

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
District Office Board Room
1651 Sixteenth Street, Santa Monica CA 90404

MINUTES

REGULAR MEETING
July 14, 2015 @ 4:20 p.m.
District Office Board Room

Electronically Recorded

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, July 14, 2015, in the District Administrative Offices:** 1651 16th Street, Santa Monica, CA. The Personnel Commission called the meeting to order at 2:17 p.m. in the Board Conference Room at the District Offices, at which time the Personnel Commission moved to Closed Session regarding the item listed below. The public meeting reconvened at 4:44 p.m. in the Board Room.

The public meeting began at 4:44 p.m.

- ❖ **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.

CLOSED SESSION

Call to Order: The Regular Meeting of the Personnel Commission was called to order at 2:17 p.m.

Roll Call: Commissioners Inatsugu, Lippman, and Pertel were present. Commissioner Pertel arrived at 3:15 p.m. due to a work commitment.

I. 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

II. CLOSED SESSION

- Government Code §54957

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

- Title: Director of Classified Personnel

OPEN SESSION

I. General Functions:

- A. Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:44 p.m.
- B. Roll Call:** Commissioners Inatsugu, Lippman, and Pertel were present.
- C. Pledge of Allegiance:** Interim Director Lamping led all in attendance in the Pledge of Allegiance.
- D. Report out of Closed Session:** The Santa Monica – Malibu Unified School District Personnel Commission met in Closed Session this afternoon to interview candidates for the position of Director of Classified Personnel. The Commission by the vote of three (3) ayes and zero (0) noes will be offering one of the candidates the position of Director of Classified Personnel pending a follow-up reference check.
- E. Motion to Approve Agenda:** July 14, 2015

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

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

- F. Motion to Approve Minutes:** June 9, 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. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

- General Comments
 - **Interim Director Lamping updated the Personnel Commission on the current recruitments including the Director of Food and Nutrition Services and Fiscal Services Supervisor.**
 - **Interim Director Lamping expressed her gratitude to the Personnel Commission staff for meeting the District’s needs in this intense recruitment season.**

H. 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 commended Interim Director Lamping and the entire Personnel Commission staff for their hard work during this time.**
- **Commissioner Inatsugu commented on the selection interview process for the Director of Classified Personnel, specifically on the composition of the interview panel that included the following advisory panelists: the Assistant Superintendent of Human Resources, Dr. Mark Kelly, a classified manager, Mr. Carey Upton, an SEIU representative, Ms. Rebel Harrison, and the Personnel Commission representative, Ms. Jana Hatch. The Personnel Commission found that it was a very useful structure that will be implemented in future interviews.**
- **Commissioner Inatsugu extended the Personnel Commission's gratitude to the panel members for their thoughtful input.**

I. 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.

1. SEIU Report

- **None**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District's activities such as summer school and PTA's summer enrichment program, and certificated staffing for Principals for Grant Elementary School, Lincoln Middle School, Malibu High School, Olympic High School, House Principals of Santa Monica High School, and several teachers.**
- **Dr. Kelly commended the Personnel Commission staff for their effort meeting the District's classified staffing needs.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education approving the District budget for fiscal year 2015-2016.**
- **Dr. Kelly notified the Personnel Commission about a presentation regarding the Malibu unification scheduled for the Board of Education meeting on July 15, 2015.**
- **Dr. Kelly introduced Dr. Suzanne Webb, the new Director of Human Resources. Dr. Webb expressed her appreciation working with the Personnel Commission staff.**

H. 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.

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.

A. Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Health Office Specialist	3
HVAC Mechanic	3
Instructional Assistant - Classroom	18
Instructional Assistant – Music (Band)	3
Instructional Assistant – Music (Strings)	1
Library Assistant II	8
Paraeducator-1	10
Paraeducator-3	10

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

Gardener	8
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It was moved and seconded to approve the Consent Calendar – II.A. Approval of Classified Personnel Eligibility List(s) as submitted. The motion passed.

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

B. Approval of Advanced Step Placements:

1. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Yesenia Hernandez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- b. Approve the Advanced Step Placement for new employee Tracee Logan in the classification of Student Outreach Specialist at Range: 44 Step: D

The Consent Calendar- II.B. Approval of Advanced Step Placements was moved to the end of Action Items as III.A.2.

III. Action Items/ Discussion/or Other Information:

A. Action Item(s): These items are presented for ACTION at this time.

1. Classification Revisions:
Recommendation: *Approve*

- a. Approve the revisions to the Construction Supervisor classification within the Facility Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.1.a. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Lamping provided a brief background and rationale for revisions to meet current standards since a recruitment for this position will be opened in near future.**
- b. Approve the revisions to the Payroll Specialist classification within the Fiscal Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.1.b. as submitted pending consultation with subject matter experts. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Lamping provided a rationale for the revisions regarding essential duties and supervisory matrix.**
- **Commissioner Lippman recommended revising the language regarding preparing prelist authorization for payment requisitions related to payroll and general fund related duties.**
- **The item was approved, pending consultation with the subject matter experts in the Fiscal Department.**

2. Advanced Step Placements:

- a. Approve the Advanced Step Placement for new employee Yesenia Hernandez in the classification of Instructional Assistant - Classroom at Range: 18 Step: C

It was moved and seconded to approve the Director’s recommendations for item III.A.2.a. as submitted. The motion passed.

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

- b. Approve the Advanced Step Placement for new employee Tracee Logan in the classification of Student Outreach Specialist at Range: 44 Step: D

It was moved and seconded to approve the Director's recommendations for item III.A.2.b. as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman repeatedly expressed his concern regarding the high cost of advanced step placements awarded to newly hired employees. Hence, Commissioner Lippman stated he will abstain from voting until a full discussion at a future regular Personnel Commission meeting with the newly appointed director takes place.**
- **Commissioner Inatsugu suggested for Commissioner Lippman to review the criteria the Director of Classified Personnel established for awarding the advanced step placement using precise formulas.**

B. Discussion Item(s): 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.

- **None**

C. Information Item(s): These items are placed on the agenda as information and do not require discussion.

1. Advanced Step Placement Status Report
2. Open Personnel Requisitions Status Report
3. Filled Personnel Requisitions Status Report
4. Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)
 - May 21, 2015
Classified Personnel – Merit Report - No. A.28
 - June 11, 2015
Classified Personnel – Merit Report - No. A.21
 - June 24, 2015
5. Classified Personnel – Non-Merit Report – No. A.19
 - May 21, 2015
Classified Personnel – Non-Merit Report – No. A.29

- June 11, 2015
Classified Personnel – Non-Merit Report – No. A.22
 - June 24, 2015
6. Personnel Commission’s Twelve-Month Calendar of Events
- 2015 – 2016
7. Board of Education Meeting Schedule
- 2015 – 2016

IV. Personnel Commission Business:

A. Future Items

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	August 2015
	-First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	September 2015
	-First Reading of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	
	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter V: Recruitment and Examination</i>	October 2015
	-First Reading of Changes to Merit Rules: <i>Chapter VI: Eligibility Lists</i>	

V. Next Regular Personnel Commission Meeting:

Tuesday, August 11, 2015, at 4:00 p.m. - *District Office Board Room*

Commissioner Pertel will not be able to attend the meeting due to being abroad.

- ❖ **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.

VI. **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: 5:22 p.m.

Submitted by:

Brooke Lamping
Secretary to the Personnel Commission
Interim Director of 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.