



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

February 10, 2021

PERSONNEL COMMISSIONERS:
Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, February 10, 2021**, 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 9, 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 4:33 p.m.**
- G.02 Roll Call: Commissioners Robinson 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
- G.05 Motion to Approve Agenda: February 10, 2021**
It was moved and seconded to approve the agenda as submitted. The motion passed.

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

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: January 13, 2021

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

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

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 continues to perform 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 examinations that have taken place since the regular meeting in January.**
 - **The qualifying appraisal interviews for all three tiers of Paraeducator classification was administered on January 28, 2021.**
 - **Translator/Interpreter candidates participated in language assessment exams.**
 - **Applicant pool for both Buyer and Senior Buyer were large enough to implement training and experience supplemental questionnaires.**
 - **Director of Risk Management candidates had their pre-recorded performance and oral examination rated by subject matter experts. Shortly afterwards, the final selection interviews took place with the District administrators.**
 - **Final selection interviews were also held for Instructional Assistant and Bus Driver classifications.**
 - **Following the last regular Personnel Commission meeting approval of salary re-allocations for Bilingual Community Liaison and Translator/Interpreter, the Board of Education approved the implementation at their regular meeting on February 4, 2021- retroactive from February 1, 2021.**
 - **The Personnel Commission will be conducting a comprehensive classification and compensation study that was formally requested by SEIU Local 99. Director Kahn will be meeting with Dr. Kelly, Mr. Mock, and other stakeholders to lay the groundwork for conducting such a project.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 28 claims since the last regular Personnel Commission meeting in January. As a point of comparison, there were only eight (8) EDD claims in January 2020.**
 - **Director Kahn announced that the Personnel Commissioner selection interviews for four (4) candidates are scheduled on Friday, February 12,**

2021. The selection committee will be comprised of Commissioner Tate, Mr. Mock on behalf of SEIU, Ms. Pinsker for the District, and Ms. Cohen, the PTA President. The selection committee's recommendation will be presented to the Board of Education for their consideration and approval before it will be submitted to the State Superintendent Office for the final review and appointment of the new Personnel Commissioner.

- **Director Kahn recognized Ms. Johnston, Human Resources Technician, for her diligence in filling vacancies in the Child Development Services.**

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, the Chief Steward, confirmed that SEIU Local 99 made a formal request to conduct a comprehensive classification and compensation study per the Agreement between the Bargaining Unit and the District which states that the District shall ensure all classified positions undergo such a study no less than once every five (5) years.**
 - **Mr. Mock stated that the District is honoring Black Lives Matter week as well as the Black History month.**
 - **Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for future school re-opening and vaccination of District employees.**
 - **Mr. Mock stated that SEIU and the District will continue their negotiations on February 18, 2021.**
 - **Mr. Mock also expressed his gratitude to Ms. Johnston for her dedicated work filling the Child Development Center vacancies with former employees who were laid off due to lack of funds in September 2020.**

Board of Education Report

- **Dr. Kelly updated the Personnel Commission on District's plan to re-open schools. The District continues to extend in-person instruction to Special Education students and English learners at Edison, Franklin, Grant, Muir, Rogers, and Roosevelt Elementary Schools, as well as at John Adams Middle School. Educational programs in the form of transition and social skills serve Malibu Elementary School, Santa Monica and Malibu High School students.**
- **The District has expanded the number of hubs which are on-site supervision centers providing care for employees' children.**
- **The District continues conversations with CTA and SEIU in regards to school re-opening plan.**

- At the December 17, 2020 Board of Education meeting, the Board approved the Superintendent’s 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 once the Los Angeles County moves to the red tier. The Superintendent has held a couple of meetings with teachers and parents to learn about the community’s perspective.
- The Governor’s proposal “Safer Schools for All” re-opening plan did not materialize, but one aspect of the plan might be implemented. Grades TK-5 can re-open while the Los Angeles County is still in the purple tier if the adjusted daily case rate is 25 per 100 000 or lower. The threshold for secondary grades is still 7 per 100 000, which meets criteria for moving to the red tier.
- The District expects full in-person instruction in fall 2021.
- Dr. Kelly informed the Personnel Commission about a vaccination plan for education employees in the B1 priority tier that the Los Angeles County may open in late February or early March. The District is in communication with St. John’s Providence Hospital in Santa Monica that will be the medical provider for the District employees at their vaccination site. Dr. Kelly was pleased to share that the Personnel Commissioners are part of the employee list.
- Dr. Kelly brought the Personnel Commissioners’ attention to the District website with the Coronavirus Information and COVID-19 Data Dashboard – Live.
- Dr. Kelly notified the Personnel Commission about his presentation about staff diversity at a later Board of Education meeting.

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>
Director, Risk Management	2
Paraeducator-1	5
Paraeducator-2	1
Paraeducator-3	5

C.02 Advanced Step Placement:

Erika Herbrechtsmeier in the classification of Physical Activities Specialist at Range A-28 Step C

C.03 Advanced Step Placement:

LaShawn Penn Bailey in the classification of Paraeducator-3 at Range A-28 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.03. The motion passed.

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

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.

B.01 Briefing:

2020-2021 First Interim Fiscal Report

- **Mr. Cruz provided a detailed overview of the 2020-2021 District First Interim Report that was presented to the Board of Education at its special meeting on December 9, 2020. The report contained the District’s financial position as of October 31, 2020, displaying the Adopted Budget, the First Interim Budget, Current Actuals, and Projected Totals for each District fund. It also included an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years. The First Interim Report is submitted to the Los Angeles County Office of Education with a**

positive certification. The District will be able to meet its obligations in the current and next two fiscal years.

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
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - January 14, 2021
 - February 4, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - January 14, 2021
 - February 4, 2021
- I.05 Classified Personnel – Special Services Employees - No. 4.iv (for SMMUSD School Board Agenda)
 - February 4, 2021
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2020 - 2021
- I.07 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	April 14, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 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		✓	✓			
Phillip Tate	✓		✓			
vacant						

TIME ADJOURNED: 5:43 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.