



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**September 11, 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, September 11, 2019, at 4:32 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> 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 4:32 p.m.**

**G.02 Roll Call: Commissioners Robinson and Stewart were present. Commissioner Robinson was absent due to a professional commitment.**

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

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.05 Motion to Approve Agenda: September 11, 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						✓

**G.06 Motion to Approve Minutes: August 14, 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 stated that Agenda Item V.CT.01: *“Commissioner Training/Briefing: Advanced Step Placement”* would be postponed to the October 10, 2019 meeting since the updated visual equipment in the Board Room was not functional yet.
  - Director Kahn welcomed Ms. Clare Caldera, Personnel Analyst, at the dais, given her managerial, supervisory, and strategic role within the department.
  - Director Kahn also informed the Personnel Commission about the department’s updates on the District organizational chart to reflect Ms. Caldera’s supervisory responsibilities.
  - Director Kahn commended the Personnel Commission staff for their assistance and support during his first month in the office.
  - Director Kahn informed the Personnel Commission about his intent to attend a principals’ meeting and subsequently schedule individual school visits in order to better understand their specific classified staffing needs.
  - Director Kahn updated the Personnel Commission about his meetings with Dr. Kelly and other District Office managers.
  - Director Kahn attended the Board of Education meeting on September 5, 2019, where he was officially introduced and welcomed to the District.
  - Director Kahn updated the Personnel Commission on the current recruitments and activities in the department. He drew attention to the Chief Steward recruitment expressing his gratitude to Ms. Caldera for her hard work. Mr. Chris Mock, a former Paraeducator-3, has been selected and will begin in his new role on September 23, 2019.
  - Director Kahn informed the Personnel Commission about LACOE’s Business Enhancement System Transformation (BEST) project used by

the District for budget development, finance, human resources, and payroll.

**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 Robinson acknowledged the anniversary of September 11 attacks, extending her thoughts to families who have been affected by this tragedy.**

**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
  - **None**
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission on the beginning of the new school year and back to school parent meetings.**
  - **Dr. Kelly updated the Personnel Commission on the District's current certificated recruitments and appointments.**
  - **Dr. Kelly commended Roosevelt Elementary School staff for their due diligence during lock down and then shelter and place on September 10, 2019. He also explained the differences between these two safety procedures.**
  - **Dr. Kelly informed the Personnel Commission about the Board of Education meetings on September 5 and September 19, 2019.**

**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>
Campus Security Officer	5
Chief Steward	2
Paraeducator-1	7
Paraeducator-2	1
Paraeducator-3	7

C.02 Advanced Step Placement:  
Luis Barrientos in the classification of Paraeducator-1 at Range A-20 Step C

C.03 Advanced Step Placement:  
Enid Goldenberg in the classification of Paraeducator-1 at Range A-20 Step C

C.04 Advanced Step Placement:  
Emunah Lewis in the classification of Paraeducator-1 at Range A-20 Step C

C.05 Advanced Step Placement:  
Ekta Soni 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
Julie Waterstone						✓

**REPORT AND DISCUSSION**

- **Commissioner Robinson inquired about the advanced step placement award as it relates to the local living wage. Director Kahn stated that some of the classifications' first salary steps are currently below the local minimal wage; hence, they cannot be used as the starting point.**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:  
Network Engineer/Computer Systems Specialist within the Information Services job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 subject to research into the Board of Education policy regarding California Driving License requirements. The classification specification may be edited as necessary, following the research. The motion passed.

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

**REPORT AND DISCUSSION**

- Director Kahn pointed out the advantage of being able to analyze these two classifications in a job series, rather than looking at them individually. Revisions to Network Engineer served as the foundation for developing the Senior Network Engineer classification specification and identifying clear distinguishing characteristics between both job descriptions.
- Mrs. Cindy Johnston, Human Resources Technician, inquired about the revision of a class “C” driver license requirement not necessarily being issued in California and how it may impact the District’s liability.
- Dr. Kelly referred to a Board of Education policy regarding the District’s expectation for employees to obtain a California driving license within six (6) months if using a vehicle is part of their work responsibilities.
- Ms. Caldera provided a rationale for the revision- to expand the pool of qualified candidates.
- Director Kahn will research the Board of Education policy and update the Personnel Commission at the next regular meeting on October 10, 2019.

A.02 New Classification:  
Senior Network Engineer within the Information Services job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 subject to research into the Board of Education policy regarding California driving license requirements. The classification specification may be edited as necessary, following the research. The motion passed.

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

**REPORT AND DISCUSSION**

- None

**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.

CT.01 Advanced Step Placement

**REPORT AND DISCUSSION**

- **Postponed to October 10, 2019 meeting due to the technology upgrade in the Board Room.**

**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. VI.D.2 (for SMMUSD School Board Agenda)
  - August 15, 2019
- Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
  - September 5, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VI.D.3 (for SMMUSD School Board Agenda)
  - August 15, 2019
- Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
  - September 5, 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
<b>Advanced Step Placement</b>	<b>Commissioner Training</b>	<b>10/10/19</b>

Classification Specifications: Overview	Commissioner Training	11/13/19
Merit Rules Revisions Update - Definitions	Discussion	12/11/19

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
 Thursday, October 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:**

- No Closed Session

**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: 5:05 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.