



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 12, 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, September 12, 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, Jenkins, and Waterstone were present.
- G.03 Pledge of Allegiance:** Ms. 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:** September 12, 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: August 8, 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 introduced the new Human Resources Technician substitute, Ms. Nichelle Cummings, who has assumed recruitment duties from an employee on a long-term leave. Director Rowen commended Ms. Caldera and the rest of the Personnel Commission staff for training Ms. Cummings promptly and well.**
 - **Director Rowen informed the Personnel Commission about challenging recruitments for Health Office Specialist, Paraeducators, and Child Development Services positions.**
 - **Director Rowen updated the Personnel Commission on the new Personnel Commissioner recruitment. He has been working with Ms. Pinsker, the District Community and Public Relations Officer, to publicize the vacancy within the Santa Monica and Malibu communities. They also discussed utilizing social media in recruitment strategies in near future.**
 - **Director Rowen shared his experience and observations attending his first Job Fair at Santa Monica College.**

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 inquired about the start date of the new Personnel Commissioner's term. It is December 1, 2018. Commissioner Inatsugu graciously offered to stay on the Commission if there is no new Personnel Commissioner appointed at that time.**

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, Assistant Superintendent of Human Resources, reported on the start of the new school year. He visited several campuses on the first day to welcome students, parents, and school staff.**
 - **Dr. Kelly recognized Maintenance and Operations crews who worked tirelessly during this summer so that campuses were ready on the first day of school.**
 - **Dr. Kelly updated the Personnel Commission on the current certificated recruitments and also substitute hiring.**
 - **Dr. Kelly informed the Personnel Commission about the decision made at the last Board of Education meeting to change the District funded health benefit structure. The Board approved an increase of the District's contribution for those employees hired on and after July 1, 2014, effective October 1, 2018. The proposal was developed in collaboration with SMMCTA and SEIU. The District created a Benefits Committee that will continue to examine the District's benefits program and make recommendations to the bargaining tables during negotiations. The open enrollment is currently available for employees to make changes in their benefits for 2019. Dr. Kelly informed the Personnel Commission about the Board's special study session in regard to facilities and future planning. The next Board of Education meeting will take place on September 20, 2018. Commissioner Inatsugu inquired about funding for the benefits increase. Dr. Kelly explained the Board's position. At the last Board meeting, Ms. Melody Canady, the Assistant Superintendent of Business and Fiscal Services, presented to the Board of Education the Unaudited Actual Financial Report that included some higher than expected revenues and decrease in expenditures.**

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>
Athletic Trainer	3
Bus Driver	2
Electrician	2
Paraeducator-1	11
Paraeducator-2	10
Paraeducator-3	14
Plant Supervisor	6
Senior Buyer	2
Sports Facility Attendant	4

- C.02 Advanced Step Placement:
Hoda Elhadidy in the classification of Special Education Specialist at Range 34, Step B
- C.03 Advanced Step Placement:
Jacob Grise in the classification of Paraeducator-1 at Range 20, Step B
- C.04 Advanced Step Placement:
Ashley Joseph in the classification of Student Outreach Specialist at Range 44, Step B
- C.05 Advanced Step Placement:
Sara Mulligan in the classification of Paraeducator-1 at Range 20, Step B
- C.06 Advanced Step Placement:
Maria "Saray" Carrasco Robledo in the classification of Instructional Assistant - Bilingual at Range 20, Step B
- C.07 Advanced Step Placement:
Abbey Seiden in the classification of Senior Office Specialist at Range 25, Step C
- C.08 Advanced Step Placement:
Patricia Sze in the classification of Instructional Assistant - Classroom at Range 18, 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

- Commissioner Jenkins requested a future discussion item or training on advanced step placement process including timelines, employee retention, and specific criteria for education and experience as they relate to the position.
- Commissioner Inatsugu suggested conducting a workshop on this topic.

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.

- 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. VII.D.2. (for SMMUSD School Board Agenda)
 - August 16, 2018
 Classified Personnel - Merit Report - No. VII.D.2.
 - September 6, 2018
- I.04 Classified Personnel - Non-Merit Report - No. VII.D.3.
 - August 16, 2018

- Classified Personnel - Non-Merit Report - No. VII.D.3.
 - September 6, 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	11/14/18
Job Descriptions Minimum Qualifications	Commissioner Training	12/12/18

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 10, 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 **5:05 p.m.** pursuant to Government Code Section 54954.5 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at **5:45 p.m.** and reported on the following action taken in Closed Session:

The Personnel Commission discussed the evaluation of the Director of Classified Personnel, Mr. Eric Rowen, and determined that he is performing positively, and the Personnel Commission is looking forward to the trajectory on which he has been performing thus far. A full year evaluation will be conducted in April 2019.

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: 5:46 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.