



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

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 was held on **Wednesday, July 10, 2019**, at **4:36 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 4:36 p.m.

G.02 Roll Call: Commissioners Robinson and Stewart were present. Commissioner Waterstone was absent due to personal reasons. Commissioner Robinson has been appointed as a chair to lead the meeting in Commissioner Waterstone's absence.

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: July 10, 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: May 8, 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						✓

Motion to Approve Minutes: June 13, 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 Caldera stated that the agenda item of working out of class for Ms. Patsy Herschberger has been moved to the next regular Personnel Commission meeting on August 14, 2019, in order to have all three commissioners present.**
 - **Interim Director Caldera announced that the new Director of Classified Personnel, Joshua Kahn, will start on August 12, 2019.**
 - **Interim Director Caldera updated the Personnel Commission on the current recruitments as the Personnel Commission staff is filling vacancies for the next school year.**
 - **Interim Director Caldera introduced Ms. Nichelle Cummings, the new Human Resources Technician, who has replaced Mrs. Rosalee Merrick as she retired on June 30, 2019. Ms. Cummings had previously worked in the Personnel Commission department as a substitute before accepting a permanent Administrative Assistant position at the Special Education department. She will start on July 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 Robinson welcomed the new Director of Classified Personnel, Joshua Kahn, to the District.**
- **Commissioner Robinson apologized to Mrs. Herschberger for miscommunication regarding her agenda.**

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 about the District's approved budget for the 2019-2020 fiscal year.**
 - **Dr. Kelly updated the Personnel Commission on the District's current certificated recruitments and appointments.**
 - **Dr. Kelly informed the Personnel Commission about the progress of the Cabrillo Elementary School and Point Dume Marine Science School merger. The new school is called Malibu Elementary School.**
 - **Dr. Kelly also informed the Personnel Commission about the District's Project Based Learning program called Michelle and Barak Obama Center for Inquiry and Exploration, located at Olympic High School.**
 - **Dr. Kelly expressed his gratitude to the Personnel Commission staff for their hard work and dedication filling all the vacancies created by 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 and Ms. Keryl Cartee-McNeely made a formal request for all information that is relative to and pertains to Ms. Herschberger's recommendation for reclassification and the Personnel Commission's decision made at the regular Personnel Commission meeting on June 13, 2019.**

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

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.04. 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:

Translator/Interpreter within the Student job family

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as amended to reflect the provided revisions under the representative duties. The motion passed.

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

REPORT AND DISCUSSION

- Interim Director Caldera provided a brief background for the revisions. The current incumbent in that position has retired; hence, a new recruitment will be opened to fill this vacancy.
- Commissioner Robinson inquired about the requirement of having a valid Class-C driving license.
- Dr. Kelly provided a rationale for the requirement, as this classification is being expanded beyond the current Special Education department. The incumbent in the new position supporting Educational Services will be required to complete assignments at various school sites.

A.02 New Classification:
Lead Translator/Interpreter within the Student 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

- Interim Director Caldera provided the rationale for establishing this new classification as it will support a community Language Access Unit within the Educational Services department.
- Interim Director Caldera pointed out the differences in duties between Translator/Interpreter and this new classification.

A.03 Salary Allocation: Campus Monitor
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Interim Director Caldera provided a brief explanation of the need to provide a salary allocation for this classification that was formerly non-merit – Noon Supervision Aide- and has become a part of the classified service as Campus Monitor as of December 12, 2018.**

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

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 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: 5:02 p.m.

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.