



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**November 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 **Wednesday, November 13, 2019**, at **4:37 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 4:37 p.m.

**G.02 Roll Call:** Commissioners Stewart and Waterstone were present. Commissioner Robinson joined the meeting later.

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

**G.03 Pledge of Allegiance:** Ms. Jana Hatch, Administrative Assistant, 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: November 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		✓	✓			

**G.06 Motion to Approve Minutes: October 10, 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 commended the District’s Administration for the prompt communication to parents and employees about closing school sites and the District Office during the October wild fires. The Personnel Commission also quickly informed candidates about cancelled written exams and qualification appraisal interviews due to the District Office closure and rescheduling them at appropriate future times.**
  - **Director Kahn informed the Personnel Commission about the new commissioner recruitment which will open on November 18, 2019 to January 3, 2020. There is a viable pool of applicants from the previous recruitment who are still interested in serving the District.**
  - **Director Kahn informed the Personnel Commission about Ms. Caldera organizing the Personnel Testing Council of Southern California (PTC-SC) annual conference that will take place this Friday.**

**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 expressed her gratitude to the District for the swift and effective communication to parents regarding schools’ closure during the October wild fires.**
- **Commissioner Waterstone congratulated Ms. Caldera on her role within PTC-SC.**
- **Commissioner Waterstone thanked Director Kahn for providing the Personnel Commission with a monthly update.**

### **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 notified the Personnel Commission about SEIU continuous negotiations with the District scheduled for November 26, 2019.**
  - **Mr. Mock informed the Personnel Commission about a communication with Bilingual Community Liaisons to address the classification and compensation study.**
  - **Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments that will meet next week.**
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the District's transition from Non-Merit Noon Duty Aids to the permanent classification of Campus Monitor due legislation that took effect on January 1, 2019.**
  - **Dr. Kelly informed the Personnel Commission about the Board of Education's update from the Facility Improvement Projects department regarding a proposed renovation plan for Malibu High School and the former Cabrillo Elementary School campuses.**
  - **Dr. Kelly stated that a recommendation to approve school year calendars for the next three (3) years will be presented at the following Board of Education meeting on November 21, 2019.**
  - **Dr. Kelly announced that Superintendent Drati has been meeting with various stakeholders regarding the District's budget.**

### **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):**

Classification

# Eligibles

Children's Center Assistant-2	1
Children's Center Assistant-3	1
Lead Translator/Interpreter	3
Metal Worker	5
Painter	6
Paraeducator-1	11
Paraeducator-3	6
Physical Activities Specialist	5

- C.02 Advanced Step Placement:  
Joel Agaton in the classification of Technology Support Assistant at Range A-38 Step D
- C.03 Advanced Step Placement:  
Andrew Carbajal in the classification of Instructional Assistant-Bilingual at Range A-20 Step C
- C.04 Advanced Step Placement:  
Jasmine De Los Santos in the classification of Paraeducator-2 at Range A-25 Step D
- C.05 Advanced Step Placement:  
Virginia Mastroianni in the classification of Paraeducator-1 at Range A-20 Step E
- C.06 Advanced Step Placement:  
Christopher Mock in the classification of Chief Steward at Range A-40 Step E
- C.07 Advanced Step Placement:  
Brenda Osaki in the classification of Senior Office Specialist at Range A-25 Step C
- C.08 Advanced Step Placement:  
Miguel Ramirez in the classification of Senior Office Specialist at Range A-25 Step C
- C.09 Advanced Step Placement:  
LaShann Simms in the classification of Sports Facility Attendant at Range A-24 Step D
- C.10 Advanced Step Placement:  
Amariah Taylor in the classification of Senior Office Specialist at Range A-25 Step D
- C.11 Advanced Step Placement:  
Monica Williams in the classification of Senior Office Specialist at Range A-25 Step D

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.11. 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:

Director of Purchasing within the Fiscal 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 in order to ensure the duty statements were up-to-date, and the minimum requirements were appropriate- including the addition of core competencies.
- Director Kahn emphasized the need for consistency within the Purchasing job family as Buyer and Senior Buyer classifications will be also revised in the future.
- Commissioner Waterstone inquired about core competencies replacing abilities. Director Kahn explained that the core competencies are another tool the Personnel Commission staff uses to specify the traits a candidate needs to possess in order to be successful in his position.
- Commissioner Stewart asked about the revised supervisory experience. Director Kahn stated that the requirements were lowered and clarified to allow for candidates who obtained supervisory skills outside of the Purchasing environment.

#### A.02 Personnel Commission Agenda Format Revision:

Advanced Step Placement Material

**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 recounted the discussion at the October Personnel Commission meeting where Commissioners provided direction to staff to revise Advanced Step Placement (ASP) agenda material in order to remove superfluous information. Since there is no legal requirement to disclose data regarding gross difference in pay as a result of step advancement, and the data is not utilized by the Personnel Commission staff, Director Kahn recommended to remove it from future Commissioner agenda packets. In addition, the employees' applications will no longer be presented in the Commissioner agenda packets either as all the calculation are already completed by staff and reviewed by Director Kahn before being recommended at a regular Personnel Commission meeting.

### **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 Working Out of Classification & Reclassification - Introduction

## **REPORT AND DISCUSSION**

- Director Kahn conducted an overview of working out of class and reclassification procedures for the Personnel Commissioners.
- Director Kahn defined and described the qualifying criteria and the complexities of both procedures, illustrating the concepts on specific examples.
- Director Kahn stated that the Personnel Commission's steps for reviewing, making recommendations, and approving them will be defined in a future training.
- Commissioner Stewart inquired about training in relation to higher level duties in working out of class requests. Director Kahn stated that the key in differential pay is the alignment of reasonable expectations and responsibilities for the lower classification.
- Commissioner Robinson asked about the percentage of performing higher level duties in order to be considered for reclassification. Director Kahn stated that the industry standard is generally around twenty-five (25%) percent.
- Commissioner Robinson also asked about higher level duties being assigned at once instead of being increased gradually for longer than the working out of class time limits. Director Kahn stated that it would be submitting a working out of class request, and if this higher level duties assignment is not discussed up front, and if it is retroactive, then the compensation would be for the preceding thirty (30) days. Director Kahn emphasized the intent to present all the crucial information in the beginning of the assignment in order not to burden the employee or the District.

**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 Working Out of Classification & Reclassification - Introduction

**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. V.D.2 (for SMMUSD School Board Agenda)

- October 17, 2019

Classified Personnel - Merit Report No. VI.D.2 (for SMMUSD School Board Agenda)

- November 7, 2019

**Commissioner Stewart inquired about “Involuntary Transfer” criteria.**

**Director Kahn defined the category providing a specific example.**

I.04 Classified Personnel - Non-Merit Report - No.V.D.3 (for SMMUSD School Board Agenda)

- October 17, 2019

Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)

- November 7, 2019

I.05 Personnel Commission’s Twelve-Month Calendar of Events

- 2019 - 2020

I.06 Board of Education Meeting Schedule

- 2019 – 2020

I.07 Personnel Commissioner Recruitment

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Commissioner Training/Briefing: Position & Classification Studies		1/8/20

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, December 11, 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: 5:30 p.m.**

Submitted by:

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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.