



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**December 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, December 11, 2019, at 4:39 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 4:39 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. Chris Mock, Chief Steward, 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: December 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: November 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
  - **Director Kahn informed the Personnel Commission about his meetings with principals to discuss classified vacancies and learn about their school-specific needs. He enjoyed visiting the different campuses getting to know the principals.**
  - **Director Kahn also informed the Personnel Commission about his participation in freshmen’s career interviews at the Santa Monica High School on December 10, 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 Waterstone inquired about the new Personnel Commission recruitment.**  
**Director Kahn stated that the recruitment will close on January 3, 2020. In addition to several new applicants, there is also a viable candidate pool from the last recruitment.**

**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, Chief Steward, notified the Personnel Commission about SEIU negotiations with the District that took place on December 5, 2019.**

- Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments.
  - Mr. Mock updated the Personnel Commission on the status of group employee grievances regarding compensation and job related duties.
  - Mr. Mock stated that the District, Personnel Commission, and SEIU will discuss a classification and compensation study in the new year.
  - On behalf of the SEIU leadership team and Union members, Mr. Mock wished the Personnel Commission happy holidays.
- Board of Education Report
    - Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about the first general report on budget and the inter-district permit policy that will be presented at the next Board of Education meeting on December 12, 2019.
    - Dr. Kelly informed the Personnel Commission about the Board of Education’s update on California Dashboard – a profile of the District’s performance based on state and locally defined priorities.
    - Dr. Kelly announced that Dr. Suzanne Webb, Director of Human Resources, has accepted a position as the Assistant Superintendent of Human Resources at the Manhattan Beach Unified School District.
    - Commissioner Robinson inquired about the District finances taken by the Los Angeles Office of Education.  
Dr. Kelly updated the Personnel Commission on the Education Revenue Augmentation Fund status.

**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>
Instructional Assistant - Music	8
Translator/Interpreter	4

- C.02 Advanced Step Placement:  
Scott Andrews in the classification of Physical Activities Specialist at Range A-26 Step D
- C.03 Advanced Step Placement:  
Amy Bachtell in the classification of Paraeducator-1 at Range A-20 Step D
- C.04 Advanced Step Placement:  
Gabriel Bautista in the classification of Paraeducator-1 at Range A-20 Step D
- C.05 Advanced Step Placement:  
Chrisauna Chery in the classification of Instructional Assistant-Classroom at Range A-18 Step D
- C.06 Advanced Step Placement:  
Karina Hernandez in the classification of Instructional Assistant-Classroom at Range A-18 Step D
- C.07 Advanced Step Placement:  
Patricia Motoyama Hughes in the classification of Administrative Assistant at Range A-31 Step B
- C.08 Advanced Step Placement:  
Sandra Pipkin in the classification of Paraeducator-3 at Range A-26 Step B
- C.09 Advanced Step Placement:  
Becky Turk 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.09. 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:  
Campus Security Officer within the Student 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 the past, recruitments for this classification have yielded a limited number of candidates on eligibility lists in comparison to the demand for filling vacancies and substitute assignments.
- In anticipation of an upcoming recruitment, the Personnel Commission staff reviewed the classification specification in order to ensure the minimum qualifications, specifically experience working with youth, were appropriate.
- Commissioner Waterstone inquired about employee training related to security in a school setting.  
Director Kahn stated that the candidates are required to obtain SB1626, a special school security certification, in order to meet the minimum qualifications.

A.02 Classification Revision:

Carpenter within the Facilities 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 stated that the former incumbent in this position accepted an internal promotion; 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, to specify minimum requirements regarding journey level experience, and to include core competencies.

**IV. COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

**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.

- No Discussion Items

**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)
  - November 21, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VI.D.3 (for SMMUSD School Board Agenda)
  - November 21, 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, January 8, 2020, 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:**

The Commission adjourned to closed session at **4:59 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Title: Director of Classified Personnel

The Commission reconvened into open session at **5:43 p.m.** and reported on the following action taken in closed session:

- **No report**

**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: 5:44 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.