



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 10, 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, November 10, 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 4:05 p.m.**
- B. Roll Call: Commissioners Inatsugu, Pertel, and Lippman were present.**
- C. Pledge of Allegiance: Ms. Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: November 10, 2015**

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

- **Agenda item III.I.04 – “Classified Personnel – Merit Report – No. A.14, October 1, 2015” and agenda item III.I.05 – “Classified Personnel – Non-Merit Report – No. A.15, October 1, 2015” were removed 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 II.A.01 – “Approval of Classified Personnel Eligibility List(s) – Executive Director of Facilities, Maintenance, and Operations” was pulled from the agenda.**

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

E. Motion to Approve Minutes: September 8, 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		✓	✓			

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 welcomed Ms. Jana Hatch, Administrative Assistant, and expressed his appreciation of her hard work.**
 - **Director Cool informed the Personnel Commission about his and Ms. Lamping’s attendance of the Personnel Testing Council Annual Conference. The main topic dealt with innovation and progression within testing.**
 - **Director Cool updated the Personnel Commission on his school visits in Santa Monica to Franklin, Edison, McKinley Elementary Schools, and Lincoln Middle School.**
- Advisory Rules Committee Update
 - **Director Cool informed the Personnel Commission about the meeting on October 21, 2015 that served as a foundation to determine who will still serve on the committee. Dr. Suzanne Webb will participate instead of Dr. Kelly.**
 - **The committee will be revising chapter III: *Classification*, chapter IV: *Application for Employment*, and the Advanced Step Placement.**
 - **Director Cool stated that Chapter III: *Classification* will be presented to the Personnel Commission at the December meeting for second reading.**
 - **The remaining unreviewed chapters will be revised next.**
- Personnel Directors Association
 - **Director Cool notified the Personnel Commission about attending a monthly Personnel Directors Association meeting where directors**

share their experiences resolving various issues. It is a great resource for professional development.

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 welcomed Ms. Jana Hatch back.**
- **Commissioner Inatsugu expressed her gratitude to the Personnel Commission staff, especially Ms. Brooke Lamping, for supporting the Personnel Commission during Ms. Hatch's absence.**

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

- **None**

2. Board of Education Report

- **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission about the transition in the Human Resources Department. Ms. Carmen Larios, a former Human Resources Specialist, accepted a promotion in the Fiscal Department as Fiscal Supervisor.**
- **Dr. Kelly distributed an insert from the Santa Monica Daily Press that highlights our schools. It was a collaboration between the Santa Monica Daily Press and the District's Community and Public Relations Officer, Ms. Gail Pinsker.**
- **Dr. Kelly also shared a report from School Services celebrating Veterans Day.**

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>
Children’s Center Assistant-1, 2, & 3	8
Executive Director of Facilities, Maintenance, and Operations	11
Instructional Assistant - Bilingual	8
Instructional Assistant – Classroom	21
Paraeducator-1	22
Paraeducator-3	3

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

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

REPORT AND DISCUSSION

- **Commissioner Lippman inquired about no candidates for written test for Paraeducator-1 and Paraeducator-3.**
- **Director Cool stated that there are cases in which the written test is not required. Candidates’ background and experience will substitute for taking the District’s written exam. They will go directly to the qualification appraisal interview stage.**
- **Commissioner Inatsugu suggested to place N/A instead of numeral 0 for these instances to avoid confusion.**

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 Edwin Baghoomian in the classification of HVAC Mechanic at Range: 37 Step: D

A.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Thong Dao in the classification of Technology Support Assistant at Range: 38 Step: F

- A.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Chauncey Etchison in the classification of Custodian at Range: 22 Step: C
- A.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Eder Goldbach in the classification of Paraeducator-1 at Range: 20 Step: B
- A.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jai Oni Sly in the classification of Paraeducator-1 at Range: 20 Step: B
- A.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Urvashi Sumaria in the classification of Children’s Center Assistant-3 at Range: 19 Step: D
- A.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Sherrevia Williams in the classification of Instructional Assistant - Classroom at Range: 18 Step: C
- A.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Abigail Young in the classification of Paraeducator-3 at Range: 26 Step: B

It was moved and seconded to approve the Director’s recommendations for item III.A.02-09 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

- A.10 Classification Revision:
Approval of the revisions to the Human Resources Specialist classification within the Personnel Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.09 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Lippman inquired about rationale for titles for Human Resources Specialist, Human Resources Technician, and Personnel Analyst.**
- **Director Cool explained that these titles are industry standards. There are small variations specific to each district.**

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.

- **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.12 (for SMMUSD School Board Agenda)
 - October 15, 2015
- Classified Personnel – Merit Report - No. A.19
 - November 5, 2015
- I.05 Classified Personnel – Non-Merit Report – No. A.13
 - October 15, 2015
- Classified Personnel – Non-Merit Report – No. A.20
 - November 5, 2015
- 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:

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> -First Reading of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i> -Update on Committee’s progress regarding Advanced Step Placement	December 2015

	-Second Reading and Approval of Changes to Merit Rules: <i>Chapter IV: Application for Employment</i>	January 2016
	-First Reading of Changes to Merit Rules: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	February 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, December 8, 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: 4:32 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.