



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 15, 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, November 15, 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 4:10 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent due to a work commitment.
- G.03 Pledge of Allegiance:** Commissioner Lippman led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** November 15, 2016

It was moved and seconded to approve the agenda with the following amendment. 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.

- **Agenda item I.G.06 – “Motion to Approve Minutes: October 11, 2016” – postpone to December meeting (see below)**

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

G.06 Motion to Approve Minutes: October 11, 2016

Of those present, only Commissioner Inatsugu attended the October 11, 2016, regular Personnel Commission meeting. This item was postponed and moved to the December 13, 2016, regular Personnel Commission meeting.

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

G.07 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 reported on the status of the current recruitments. He stated that the recruitment for the Director of Maintenance and Operations is to be completed with selection interviews scheduled for November 17, 2016.**
 - **Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to completion of Chapter XII of the Merit Rules dealing with salaries, overtime, and benefits. The next chapter to revise will be Chapter XIV on disciplinary matters.**
- New Personnel Commissioner Recruitment Update
 - **Director Cool updated the Personnel Commission regarding the new Personnel Commissioner recruitment. The selection interviews for the two (2) eligible candidates are scheduled for December 5, 2016. The interview panel is comprised of the representatives from the District Administration, SEIU, PTA, and the Personnel Commission.**

G.08 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 Inatsugu regretted that Commissioner Pertel could not be present at this meeting since it would have been his last meeting.**

The Personnel Commissioners and Personnel Commission staff prepared a token of gratitude for his outstanding service to the District and classified employees. Commissioner Pertel's valuable dedication and contribution will be acknowledged at the regular Personnel Commission meeting on December 13, 2016.

- Commissioner Inatsugu informed the Personnel Commission that because the election of new board of education members was a non-contested one, all three (3) candidates will automatically assume office in December. There will be one new school board member, Mr. Jon Kean.
- Commissioner Inatsugu was pleased to announce that Measures GS and GSH passed in the local election, which translates into major additional funding for the District. Furthermore, the Santa Monica College's Measure V, the Facilities Bond, passed. It is a clear evidence that the community values and supports public education.
- Commissioner Lippman also acknowledged Commissioner Pertel's exemplary service.

G.09 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, Interim Deputy Superintendent, was glad to report that the measures supporting public education passed in the local election and statewide. Measure V, the SMC's Facilities Bond relates to the District as it partners with the College on the John Adams' Auditorium renovation. Measures GS and GSH passed as well. It will add another eight (8) million dollars to the District's budget for a variety of programs and projects. The District is already balancing the new revenue. The District is very pleased how well public education was supported in this election.
 - Dr. Kelly informed the Personnel Commission about the presentation on instruction in the classroom focusing on student engagement and the role of academic discourse in math. Part III of the series will be presented at the Board of Education meeting on November 17, 2016.
 - Dr. Kelly stated that School Services of California will provide the Board of Education with their report to the Malibu Unification Negotiations Committee on November 17, 2016.
 - Dr. Kelly announced that Dr. Jose Escarce will be honored at the November 17, 2016, meeting for his 16 years of Board of Education service. Returning Board Members Maria Leon-Vazquez, Ralph Mechur, and newcomer Jon Kean will take their seats at the December 13, 2016 meeting.

- Dr. Kelly was pleased to announce the new superintendent, Dr. Ben Drati, who will join the District on January 1, 2017. Dr. Drati comes to SMMUSD from the Santa Barbara Unified School District.
- Dr. Kelly informed the Personnel Commission about a letter from the Interim Co-Superintendents, Dr. Rousseau and Dr. King, relative to last week's election including some reflections and thoughts from a leadership perspective for parents, students, community members, and faculty. The letter was sent to parents, but it can also be found on the District website.
- Commissioner Inatsugu has been in communication with a couple of school sites and Interim Co-Superintendent Rousseau regarding bullying and student misconduct that occurred following the election.

G.10 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>
Cafeteria Worker I	20
Children's Center Assistant-1,2,3,	3
Electrician	3
Health Office Specialist	2
Instructional Assistant - Bilingual	9
Instructional Assistant - Classroom	16
Instructional Assistant - Physical Education	2
Lead Custodian	7
Paraeducator-1	24
Paraeducator-3	13
Swimming Instructor/Lifeguard	2
Technical Theater Technician	1
Theater Operations Supervisor	3

- C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stephanie Caruso Afshar in the classification of Occupational Therapist at Range: 61 Step: D
- C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stephanie Alonso in the classification of Paraeducator-1 at Range: 20 Step: D
- C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Shawndra Miles in the classification of Paraeducator-1 at Range: Step: C

It was moved and seconded to approve the Consent Calendar – II.C.01-04 *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 remains in opposition to the Advanced Step Placement policy; however, he voted in favor in order not to disadvantage the employees being recommended for the range increase.

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 First Reading of Changes to Merit Rules:
Chapter XII: Salaries, Overtime Pay, and Benefits

REPORT AND DISCUSSION

- Director Cool provided a brief background to the revisions of Chapter XII. Original revisions were never brought up to the Personnel Commission for a first reading, and the Advisory Rules Committee believed that further revisions are needed to improve clarity and California Education Code citations. The most significant change was a direct citation from the Education Code in Section 12.1.1., and also removal of language that does not pertain to the authority of the Merit

Rules. References were made to either the Collective Bargaining Agreement or the Board of Education policies.

- Director Cool stated that the formatting will be standardized at a certain point. The Advisory Rules Committee has placed priority on content revisions and updates.
- Commissioner Lippman requested specifying the kind of cost-of-living index in Section 12.1.1.D.1. Director Cool stated that the language is taken directly from Education Code.
- Commissioner Lippman provided suggestions regarding locations for comparison districts and public agencies when conducting salary studies to specifically state: “within local recruiting areas” in Section 12.1.3.C.
- Commissioner Lippman suggested including salary schedules into Section 12.2. Dr. Kelly stated that they are posted on the Human Resources website in several formats. Some of them are categorized by classification, others by range. He cautioned about placing the salary schedules into the Merit Rules because they are likely to change. The Merit Rules should not be influenced by the ongoing negotiations with the Union.
- Commissioner Lippman inquired about adding “value added” category into Section 12.2.4. dealing with Advanced Step Placement. He also inquired about removing a statement pertaining to the new employee’s previous experience and qualifications that substantially exceed the qualifications of the classification. Commissioner Inatsugu responded that the criteria were developed as a departmental procedure. Director Cool stated that the Merit Rules should be more general, but the departmental practice is written in different documents so that it is easier to revise as needed.
- Commissioner Lippman suggested adding another section addressing stipends in Section 12.2.4. Director Cool replied that stipends are under the purview of the Board of Education, not the Personnel Commission.
- Commissioner Lippman suggested defining “Y-rating” in Section 12.2.8.B. Commissioner Inatsugu replied that Chapter I of the Merit Rules contains definitions of terms. Director Cool will ensure that this definition is included in Chapter I.
- Commissioner Lippman inquired about the probationary period for reclassified employees in Sections 12.2.9.B. and 12.2.16. Commissioner Inatsugu stated that the specifics are already defined in another section.
- Commissioner Lippman suggested specifying business mileage rates as determined by the Internal Revenue Service.
- Director Cool will take these suggestions to the Advisory Rules Committee for consideration.

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.20 (for SMMUSD School Board Agenda)
 - October 20, 2016
- Classified Personnel – Merit Report - No. A. 22
 - November 3, 2016
- I.05 Classified Personnel – Non-Merit Report - No. A. 21
 - October 20, 2016
- Classified Personnel – Non-Merit Report – No. A. 23
 - November 3, 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:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits</i>	December 2016
	-First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, December 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: 4:55 p.m.

The meeting is adjourned in memory of Jorge Bracamonte, Santa Monica High School day custodian, who recently passed away.

Director Cool cited a few Santa Monica High School staff thoughts about Mr. Bracamonte:

“What a positive spirit and hard worker we’ve lost. I will miss his warm greeting and smile,” Benjamin Kay, science department.

“I am deeply, deeply saddened by this news. Jorge was such a warm person who always had time to talk and help,” Kate Song, science department.

“Indeed very sad to hear about the death of our beloved Sr. Jorge. He will be deeply missed. It was always a joy to walk around campus only to see him waving his hand to me with a big smile, or have a short conversation "about life" and at the end of the day hear him say: ‘Have a wonderful day Sra. Santa Cruz and drive safely on your way back home.’ Rest in peace Sr. Jorge,” Dr. Conny Santa Cruz, business teacher and student store advisor.

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.