



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

January 8, 2020

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, January 8, 2020**, 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.

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

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: January 8, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

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

G.06 Motion to Approve Minutes: December 11, 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
 - **Director Kahn updated the Personnel Commission on the current recruitments and examinations including the Director of Purchasing and Senior Network Engineer.**
 - **Director Kahn also informed the Personnel Commission about the new Personnel Commissioner recruitment that closed on January 3, 2020. Selection interviews will be scheduled in near future based on raters' availability.**

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.

- **On behalf of the Personnel Commission, Commissioner Waterstone wished everyone a happy new year.**

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
 - **Mr. Mock, Chief Steward, notified the Personnel Commission about SEIU negotiations with the District that will take place on January 9, 2020.**
 - **Mr. Mock informed the Personnel Commission about conducting a classification and compensation study in the new year.**
 - **On behalf of the SEIU leadership team and Union members, Mr. Mock wished the Personnel Commission a happy new year.**
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, also informed the Personnel Commission about the negotiations with SEIU that will close on January 9, 2020**

- Dr. Kelly wished the Personnel Commission a happy new year.
- Dr. Kelly informed the Personnel Commission about the District’s planning and projected staffing for the 2020-2021 school year.
- Dr. Kelly introduced new administrators, Ms. Cynthia McGregory, Principal of Franklin Elementary School, Ms. Lila Daruty, Webster Elementary School, and Ms. Nicole Nicodemus, Assistant Principal of Personalized Project Learning Program at Olympic High School, who have attended this meeting in order to learn more about the Personnel Commission and its functions in the District.

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>
Cafeteria Worker I	6
Campus Security Officer	3
Children’s Center Assistant-1	2
Health Office Specialist	2
Paraeducator-1	3
Paraeducator-3	2

C.02 Advanced Step Placement:
Eleazar Anzoleaga in the classification of Paraeducator-3 at Range A-26 Step D

C.03 Advanced Step Placement:
Lauren Coroy in the classification of Instructional Assistant-Classroom at Range A-18 Step F

C.04 Advanced Step Placement:
Gregory Dixon, Jr. in the classification of Paraeducator-3 at Range A-26 Step B

C.05 Advanced Step Placement:
Jacqlene Lopez in the classification of Instructional Assistant-Classroom at Range A-18 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.05. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:
Job Development and Placement Specialist within the Student Services job family
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

- Director Kahn provided a brief background for the revisions.
- In anticipation of an upcoming recruitment, the Personnel Commission staff reviewed the classification specification and significantly revised the duties and responsibilities in order to more accurately reflect the classification’s scope of responsibility.
- Minimum qualifications were broadened to include candidates with experience outside of job development, placement and coaching high school students.

A.02 Classification Revision:
Technical Theater Technician within the Facilities job family
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn stated that current revisions were rather minor. More extensive modifications are anticipated as the classification specification will be reviewed within the context of this job series including Technical Theater Coordinator and Theater Operations Supervisor.
- In anticipation of an upcoming recruitment, the Personnel Commission staff wanted to review the classification specification in order to ensure that the minimum qualifications, most notably the Experience and Driver License requirements, were appropriate. Abilities were replaced with Core Competencies.

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

CT.01 Position Study - Overview

REPORT AND DISCUSSION

- Director Kahn conducted an overview of Position Study procedures for the Personnel Commissioners.
- Director Kahn defined and described the qualifying criteria and the complexities of these procedures for Working Out of Class versus Reclassification, illustrating the concepts on specific examples.
- Commissioner Robinson inquired about specific employee appeals' documentation presented to the Personnel Commission.
- Director Kahn informed the Personnel Commission about his practice of providing a comprehensive report that would include duties comparison, relevant employee and supervisor comments, analysis, and fact finding.
- Commissioner Stewart inquired about specific factors to support Working Out of Class compensation followed by Reclassification.
- Director Kahn replied that a key factor in Reclassification is the gradual accretion of duties. If the higher level duties are essential for the department, a recommendation to create a new higher level position may be provided to the department's administration.

V. 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 Position Study - Overview

REPORT AND DISCUSSION

- None

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)
 - December 12, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - December 12, 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
Commissioner Training/Briefing: Classification Studies	Commissioner Training	2/12/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 12, 2020, 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 **5:25 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at **5:58 p.m.** and reported on the following action taken in closed session:

- **No report**

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: 5:59 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.