



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

June 13, 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 **Thursday, June 13, 2019**, at **4:34 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 4:34 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: June 13, 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: Regular Meeting on May 8, 2019 – tabled to July 10, 2019

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 current recruitments, testing, and departmental activities.**

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 commended the Personnel Commission staff for their dedication and hard work during this intense recruitment period.**
- **Commissioner Waterstone thanked Interim Director Chukwumezie for his valuable contribution to the Personnel Commission and the District in the past two months.**
- **Commissioner Waterstone expressed her support for SMASH and John Muir Elementary School communities as their schools have been vandalized but restored for graduation thanks to a dedicated staff.**

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 District Office Retirement Acknowledgement celebration that took place on May 31, 2019 and Board of Education meeting on June 6, 2019 where all retirees were acknowledged for their valuable contribution and service to District and its students.**
 - **Ms. Cartee-McNeely informed the Personnel Commission about SEIU’s initiatives to secure collective bargaining rights for in-home child care providers.**
 - **Ms. Cartee-McNeely updated the Personnel Commission on the timeline for SEIU’s negotiations with the District.**
 - **Ms. Cartee-McNeely acknowledged Mr. Tracy Harris, Custodian at SMASH, for his dedicated commitment to his school as he went to the school site on Sunday to check that all is ready for graduation and**

discovered the vandalism. Thanks to his diligence, District staff could repair the damage and prepare the school premises for students' graduation.

- Ms. Cartee-McNeely expressed her appreciation working with the Personnel Commission over her tenure. She is retiring at the end of June.

- Board of Education Report
 - None

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>
Administrative Assistant	2
Custodian	17
Director of Classified Personnel	2
Education Data Specialist	1
Elementary Library Coordinator	6
Instructional Assistant - Classroom	11
Paraeducator 1	6
Paraeducator 1	3
Paraeducator 2	2
Paraeducator 3	2
Paraeducator 3	6
Senior Administrative Assistant	2
Extension - Human Resource Technician	8

C.02 Advanced Step Placement:
Alberto Ochoa in the classification of Gardener at Range A-26 Step C

C.03 Advanced Step Placement:
Ilene Mehrez in the classification of Senior Buyer at Range A-41 Step D

- C.04 Advanced Step Placement:
Pablo Ramirez in the classification of Gardener at Range A-26 Step C
- C.05 Advanced Step Placement:
Clinton Robinson in the classification of Sports Facility Attendant at Range A-24, Step B
- C.06 Advanced Step Placement:
Nichole Thompson in the classification of Paraeducator-1 at Range A-20 Step C
- C.07 Advanced Step Placement:
Shaun Walker in the classification of Education Data Specialist at Range A-49 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.07. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Chukwumezie commented on individual eligibility lists. He commended Personnel Commission staff for their hard work.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Provisional Appointment Compensation
Dr. Cyril Chukwumezie, Interim Director of Classified Personnel

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

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

REPORT AND DISCUSSION

- **Interim Director Chukwumezie provided rationale for the request based on his education and experience.**

A.02 Personnel Commission's Twelve-Month Calendar of Events:
 Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2019-2020

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as amended – a new date – October 10, 2019. The motion passed.

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

REPORT AND DISCUSSION

- The October date for the regular Personnel Commission meeting was moved to Thursday, October 10, 2019, as the second Wednesday in that month is a local holiday on October 9, 2019.

UNFINISHED BUSINESS:

A.03 Reclassification:
 Patsy Herschberger - Administrative Assistant

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 as submitted. The motion did not pass.

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

REPORT AND DISCUSSION

- Interim Director Chukwumezie provided a brief background and reasoning for the recommendation.
- Ms. Patsy Herschberger explained the history and duties performed that led to her request to be reclassified.
- Commissioner Inatsugu provided the history to the decision of the past Commission and the former director to table the item.
- Ms. Cartee-McNeely provided a supporting rationale for the reclassification and expressed her concerns regarding the reclassification process.
- Commissioners expressed concerns regarding the lack of information.

A.04 Working out of class:
Patsy Herschberger - Administrative Assistant

It was moved and seconded to table Agenda Item III.A.04 to the next regular Personnel Commission meeting on July 10, 2019. The motion passed.

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

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. 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. VIII.D.2 (for SMMUSD School Board Agenda)
 - May 16, 2019
 Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
 - June 6, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3
 - May 16, 2019
 Classified Personnel – Non-Merit Report No. VIII.D.3 (for SMMUSD School Board Agenda)
 - June 6, 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, July 10, 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 **6:02 p.m.** pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

The Commission reconvened into open session at **8:27 p.m.** and reported on the following action taken in closed session:

In Closed Session, the Commission interviewed candidates for the position of the Director of Classified Personnel.

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: 8:27 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.