



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

April 18, 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 **Thursday, April 18, 2019**, at **4:37 p.m.**, 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 4:37 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone, Commissioner Appointees Robinson and Stewart were present.
- G.03 Pledge of Allegiance:** Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** April 18, 2019
It was moved and seconded to approve the agenda with an amendment – to adjourn in memory of a former District employee. 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: Regular Meeting on March 13, 2019
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						

Special Meeting on April 4, 2019
It was moved and seconded to approve the minutes with a minor revision. 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 the Personnel Commission and the District for a great working relationship during his tenure.**
 - **Director Rowen informed the Personnel Commission about the recruitment process for the new Director of Classified Personnel.**
 - **Director Rowen thanked Commissioner Inatsugu for her dedicated service and great impact on the Personnel Commission and the District.**
 - **Director Rowen introduced Dr. Cyril Chukwumezie, the Interim Director of Classified Personnel, who will assist the Personnel Commission until June 30, 2019. Dr. Chukwumezie provided the Personnel Commission with his professional background.**
 - **Director Rowen updated the Personnel Commission on the current recruitments, testing, and departmental activities.**

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 welcomed Dr. Chukwumezie to the District and expressed her gratitude for his willingness to assist the Personnel Commission during the transition period.**
- **Commissioner Waterstone thanked Director Rowen for his dedication and valuable contribution to the Personnel Commission and the District. She wished him the best in his new professional endeavors.**
- **On the behalf of the entire Personnel Commission department, Commissioner Waterstone expressed her enormous gratitude to**

Commissioner Inatsugu for her dedicated service and presented her with a certificate of appreciation and contribution to the League of Women Voters of Santa Monica given in Commissioner Inatsugu's honor.

- Commissioner Inatsugu appreciated all the kind words and also the contribution to the League of Women Voters of Santa Monica as she has been involved with the organization for a long time.
- Commissioner Inatsugu recalled her experiences as the Assistant to the Superintendent, being a member of the District classified personnel, and expressed her appreciation for the District's support.
- Commissioner Inatsugu expressed her gratitude to Director Rowen wishing him the best in his new directorship at LACOE.
- Commissioner Inatsugu expressed her appreciation working with Ms. Cartee-McNeely, the Chief Steward.
- Commissioner Inatsugu thanked Mr. Gerardo Cruz, Director of Fiscal and Business Services, for his presentation on the District's 2018-19 Second Interim Report and the 2019-2020 Personnel Commission budget.
- Commissioner Inatsugu also thanked Ms. Clare Caldera, Personnel Analyst, and Ms. Jana Hatch, Administrative Assistant, for their support and dedication to the Personnel Commission.

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 congratulated Director Rowen on his new assignment in LACOE and wished him all the best in his new professional endeavors.
 - Ms. Cartee-McNeely expressed her gratitude to Commissioner Inatsugu for her dedicated service to the Personnel Commission and to the District.
 - Ms. Cartee-McNeely reported on SEIU's continuous work of labor management teams in Transportation, Special Education, and Maintenance, Operations, and Facilities departments focusing on staff morale, training, and professional development.
 - Ms. Cartee-McNeely expressed SEIU's intent to schedule meetings with the Personnel Commission to follow up on meetings regarding the contractual obligation of a classification and compensation study as a preparation for full contract negotiations with the District in May.
 - Ms. Cartee-McNeely informed the Personnel Commission about SEIU meeting with the Board of Education President, Vice-president, the Superintendent, and SMMCTA to discuss the loss of the ERAF funding.
 - Ms. Cartee-McNeely acknowledged that the SEIU membership has increased in SMMUSD this school year despite the Janus decision last June.
- Board of Education Report
 - None

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>
Assistant Director – Fiscal Services	5
Campus Monitor	16
Education Data Specialist	1
Facilities Technician	4
Instructional Assistant - Bilingual	6
Lead Grounds Person	5
Paraeducator-1	9
Paraeducator-2	2
Paraeducator-3	4
Plumber	4
Senior Office Specialist	11

C.02 Advanced Step Placement:

Katherine Long in the classification of Paraeducator-1 at Range 20, Step B

C.03 Advanced Step Placement:

Mark Marin in the classification of Instructional Assistant - Bilingual at Range 20, Step B

C.04 Advanced Step Placement:

Denise Perez 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.04. The motion passed.

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

REPORT AND DISCUSSION

- Director Rowen stated that all the Advanced Step Placement recommendations are on Step B.
- Director Rowen suggested to make a presentation regarding the Advanced Step Placement process to the new Personnel Commissioners in near future.
- Commissioner Inatsugu inquired about the Education Data Specialist eligibility list including just one candidate. Director Rowen clarified that this classification requires very specific set of knowledge and experience to use the CALPADS system. There were six or seven candidates who met the minimum qualifications related to the CALPADS system; however, some of them did not come to the examination and some did not pass the test. Historically, it has been a very difficult classification to fill.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Appointment of Mrs. Lauren Robinson 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

- Commissioner Waterstone provided a brief background of two Personnel Commissioner vacancies. Commissioner Inatsugu decided not to seek a re-appointment due to a serious family situation. Commissioner Jenkins moved out of District's boundaries; hence, she could no longer serve as a commissioner.
- Commissioner Waterstone explained the difficulties in communication with staff of the State Superintendent of Public Instruction to obtain an official appointment of the new Personnel Commissioners.

A.02 Appointment of Mrs. Maria Stewart as an Interim Personnel Commissioner

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Personnel Commissioners were appointed up to 60 days, effective May 1, 2019.**

A.03 Classification Revision:
Chief Steward within the Personnel job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.03 as amended to reflect the provided revisions. The motion passed.

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

REPORT AND DISCUSSION

- **Director Rowen provided a brief background and reasoning for the presented revisions, including the staff’s applied methodology. Since the classification specification has not been updated for nineteen years, and the current incumbent in that position will be retiring, SEIU requested to clarify the purpose, functions, responsibilities, and minimum qualifications in participation of a future recruitment. New sections were added for “Supervision” and “Working Conditions” to align this classification description with other SMMUSD classifications’ requirements.**
- **Mrs. Cartee-McNeely provided additional information for the requirements to attend variety of union meetings. She commended the Personnel Commission staff on providing SEIU with a well-revised and comprehensive classification specification for this strategic position.**
- **Commissioner Inatsugu suggested to present a final version, as if it were approved, in addition to the marked copy when a classification specification contains many changes.**

A.04 Classification Revision:
Director of Classified Personnel within the Personnel job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.04 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Rowen provided clarifications to the revisions in the “Representative Duties,” “Knowledge” and “Abilities” sections. The last revisions were implemented in the 2018 recruitment.
- Director Rowen stated that the minimum requirements for education and equivalency provision were updated to include relevant areas of study. Specific graduate degrees would be equivalent to one year of required experience. The amount and kind of experience needed were also revised.
- Commissioner Inatsugu expressed her appreciation for the revisions as they reflect the conversations from the last special meeting.
- Commissioner Appointee Stewart inquired about eligibility of school principals for this position. Commissioner Inatsugu emphasized the required knowledge related to Merit System, personnel and human resources.

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 Proposed Budget – Personnel Commission Fiscal Year 2019/20 - First Reading

REPORT AND DISCUSSION

- Director Rowen commended the Fiscal Services team for their assistance and support in development of the 2019-2020 Personnel Commission budget.
- Mr. Gerardo Cruz, Director of Fiscal Services, congratulated Commissioner Inatsugu on her retirement and to Director Rowen on the new position of Executive Director of Classified Human Resources at LACOE.
- Director Cruz expressed his gratitude to Ms. Caldera for her instrumental role in the recruitment for Assistant Director of Fiscal Services.
- Director Cruz provided a presentation on “Basic Aid” status that the District entered during the 2017-2018 fiscal year. He explained the definition and fiscal implications of that status.
- Director Cruz presented a detailed overview of the 2018-2019 District Second Interim Report that was presented to the Board of Education on March 7, 2019. The report contained the District’s financial position as of January 31, 2019, displayed the First Interim, Current Actuals, and Projected Totals for each District fund. It also included an analysis of standards for financial reporting set by the State, and multi-year projections for the General Fund.
This Second Interim Report reflects changing conditions that have necessitated adjusting the District budget.
- Director Cruz provided an overview of the Personnel Commission budget indicating specific changes. He pointed that the projected salary of the new Director of Classified Personnel is set to Range M-64, Step C.
- Director Cruz has provided salary and benefits overview for all positions in the Personnel Commission.

- Director Cruz addressed the operating budget. He informed the Personnel Commission about an increase in the object code 4400 in anticipation of purchasing new technology.
- Director Cruz continued to review object codes in 5000 series including mileage reimbursement, conference expenses, professional organizations memberships, maintenance agreements, independent contractors, and advertising.
- The Personnel Commission will conduct a Public Hearing to adopt the 2019-2020 annual budget at the next regular Personnel Commission meeting on May 8, 2019.

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. V.D.2. (for SMMUSD School Board Agenda)
 - March 21, 2019
- Classified Personnel - Merit Report No. VIII.D.2. (for SMMUSD School Board Agenda)
 - April 3, 2019
- I.04 Classified Personnel - Non-Merit Report - No. V.D.3.
 - March 21, 2019
- Classified Personnel – Non-Merit Report No. VIII.D.3. (for SMMUSD School Board Agenda)
 - April 3, 2019
- 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
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	8/14/19

Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:
 Wednesday, May 8, 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:

The Commission adjourned to closed session at **6:50 p.m.** pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

The Commission reconvened into open session at **7:50 p.m.** and reported on the following action taken in closed session:

No action was taken.

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: 7:52 p.m.

The meeting was adjourned in memory of Sharon Carivau, a former supervisor in Fiscal and Business Services, who passed away on March 23, 2019.

Submitted by:

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.