



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

May 8, 2019

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, May 8, 2019**, at **4:35 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 4:35 p.m.**
- G.02 Roll Call: Commissioners Robinson, Stewart, and Waterstone were present.**
- G.03 Pledge of Allegiance: Commissioner Stewart led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - **None**
- G.05 Motion to Approve Agenda: May 8, 2019**
It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

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.

G.06 Motion to Approve Minutes: April 18, 2019

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
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
 - **Interim Director Chukwumezie updated the Personnel Commission on the Director of Classified Personnel recruitment. The deadline for application submission is May 15, 2019.**

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 welcomed Dr. Chukwumezie to the District and expressed her gratitude for his willingness to assist the Personnel Commission during the transition.**
- **Commissioner Waterstone also welcomed Commissioners Robinson and Stewart who have been officially appointed by the State Superintendent of Public Instruction.**
- **Commissioner Waterstone informed the Personnel Commission about the PTA Council Honorary Service Award breakfast that took place on May 7, 2019, in Malibu.**
- **Commissioner Waterstone invited all to the Classified Employees Appreciation Reception that will take place on May 15, 2019, at 3:00 p.m. Classified staff who cannot attend the celebration due to work obligations will be included in the raffle.**

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 discussions with the District regarding Campus Monitor classification that has become a part of the bargaining unit.**
 - **Ms. Cartee-McNeely reported on SEIU's involvement with the District and the Personnel Commission in recruitment efforts to fill vacancies created by the Supplemental Early Retirement Plan. The Union will also provide**

support in classified staffing effected by the merge of Cabrillo and Point Dume Elementary Schools.

- Ms. Cartee-McNeely informed the Personnel Commission about SEIU’s planned negotiations with the District.
- Board of Education Report
- Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District’s plans closing the current school year and preparing for the new one.
- Dr. Kelly announced an appointment of new principals- Mr. Patrick Miller of Malibu High School, Mr. Chris Hertz of Malibu Elementary School, Ms. Lila Daruty of Webster Elementary School, and Ms. Cynthia McGregory of Franklin Elementary School. Ms. Deana Sinfield, a former Franklin Elementary School principal, has accepted position of the Director of Special Education at the District Office.
- Dr. Kelly updated the Personnel Commission on the number of classified employees who have participated at the Supplemental Early Retirement Plan.

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.

- Ms. Patsy Herschberger, Administrative Assistant- Food and Nutrition Services, thanked the Personnel Commission for review of her documentation.

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>
Campus Security Officer	4
Senior Buyer	2
Stock and Delivery Clerk	4

C.02 Advanced Step Placement:

Khalil Campbell in the classification of Sports Facility Attendant at Range 24, Step B

C.03 Advanced Step Placement:

Nnaemeka Ihim in the classification of Custodian at Range 24, Step D

- C.04 Advanced Step Placement:
Andrew Lacson in the classification of Payroll Specialist at Range 34, Step B
- C.05 Advanced Step Placement:
Kaitlin Madsen in the classification of Health Office Specialist at Range 25, Step B
- C.06 Advanced Step Placement:
David Malone in the classification of Director of Purchasing at Range M-59, Step D
- C.07 Advanced Step Placement:
Katherine Qureshi in the classification of Senior Office Specialist at Range 25, Step D
- C.08 Advanced Step Placement:
Kristin Shank in the classification of Paraeducator-3 at Range 26, Step C
- C.09 Advanced Step Placement:
Rainbow Sun in the classification of Accounting Technician at Range 31, Step B
- C.10 Advanced Step Placement:
Harina Yacob in the classification of Paraeducator-2 at Range 25, Step D

It was moved and seconded to approve the Consent Calendar as amended - the Agenda Item C.08 was removed due to the employee's resignation. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Interim Director Chukwumezie requested to pull the Agenda Item C.08 from the Consent Calendar as the employee resigned from her position.
- Interim Director Chukwumezie informed the Personnel Commission about his discussions with Dr. Kelly regarding Campus Monitor positions.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Public Hearing: Fiscal Year 2019-2020 Proposed Personnel Commission Budget

It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2019-2020* as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- No public comments.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2019-2020* as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

A.02 Adoption: Fiscal Year 2019-2020 Proposed Personnel Commission Budget

It was moved and seconded to adopt the Fiscal Year 2018-2019 Proposed Personnel Commission Budget as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Interim Director Chukwumezie informed the Personnel Commission about the next steps in the approval process by the Superintendent and the Los Angeles County Office of Education.
- Interim Director Chukwumezie expressed his gratitude to Mr. Gerardo Cruz, Director of Fiscal Services, for his cooperation and assistance with development of the Personnel Commission 2019-2020 budget.

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

- **Interim Director Chukwumezie informed the Personnel Commission about the possibility to attend The Merit Academy – a five-week educational course for Personnel Commissioners and Personnel Commission staff.**

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)
 - May 2, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3.
 - May 2, 2019
- 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
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	8/14/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 12, 2019, 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 **5:04 p.m.** pursuant to Government Code Section 54957 to discuss:

- A. PUBLIC EMPLOYMENT
Title: Director of Classified Personnel
- B. CLASSIFICATION STUDY

The Commission reconvened into open session at **6:22 p.m.** and reported on the following action taken in closed session:

No action was taken.

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
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

TIME ADJOURNED: 6:22 p.m.

Submitted by:

Dr. Cyril Chukwumezie
Secretary to the Personnel Commission
Interim 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.