



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

August 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, August 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 4:06 p.m.**
- G.02 Roll Call: Commissioners Inatsugu and Lippman were present.**
- G.03 Pledge of Allegiance: Ms. Clare Caldera, Personnel Analyst, led all in attendance in the Pledge of Allegiance.**
- G.04 Motion to Approve Agenda: August 9, 2016**

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

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

G.05 Motion to Approve Minutes: July 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 expressed his gratitude to the Personnel Commission staff for their dedication, hard work, and team building during this intense recruiting time.**
 - **Director Cool introduced the new Personnel Commission Human Resources Technician, Mrs. Rosalee Merrick, providing a brief educational and professional background. She has been with the District since 1994. As an Administrative Assistant, she was part of the team that re-opened Point Dume school site in 1996, where she remained until joining the Personnel Commission.**
 - **Director Cool also introduced the new Personnel Analyst, Ms. Clare Caldera. Ms. Caldera's most recent position was with LAUSD – Personnel Commission's Talent Acquisition and Selection division. Ms. Caldera had an opportunity to train with the former Personnel Analyst, Ms. Lamping, in order to get acquainted with the Personnel Commission's particular functions and processes.**
 - **Director Cool informed the Personnel Commission about his introductory meeting with the Co-Superintendents, Dr. Christopher King and Dr. Sylvia Rousseau.**
 - **Director Cool reported on District's Management Retreat that was coordinated by the Flippen Group. The focus was on building leaders by providing them with specific tools to manage dynamic teams and group cohesion. The EXCEL Leadership Model was presented. The participants learned how to create a social contract in order to manage expectations of an employee group and to keep staff accountable. A 360 feedback profile was also generated using a survey that colleagues completed for each participant to see their own professional strengths and weaknesses.**

- Director Cool invited the Personnel Commissioners to the District convocation on Wednesday, August 17, 2016, at 8:00 a.m. in the Santa Monica High School Barnum Hall. The keynote speaker is Dr. Pedro Noguera reporting on the District's state of equity and opportunities to learn.
- Director Cool clarified his statement from the previous regular Personnel Commission meeting regarding specific functions and processes the Personnel Commission is responsible for before and after an employee is hired.
- Director Cool updated the Personnel Commission on the new Personnel Commissioner recruitment. It will be open for approximately six (6) weeks and advertised in Santa Monica and Malibu communities using press releases and announcements in local newspapers. Director Cool encouraged the Commissioners to share this opportunity serving the District's classified staff with their community and professional circles. Director Cool will attend the PTA council meeting to reach the parent population in near future.

G.07 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 Lippman suggested sending a letter on behalf of the Personnel Commission to the Malibu unification negotiation committee, which is tasked with reviewing and resolving fiscal and legal issues related to unification. In the letter, he would like to inquire about his status as a Personnel Commissioner, and whether the resulting District would adopt Merit System. Commissioner Inatsugu suggested researching the subject independently and bringing this topic to the next regular Personnel Commission meeting agenda.
- Commissioner Inatsugu welcomed Ms. Caldera and Mrs. Merrick to the Personnel Commission.
- Commissioner Inatsugu reported that she also met with the Co-Superintendents. She is looking forward to working cooperatively with them on issues related to classified employees.
- Commissioner Inatsugu inquired about utilizing the 360 feedback profile in formal evaluations. Dr. Kelly stated that it is a professional learning tool for self-reflection rather than an evaluation device.
- Commissioner Inatsugu will attend the District convocation if she does not have to serve on a jury.

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, expressed SEIU's full support of the District's preparation for the opening of the new school year.**

- **Ms. Cartee-McNeely updated the Personnel Commission on initiatives of the Labor Management Team Special Education providing training and professional development for paraeducators on the convocation day.**
 - **Ms. Cartee-McNeely stated that part-time classified employees are encouraged to participate at the convocation, even though it is not a paid day for them.**
 - **Ms. Cartee-McNeely stated that she also met with the Co-Superintendents discussing the collaborative relationship SEIU has developed with the District.**
 - **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's negotiations with the District. The chair of the negotiation team is Ms. Cindy Johnston, Human Resources Technician in Personnel Commission.**
- **Board of Education Report**
 - **Dr. Mark Kelly, Interim Deputy Superintendent, extended his welcome to the new Interim Co-Superintendents, Dr. Christopher King and Dr. Sylvia Rousseau.**
 - **Dr. Kelly updated the Personnel Commission on certificated hiring for the new school year. Human Resources department is recruiting for two significant administrative positions: the principal of Santa Monica High School and the principal of Malibu High School. Assistant principals for McKinley and Roosevelt Elementary Schools were already selected.**
 - **Dr. Kelly also informed the Personnel Commission about the District's activities related to facilities in preparation for the opening of the new school year.**
 - **Commissioner Lippman inquired about the frequent turnover of principals at Malibu High School. Dr. Kelly expressed the importance of finding a good match for each school site. Malibu High School is a great community of educators and students with unique features that are not found in more traditional environments, but these characteristics make the school more special.**

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

Athletic Trainer	3
Cafeteria Worker I	15
Children’s Center Assistant-1	1
Children’s Center Assistant-1,2,3	5
Elementary Library Coordinator	1
Facilities Technician	5
Paraeducator-1	37
Paraeducator-2	5
Paraeducator-3	17
Physical Activities Specialist	4
Senior Technology Support Assistant	2
Skilled Maintenance Worker	9
Technology Support Assistant	4

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

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

- No Action Items

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 Implementation of New Advanced Step Placement Criteria

REPORT AND DISCUSSION

- Director Cool stated that the Advisory Rules Committee had worked together to develop new Advanced Step Placement criteria. As discussed at the last Personnel Commission meeting, additional qualitative criteria for education and work experience were added to the new guidelines.
- At the beginning of the recruitment, the hiring manager will develop specific criteria including significant skill sets and experience that the incoming employee should possess in order to bring additional value to the position.
- Director Cool stated that the new rules would be applied for new recruitments on an on-going bases, and not necessarily at the beginning of the new school year. The old criteria will still be in effect for all recruitments that are currently underway, and for all active eligibility lists.
- Personnel Commission expressed their appreciation for Director Cool's work to refine and improve the Advanced Step Placement criteria.

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.23 (for SMMUSD School Board Agenda)
 - July 20, 2016
- I.05 Classified Personnel – Non-Merit Report – None
- 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 XII: Salaries, Overtime Pay, and Benefits – section: Advanced Step Placement only</i>	October 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, September 13, 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 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.

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

TIME ADJOURNED: 4:42 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.