



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 February 9 Personnel Commission meeting will be held virtually.

February 9, 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, February 9, at 4:33 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, February 8, 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 4:33 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: February 9, 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 Regular Meeting Minutes: January 12, 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		✓	✓			

Motion to Approve Special Meeting Minutes: February 1, 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 informed the Personnel Commission about decreasing rates of Covid-19 cases among staff and students and changes for contact tracing process as well as the quarantine protocols.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on January 12, 2022.
 - The Personnel Commission staff held written exams for Administrative Assistant, Technology Support Assistant, and Campus Monitor.
 - Oral exams were administered for Instructional Assistant – Classroom, the Paraeducator series, and Technology Support Assistant.
 - A performance exam was conducted for Administrative Assistant.

- Final selection interviews were held for Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Administrative Assistant from the previous Eligibility List, and Health Office Specialist.
- Director Kahn congratulated Ms. Angela Lavin, Senior Office Specialist, who promoted to Administrative Assistant at her school, Will Rogers Learning Community. He also recognized Ms. Amanda Gaylor, a Senior Office Specialist substitute, who accepted a permanent Health Office Specialist assignment.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in January. As a point of comparison, there were 13 EDD claims in January 2021. There were 5 claims in January 2020.
- Director Kahn updated the Personnel Commission on the classification and compensation study progress. He will share his findings regarding benefits with the committee this week.
- Director Kahn informed the Personnel Commission about his meeting with Mr. Mock to discuss challenges and opportunities related to working out of class assignments.

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 working out of class assignment discussions with director Kahn.
 - Mr. Mock informed the Personnel Commission about the Union meeting with an independent contractor to discuss a thorough time and motion study regarding the District's new buildings. The study will evaluate the specific space and recommend staffing levels needed to properly maintain and clean the areas.
 - Mr. Mock communicated to the Personnel Commission about the SEIU bargaining team sending a survey to its membership to identify issues which need to be prioritized in future negotiations with the District.
 - Mr. Mock acknowledged the Black History Month to honor African-American leaders and activists.

Board of Education Report

- Dr. Kelly informed the Personnel Commission about the Student Achievement Lead Data Review presented to the Board of Education at the regular February 3, 2022 meeting.
- Dr. Kelly updated the Personnel Commission on the Los Angeles County Office of Education Committee on School Organization receiving a Malibu

Unification progress report from their staff regarding to a new state legislation about district-based voting. Community members filed a petition to enact their own map dividing the District into trustee voting districts.

- Dr. Kelly notified the Personnel Commission about the District’s planning for the upcoming school year.
- Commissioner Tate inquired about the community members’ petition regarding trustee district voting.
Dr. Kelly clarified that the petition submitted to the LACOE committee actually includes proposed trustee voting areas.
- Commissioner Tarazi inquired about classified employees’ status if Malibu becomes its own district.
Dr. Kelly stated that the classified staff at the Malibu school sites would continue working there. Certificated staff would have the right to request a teaching position in the Santa Monica district based on their permanency and seniority.

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>
Campus Monitor	3
Instructional Assistant - Classroom	3
Paraeducator-1	2
Paraeducator-3	4

C.02 Advanced Step Placement:

Kevin Needham in the classification of Instructional Assistant - Music at Range A-22 Step B

- C.03 Advanced Step Placement:
Caitlin Smith in the classification of Instructional Assistant - Music at Range A-22 Step B
- C.04 Advanced Step Placement:
Melat Tarekegn in the classification of Instructional Assistant - Classroom at Range A-20 Step C
- C.05 Advanced Step Placement:
Anila Zaheer in the classification of Paraeducator-1 at Range A-22 Step B
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.

- A.01 Classification Specification Revision:
Systems Analyst within the office, technical and business service 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 brief background for the revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that specific duties from a lower-level classification, Educational Data Specialist, are incorporated into this higher-level classification of System Analyst. Since both work with information systems, these revisions were an opportunity to clarify and elaborate on responsibilities related to information systems rather than the data itself.
- Job Requirements were updated to clarify Knowledge and to replace Abilities with Core Competencies.
- In addition, the Minimum Qualifications were revised in the Experience category reducing it from three to two years. Further clarifications were

made in the areas of technical assistance and database management as required experience.

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)
 - January 13, 2022
 - February 3, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - January 13, 2022
 - February 3, 2022
- 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:

Subject	Action Steps	Tentative Date
Personnel Commission Organization - Personnel Commission Election of Officers	General Functions	March 9, 2022

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 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:

The Commission adjourned to closed session at **5:01 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: TQ7792494

The Commission reconvened into open session at **6:32 p.m.** and reported on the following action taken in closed session:

- **No report. An additional special meeting will be scheduled.**

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: 6:33 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.