



PERSONNEL COMMISSION MEETING AGENDA

July 10, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 10, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on July 10, 2019

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

- G.06 Approval of Minutes for Regular Meeting on May 8, 2019

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

Approval of Minutes for Regular Meeting on June 13, 2019

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

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

July 10, 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 will be held on **Wednesday, July 10, 2019**, at **4:30 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:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on June 10, 2019

G.06 Approval of Minutes for Regular Meetings on May 8, 2019 & June 13, 2019

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

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.08 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.

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
- Board of Education Report

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.

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 Monitor	18
Human Resources Technician	11
Paraeducator-1	7
Paraeducator-2	3
Paraeducator-3	4
Physical Activities Specialist	3
Physical Therapist	3
Plumber	4
Site Food Services Coordinator	9
Technology Support Assistant	5

C.02 Advanced Step Placement:

Jesus Benitez in the classification of Facilities Technician at Range A-45 Step D

C.03 Advanced Step Placement:

Ryan Gardner in the classification of Facilities Technician at Range A-45 Step B

- C.04 Advanced Step Placement:
Erin Vasquez in the classification of Cafeteria Cook/Baker at Range A-22 Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Translator/Interpreter within the Personnel Student job family
- A.02 New Classification:
Lead Translator/Interpreter within the Student job family
- A.03 Salary Allocation: Campus Monitor

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 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)
 - June 27, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3 (for SMMUSD School Board Agenda)
 - June 27, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	9/11/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	10/9/19
Merit Rules Revisions Update - Definitions	Discussion	11/13/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 14, 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 closed session.

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Submitted by:

Clare Caldera
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.



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

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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, 2019Classified 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, 2019Classified 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.

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, July 10, 2019

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Jesus Benitez

Hire Date: 07/2/2019

ASP Request Submitted: 07/3/2019

BACKGROUND INFORMATION:

Classification Title: Facilities Technician	Employee: Jesus Benitez	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or evidence of recognized equivalent Two (2) years of successfully completed coursework at a technical school or college in architecture, engineering, or a closely related field. 	<ul style="list-style-type: none"> Jesus has a Bachelor's Degree in Communication, minor Political Science. Jesus has a Vocational degree in Electrical Technology. 	2 level of education above the required level =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years' experience in the building trades including some experience as a Facilities Inspector, Planner and Estimator, or a Project Manager performing general inspection, planning, and estimating or project management related to construction, repair and maintenance of schools or similar institutional facilities, buildings or properties. 	<ul style="list-style-type: none"> Jesus has over 9 years of experience in building trades. 	2 (3-year periods) of experience above the required level =2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Mr. Benitez's professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-45 at Step A is \$26.18/hour, while Step D is \$30.29/hour. The net difference in pay is an approximate increase of \$4.12 per hour, or \$7,211.51 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jesus Benitez at Range A-45 Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, July 10, 2019

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Ryan Gardner

Hire Date: 06/05/2019

ASP Request Submitted: 06/20/2019

BACKGROUND INFORMATION:

Classification Title: Facilities Technician	Employee: Ryan Gardner	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or evidence of recognized equivalent Two (2) years of successfully completed coursework at a technical school or college in architecture, engineering, or a closely related field. 	<ul style="list-style-type: none"> Ryan has a Bachelor's Degree in Communication, minor Sports Management Ryan has a Master's degree in Coaching and Athletic Administration 	1 level of education above the required level =1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years' experience in the building trades including some experience as a Facilities Inspector, Planner and Estimator, or a Project Manager performing general inspection, planning, and estimating or project management related to construction, repair and maintenance of schools or similar institutional facilities, buildings or properties. 	<ul style="list-style-type: none"> Ryan meets experience requirement. 	0 (2-year periods) of experience above the required level =0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Gardner's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-45 at Step A is \$26.18/hour, while Step B is \$27.48/hour. The net difference in pay is an approximate increase of \$1.31 per hour, or \$1,360.99 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ryan Gardner at Range A-45 Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, July 10, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Erin Vasquez

Hire Date: 05/01/2019

ASP Request Submitted: 06/27/2019

BACKGROUND INFORMATION:

Classification Title: Cafeteria Cook/Baker	Employee: Erin Vasquez	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or evidence of recognized equivalent 	<ul style="list-style-type: none"> Erin meets education requirement. 	0 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year of experience in the preparation and serving of large quantities of food. Completion of a course in food preparation may be considered in lieu of the required experience. 	<ul style="list-style-type: none"> Erin has over nine (9) year of experience in the preparation and serving of large quantities of food. 	8 (1-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Ms. Vasquez' professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$14.94/hour, while Step C is \$16.47/hour. The net difference in pay is an approximate increase of \$1.53 per hour, or \$1,869.57 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Erin Vasquez at Range A-22 Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

RULE 12.2.4.B: SALARY ON EMPLOYMENT

A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:

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



PERSONNEL COMMISSION
Regular Meeting: Wednesday, July 10, 2019

AGENDA ITEM NO: III.A.01

Classification Description and Title Revision: Translator

BACKGROUND INFORMATION:

Former Director of Classified Personnel, Eric Rowan, worked with the Assistant Superintendent of Educational Services and the Coordinator of Family Engagement to update the Translator classification description by revising the title, changing language throughout, and modifying the minimum qualifications for the purposes of an upcoming recruitment.

METHODOLOGY:

In preparing for the proposed revisions, staff conducted the following activities:

- Met with the Assistant Superintendent of Educational Services and the Coordinator of Family Engagement on several occasions to review the classification description, which had not been updated since it was established in 1991.

ANALYSIS & FINDINGS:

Based on the information gathered, the recommended changes are summarized as follows:

- The classification description's format was updated to reflect the most recent standard format used by the SMMUSD Personnel Commission office.
- The title of this classification was updated to "Translator/Interpreter" to identify that the classification requires oral interpretation skills in addition to the written translation skills previously required.
- Minimum Qualification requirements for High School education, paid experience, and a valid driver license were added to reflect the needs of this position and align it with similar classifications. Also, a "preferred" training/certificate requirement was added to attract highly-qualified candidates in upcoming recruitments.
- The Representative Duties, Supervision, Knowledge and Abilities, and Working Conditions sections were all updated to clearly articulate the classification's duties and responsibilities, which have changed significantly since the classification was established.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Translator classification description and revise the title to "Translator/Interpreter", as provided.

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

CLASSIFICATION DESCRIPTION

BARGAINING UNIT: SEIU

CLASS CODE: 541446

SALARY RANGE: A-32

TRANSLATOR / INTERPRETER

BASIC FUNCTION:

Under general supervision, performs the translation and interpretation of written and oral communication from English to Spanish and Spanish to English for district-level communications, forms, and meetings including technical, complex, or sensitive topics/materials.

MINIMUM QUALIFICATIONS

EDUCATION:

High school degree or evidence of equivalent educational attainment.

EXPERIENCE:

One year paid or volunteer of paid experience translating in-between English and Spanish-a designated second language for organizations or groups.

LICENSES AND OTHER REQUIREMENTS:

- Must be able to type a minimum 25 words per minute.
- A valid Class C driver license and the availability of private transportation or access to transportation between job sites is required.
- Must be available to attend night and weekend meetings and have the use of a personal telephone.
- Forty (40) hours of training for translation/interpretation with a certificate of completion is preferred.
- —

REPRESENTATIVE DUTIES:

- Provide translation and interpretation services on an as-needed basis for central district office, and school sites, and the Board of Education to ensure cross-cultural understanding of intended issues, objectives, and accomplishments in a designated second language personnel.
- Translate documents and formal communications that may include technical vocabulary, idiomatic nuance, or sensitive/confidential information (e.g. IEPs, legal documents, district policies and memos, medical/enrollment registration forms).
- Use a variety of computer programs to recreate and properly format translated documents and communications materials (e.g. PowerPoint presentations) to match original materials. Accurately translates and types materials such as

~~newsletters, pupil progress reports, program information, curriculum materials, meeting minutes, correspondence, transfer and employment bulletins.~~

- ~~•~~
- ~~• Translates a variety of forms such as medial, enrollment, and registration forms.~~
- ~~• Translates and interprets oral communications at school and District public meetings, parent conferences or other meetings.~~
- Conduct consecutive or simultaneous interpretation (one-way or bi-directional) for a variety of district meetings, workshops, conferences, and special events (e.g. Board Meetings, School Site Council, IEP Meetings, SPSA, SARB), utilizing microphones, headsets, and related translation/interpretation technology as necessary.
- Provide interpretation of recorded meeting and conversations.
- Review and provide feedback for translation/interpretation work conducted in other departments or at school sites (e.g. newsletters, flyers, social media posts).
- Assist in the development and administration of in-service trainings for district staff regarding job-related topics (e.g. language support services, building cultural competency).
- Maintain an accurate record of work requests and completed materials, preparing related reports as requested.
- Performs related duties as assigned.

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION:

Supervision is received from a district administrator or site Pprincipal~~or the Director of Child Development Services (when assigned to a preschool student group).~~ This classification has no supervisory ~~or lead~~ responsibilities, but may train others and provide technical feedback to district staff regarding translation and interpretation work.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- ~~Spanish and English~~Proper language usage; (grammar, spelling, punctuation, and syntax) in English and a designated second language.
- Regional differences in word usage and idioms.
- ~~English and Spanish~~eEquivalents of general technical and subject-matter terms between translated languages.

ABILITY TO:

- Speak-Speak, read, and write effectively and accurately in idiomatic English and Spanish a designated second language.
- Read Spanish and English with comprehension~~Conduct both consecutive and simultaneous interpretation of conversations, meetings, and presentations.~~
- Research and utilize unfamiliar technical terms in English and a designated second language.~~Translate written materials into appropriate grammatical Spanish~~
- Work independently ~~with~~ little-to-no technical supervision ~~and take responsibility for accurate product.~~
- Work cooperatively with others.

WORKING CONDITIONS:

ENVIRONMENT:

Works is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work is performed off-site attending various trainings, meetings, and school sites.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting while operating a computer for long periods of time.
- Bending at the waist, kneeling, or crouching to file materials.

CLASSIFICATION ESTABLISHED:

UPDATED:

Approved: February, 1991

Proposed Revision: July 10, 2019



PERSONNEL COMMISSION

Regular Meeting: Wednesday, July 10, 2019

AGENDA ITEM NO: III.A.02

Proposed New Classification: Lead Translator/Interpreter

BACKGROUND INFORMATION:

Former Director of Classified Personnel, Eric Rowan, worked with the Assistant Superintendent of Educational Services and the Coordinator of Family Engagement to create a classification to lead a new Language Access Unit in their department. The intention of this new work unit, as approved by the Board of Education, is to increase engagement between the District and parents who primarily speak a language outside of English. This new position would provide work direction to a Translator/Interpreter position in the Educational Services department and manage the more complex or high-impact translation and interpretation work required by the District.

METHODOLOGY:

In preparing for the proposed revisions, staff conducted the following activities:

- Met with the Assistant Superintendent of Educational Services and the Coordinator of Family Engagement on several occasions to review related job descriptions from other school districts and discuss the work of the Language Access Unit.
- While updating the existing Translator classification, developed minimum qualifications, duties, and a salary range that would differentiate between the two classifications.
- The new classification of Lead Translator/Interpreter was approved by the Board of Education at their regular meeting on May 16, 2019.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the new classification of Lead Translator / Interpreter, at the A-37 salary range, as provided.

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



CLASSIFICATION DESCRIPTION

BARGAINING UNIT: SEIU

CLASS CODE: TBD

SALARY RANGE: A-37

LEAD TRANSLATOR / INTERPRETER

BASIC FUNCTION:

Under general supervision, serves as the district lead in coordinating translation and interpretation services; organizes and administers job-relevant trainings to district staff; performs the translation and interpretation of high-level written and oral communications representing the district to the media and general public.

MINIMUM QUALIFICATIONS

EDUCATION:

High school degree or evidence of equivalent educational attainment and certification as a translator/interpreter from an accredited institution.

EXPERIENCE:

Two years of experience translating documents between English and a designated second language and providing simultaneous interpretation services for organizations or groups.

LICENSES AND OTHER REQUIREMENTS:

- Must be able to type a minimum of 25 words per minute.
- A valid Class C driver license and the availability of private transportation or access to transportation between job sites is required.
- Must be available to attend night and weekend meetings and have the use of a personal telephone.

REPRESENTATIVE DUTIES:

1. Provide translation and interpretation services for written and oral communications representing the district or superintendent to the media, general public, and other district stakeholders (e.g. speeches, website content, district-wide plans, promotional materials, news conferences, on-air interviews, board meetings) to ensure cross-cultural understanding of intended issues, objectives, and accomplishments in a designated second language.
2. Manage requests for translation and interpretation services; provide work direction to bilingual staff in prioritizing, coordinating, and assigning projects; review and give feedback regarding work products as necessary.
3. Plan, organize, and administer in-service trainings for bilingual district staff regarding job-related topics (e.g. language support services, building cultural competency).

4. Translate documents and formal communications that may include technical vocabulary, idiomatic nuance, or sensitive/confidential information (e.g. press releases, meeting minutes, legal documents, district policies and memos).
5. Use a variety of computer programs to recreate and properly format translated documents and communications materials (e.g. PowerPoint presentations) to match original materials.
6. Conduct simultaneous interpretation (one-way or bi-directional) for a variety of public meetings, workshops, conferences, and special events (e.g. Board Meetings, DELAC Meetings, LCAP, Parent Advisory Council meetings), utilizing microphones, headsets, and related translation/interpretation technology as necessary.
7. Provide interpretation of recorded meeting and conversations.
8. Maintain an accurate record of work requests and completed materials, preparing related reports as requested.
9. Perform related duties as assigned.

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION:

Supervision is received from a district administrator. This classification has no supervisory responsibilities, but may assign work, train others, and provide technical feedback to district staff regarding translation and interpretation work.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Proper language usage (grammar, spelling, punctuation, syntax) in English and a designated second language.
- Regional differences in word usage and idioms.
- Equivalents of general technical and subject-matter terms between translated languages.

ABILITY TO:

- Speak, read, and write effectively and accurately in idiomatic English and a designated second language.
- Conduct both consecutive and simultaneous interpretation of conversations, meetings, and presentations.
- Research and utilize unfamiliar technical terms in English and a designated second language.
- Plan, organize, and deliver professional development training programs.
- Prepare and make public presentations.

- Work independently with little-to-no technical supervision.
- Work cooperatively with others.

WORKING CONDITIONS:

ENVIRONMENT:

Works is performed in an office environment with frequent interruptions, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work is performed off-site attending various trainings, meetings, and school sites.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of paperwork, emails and other materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting while operating a computer for long periods of time.
- Bending at the waist, kneeling, or crouching to file materials.

CLASSIFICATION ESTABLISHED:

Proposed: July 10, 2019



PERSONNEL COMMISSION

Regular Meeting: Wednesday, July 10, 2019

AGENDA ITEM NO: III.A.03

SUBJECT: Salary Allocation: Campus Monitor (Class Code: 57000)

BACKGROUND INFORMATION:

At its regular meeting on December 12, 2018, Personnel Commission approved the change of non-classified position of Noon Supervision Aide to a classified classification of Campus Monitor in accordance with recent legislation AB 2160 which added part-time playground positions to the classified service for CA “merit system” districts. AB 2160 was put in place to extend the provisions of the 2017 bill AB 670 on playground supervision to merit districts, which were not included in the first bill. In the past, SMMUSD has utilized “Noon-Duty Aides” as non-merit positions who, under the direction of the principal, supervise students around campus before, during and after school hours. Establishing this new classification will create merit positions for these employees, in compliance with the new legislation. At the District’s request, a salary range in the classified service was neither recommended or approved when the class was classified.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve as presented the following:

1. Place the classification of Campus Monitor on Range 11 (\$14.57 per hour) of the Classified Employees Monthly Salary Schedule at hourly Step F (minimum wage effective July 1, 2019).
2. Designate the classification as SEIU Local 99 Bargaining Unit.

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

IV. Discussion Items:

V. Commissioner Training/Briefing:

VI. Information Items:

Report – Open Requisitions

Open Requisitions (7/5/2019)

Req Number	Req Title	Department	Position Type	FTE	Req Status	Date Received From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	Open	7/29/2015 12:00:00 AM
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/24/2017 12:00:00 AM
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	Open	1/12/2018 12:00:00 AM
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/24/2017 12:00:00 AM
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	Open	8/30/2017 12:00:00 AM
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	Open	9/8/2017 12:00:00 AM
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	9/26/2017 12:00:00 AM
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	12/11/2017 12:00:00 AM
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	12/11/2017 12:00:00 AM
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open	4/19/2018 12:00:00 AM
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	7/13/2018 12:00:00 AM
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	7/24/2018 12:00:00 AM
19-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/10/2018 12:00:00 AM
19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/10/2018 12:00:00 AM
19-024	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open	8/10/2018 12:00:00 AM
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open	8/10/2018 12:00:00 AM
19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	8/27/2018 12:00:00 AM
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open	9/5/2018 12:00:00 AM
19-055	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75	Open	9/17/2018 12:00:00 AM
19-067	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75	Open	10/3/2018 12:00:00 AM
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	10/8/2018 12:00:00 AM

Report – Open Requisitions

19-082	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open	10/26/2018 12:00:00 AM
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	Vac	60	Open	12/11/2018 12:00:00 AM
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES	Vac	25	Open	12/17/2018 12:00:00 AM
19-118	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open	1/17/2019 12:00:00 AM
19-125	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	New	75	Open	1/28/2019 12:00:00 AM
19-132	Campus Monitor	WEBSTER ELEMENTARY SCHOOL	New	37.5	Open	2/7/2019 12:00:00 AM
19-135	CHIEF STEWARD	HUMAN RESOURCES	Vac	100	Open	2/14/2019 12:00:00 AM
19-142	CUSTODIAN	EDISON LANGUAGE ACADEMY	Vac	100	Open	3/1/2019 12:00:00 AM
19-146	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100	Open	3/4/2019 12:00:00 AM
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open	3/21/2019 12:00:00 AM
19-154	PARAEDUCATOR-2	WILL ROGERS LEARNING ACADEMY	New	62.5	Open	3/22/2019 12:00:00 AM
19-155	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	75	Open	3/25/2019 12:00:00 AM
19-156	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	Open	3/25/2019 12:00:00 AM
19-165	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	62.5	Open	4/1/2019 12:00:00 AM
19-166	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	62.5	Open	4/1/2019 12:00:00 AM
19-167	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	Open	4/9/2019 12:00:00 AM
19-168	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	Open	4/9/2019 12:00:00 AM
19-183	METAL WORKER	M & O (Maintenance & Operations)	Vac	100	Open	5/6/2019 12:00:00 AM
19-185	TRANSLATOR	SPECIAL EDUCATION	Vac	100	Open	5/6/2019 12:00:00 AM
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open	5/21/2019 12:00:00 AM
19-189	CONSTRUCTION SUPERVISOR	BUSINESS SERVICES	Vac	100	Open	5/23/2019 12:00:00 AM
19-190	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100	Open	5/31/2019 12:00:00 AM
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open	5/31/2019 12:00:00 AM
19-193	PAINTER	M & O (Maintenance & Operations)	Vac	100	Open	5/31/2019 12:00:00 AM

Report – Open Requisitions

19-194	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	62.5	Open	5/31/2019 12:00:00 AM
19-195	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75	Open	5/31/2019 12:00:00 AM
19-196	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75	Open	5/31/2019 12:00:00 AM
19-197	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open	5/31/2019 12:00:00 AM
19-203	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open	6/10/2019 12:00:00 AM
19-204	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5	Open	6/11/2019 12:00:00 AM
19-205	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50	Open	6/12/2019 12:00:00 AM
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open	6/12/2019 12:00:00 AM
19-207	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	Open	6/18/2019 12:00:00 AM
19-208	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.16	Open	8/21/2019 12:00:00 AM
19-209	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.25	Open	6/18/2019 12:00:00 AM
19-210	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.17	Open	6/18/2019 12:00:00 AM
19-211	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	0.1	Open	6/18/2019 12:00:00 AM
19-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	Open	6/14/2019 12:00:00 AM
19-214	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open	6/18/2019 12:00:00 AM
19-217	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open	6/18/2019 12:00:00 AM
19-218	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75	Open	6/17/2019 12:00:00 AM
19-219	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open	6/17/2019 12:00:00 AM
19-220	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	Open	8/21/2019 12:00:00 AM

Filled Requisitions (7/5/19)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	6/6/2019
19-030	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	7/2/2019
19-139	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	6/17/2019
19-148	PARAEDUCATOR-2	MCKINLEY ELEMENTARY SCHOOL	7/2/2019
19-153	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	7/2/2019
19-162	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	6/20/2019
19-173	GARDENER	M & O (Maintenance & Operations)	6/7/2019
19-174	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	6/27/2019
19-179	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	6/21/2019
19-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	7/3/2019
19-192	FACILITIES TECHNICIAN	BUSINESS SERVICES	6/6/2019
19-200	SENIOR OFFICE SPECIALIST	MALIBU HIGH SCHOOL	6/21/2019
19-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	7/3/2019
19-212	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	6/27/2019
19-215	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	6/27/2019
19-216	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	6/21/2019
19-222	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	7/2/2019

**Classified Personnel – Merit
6/27/19**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Alvizo, Mireya Edison ES	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 20 Step: A	6/5/19
Gardner, Ryan Maintenance	Facilities Technician 8 Hrs/12 Mo/Range: 45 Step: A	6/5/19
Mehrez, Ilene Purchasing	Senior Buyer 8 Hrs/12 Mo/Range: 41 Step: A	6/10/19
O'Connor, Denise Webster ES	Instructional Assistant - Classroom 1.5 Hrs/SY/Range: 18 Step: B	6/1/19
Scurlark, Jenice Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	5/21/19
Walker, La Shaun Educational Services	Education Data Specialist 8 Hrs/12 Mo/Range: 49 Step: A	6/4/19

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Field Muller, Larissa Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Gaglione, Lisa Educational Services-Grant ES	Instructional Assistant - Classroom 3 Hrs/Day	6/20/19-7/5/19
Gonzalez, Ramona Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Jelks, Curtis Lincoln MS	Campus Security Officer 4 Hrs/Day	6/20/19-7/17/19
Mono, Scarlett Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Pollack, Bridget Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Rogers Turner, Ericka Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Smith, Dunell Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/20/19-7/24/19
Sullivan, Brianna Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Torres, Corina Educational Services-Grant ES	Instructional Assistant - Classroom 3 Hrs/Day	6/20/19-7/5/19
Vasquez, Graciela Malibu HS	Campus Security Officer 5 Hrs/Day	6/20/19-7/24/19

Villagomez, Alice Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19
Willie, Kyrie Educational Services-Grant ES	Instructional Assistant - Classroom 3.5 Hrs/Day	6/20/19-7/17/19

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

De La Rosa, Johanna Educational Services	Bilingual Community Liaison [overtime; workshops]	5/18/19
Perez, Denise Special Ed-Malibu HS	Paraeducator -1 [additional hours, field trip supervision]	4/2/19
Safavi, Moshir Roosevelt ES	Physical Activities Specialist [additional hours, gate duty]	4/1/19-6/12/19
Vila, Florinda Educational Services	Bilingual Community Liaison [overtime; workshops]	5/18/19

SUBSTITUTES

EFFECTIVE DATE

Chamorro, Christian Facility Use	Technical Theater Technician	6/5/19-6/30/19
Ernst, Amanda Special Education	Paraeducator-2	5/1/19-6/12/19
Hudson, Kathy Food and Nutrition Services	Stock Delivery Clerk	5/30/19-6/8/19
Jones, Bronden Grounds	Gardener	5/15/19-5/16/19
Wade, Byron Facility Use	Campus Security Office Sub	5/1/19-6/30/19

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Girgis, Salwa FNS-Adams MS	Cafeteria Worker-I Personal	5/16/19-5/31/19
Gold, Kathleen Information Services	Technology Support Assistant Medical/FMLA/CFRA	5/1/19-6/27/19
Granadino, Frank Transportation	Bus Driver FMLA	5/21/19-6/7/19
Kim, Eun Mi Special Ed-Adams MS	Paraeducator-1 Medical/FMLA/CFRA	5/7/19-5/19/19
Kretin, Dennis Maintenance	Maintenance Supervisor Medical/FMLA/CFRA	4/17/19-6/3/19
Morales, Louis Edison ES	Physical Activities Specialist Medical/FMLA/CFRA (Extended from BOE Agenda: 5/2/19)	5/27/19-6/12/19
Murray, April Facility Use	Swim Instructor/Life Guard Medical/FMLA/CFRA	5/3/19-6/14/19

Rising, Robert Operations-Adams MS	Custodian Intermittent FMLA/CFRA	5/1/19-11/1/19
Serna, Maria Fiscal Services	Senior Administrative Assistant Medical/FMLA/CFRA	6/13/19-6/21/19

LEAVE OF ABSENCE (UNPAID)

Alexander, Karissa
Special Ed-McKinley ES

Paraeducator-1

EFFECTIVE DATE

5/21/19-6/12/19

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES
(39-MONTH MEDICAL REEMPLOYMENT LIST)

BT2059771
Operations

Custodian

6/14/19

UP4632142
Facility Use

Technical Theater Coordinator

6/15/19

EG4696029
Child Development Services

Children's Center Assistant-2

6/12/19

DISQUALIFICATION FROM PROBATION

BT2059771
Food and Nutrition Services

Cafeteria Worker-I

EFFECTIVE DATE

6/12/19

ABOLISHMENT

Purchasing

Administrative Assistant

7/1/19

Santa Monica HS

Administrative Assistant

7/1/19

Cabrillo ES

Custodian – DS

7/1/19

Cabrillo ES

Custodian – NS

7/1/19

Information Services

Director - Information Services

6/30/19

Grounds

Equipment Operator/Tree Trimmer

4/23/19

Educational Services

Office Specialist

6/30/19

Malibu MS/HS

Senior Office Specialist

7/1/19

RETIREMENT

Donovan, Marc
Maintenance

Glazier

EFFECTIVE DATE

5/23/19

(Revised from BOE Agenda: 2/21/19)

Classified Personnel – Non-Merit
6/27/19

TECHNICAL SPECIALIST – LEVEL III

Bautista, Beverly	Lincoln MS [Chorus Choreographer] - Funding: Gifts	4/1/19- 6/12/19
Kahn, Diana	Lincoln MS [Vocal Coach] - Funding: Gifts	3/18/19-5/31/19

STUDENT WORKER - WORKABILITY

Kolb, Caroline	Santa Monica HS	9/15/18-6/12/19
Laan, Kristian	Santa Monica HS	9/15/18-6/15/19
Lassoff, Zoe	Santa Monica HS	9/15/18-6/12/19
Putnam, Brook	Santa Monica HS	9/15/18-6/12/19
Roth, Spencer	Santa Monica HS	9/15/18-6/12/19
Rowe, Matthew	Santa Monica HS	9/15/18-6/12/19
Shapiro, Benjamin	Santa Monica HS	9/15/18-6/12/19
Wilson, Jack	Santa Monica HS	9/15/18-6/12/19

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2019 – 2020**

Date	Time	Location	Notes
2019			
July 10, 2019	4:30 p.m.	Board Conference Room – District Office	
August 14, 2019	4:30 p.m.	Board Room – District Office	
September 11, 2019	4:30 p.m.	Board Room – District Office	
October 10, 2019	4:30 p.m.	Board Room – District Office	
November 13, 2019	4:30 p.m.	Board Room – District Office	
December 11, 2019	4:30 p.m.	Board Room – District Office	
2020			
January 8, 2020	4:30 p.m.	Board Room – District Office	
February 12, 2020	4:30 p.m.	Board Room – District Office	
February 20, 2020 – February 22, 2020	Daily Conference	San Francisco	CSPCA 2020 Annual Conference
March 11, 2020	4:30 p.m.	Board Room – District Office	
April 8, 2020	4:30 p.m.	Board Room – District Office	2020–21 Budget Discussion and Development,
May 13, 2020	4:30 p.m.	Board Room – District Office	2020-21 Budget Adoption
May 20, 2020	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 10, 2020	4:30 p.m.	Board Room – District Office	

Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

Meeting Date	Format	Location	Notes
7/18/19 (Th)	Hybrid	DO	
8/1/19 (Th)	A	DO	
8/15/19 (Th)	B	DO	
8/29/18 (W)	Special Mtg	DO	Special Meeting: Retreat (?)
9/5/19 (Th)	A	DO	
9/19/19 (Th)	B	DO	
10/3/19 (Th)	A	M	
10/17/19 (Th)	B	DO	
10/21 or 10/22? (tentative)	Special Mtg	SMC	Annual Joint Mtg w/ SMC
11/7/19 (Th)	A	M	
11/19/19 (T)	Special Mtg		Special Meeting: Present SPSAs
11/21/19 (Th)	B	DO	
12/12/19 (Th)	Hybrid	DO	
1/16/20 (Th)	Hybrid	DO	
2/6/20 (Th)	A	M	
2/14/20 (Th)	B	DO	
3/5/20 (Th)	A	DO	
3/19/20 (Th)	B	M	
4/2/20 (Th)	Special Mtg		Special Meeting: Retreat
4/23/20 (Th)	Hybrid	DO	
5/7/20 (Th)	A	M	
5/21/20 (Th)	B	DO	
6/4/20 (Th)	A	DO	
6/18/20 (Th)	Special Mtg	DO	Public Hearings: LCAP & Budget & Quarterly Retreat
6/25/20 (Th)	B	DO	

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	9/11/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	10/9/19
Merit Rules Revisions Update - Definitions	Discussion	11/13/19

VIII. Next Regular Personnel Commission Meeting:

Wednesday, August 14, 2019, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: