



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the January 11 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

January 11, 2023

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, January 11, 2023**, at **4:33 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments: <https://forms.gle/HsfWNT5CzZ1QqgGr8>.

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, Tarazi, and Tate were present.

G.03 Pledge of Allegiance: Commissioner Tarazi 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: January 11, 2023

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi		✓		✓			
Phillip Tate	✓			✓			

G.06 Motion to Approve Regular Meeting Minutes: December 14, 2022

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							✓
Mahshid Tarazi		✓		✓			
Phillip Tate	✓			✓			

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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on December 14, 2022.
 - The Personnel Commission staff held written exams for Technology Support Assistant, Elementary Library Coordinator, and Campus Monitor.
 - Oral exams were administered for Systems Analyst, Instructional Assistant-Bilingual, Senior Buyer, and the Paraeducator series.
 - Final selection interviews were held for Systems Analyst, Custodian, Administrative Assistant, Instructional Assistant-Classroom, and Physical Activities Specialist.
 - The continuous recruitments include Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, and Bus Driver.
 - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 4 claims since the last regular Personnel Commission meeting in December.
 - Director Kahn attended an EDD hearing on behalf of the District to appeal an unfavorable decision.
Commissioner Tarazi inquired about the EDD hearing results.
Director Kahn provided a description of the process. Most of the results are favorable for the District.
 - Director Kahn introduced Dr. Mark Kelly as the new Interim Superintendent.

Commissioner Robinson joined the meeting at 4:39 p.m.

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.

- **None**

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, updated the Personnel Commission about the Malibu Unification.**
 - **Mr. Mock updated the Personnel Commission on the continuous full contract negotiations between SEIU, Local 99, and the District. The next three (3) meetings are scheduled for January and February.**
 - **Mr. Mock also informed the Personnel Commission about the steward council's meetings and trainings.**
 - **Mr. Mock shared the progress regarding time and motion study focused on a workload for Custodians, especially at Santa Monica High School. The final report should be provided to SEIU next week.**
Commissioner Robinson asked if the observations for the time and motion study are completed.
Mr. Mock explained the process that included measurements, skill set, equipment assessment, and algorithms used in the final analysis.
 - **Mr. Mock expressed his appreciation for Dr. Mark Kelly in his new role of the Interim Superintendent.**
- Board of Education Report
 - **Dr. Kelly expressed his gratitude to the Board of Education for their vote of confidence, as he will lead the District in this time of transition. He trusts the District administrators' ability to successfully navigate during this transitional period.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education's effort to hire the new superintendent.**
 - **Dr. Kelly notified the Personnel Commission about the January 19, 2023 Board of Education meeting agenda that includes an update related to school facilities projects funded under Measure ES.**
Education Services Department will also present Student Achievement Lead Data Review to inform the Board about academic assessments in the fall semester.
 - **Commissioners congratulated Dr. Kelly on his new role in the District.**

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 - Bilingual	4
Instructional Assistant - Classroom	4
Instructional Assistant – Physical Education	3
Physical Activities Specialist	3
Systems Analyst	6

C.02 Advanced Step Placement:

Gabriela Barba in the classification of Paraeducator 1 at Range A-22 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-02. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Mahshid Tarazi	✓			✓			
Phillip Tate		✓		✓			

REPORT AND DISCUSSION

- **None**

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- **None**

IV. **COMMISSIONER TRAINING/BRIEFING:**

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

- **None**

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.

- **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. 4.ii. (for SMMUSD School Board Agenda)
 - December 15, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - December 15, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 8, 2023, at 4:30 p.m. – *via Zoom*

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**

Commissioner Tarazi inquired about the purpose and accessibility of the audio recordings during the regular Personnel Commission meetings.

Director Kahn stated that mostly the recordings are used to assist in development of the minutes. The transcript is also available if requested by members of the public.

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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

TIME ADJOURNED: 5:02 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.