



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

July 11, 2018

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Ms. Lisa Jenkins, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, July 11, 2018**, at **4:36 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 4:36 p.m.

G.02 Roll Call: Commissioners Inatsugu and Jenkins were present. Commissioner Waterstone was excused.

G.03 Pledge of Allegiance: Jana Hatch, Administrative Assistant, led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: July 11, 2018

It was moved and seconded to approve the agenda as submitted. 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.

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

G.06 Motion to Approve Minutes: June 12, 2018

It was moved and seconded to approve the agenda with technical revisions. The motion passed.

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

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 updated the Personnel Commission regarding the status of current recruitments and departmental activities.**
 - **Director Rowen informed the Personnel Commission about his intention to hire a substitute Human Resources Technician for a staff member who is on a long-term medical leave.**
 - **Director Rowen commended the Personnel Commission staff for all their hard work and professional attitude during this busy recruiting time.**
 - **Director Rowen informed the Personnel Commission about a potential appeal from a candidate who may wish to address the Personnel Commission. Director Rowen is currently reviewing the merit of the appeal.**

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 Jenkins expressed her gratitude to the Personnel Commission staff for their dedication during this demanding period preparing for the new school year.**
- **Commissioner Inatsugu stated that she will announce her decision regarding her reappointment for another term at the next Personnel Commission meeting on August 8, 2018.**
- **Commissioner Jenkins expressed the Personnel Commission's full support for Commissioner Inatsugu no matter what her decision will be.**
- **Director Rowen expressed his appreciation for Commissioner Inatsugu's 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 provided the Personnel Commission with a copy of SEIU statement regarding the legal decision in the Janus vs. AFSCME case. SEIU continues reaching out to the Union membership explaining the role and importance of Union representation for working families. Ms. Cartee-McNeely stated that in Santa Monica, the membership is over 90% in the classified rank. SEIU is going to engage the non-members in conversations about the Union's significance.**
 - **Commissioner Inatsugu thanked Ms. Cartee-McNeely for her report, and wished all the best for Unions' initiatives to actively reach out to their membership in order to offset some of the challenges they are facing after the decision in the Janus vs. AFSCME case.**

- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, updated the Personnel Commission on the current certificated recruitments and hiring. New principals for Grant and Rogers Elementary Schools were hired, in addition to two house principals for Santa Monica High School. A new assistant principal of Lincoln Middle School is also on board now. Human Resources Department is in the process of recruiting for teachers, a special education coordinator, and a director for assessment, research, and evaluation.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education adopting a model for the Education Foundation that separates the fundraising between Santa Monica and Malibu. The Santa Monica Education Foundation will be responsible for facilitating the fundraising in Santa Monica. The District is working with Malibu to identify a group that would be facilitating the fundraising for programs there. At the coming Board of Education meeting, the Education Foundation will present a revised Memorandum of Understanding that will reflect the separation between the two regions.**
 - **Dr. Kelly notified the Personnel Commission about a bond proposal that would be presented at the next Board of Education meeting on July 19, 2018.**
 - **Dr. Kelly announced a new colleague in the Human Resources Department, Mr. Eric Castro, Human Resources Technician, starting on July 16, 2018. There is a vacancy in the department for Credential Analyst due to the retirement of Ms. Marcia Hagen. Dr. Kelly wished her and her family all the best in their new endeavors.**

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):

Classification

Eligibles

Health Office Specialist	3
Human Resources Technician	10
Instructional Assistant - Classroom	11
Instructional Assistant – Physical Education	3
Instructional Assistant – Physical Education	4
Paraeducator-2	1
Paraeducator-3	3
Physical Activities Specialist	4
Special Education Specialist	7

C.02 Advanced Step Placement:

Otgonbayar Batmunh in the classification of Electrician at Range 39, Step E

C.03 Advanced Step Placement:

Patricia Mayer in the classification of Paraeducator-3 at Range 26, Step D

It was moved and seconded to approve the Consent Calendar as submitted with a clerical correction - the Health Office Specialist eligibility list will be signed by the Director of Classified Personnel. The motion passed.

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

REPORT AND DISCUSSION

- **Commissioner Inatsugu inquired about the difficulty of recruitment for Health Office Specialist. Director Rowen stated that this recruitment brings challenges due to a limited number of hours. The Personnel Commission is conducting an outreach at various regional colleges and universities in order to increase the applicant pool.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Information Item:
Removal of I. 01 Advanced Step Placement Status Report

It was moved and seconded to approve the Director’s recommendations for item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Rowen provided a brief summary of the discussion from the regular Personnel Commission meeting on June 12, 2018.
- Director Rowen stated that the report will be generated internally within the department.

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 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. VIII.D.2. (for SMMUSD School Board Agenda)
 - June 14, 2018
- Classified Personnel - Merit Report - No. VI.D.2
 - June 28, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - June 14, 2018

Classified Personnel - Non-Merit Report - No. VI.D.3

- June 28, 2018

I.06 Personnel Commission’s Twelve-Month Calendar of Events

- 2017 – 2018

I.07 Board of Education Meeting Schedule

- 2017 – 2018

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Exam Scoring Methods	Commissioner Training	8/8/18
Merit Rules Revisions Update - Definitions	Discussion	9/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 8, 2018, 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	✓		✓			
Lisa Jenkins		✓	✓			
Julie Waterstone						✓

TIME ADJOURNED: 5:07 p.m.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting was adjourned in memory of James Wirt, a former Bus Driver, who passed away.

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.