



## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**July 12, 2016**

**PERSONNEL COMMISSIONERS:** Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, July 12, 2016**, 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 Commission's 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 4:05 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Lippman, and Pertel were present.
- G.03 Pledge of Allegiance:** Ms. Brooke Lamping, Personnel Analyst, led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** July 12, 2016

**It was moved and seconded to approve the agenda as amended – agenda items III.A.02 and III.A.03 – “Reclassification Studies” were pulled. 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			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

**G.05 Motion to Approve Minutes: June 14, 2016**

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

**G.06 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
  - **Director Cool updated the Personnel Commission about intense summer recruiting, so that the schools are fully staffed for the next school year.**
  - **Director Cool informed the Personnel Commission about staffing changes within the department. Mrs. Rosalee Merrick started her new position as Human Resources Technician on June 16, 2016. In addition, the new Personnel Analyst, Ms. Clare Caldera, will join the department on July 26, 2016, in order to be trained by Ms. Lamping whose last day is July 29, 2016.**
  - **Director Cool announced his vacation plans to visit Japan in mid-July. Ms. Lamping will be supervising the office in his absence.**
  - **Director Cool expressed his heart-felt gratitude to Ms. Brooke Lamping for all her professional and also unique and individual contributions to the Personnel Commission and the District. He recognized her accomplishments and wished her his best in her new endeavors.**
- Advisory Rules Committee Update
  - **Director Cool informed the Personnel Commission about presenting Chapter XI: *Vacation, Leaves of Absence and Holidays* for the second reading at this meeting.**
  - **The Advisory Rules Committee has begun revising Chapter XII: *Salaries, Overtime Pay, and Benefits*, focusing on the Advanced Step Placement. Revisions to working criteria will be presented during Discussion later on.**

#### **G.07 Personnel Commissioner Comments/Reports:**

This is 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 Lippman expressed his appreciation of working with Ms. Lamping, wishing her his best.**
- **Commissioner Pertel conveyed his best wishes and congratulations for Ms. Lamping's new life chapter and new professional opportunity in the human resources field.**
- **Commissioner Inatsugu reflected on Ms. Lamping's tenure at the District, commending her for her dedication to the District.**
- **Commissioner Inatsugu informed the Personnel Commission about holidays on October 11 and 12, 2016 and their potential impact on Personnel Commission meeting's attendance.**
- **Commissioner Pertel regretfully announced that he would not seek a re-appointment as a Personnel Commissioner for the next term.**

#### **G.08 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 informed the Personnel Commission about SEIU's participation in the Santa Monica 4<sup>th</sup> of July Parade along with SMMEF, SMMCTA, PTA, and SMMUSD. SEIU Executive Director, Max Arias, and Project Director, Michael Haberberger, joined the community. It was a great and joyful event. Ms. Cartee-McNeely suggested to decorate a school bus filled with students and faculty to represent the District in the parade next year.**
  - **Ms. Cartee-McNeely announced that the 2015/16 Reopener has been settled, ratified, and implemented with unit members receiving their retroactive compensation on June 27, 2016. Effective July 1, 2016, the full contract is open, and SEIU will be scheduling a negotiation caucus over the summer and will meet with the Steward Council no later than August 1, 2016.**
  - **Ms. Cartee-McNeely updated the Personnel Commission on SEIU's initiatives of the Labor Management Teams with Operations & Facilities department and Special Education during summer months in preparation for the start of a new school year. The Labor Management Teams focus on training and professional development of these departments.**
  - **Ms. Cartee-McNeely mentioned SEIU's work on the Summer Unemployment Bill that pass the appropriations committee.**
  - **Ms. Cartee-McNeely expressed her appreciation working with Ms. Lamping and wished her all the best in her new endeavors.**

- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, extended his congratulations to Ms. Lamping wishing her all the best in her new life adventures.**
  - **Dr. Kelly informed the Personnel Commission about the new Interim Co-Superintendents Dr. Sylvia Rousseau and Dr. Christopher King. Dr. Rousseau served the District as Santa Monica High School principal before her retirement. Dr. King worked last as a permanent Superintendent in Boulder, Colorado. He has been working in California in an interim capacity, recently in Anaheim. The Superintendent search is underway. The community is encouraged to provide feedback completing a survey the recruitment agency developed in order to gather input for the hiring process. The goal to select a new superintendent is by January 1, 2017.**
  - **Dr. Kelly updated the Personnel Commission on certificated hiring for the new school year.**
  - **Dr. Kelly also informed the Personnel Commission about the Board of Education's focus on facility improvements. Two months ago, the Board adopted a complex twenty-five (25) year master plan to renovate Santa Monica High School.**
  - **Dr. Kelly stated the Financial Oversight Committee will be presenting their annual report to the Board in the near future.**
  - **Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives and meetings regarding Malibu unification process. The timeline has been extended by sixty days (60), so that specific recommendations can be made to the Board of Education.**
  - **Dr. Kelly conveyed the District's satisfaction with an effective implementation of classified retroactive compensation.**
  - **The Board of Education appointed Dr. Kelly as Interim Deputy Superintendent.**
  - **Commissioner Pertel inquired about potential discussions regarding bond measures. Dr. Kelly replied that there is some potential, particularly the John Adams Middle School's Auditorium. It has been closed due to structural damage; therefore, the Board will have to decide what to do: whether to repair it or take another approach. Santa Monica College may assist in this project.**

**G.09 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>
Paraeducator-1	35
Paraeducator-2	6
Paraeducator-3	20
Personnel Analyst	8

**It was moved and seconded to approve the Consent Calendar – II.C.01 Approval of Classified Personnel Eligibility List(s). The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Merit Rules:

Adoption of Second Reading of Changes to Chapter XI:  
*Vacation, Leaves of Absence and Holidays*

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

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

**REPORT AND DISCUSSION**

- **Director Cool informed the Personnel Commission that there were no further revisions since the first reading presented at the regular Personnel Commission meeting on June 14, 2016.**
- **Director Cool stated that the language in Merit Rule 11.3.2.A. has been adopted from the California Education Code; hence, no changes were**

made. Merit Rule 11.10.3. does not include employee time off for parent-teacher conferences. The topic is addressed in a Board policy.

- Commissioner Lippman inquired about the division of authority between the Assistant Superintendent of Human Resources and the Director of Classified Personnel. Director Cool explained that leaves of absence fall into the purview of the Human Resources Department. The Personnel Commission is responsible for all the processes up to the point when a candidate becomes an employee.
- Commissioner Inatsugu commended the Advisory Rules Committee for their dedication and good work.

A.02 Reclassification Study:

Approval of the reclassification for Ms. Jana Hatch from Administrative Assistant to Senior Administrative Assistant.

**The agenda item III.A.02 was pulled and moved till September 13, 2016.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

**REPORT AND DISCUSSION**

- None

A.03 Reclassification Study:

Approval of the reclassification for Ms. Patsy Herschberger from Administrative Assistant to Senior Administrative Assistant.

**The agenda item III.A.03 was pulled and moved till September 13, 2016.**

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							

**REPORT AND DISCUSSION**

- None

A.04 Removal of Accelerated Hiring Rate:

Approval of the removal of accelerated hiring rate.

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

#### **REPORT AND DISCUSSION**

- **Director Cool recommended removing the standing accelerated hiring rate from all classifications except for those that fall below the District's minimum wage. However, the Personnel Commission will have the authority to reestablish the practice if there is difficulty recruiting for a specific classification in the future. Due to the recent salary increases, the practice will be discontinued at present time.**
- **Dr. Kelly clarified that after implementation of the six percent (6%) salary increase, the District's minimum wage is \$13.78.**

#### **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 Revisions to Working Criteria for Advanced Step Placement

#### **REPORT AND DISCUSSION**

- **Director Cool offered a brief background to the revisions of Advanced Step Placement working criteria regarding additional qualitative review of work experience and education. They will be added to the standing criteria.**
- **Director Cool provided a quick review and explanation of the current criteria.**
- **Director Cool emphasized the shift in assessing the candidate's experience and education taking into consideration not only the amount of prior experience and education, but also if the background is value-added and exceeds standard expectations of a new hire. The hiring authority will be asked to provide some criteria, similar to minimum qualifications, that will assure the incoming employee greatly exceeds the standard requirements. In order to define the exceeded standards, value-added is characterized by four (4) newly developed components:**
  1. **experience performing substantially similar duties**
  2. **directly related education or training that covers how to perform the duties of the job**
  3. **reduced training time required**
  4. **specialized skillset that results in contributions to the workgroup**
- **Director Cool illustrated this concept on concrete examples.**
- **Commissioner Lippman expressed his full support for the value-added concept and commended staff for developing such a comprehensive guide for assessing Advanced Step Placement. However, he still disagrees with the basic policy of awarding Advanced Step Placement.**

- **Commissioner Lippman proposed rearranging the criteria while retaining the original content.**
- **Director Cool emphasized that these are not changes to the Merit Rules, but rather to an administrative practice.**
- **Commissioner Inatsugu recommended implementing the practice immediately.**

D.02 Supplements to Base Salary

**REPORT AND DISCUSSION**

- **Director Cool outlined all possible supplements to base salary including bilingual stipends for bargaining unit members, shift differential, longevity increments for bargaining unit members and longevity pay for classified management, professional growth program for bargaining unit members, accelerated hiring rate, advanced step placement, phone stipend, and educational stipend for classified management.**

**V. 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. A.03 (for SMMUSD School Board Agenda)
  - June 22, 2016
- Classified Personnel – Merit Report – No. A.29
  - June 29, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.04
  - June 22, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
  - 2015 – 2016
- I.07 Board of Education Meeting Schedule
  - 2015 – 2016



**VI. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XII: Salaries, Overtime Pay, and Benefits – section: Advanced Step Placement only</i>	August 2016

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

Tuesday, August 9, 2016, at 4:00 p.m. – *District Office Board Room*

**VIII. 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**

**IX. CLOSED SESSION:**

- **No Closed Session**

**X. 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

**TIME ADJOURNED: 5:05 p.m.**

Submitted by:

\_\_\_\_\_  
Michael Cool  
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.