



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 13, 2015

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, October 13, 2015**, 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:

- A. Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:03 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel, and Lippman were present.**
- C. Pledge of Allegiance: Mr. Michael Cool, Director of Classified Personnel, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: October 13, 2015**

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

- **Agenda item III.A.09 – “Advanced Step Placement for Ms. Inelle Taylor”- the job title was corrected.**
- **Agenda item III.A.10 - “Advanced Step Placement for Mr. Joshua Wiggins” was pulled from the agenda.**

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.

- Agenda item III.A.11 - “Working Criteria Revision” was pulled from the agenda due to former adjustments of classification series for Children’s Center Assistant 1, 2, and 3 salary steps using accelerated hiring rate.
- Agenda item IV.D.1 – “Discussion of Advanced Step Placement” was moved after the Consent Calendar.

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

E. Motion to Approve Minutes: August 11, 2015

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

- Adjournment vote was corrected. Commissioner Lippman made the motion and Commissioner Inatsugu seconded it. Commissioner Pertel was absent.
- Commissioner Inatsugu suggested to complete the explanation for Commissioner Lippman’s decision to approve Advanced Step Placements. Commissioner Lippman usually abstains from voting on Advanced Step Placements due to his personal beliefs; however, he voted positively in order not to harm the employees in Commissioner Pertel’s absence.

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

F. 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 the absence of Ms. Jana Hatch, Administrative Assistant, and recognized her for her contribution to the department. He also thanked the Personnel Commission staff for their assistance with the agenda preparation. Director Cool expressed his gratitude to the staff for their dedicated work and support in his transition.
- CSPCA, PCASC and other professional organizations
 - Director Cool notified the Personnel Commission about his involvement in several professional organizations in Southern California that support Personnel Commissions and new directors.
 - Commissioner Lippman recommended joining CASBO for in-service trainings.
- Advisory Rules Committee Update
 - Director Cool informed the Personnel Commission about the next planned meeting on October 21, 2015 to discuss directions of the

committee in the near future. His preference would be to complete the few last chapters that were not revised and then begin revising the already revised chapters again.

- District Tour and Committee Meetings for new Personnel Director
- **Director Cool notified the Personnel Commission about his visits of school sites in Malibu discussing specific classified staffing needs with each principal. It was a great learning experience to gain a new perspective on the classified service.**
- **Director Cool has been getting involved in various District committees like the District Leadership Committee.**
- Recruiting Tracking Tool
- **Director Cool informed the Personnel Commission about a new initiative of Santa Monica College, the City of Santa Monica, and the Los Angeles County Office of Education to develop a new recruiting tracking software. It will be provided to Mr. Cool for testing.**

G. 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 formally welcomed Mr. Michael Cool as the new director. She is looking forward to working with Mr. Cool to support the District's classified employees.**
- **Commissioner Inatsugu expressed her gratitude to the Personnel Commission staff for preparing the current agenda.**
- **Commissioner Inatsugu shared her experience attending the District convocation and requested that the Personnel Commission be acknowledged, along with all the other entities in the District, at the next start of the school year districtwide convocation. Currently, the others are all acknowledged, but not the Personnel Commission, even though we have a significant role in support of Classified Personnel, given that we are a Merit District.**

H. 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

- **Ms. Cartee-McNeely, Chief Steward, expressed her disappointment with the governor not passing the child care bill. It has been the Union's 11th attempt to obtain bargaining rights for classified employees in early child development.**
- **Ms. Cartee-McNeely informed the Personnel Commission about SEIU's voter registration drive for the presidential election 2016.**
- **Ms. Cartee-McNeely notified the Personnel Commission about her participation on several District committees.**

- **Ms. Cartee-McNeely officially welcomed Mr. Michael Cool to the District wishing him all the best and looking forward to collaborating with him in the support of classified staff.**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the District’s final stage of certificated administrative staffing for John Muir Elementary School and Lincoln Middle School.**
- **Dr. Kelly informed the Personnel Commission about the District’s effort in the anti-bullying campaign providing professional development at the school sites.**
- **Dr. Kelly also updated the Personnel Commission about the new mandated reporting that is provided for all District employees annually.**
- **Dr. Kelly informed the Personnel Commission about the District integrating a pest management program. This topic was also discussed at the last Board of Education meeting.**
- **Dr. Kelly stated that the Financial Oversight Committee has recommended joining the California employee retirement benefit trust fund.**

I. 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.

A.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Fiscal Services Supervisor	7
Construction Supervisor	7
Audience Services Coordinator	10
Custodian	26
Bilingual Community Liaison	7

It was moved and seconded to approve the Consent Calendar – II.A.01 Approval of Classified Personnel Eligibility List(s) with corrections to Fiscal Services Supervisor and Custodian eligibility lists. The motion passed.

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

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 Discussion of Advanced Step Placement

REPORT AND DISCUSSION

- **Commissioner Lippman presented his rationale for disagreement with the Advanced Step Placement (ASP) program:**
 - 1) **The district should pay for only the required education - Many staff hours are invested in determining the required education for each position. Additional stipends are paid for advanced degrees. If the district needs an employee with advanced degrees, then that should be included in the job specification/job description and an adjustment in beginning salary.**
 - 2) **The district should only pay for required experience - Again, staff has determined the necessary experience for each position. Additional experience, outside of SMMUSD, is not necessarily related to better job performance and should not be compensated.**
 - 3) **If experience, above minimum requirements, is to be paid, it should be for experience in SMMUSD. That is what steps are designed to compensate for, within our salary structure.**
 - 4) **Staff time for determining ASP is increasing and a cost to the district. More important work could be performed, if ASP were terminated.**
 - 5) **The cost of ASP are greatly understated. Only the first year costs are included in the report of ASP. The added costs of each year of the advancement is not reported and can be three to four times more than reported. If the advancement is for three steps, that annualized cost is for an additional two years - not first year only.**
 - 6) **Pay should be calculated by the JOB required to be performed, as determined by job analyses and outlined in a job description. We should not pay for differences in people hired. Pay for the job - not the person.**
 - 7) **As the U.S. economy diminished, people with high education and great experience, began to take jobs with requirements below their level.**

People with master's degrees work for MacDonal'd's. This is why we find higher backgrounds in our recruitments. This is not a compensable factor.

- 8) I have been told by administration, that ASP is needed to mitigate our low salaries when compared to other employers. We are treating the symptoms, not the disease. We currently are reviewing proposals and salary surveys to correct this problem. Therefore, cancelling ASP would be appropriate, at least if and when the salary structure is changed.
 - 9) I understand that the Commission and the Board of Education would have to amend the union agreement (section 16.1) and merit system rules (12.2.4B) to cancel this program. Since the cost of this program far exceeds the benefits to the district, and is not supported by appropriate personnel policy, I propose that ASP be terminated. If the Commission agrees, we need to place an action item on the next Commission agenda and forward our recommendation to the Board of Education.
- Director Cool presented a survey of ASP practices of local Districts to illustrate that ASP is a common industry practice among California public schools in Merit and Non-Merit systems alike. There is no one single method to determine ASP. Some of the more common criteria are higher education and/or experience that exceed the minimum qualification, difficulty of recruitment, and present salary of the potential candidate.
 - Director Cool stated that many of Commissioner Lippman's rationales are valid, and diversity of opinion is very important. The Merit Rules Advisory Committee will analyze the rules again and change the criteria, if needed.
 - Director Cool presented the purpose of minimum qualifications outlining education and experience. He discussed the salary range as it relates to candidates' abilities, performance level, and duration of their training on the job. ASP provides flexibility to retain certain candidates the District might otherwise lose. The District does benefit from employing a higher level performing employee. Director Cool explained the difficulties in recruitment if the Personnel Commission is limited only to the first step on the salary range. He agreed that evaluation of ASP's eligibility takes staff time; however, the ability to award ASP to a highly qualified candidate results in a faster hire and prevents re-opening of a recruitment. ASP is a moderate and objective mechanism to award well-qualified candidates where the Personnel Commission is not restricted only to the first step, and at the same time, it cannot offer any amount that is not part of the particular salary range.
 - Director Cool is open to revising the criteria using the expertise of the Advisory Rules Committee.
 - Commissioner Inatsugu pointed out that there are provisions outlined in the California Education Code.
 - Commissioner Pertel inquired about the recommended procedure for Commissioner Lippman's suggestions.

- **Director Cool stated that the Advisory Rules Committee, composed of classified staff and management, determines if rules must be revised or modified to reflect the current needs in the classified service. Their recommendations will be presented to the Personnel Commission for first and second reading.**
- **Director Cool will share Commissioner Lippman's position statement with the Committee for consideration and convey the urgency to resolve this issue.**
- **Commissioner Lippman requested clarification about the survey Director Cool presented.**
- **Director Cool explained that several District do not allow awarding the Advanced Step Placement to the top step, but they do implement the program.**
- **Director Cool stated that the survey does not include all public agencies in the region, and not all public agencies have this practice.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Isabella Aivaliotis in the classification of Paraeducator 3 at Range: 26 Step: C
- A.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Michael Atkins in the classification of Elementary Library Coordinator at Range: 26 Step: D
- A.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jessica Biber in the classification of Occupational Therapist at Range: 61 Step: C
- A.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Deja Butler in the classification of Instructional Assistant - Classroom at Range: 18 Step: D
- A.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Bud Coffey in the classification of Audience Services Coordinator at Range: 38 Step: C
- A.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Karla Madsen in the classification of Health Office Specialist at Range: 25 Step: C
- A.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jennifer Roe 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.02-08 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

A.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Inelle Taylor in the classification of Campus Security Officer at Range: 25 Step: C

It was moved and seconded to approve the Director’s recommendations for item III.A.09 with amendment to classification title – Campus Security Officer, not Paraeducator-3. The motion passed.

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

REPORT AND DISCUSSION

- **Director Cool clarified the correction of the classification title from Paraeducator-3 to Campus Security Officer in the public copy of the agenda. Commissioners’ documentation was correct.**
- **Director Cool also corrected the source of the two steps awarded to the employee – both are for experience, not for education.**

A.10 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Joshua Wiggins in the classification of HVAC Mechanic at Range: 37 Step: C

It was pulled from the agenda.

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

REPORT AND DISCUSSION

- **None**

A.11 Working Criteria Revision:
Recommendation of Change to Working Criteria for Advanced Step Placement

It was pulled from the agenda.

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

REPORT AND DISCUSSION

- **None**

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.13 (for SMMUSD School Board Agenda)
 - September 17, 2015
- Classified Personnel – Merit Report - No. A.14
 - October 1, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.14
 - September 17, 2015
- Classified Personnel – Non-Merit Report – No. A.15
 - October 1, 2015
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

**Commissioner Lippman recommended to hold two (2) regular Personnel Commission meetings per year in Malibu.
Commissioner Inatsugu suggested holding the meetings at a school site, Webster Elementary School, for instance.**

VI. PERSONNEL COMMISSION BUSINESS:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rule Revisions	-Approval of Changes to Merit Rules: <i>Chapter III: Classification</i>	November 2015
	Future direction of Merit Rules revisions pending October 21, 2015 Advisory Rules Committee meeting	

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
Tuesday, November 10, 2015, 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.

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: 5:02 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.