



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**August 14, 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, August 14, 2019**, at **4:33 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 4:33 p.m.**

**G.02 Roll Call: Commissioners Robinson and Waterstone were present. Commissioner Stewart was absent due to personal reasons.**

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

**G.03 Pledge of Allegiance: Mr. Joshua Kahn, the new Director of Classified Personnel, 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: August 14, 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: July 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 expressed his gratitude to the Personnel Commission staff for a warm welcome and to Ms. Caldera for serving the Personnel Commission and the District as an interim director.**
  - **Ms. Caldera updated the Personnel Commission on the current recruitments as the Personnel Commission staff has been filling vacancies for the new school year.**
  - **Ms. Caldera introduced Ms. Nichelle Cummings, the new Human Resources Technician.**
  - **Ms. Caldera informed the Personnel Commission about the District's management retreat that took place on August 1, 2019 for classified managers. Certificate management participated in the retreat for two more days.**

**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 thanked Ms. Caldera for her dedication and hard work serving as an interim director.**
- **Commissioner Waterstone extended a welcome to Director Kahn.**
- **Commissioner Waterstone expressed her best wishes for Commissioner Stewart and her family.**
- **Commissioner Waterstone wished all District staff a successful new school 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
  - **None**
- Board of Education Report
  - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, welcomed Director Kahn and wished him all the best.**
  - **Dr. Kelly thanked Ms. Caldera for her dedication serving the District as an interim director.**
  - **Dr. Kelly updated the Personnel Commission on the District’s current certificated recruitments and appointments.**
  - **Dr. Kelly expressed his gratitude to the Personnel Commission and Special Education for their hard work filling paraeducator vacancies.**
  - **Dr. Kelly informed the Personnel Commission about the upcoming Board of Education meeting on August 15, 2019 and the District convocation on August 19, 2019. Students come back to school on August 22, 2019.**
  - **Dr. Kelly recognized the Maintenance and Operations department and Facility Improvement Projects department for their dedication and hard work to have all campuses ready for the new school year.**

**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**

**G.11 Personnel Commission Organization – Election of Personnel Commission Officers:**

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair by: Lauren Robinson

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

**It was moved and seconded to elect Commissioner Waterstone as the Personnel Commission Chair. The motion passed.**

b. Nomination of Vice-Chair by: Julie Waterstone

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

**It was moved and seconded to elect Commissioner Robinson as the Personnel Commission Vice-Chair. The motion passed.**

**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
Cafeteria Worker I	7
Paraeducator-1	7
Paraeducator-2	1
Paraeducator-3	10
Translator/Interpreter	6

C.02 Advanced Step Placement:

Jose Gomez in the classification of Gardener at Range A-26 Step C

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. 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:

Metal Worker within the Maintenance 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**

- Ms. Caldera provided a brief background for the revisions. The current incumbent in this position has retired; hence, a new recruitment will be opened to fill this vacancy. Minor changes were made to clarify duty statements and also to specify minimum requirements.

A.02 Classification Revision:  
Painter within the Maintenance 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**

- None

A.03 Working Out of Class:  
Patsy Herschberger - Administrative Assistant

It was moved and seconded to approve the Working Out of Class request - Agenda Item III.A.03. The motion failed.

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

**REPORT AND DISCUSSION**

- Ms. Herschberger presented a rationale for her working out of class request.
- Personnel Commission asked clarifying questions.

**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. VII.D.2 (for SMMUSD School Board Agenda)
  - July 18, 2019
- Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
  - August 1, 2019
- I.04 Classified Personnel - Non-Merit Report - No. (for SMMUSD School Board Agenda)
  - None
- 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>
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, September 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.**

<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		✓	✓			

**TIME ADJOURNED: 5:20 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.