



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

January 13, 2021

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, January 13, 2021**, at **4:30 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 no later than 5:00 p.m. on Tuesday, January 12, 2021. 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 4:34 p.m.

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

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

G.04 Report from Closed Session:

- None

**G.05 Motion to Approve Agenda: January 13, 2021
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	✓		✓			
Phillip Tate		✓	✓			

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.06 Motion to Approve Minutes: December 9, 2020

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	✓		✓			
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 the Personnel Commission Office operation as staff performs their duties remotely as well as in-person in the Personnel Commission Office based on a set schedule in order to adhere to all District's health safety procedures.**
 - **Director Kahn informed the Personnel Commission about testing that has taken place since the last meeting, including exams for Director, Risk Management and Bus Driver and selection interviews for Paraeducator positions. Sports Facility Attendant and Senior Buyer recruitments were closed.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. Since the last meeting in December, they processed 51 claims. As a point of comparison, only three (3) EDD claims were processed during the same time in 2019.**
 - **Director Kahn reported on the progress of the Personnel Commissioner recruitment. The application accepting process closed on January 11, 2021. There are six (6) candidates who meet the minimum qualifications. The Personnel Commission staff will begin coordinating selection committee comprised of the District, SEIU, and PTA representatives. Director Kahn expressed his gratitude to Commissioner Stewart for her willingness to remain as an interim Commissioner until the end of January. He thanked her for her dedicated service to the Personnel Commission and the District, wishing her all the best in her future endeavors.**

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 and Tate thanked Commissioner Stewart for her dedication to the District, classified employees, and the Personnel Commission.**
- **Commissioner Stewart expressed her appreciation of working with the Personnel Commission staff, the District, SEIU, and her fellow Commissioners.**

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, the Chief Steward, expressed his gratitude to Commissioner Stewart for her dedicated service to classified employees.**
 - **Mr. Mock thanked Director Kahn for his expertise, hard work, and thoughtful and thorough process conducting the classification and compensation study for Bilingual Community Liaison constituents.**
 - **Mr. Mock informed the Personnel Commission about resolving a grievance in Food and Nutrition Services.**
 - **Mr. Mock updated the Personnel Commission about the re-hiring process in Child Development Services.**
 - **Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for future school re-opening.**
 - **Mr. Mock updated the Personnel Commission with initiatives of the Special Education, Maintenance and Operations, and Transportation labor management teams to address safety procedures and security protocols in preparation for school re-opening.**
 - **Mr. Mock expressed his gratitude to all District classified employees in these unprecedented times.**

Board of Education Report

- **Dr. Kelly updated the Personnel Commission on the December 17 Board of Education meeting that included a public discussion regarding re-opening plans for SMMUSD schools. The Superintendent brought a recommendation to adopt the distance learning plus (“+”) model in order to meet student and parent interests for academic and also social-emotional experiences on-site/in-person with teachers. Since then the Governor has proposed “Safer Schools for All” plan that seeks to move school districts to re-open campuses for the youngest learners starting in mid-February, following specific criteria related to Covid-19 positivity rate.**
- **Dr. Kelly informed the Personnel Commission about the District submitting a waiver request to resume instruction for grades TK – 2 to the Los Angeles County Office of Education. If approved, this waiver would allow the District to resume in-person/on-site instruction for these grades, even if the Los Angeles County is still in the purple tier.**
- **Dr. Kelly provided information regarding a vaccination plan for employees in education in the B1 priority tier. The Department of Public Health does not mandate that district employees must be vaccinated, but it is highly recommended.**
- **Dr. Kelly notified the Personnel Commission about selection interviews for a new board member that will take place at the Board of Education meeting on January 14, 2021.**
- **Dr. Kelly expressed his gratitude to Commissioner Stewart for her dedicated service to 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>
Bus Driver	2
Campus Security Officer	5

C.02 Advanced Step Placement:

Marybel Reyes in the classification of Campus Security Officer at Range A-27 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	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- None

III. COMMISSIONER TRAINING/BRIEFING:

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

B.01 Classification Study Briefing:
Bilingual Community Liaison

- **Director Kahn presented a summary of the findings and recommendations of the classification study for Bilingual Community Liaison.**

- Director Kahn provided a background and detailed rationale for his recommendations. The Bilingual Community Liaison’s duties were compared with these for Community Liaison and Translator/Interpreter classifications.
- Director Kahn recommended to reallocate Bilingual Community Liaison from range 29 to range 31 on the Classified Salary Schedule. Additionally, he recommended to clarify duties related to consecutive interpretation, in contrast with conducting simultaneous interpretation the Translator/Interpreter classification is responsible for. Lastly, he recommended to increase the Translator/Interpreter classification from range 34 to range 35.

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.

D.01 Classification Study:

Bilingual Community Liaison – Findings & Recommendations

- Commissioner Tate inquired about specific compensation for consecutive and simultaneous interpretations- if it is being based on the District/SEUI Bargaining Agreement.
- Director Kahn explained that the compensation reflects fundamental differences, complexity of duties, and consequence of error for Community Liaison, Bilingual Community Liaison, and Translator/Interpreter in order to adhere to the internal alignment between classifications.
- Mr. Mock stated that this classification study was prompted by a group grievance filed by SEIU to rectify compensation for Bilingual Community Liaison for the scope and complexity of their duties. Its findings and recommendations provided the appropriate solution to this grievance.

V. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision and Salary Reallocation:

Bilingual Community Liaison within the Instructional Assistant and Paraprofessional Job 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			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- **Provided in Agenda Item III.B.01 Commissioner Training/Briefing: Classification Study Briefing: Bilingual Community Liaison and Agenda Item IV.D.01 Discussion Items: Classification Study: Bilingual Community Liaison – Findings & Recommendations**
- **Director Kahn stated that further classification revisions are planned as there will be a new recruitment opened to fill a current vacancy.**

A.02 Classification Revision and Salary Reallocation:
Translator/Interpreter within the Office, Technical, and Business Services Job Unit
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	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- **Provided in Agenda Item III.B.01 Commissioner Training/Briefing: Classification Study Briefing: Bilingual Community Liaison and Agenda Item IV.D.01 Discussion Items: Classification Study: Bilingual Community Liaison – Findings & Recommendations**

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
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - December 17, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - December 17, 2020
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2020 - 2021
- I.06 Board of Education Meeting Schedule
 - 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Tucker Eligibility	Commissioner Training/ Briefing	February 10, 2021

Commissioner Training/Briefing has been postponed until April 14, 2021, when it is expected to have a new Commissioner.

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 10, 2021, 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.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

TIME ADJOURNED: 5:32 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.