



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

October 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 **Thursday, October 10, 2019**, 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

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: October 10, 2019

It was moved and seconded to approve the agenda with an amendment – agenda item G.06. “Motion to Approve Minutes: August 14, 2019” was added to the agenda. 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		✓	✓			

Motion to Approve Minutes: September 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 informed the Personnel Commission about his participation at a principals’ meeting to be introduced by Dr. Kelly and address specific issues certain principals are currently facing with classified recruitments.**
 - **Director Kahn welcomed Mr. Chris Mock, the new SEIU Chief Steward, and expressed his appreciation of working collaboratively with the Union. Director Kahn stated that regular meetings with Mr. Mock will be scheduled in near future in order to stay up-to-date and proactively address any concerns.**

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 welcomed Mr. Mock as the new Union Chief Steward.
- Commissioner Waterstone regrettably announced her intention not to seek re-appointment for the next term. She agreed to stay on the Personnel Commission until a new Commissioner is selected; for maximum of ninety (90) days.
- Director Kahn stated that there is a valid eligibility list; however, a new recruitment may be open in near future.

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
 - **Chief Steward Mock** introduced himself and expressed his pleasure of working with Dr. Kelly and the Personnel Commission staff.
 - **Mr. Mock** reported on a ratification vote on health and welfare benefits. The District and SEIU came to a tentative agreement on September 19, 2019, and the ratification had to be completed by September 26, 2019 due to enrollment deadlines. The vote passed.
 - **Mr. Mock** informed the Personnel Commission about a continuous communication with Bilingual Community Liaisons to address their request for a classification and compensation study.
 - **Mr. Mock** notified the Personnel Commission about SEIU negotiations with the District scheduled for October 10 and October 18, 2019.
 - **Mr. Mock** informed the Personnel Commission about the efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments.
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources**, updated the Personnel Commission on the District's current hiring.
 - **Dr. Kelly** informed the Personnel Commission about the Board of Education's intention to discuss the District's budgetary issues.
 - **Dr. Kelly** reported on the Personalized Project Based Learning pathway at the Barack and Michelle Obama Center for Inquiry and Exploration.
 - **Dr. Kelly** informed the Personnel Commission about potential power outages in Malibu that would result in closing the school campuses.
 - **Dr. Kelly** informed the Personnel Commission about the Board of Education meeting on October 3, 2019, where the Board approved a memorandum of understanding with the Los Angeles County Office of Education for increased mental health support services.
 - **Dr. Kelly** stated that the District and SEIU are using the interest based bargaining model in the current negotiations that has proved to be instrumental in restructuring the health and welfare benefits.

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>
Administrative Assistant	1
Children’s Center Assistant-1	2
Children’s Center Assistant-3	1
Instructional Assistant - Classroom	12
Paraeducator-1	6
Paraeducator-2	1
Paraeducator-3	6
Senior Office Specialist	13
Sports Facility Attendant	2
Technical Theater Coordinator	4
Technical Theater Technician	1
Technology Support Assistant	3

C.02 Advanced Step Placement:

Kiva Dawson in the classification of Paraeducator-1 at Range A-20 Step D

C.03 Advanced Step Placement:

Anthony Drayden in the classification of Paraeducator-1 at Range A-20 Step C

C.04 Advanced Step Placement:

Gregory Gomberg in the classification of Paraeducator-3 at Range A-26 Step B

C.05 Advanced Step Placement:

Vincent Hamon in the classification of Translator at Range A-32 Step D

C.06 Advanced Step Placement:

Lisa Harper in the classification of Paraeducator-2 at Range A-25 Step B

C.07 Advanced Step Placement:

Crystal Hatcher in the classification of Paraeducator-2 at Range A-25 Step C

C.08 Advanced Step Placement:

Mark Henderson in the classification of Physical Activities Specialist at Range A-26 Step B

- C.09 Advanced Step Placement:
Crystal Jackson in the classification of Paraeducator-3 at Range A-26 Step D
- C.10 Advanced Step Placement:
Tania Jolly in the classification of Administrative Assistant at Range A-31 Step D
- C.11 Advanced Step Placement:
Joshua Kahn in the classification of Director - Classified Personnel at Range M-64 Step B
- C.12 Advanced Step Placement:
Linda Montes in the classification of Paraeducator-3 at Range A-26 Step C
- C.13 Advanced Step Placement:
Arturo Morales in the classification of Campus Security Officer at Range A-25 Step B
- C.14 Advanced Step Placement:
Jose Rivas Jr. in the classification of Plumber at Range A-39 Step D
- C.15 Advanced Step Placement:
Michelle Rivera in the classification of Paraeducator-3 at Range A-26 Step B
- C.16 Advanced Step Placement:
April Russian in the classification of Paraeducator-3 at Range A-26 Step C
- C.17 Advanced Step Placement:
Kylie Walulak in the classification of Paraeducator-3 at Range A-26 Step C
- C.18 Advanced Step Placement:
Nachrissha Wiggs in the classification of Paraeducator-3 at Range A-26 Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.18. 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:
Assistant Director – Fiscal Services 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. The former incumbent in this position retired; hence, a new recruitment will be opened to fill this vacancy in the near future. Most revisions were made in order to clarify duty statements and to specify minimum requirements, including both competencies and distinguishing characteristics.
- Commissioner Robinson commended the Personnel Commission staff for the clarity and transparency of these competencies and distinguishing characteristics.

A.02 Classification Revision:

- a. Network Engineer within the Information Services job family
- b. 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 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn informed the Personnel Commission about revisions regarding a valid California Driver License in order to be compliant with the District’s Board Policy and California Vehicle Code.

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 Advanced Step Placement

REPORT AND DISCUSSION

- Director Kahn conducted an overview of Advanced Step Placement procedures for the Personnel Commissioners.
- Director Kahn defined Advanced Step Placement and described the qualifying criteria. If a new classified employee’s experience and/or

education greatly exceed the minimum qualifications, the employee may be eligible to receive a placement on a higher step.

- Director Kahn explained the Personnel Commission's role in reviewing, making recommendations, and approving the recommendations.
- Commissioner Waterstone inquired about the rationale for awarding Advanced Step Placement for education and its limitation regardless how advanced the degree is.
- Director Kahn stated that the established criteria were set by the District's Merit Rules Advisory Committee since salary steps are at the District's discretion.

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 Procedures Regarding Advanced Step Placement

REPORT AND DISCUSSION

- Commissioner Waterstone provided a brief history to Advanced Step Placement reporting in the past. She inquired about specific data and its relevancy for the present Personnel Commission.
- Director Kahn presented the current data that include the gross difference in pay in an approximate increase per hour, month, and year. He stated that this information is not required by the contract language.
- Commissioner Waterstone inquired about the necessity for supportive documentation provided only to the Personnel Commissioners.
- Director Kahn noted that the intent is to provide further evidence as how the conclusions were reached in terms of recommendations- just in case there was any concern by the Commissioners. It is an internal process; hence, there is no obligation for how the Personnel Commission staff provides the information.
- Commissioner Waterstone requested to place revision to the Advanced Step Placement materials on the next agenda.
- Commissioner Waterstone proposed to review the criteria in order to make them as objective as possible.
- Ms. Cindy Johnston, Human Resources Technician, provided a rationale for the specific criteria that were establishment by the Merit Rules Advisory Committee comprised of the classified employees, managers, SEIU chief steward, Human Resources, and Personnel Commission staff.
- Dr. Kelly explained the committee's underlining consideration for the amount of new employee training when developing the criteria for experience and education that exceed the minimum requirements.

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)
 - September 19, 2019
 Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
 - October 3, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)
 - September 19, 2019
 Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - October 3, 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: Working Out of Class & Reclassification		11/13/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 13, 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: 5:35 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.