



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

August 8, 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, August 8, 2018**, at **4:38 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 4:38 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Ms. Clare Caldera, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** August 8, 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: July 11, 2018

It was moved and seconded to approve the minutes as submitted. 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 with the status of current recruitments and departmental activities.**
 - **Director Rowen commended the Personnel Commission staff for their dedication during this intense recruiting time, especially when the department has been understaffed. Director Rowen informed the Personnel Commission about hiring a substitute from the Human Resources Technician eligibility list.**

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 thanked Commissioner Inatsugu for chairing the August regular Personnel Commission meeting in her absence.**
- **Commissioner Jenkins expressed her appreciation to the Personnel Commission staff for all their hard work and contribution during this busy recruiting time.**
- **Commissioner Inatsugu also expressed her gratitude to the Personnel Commission staff.**
- **Commissioner Inatsugu announced that she will not be able to seek reappointment for another term.**
- **Commissioners Jenkins and Waterstone expressed their gratitude for Commissioner Inatsugu's contribution and dedication to the Personnel Commission and the District.**
- **Director Rowen thanked Commissioner Inatsugu for her valuable service to the District and 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 the Labor and Management Teams' planned activities in the next four (4) months.**
 - **Ms. Cartee-McNeely commented on Missouri voters' rejection of a "right to work" law that would have hampered union organizing in the state.**

- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, thanked Commissioner Inatsugu for her steady, consistent leadership, and commitment to the Personnel Commission and the Merit System.**
 - **Dr. Kelly informed the Personnel Commission about the management retreat that took place on August 2 and 3, 2018.**
 - **Dr. Kelly updated the Personnel Commission with the current certificated recruitments and hiring, specifically for principals at Grant and Rogers Elementary Schools, two house principals at Santa Monica High School, assistant principal at Lincoln Middle School, family engagement coordinator, Special Education coordinator, and Director of Assessment, Research, and Evaluation.**
 - **Dr. Kelly informed the Personnel Commission about the next Board of Education meeting agenda on Thursday, August 9, 2018. The agenda will include a budget update. The following Board of Education meeting will be on August 16, 2018.**
 - **Dr. Kelly invited the Commissioners to the Districtwide convocation that will take place on August 20, 2018 at Barnum Hall, at Santa Monica High School.**

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

Sports Facility Coordinator	4
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C.02 Advanced Step Placement:

Eric Castro in the classification of Human Resources Technician at Range 31, Step D

C.03 Advanced Step Placement:

Chris Clonts in the classification of Communications Specialist at Range 36, Step C

C.04 Advanced Step Placement:

Kimberly Rivetti in the classification of Senior Office Specialist at Range 25, Step D

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

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

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.

T.01 Exam Scoring Methods

- Director Rowen conducted an extensive training for the Personnel Commissioners on the Examination Scoring.
- Director Rowen addressed purpose of selection testing, testing validity and bias, examination types, and interview scoring options.
- Director Rowen described several methods of measurement used to score candidates and generate ranks on an eligibility list for hiring authorities.
- Director Rowen expressed his intent to apply a standardized scoring system (competency based) across recruitments for all classifications in order to ensure uniformity and equity in the Personnel Commission processes.
- Commissioner Jenkins concurred with Director Rowen’s assessment and recommendation for the examination process. She stated that competency modeling is the industry’s current trend many public agencies follow. It is intuitive and logical. It requires subject matter experts to be fully engaged in the process identifying the key competencies for a specific position.
- Commissioner Jenkins expressed her appreciation for Director Rowen’s focus on standardization and integration of technology in the examination scoring.
- Commissioner Waterstone inquired about raters using a specific rubric. Director Rowen and Commissioner Jenkins explained the advantages and limitations using this scoring method.

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)
 - July 19, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - July 19, 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
Merit Rules Revisions Update - Definitions	Discussion	9/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 12, 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:

The Commission adjourned to closed session at **5:49 p.m.** pursuant to Government Code Section 54954.5 to discuss:

A. CANDIDATE'S APPEAL

Title: Plant Supervisor

The Commission reconvened into open session at **6:13 p.m.** and reported on the following action taken in closed session:

The Personnel Commission has unanimously decided to uphold the decision of the Director of Classified Personnel, which is to deny the examination appeal.

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: 6:14 p.m.

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.