



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

December 13, 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, December 13, 2016**, 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 4:04 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Lippman were present. Commissioner Pertel was absent.
- G.03 Pledge of Allegiance:** Dr. Suzanne Webb, Director of Human Resources, led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** December 13, 2016

It was moved and seconded to approve the agenda with the following amendment. 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.

- Agenda item II.C.15 – “Consent Calendar – Advanced Step Placement for new employee Roxana Sarvey” – was pulled from the agenda.

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

G.06 Motion to Approve Minutes: October 11, 2016

Of those present, only Commissioner Inatsugu attended the October 11, 2016, regular Personnel Commission meeting. This item was postponed.

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

Motion to Approve Minutes: November 15, 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.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
 - Director Cool stated that Commissioner Pertel’s valuable service to the District has come to an end, and the Personnel Commission prepared a small token of appreciation for his dedication to classified employees.
 - Director Cool reported on the status of the recruitments the Personnel Commission staff is currently conducting. He stated that a new recruitment is open for the Director of Purchasing as Ms. Virginia Hyatt is retiring after three (3) decades of dedicated service to the District. She also played an instrumental role as a rater on many qualification appraisal interview panels at the District but also serving other public agencies. Director Cool stated that he is working with Ms. Jan Maez, Associate Superintendent of Business, on hiring an interim purchasing director until the recruitment is completed.
 - Director Cool stated that the District will shortly welcome Dr. Ben Drati, the new Superintendent, as Dr. Drati will assume his position

on January 1, 2017. Director Cool acknowledged the valuable contribution of Dr. Chris King and Dr. Sylvia Rousseau, Co-Interim Superintendents, to the District. It was a pleasure working with both of them in a very collaborative relationship. Director Cool wished both of them his best in their future endeavors.

- Director Cool provided an update on the progress the Advisory Rules Committee is making in regard to Chapter XIV of the Merit Rules dealing with disciplinary matters. The chapter was completely revised several years ago, but it was not presented to the Personnel Commission for approval at that time. But the Committee has determined that it is necessary to review individual sections again in great detail; hence, further revisions will be made.
- New Personnel Commissioner Recruitment Update
 - Director Cool announced the appointment of a new Personnel Commissioner, Ms. Julie Waterstone. She is the president of PTA at Grant Elementary School. Ms. Waterstone works as Associate Dean for Experiential Learning, Director of the Children's Rights Clinic, and Clinical Professor of Law at Southwestern Law School in Los Angeles.
 - Commissioner Inatsugu spoke with Ms. Waterstone who is eager to assume her new position in the District.
- Director Cool read the District press release regarding the loss of a Santa Monica High School alumni (2011) in the Ghost Ship fire in Oakland last week. "David Cline was one of the 36 victims of the horrible fire. This tragedy to one of our "family" members has saddened us all. The family is having a Celebration of Life service this Saturday, December 17, at 1 pm at the Broad Stage, 1310 11th Street in Santa Monica. All who knew David or want to support the family right now are invited to attend. David and his brothers attended Rogers or Grant, JAMS and Samohi and the family is known to many in our SMMUSD community. David was known as an exceptional student academically, athletically and as an overall wonderful young man with a promising future ahead of him. He went on to attend Cal Berkeley and graduated in the spring after a successful college career. He did not live in the Oakland warehouse, he was said to have been there with a friend to attend a gathering of musicians and artists on an evening that was supposed to be fun and festive, but instead ended in tragedy." Director Cool stated that a GoFundMe account was established, if anybody would be interested in donating in David's memory. Commissioner Inatsugu requested that Director Cool's comments be conveyed to David's family.

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 Inatsugu acknowledged the valuable service of Dr. King and Dr. Rousseau to the District wishing them her best.

- **Commissioner Inatsugu expressed her gratitude to those who donated to a pet rescue organization in memory of Chibi, Commissioner Inatsugu's Chihuahua who was also the Personnel Commission mascot. Chibi died as a result of a vicious dog attack.**

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, Chief Steward, updated the Personnel Commission on SEIU's full contract negotiations with the District.**
 - **Ms. Cartee-McNeely stated that SEIU is focusing on the implications of the presidential election.**
 - **Ms. Cartee-McNeely expressed her gratitude to Commissioner Pertel for his dedicated service to the Personnel Commission, the Merit System, and the District.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about the new leadership at SEIU Local 99.**
 - **Ms. Cartee-McNeely wished everyone happy holidays.**
- **Board of Education Report**
 - **Dr. Suzanne Webb, Director of Human Resources, informed the Personnel Commission about the Board of Education honoring Dr. Jose Escarce for his 16 years of dedicated service on the Board of Education following the regular meeting held November 17, 2016.**
 - **Dr. Webb notified the Personnel Commission about the Board of Education approving the 2017-2018, 2018-2019, and 2019-2020 school year calendars at the November 17, 2016, meeting. The calendars are available on the District website.**
 - **Dr. Webb reported on District negotiations with both CTA and SEIU.**
 - **Dr. Webb informed the Personnel Commission about the Board of Education retreat to discuss its own practices and procedures as well as preparing for the new superintendent's arrival.**
 - **Dr. Webb notified the Personnel Commission about the annual election of new Board of Education officers taking place at the December 15, 2016, school board meeting. She also cited other major items on the agenda.**
 - **Dr. Webb added that at the December 15, 2016, board meeting, the Board will recognize Co-Interim Superintendents Dr. Chris King and Dr. Sylvia Rousseau for their dedicated work during the past six (6) months.**
 - **Dr. Webb stated that Dr. Drati, the new Superintendent, has already started the transition by meeting with the District Administration. He will be officially on board on January 1, 2017.**

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>
Children’s Center Assistant-1,2,3,	5
Director of Maintenance & Operations	4
Instructional Assistant – Music (Band)	1

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Campus Security Officer	10
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C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Isaac Baxter in the classification of Swimming Instructor/Lifeguard at Range: 21 Step: D

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Kenhalo Bernet in the classification of Paraeducator-3 at Range: 26 Step: B

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Roosevelt Brown in the classification of Director of Maintenance and Operations at Range: M-63 Step: D

C.05 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Elizabeth Burrus in the classification of Paraeducator-3 at Range: 26 Step: B

- C.06 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Robin Chan in the classification of Paraeducator-3 at Range: 26 Step: C
- C.07 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Luke Davis in the classification of Paraeducator-3 at Range: 26 Step: B
- C.08 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Cynthia Ditusa in the classification of Instructional Assistant – Classroom at Range: 18 Step: C
- C.09 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Michael Evans in the classification of Paraeducator-3 at Range: 26 Step: B
- C.10 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee James Fair in the classification of Paraeducator-1 at Range: 20 Step: C
- C.11 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Karen Hassenger in the classification of Theater Operations Supervisor at Range: M-45 Step: D
- C.12 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Jasmine Jones in the classification of Instructional Assistant – Physical Education at Range: 20 Step: C
- C.13 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Rosa Monroy in the classification of Paraeducator-1 at Range: 20 Step: B
- C.14 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Sadrica Morgan in the classification of Paraeducator-3 at Range: 26 Step: C
- C.15 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Roxana Sarvey in the classification of Paraeducator-1 at Range: 20 Step: C – **PULLED**
- C.16 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stacy Sullivan in the classification of Administrative Assistant at Range: 31 Step: C
- C.17 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Alexandra Turtle in the classification of Paraeducator-3 at Range: 26 Step: D
- C.18 Approval of the Advanced Step Placement for new employee Terry Wilson in the classification of Campus Security Officer at Range: 25 Step: B

It was moved and seconded to approve the Consent Calendar – II.C.01; II.C.03; II.C.05-14 and II.C.16-18 *Advanced Step Placements* as submitted. The motion passed.

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

Commissioner Lippman requested clarification on three (3) Consent items, which were then voted on separately.

It was moved and seconded to approve Consent Calendar items II.C.02; II.C.04; and II.C.12 *Advanced Step Placements* in three (3) separate motions. The items were approved as submitted.

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

REPORT AND DISCUSSION

- Commissioner Lippman requested clarification on the following items: II.C.02; II.C.04; and II.C.12.
- Director Cool addressed Commissioner Lippman’s concerns regarding education and experience of these new employees.
- Commissioner Lippman remains in opposition to the Advanced Step Placement policy; however, he voted in favor in order not to disadvantage the employees being recommended for the range increase.

III. ACTION ITEMS:

A.01 Merit Rules:

Adoption of Second Reading of Changes to Chapter XII: *Salaries, Overtime Pay, and Benefits*

It was moved and seconded to approve the Director’s recommendations to adopt Chapter XII: *Salaries, Overtime Pay, and Benefits* with minor revisions. The motion passed.

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

REPORT AND DISCUSSION

- Director Cool provided a brief background to the revisions of Chapter XII. It was brought up to the Personnel Commission for a first reading on November 15, 2016. Chapter XII was previously revised by the Advisory Rules Committee in the 2012-2013 school year; however, the revisions were never brought to the Personnel Commission for approval and adoption. Although this chapter had been previously revised, the Committee was convinced that it was necessary to review individual sections again in great detail; hence, further revisions were made.
- Director Cool took Commissioners' suggestions and questions to the Advisory Rules Committee members for further discussion. The majority of the language remained the same either being directly quoted from the Ed Code, or the Committee decided that the current language best defines and describes the rules in order to keep them as general as possible. Specificity should remain within the criteria of District or departmental processes and procedures.
- Director Cool stated that a standard format will be determined in the near future.
- Ms. Cartee-McNeely stated that the Advisory Rules Committee has extensive conversations while revising the Merit Rules, evaluating each rule from several standpoints. There is a strong consensus of the Committee members before the rules are presented to the Personnel Commission.

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 Items**

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

I.01 Advanced Step Placement Status Report

Director Cool stated that in the past, staff would perform an informal evaluation of new employees' qualifications for Advanced Step Placement; therefore, the new employees would not submit a formal request. Moving forward, a new departmental procedure will be instituted. Both formal and informal requests will be recorded for statistical purposes.

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel – Merit Report - No. A.18 (for SMMUSD School Board Agenda)

- November 17, 2016

- I.05 Classified Personnel – Non-Merit Report - No. A. 19
 - November 17, 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:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	-First Reading of Changes to Merit Rule: <i>Chapter XIV: Disciplinary Action and Appeal</i>	February 2017

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, January 10, 2017, 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.

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

TIME ADJOURNED: 5:03 p.m.

The meeting was adjourned in memory of David Cline, Santa Monica High School alumni (2011), who tragically died in the Ghost Ship fire in Oakland.

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.