school year 2015-2016. An adjustment will be made to the LACOE Annual Financial and Budget Report to be consistent with the 2016-2017 Personnel Commission Proposed Budget.**

A.03 Classification Revision:  
Approval of the revisions to the Custodian classification within the Operations 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 informed the Personnel Commission about the latest revisions including reporting of building deterioration suggested by Commissioner Lippman. Another revision was suggested by the Interim Executive Director of Facilities, Maintenance, and Operations, Mr. Roosevelt Brown, in regards to reporting necessary repairs.**

#### A.04 Classification Revision:

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

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

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

### **REPORT AND DISCUSSION**

- **Director Cool informed the Personnel Commission about the two minor revisions including reporting of building deterioration suggested by Commissioner Lippman. The second revision was suggested by the Interim Executive Director of Facilities, Maintenance, and Operations, Mr. Roosevelt Brown, in regards to reporting necessary repairs.**

#### A.05 Classification Revision:

Approval of the revisions to the Personnel Analyst classification within the Personnel Services job family.

**It was moved and seconded to approve the Director’s recommendations for item III.A.05 as amended – number years of experience. The motion passed.**

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

## **REPORT AND DISCUSSION**

- In the anticipation of an upcoming recruitment, Director Cool requested to revise the minimum qualifications substituting a master's degree in a highly related field for the experience requirement.
- Commissioner Lippman suggested to include a degree in Business Administration to the minimum qualifications. Director Cool will include this requirement in the classification specification.
- Commissioner Lippman suggested to require one (1) year of experience in addition to a master's degree.
- Director Cool agreed that it would be preferable. The classification specification will include a statement that a master's degree in a closely related field may substitute for two (2) years of the experience requirement.
- Director Cool stated that he would prefer experienced candidates, but if there are difficulties with the recruitment, he will consider those who recently obtained a master's degree as long as they possess the underlying technical skills that are necessary for this position.
- Commissioner Lippman inquired about the revisions' effect on eligibility for Advanced Step Placement. Director Cool presented several scenarios that would not qualify for the salary advancement.

### **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 Assignment of Overtime and Working-Out-of-Class

## **REPORT AND DISCUSSION**

- Director Cool clarified the qualifying parameters for granting overtime and working-out-of-class.
- Director Cool defined overtime as working additional hours within the permanent classification, assigned by seniority, and at the same organizational unit and the same work location, as it is described in the Merit Rules and SEIU Contract. He provided specific examples to illustrate the concept.
- Director Cool defined working-out-of-class as an assignment for an absent employee or in a vacant position that can be performed by an employee in the next lower classification, based on seniority rotation. In the past, there was confusion as assignments were rotated through several lower level classifications within the same job family, which was not in alignment with the SEIU Contract. This practice was discontinued, and the rules were explained to classified employees.



**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.25 (for SMMUSD School Board Agenda)
  - April 14, 2016
- Classified Personnel – Merit Report – No. A.17
  - May 5, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.26
  - April 14, 2016
- Classified Personnel – Non-Merit Report – No. A.18
  - May 5, 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Classified Employees Appreciation Reception		May 17, 2016
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	June 2016

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

Tuesday, June 14, 2016, at 4:00 p.m. – *Webster Elementary School Library*

**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 **5:11 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.