



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **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 12 Personnel Commission meeting will be held virtually.

**January 12, 2022**

### **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 12, at 4:38 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to [jhatch@smmusd.org](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, January 11, 2022. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's 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 4:38 p.m.**

**G.02 Roll Call: Commissioners Robinson, Tarazi, and Tate were present.**

**G.03 Pledge of Allegiance: Commissioner Robinson led all in attendance in the Pledge of Allegiance.**

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.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda: January 12, 2022**

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 Minutes: December 8, 2021**

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 informed the Personnel Commission about the department being open during winter break in order to screen applications and prepare exams for the new calendar year.
  - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on December 8, 2021.
  - Oral exams were administered for Senior Buyer, Administrative Assistant, Instructional Assistant – Classroom, and Health Office Specialist.
  - Performance exams were conducted for Custodian.
  - The Personnel Commission staff held written exams for Plant Supervisor and Campus Monitor.
  - Final selection interviews were held for the Paraeducator series, Health Office Specialist, Administrative Assistant, Instructional Assistant – Bilingual, and Senior Buyer.
  - Director Kahn congratulated Ms. Bianca Magee and Lisa Gaglione who accepted a promotion to Senior Office Specialists, to Ms. Jasmine Lozano promoting to Paraeducator-3, to Ms. Devon Boothby promoting to Senior Buyer, and Ms. Patricia Hughes Motoyama promoting to Special Education Specialist.
  - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 19 claims since the last regular Personnel

**Commission meeting in December. As a point of comparison, there were 49 EDD claims in December 2020. There were 3 claims in December 2019.**

- **Director Kahn expressed his gratitude to the Personnel Commission staff for their dedication as they assume more recruitments and administer more exams than typical at this time of the year.**

#### **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.

- **Commissioners Robinson expressed her gratitude to the District employees for their dedication to students' safety and education during these challenging times.**

#### **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, welcomed Commissioner Tarazi to the District.**
  - **Mr. Mock informed the Personnel Commission about the current high number of omicron cases and safety protocols implemented by the District.**
  - **Mr. Mock expressed his gratitude to health office staff for their outstanding job with tracing and managing of positive cases.**
  - **Mr. Mock informed the Personnel Commission about SEIU addressing staffing shortage across the District and their cooperation with the Director of Classified Personnel and the District administration on the comprehensive salary and classification study.**
  - **Mr. Mock acknowledged all of those who have suffered loss and a personal tragedy due to the pandemic.**
  - **Commissioner Tarazi expressed her appreciation of District staff's hard work and dedication during the pandemic.**

#### **Board of Education Report**

- **Dr. Kelly updated the Personnel Commission on the Covid-19 situation and corresponding staff's effort and hard work throughout the District in order to continue with in-person education.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education meeting on January 13, 2022 where the Superintendent will present a comprehensive Covid-19 report.**
- **Dr. Kelly updated the Personnel Commission on the new county health department's safety protocols regarding masking, quarantine, and testing which many of them have already been implemented by the district for some time.**
- **Dr. Kelly informed the Personnel Commission that in addition to the PCR testing, there is an antigen testing site at John Adams Middle School.**
- **Dr. Kelly pointed out the revised Covid-19 dashboard on the District website reporting only positive cases on a weekly basis.**

- Dr. Kelly informed the Personnel Commission that the Certification of Malibu Middle & High School – Campus Specific Plan Final Environmental Impact Report will be presented at the Board of Education meeting on January 13, 2022. Resolutions commemorating Dr. Martin Luther King, Jr., Day and honoring Fred Korematsu Day of Civil Liberties and the Constitutions will be also adopted during that meeting.
- Commissioners Tarazi and Tate inquired about student vaccination rates.
- Dr. Kelly stated that the Superintendent will present the data to the Board of Education on January 13, 2022.
- Commissioner Robinson inquired about the state legislators’ plan to add Covid-19 vaccine to the health and safety code.
- Dr. Kelly replied that there are debates about the Governor’s authority to make such statements.

**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	3
Campus Monitor	1
Custodian	12
Health Office Specialist	3
Instructional Assistant - Classroom	1
Senior Buyer	2
Sports Facility Attendant	4

C.02 Advanced Step Placement:

Jasmine Lozano in the classification of Paraeducator-3 at Range A-28 Step B

C.03 Advanced Step Placement:

Joan Smith in the classification of Paraeducator-3 at Range A-28 Step C

- C.04 Advanced Step Placement:  
Gilda Tamte in the classification of Instructional Assistant - Bilingual at Range A-22 Step D
- C.05 Advanced Step Placement:  
Leslie Torres in the classification of Health Office Specialist at Range A-27 Step B
- C.06 Advanced Step Placement:  
Angel Vila in the classification of Facilities Technician at Range A-47 Step E  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-06. 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.

- A.01 Classification Specification Revision:  
Health Office Specialist within the instructional assistant and paraprofessional unit  
**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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

**REPORT AND DISCUSSION**

- Director Kahn provided a rationale for a minor revision. The only language being adjusted is in the “Additional Requirements/Information.” Health Office Specialist still must have first aid, CPR, and AED certification, but they can be obtained within 30 calendar days from the start date.
- Commissioner Robinson inquired about a possible state requirement that the employees cannot start in the position unless they already have these certifications.
- Director Kahn stated that they will not perform functions requiring these specific certifications until they obtain them. This process does not present a difficulty since there are a certificated nurse and another Health Office Specialist per a school site.

**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 16, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - December 16, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2021 - 2022
- I.06 Board of Education Meeting Schedule
  - 2021 – 2022

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
TBD		

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, February 9, 2022, 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

**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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

**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.