



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**January 9, 2019**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, January 9, 2019**, at **4:33 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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 4:33 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone were present.
- G.03 Pledge of Allegiance:** Commissioner Waterstone led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
  - None
- G.05 Motion to Approve Agenda:** January 9, 2019  
It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

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.

**G.06 Motion to Approve Minutes:** December 12, 2018

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

**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 and Updates
  - **Director Rowen expressed his gratitude to Commissioner Inatsugu for her willingness to continue serving to the classified employees of the District until new Personnel Commissioners are appointed.**
  - **Director Rowen updated the Personnel Commission on the departmental activities and recruitments. Ms. Clare Caldera, Personnel Analyst, is conducting a comprehensive study of the Paraeducator series.**  
**Director Rowen and Ms. Caldera are developing the department's Facebook page to advertise current classified employment opportunities.**  
**In regards to the recruitment activities, Ms. Caldera is currently updating the classification specification for the Assistant Director of Fiscal Services in preparation for a vacancy that will take place in June. Construction Supervisor position will be filled in near future.**  
**There are about fifty applications received for the Director of Purchasing.**
  - **The Human Resources Department has been conducting selection interviews for Human Resources Specialist and Senior Office Specialist positions this week.**
  - **Director Rowen expressed his gratitude to Ms. Gabrielle Crumble, Human Resources Technician substitute, who has been successfully assisting the department with recruitments and related duties of the permanent employee on a long-term leave.**
  - **Director Rowen updated the Personnel Commission about the status of the Personnel Commissioner recruitment. He informed the Personnel Commission about the selection interviews date, Thursday, January 24, 2019.**
  - **Director Rowen updated the Personnel Commission on the Supplemental Early Retirement Plan and how its implementation will impact the department's recruitment strategies.**
  - **Director Rowen informed the Personnel Commission about the progress of LACOE's Business Enhancement System Transformation (BEST) Project to integrate fiscal, human resources, and recruiting practices and functions.**

- **Commissioner Waterstone inquired about the number of retirees who have accepted the Supplemental Early Retirement Plan. Director Rowen stated that the District expects to meet the minimum requirements in order to implement the plan.**

#### **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 Waterstone expressed her gratitude to Commissioner Inatsugu for her dedication and service on the Personnel Commission until the new Personnel Commissioners are appointed.**
- **Commissioner Waterstone shared that the District engages architects to assist with facilities improvement projects and conducts series of parents' meetings to gain input from the community.**

#### **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**
  - **Ms. Cartee-McNeely reported on SEIU meeting with LAUSD on January 3, 2019, to bargain about the impact of the pending strike from UTLA. SEIU members stated that they will not engage in any duties that belong to teachers or any credentialed staff. SEIU is in full support of UTLA. The strike is planned for Monday, January 14, 2019, if UTLA and LAUSD cannot reach an agreement this week.**
  - **Ms. Cartee-McNeely announced that Mr. Martelle Riley, Bus Driver, and Mr. Christopher Mock, Paraeducator-3, received awards for support of classified employees at the SEIU leadership summit in December 2018.**
  - **Ms. Cartee-McNeely shared that SEIU engages in clarification of membership benefits as the union members are approached by "Freedom Foundation" and "Right to Work" organizations encouraging them to opt out of the union.**
  - **On behalf of SEIU, Ms. Cartee-McNeely acknowledged Commissioner Inatsugu for her leadership and dedication to the Personnel Commission serving the District's classified employees. Ms. Cartee-McNeely expressed her appreciation working with Commissioner Inatsugu since 1995.**
- **Board of Education Report**
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, shared his observations from the last LAUSD strike in 1989 when he was a second year teacher.**
  - **Dr. Kelly reported on District activities in preparation of the 2019-2020 school year.**
  - **Dr. Kelly expressed his gratitude to Director Rowen, Ms. Caldera, and the Personnel Commission for their dedicated work during the transition**

from former Noon Supervision Aid classification into a merit one-Campus Monitor.

- Dr. Kelly notified the Personnel Commission about re-election of Mr. Jon Kean as Vice President and Dr. Richard Tahvildaran-Jesswein as President, to the Board of Education at their last meeting. There were also presentations on project based learning led by Superintendent Drati and early learning options in pre-schools.
- Dr. Kelly informed the Personnel Commission about the Supplemental Early Retirement Plan for classified staff. CALPERS has been conducting a series of meetings for employees to explain their options.

**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>
Bus Driver	5
Construction Supervisor	4
Human Resources Specialist	6
Paraeducator-1	3
Paraeducator-3	4

**C.02 Advanced Step Placement:**

Hilary Johnson in the classification of Paraeducator-1 at Range 20, Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

## REPORT AND DISCUSSION

- None

### III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Appointment of Mrs. Barbara Inatsugu as an Interim Personnel Commissioner

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Julie Waterstone	✓		✓			
vacant						

## REPORT AND DISCUSSION

- **Director Rowen stated that, in accordance with Education Code 45266 and Merit Rule 2.4.2., Commissioner Inatsugu's term can be extended up to ninety days until successors are appointed. After that period, Commissioner Inatsugu may continue serving as an Interim Commissioner for up to sixty days- if needed.**

### 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.

- No Discussion

### V. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

### VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
  - December 13, 2018

- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
  - December 13, 2018
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2018 – 2019
- I.06 Board of Education Meeting Schedule
  - 2018 – 2019

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
Types of Temporary Job Assignments	Commissioner Training	3/13/19
Merit Rules Revisions Update - Definitions	Discussion	3/13/19
Job Descriptions Minimum Qualifications	Commissioner Training	3/13/19

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, February 13, 2019, at 4:30 p.m. - *District Office Board Room*

**IX. 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

**X. CLOSED SESSION:**

- No Closed Session

**XI. 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	✓		✓			
Julie Waterstone		✓	✓			
vacant						

**TIME ADJOURNED: 5:02 p.m.**

Submitted by:

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Eric Rowen  
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.