



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 February 8 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

February 8, 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, February 8, 2023**, at **4:35 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 4:35 p.m.

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

G.03 Pledge of Allegiance: Commissioner Tate 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: February 8, 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: January 11, 2023

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 January 11, 2023.**
 - **The Personnel Commission staff held written exams for Campus Monitor.**
 - **Oral exams were administered for Technology Support Assistant, Senior Office Specialist, Senior Buyer, Facilities Technician, Instructional Assistant-Classroom, Administrative Assistant, Elementary Library Coordinator, the Children's Center Assistant series, and Campus Security Officer.**
 - **Performance exams were held for Skilled Maintenance Worker and Cafeteria Worker I.**
 - **Final selection interviews were held for Instructional Assistant-Physical Education, Instructional Assistant-Bilingual, the Paraeducator series, Instructional Assistant-Classroom, Facilities Technician, Technology Support Assistant, Campus Security Officer, Elementary Library Coordinator, Lead Custodian, and Senior Buyer.**
 - **The continuous recruitments include Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, Speech Language Pathology Assistant, and Bus Driver.**
 - **Children's Center Assistant recruitment will be closed near the end of this month.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 3 claims since the last regular Personnel Commission meeting in January.**

- Director Kahn attended 2 EDD hearings on behalf of the District to appeal unfavorable decisions.
- Director Kahn thanked Ms. Caldera for her initiative working with Biddle, a testing software company.
- Director Kahn expressed his gratitude to Educational Services for coordinating the most recent DEI management workshop.
- Director Kahn informed the Personnel Commission about the District Office moving to a new location on the 4th Street, next to the Santa Monica High School. Director Kahn expressed his appreciation to Ms. Kim Nguyen, Director of Purchasing, who has been leading this initiative, for her role and support.
Director Kahn also thanked Ms. Younan and Ms. Hatch for their participation on the office relocation committee and for being responsible for organizing and packing the department's common areas.
- Director Kahn announced that the next regular Personnel Commission meeting in March will be held in person in the new District Office. This format will be in compliance with the Brown Act as the Governor's state of emergency Bill AB 361 to use teleconferencing will sunset at the end of February.

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 on the continuous full contract negotiations between SEIU, Local 99, and the District. The next meeting is scheduled for the third week of February.
 - Mr. Mock shared the progress regarding time and motion studies focused on a workload for Custodians and Campus Security Officers, especially at Santa Monica High School. The final reports have been received, and they will be reviewed by SEIU in near future.
- Board of Education Report
 - Dr. Kelly notified the Personnel Commission about the Board of Education activities including an update related to future school facilities projects, funded under Measure ES.
The Education Services Department presented Student Achievement Lead Data Review to inform the Board about academic assessments in the fall semester.

- Dr. Kelly informed the Personnel Commission about a special presentation by the Ed Foundation about the new venture into middle school athletics that took place at Santa Monica High School on February 6, 2023.
- Dr. Kelly notified the Personnel Commission on the next Board of Education meeting, including the 2022 CA School Dashboard Summary and Black History Month presentation by Grant Elementary School.
- Dr. Kelly also updated the Personnel Commission about the Board of Education's effort to hire the new superintendent. There will be presentations of several search firms before the Board of Education at their next regular meeting, on February 16, 2023.
- Commissioner Robinson inquired about funding of the new middle school athletic programs.
Dr. Kelly stated that the programs will be partially funded by the Ed Foundation and also by 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>
Administrative Assistant	4
Campus Monitor	5
Elementary Library Coordinator	9
Facilities Technician	4
Instructional Assistant - Classroom	6
Paraeducator 3	2
Physical Activities Specialist	2
Senior Buyer	5
Senior Office Specialist	6
Skilled Maintenance Worker	3
Technology Support Assistant	5

- C.02 Advanced Step Placement:
Jessica Costello in the classification of Library Assistant at Range A-28 Step C
- C.03 Advanced Step Placement:
Maria Elena Martin in the classification of Senior Administrative Assistant at Range A-38 Step F
- C.04 Advanced Step Placement:
Edward McClain in the classification of Custodian at Range A-26 Step C
- C.05 Advanced Step Placement:
Kevin Valverde-Miguel in the classification of Bilingual Community Liaison at Range A-31 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-05. 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.

- D.01 Regular Personnel Commission Meetings Format

REPORT AND DISCUSSION

- **Commissioner Tarazi inquired about any exceptions in regards to teleconferencing.
Director Kahn clarified the Brown Act requirements for in-person and also for hybrid types of Personnel Commission meetings. The Brown Act**

provides guidelines for not being in-person no more than three consecutive meetings or 20% of the regular meetings within a calendar year. The teleconferencing location has to be listed on the agenda, and it must be available to the public.

Dr. Kelly said that the District advisory committees face the same challenge. Director Kahn suggested changing the time of the regular Personnel Commission meetings in order to accommodate the Commissioners' schedules.

Commissioner Tate quoted AB 2449, in which the physical location of the board members does not have to be disclosed if there is an in-person quorum. The member teleconferencing must be on audio and video and provide a reason for being remote.

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)
 - January 19, 2023
 - February 2, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - January 19, 2023
 - February 2, 2023
- 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, March 8, 2023, at 4:30 p.m. – *District Office Board Room*

Commissioner Robinson will not attend this meeting due to work obligations.

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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

TIME ADJOURNED: 5:14 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.