



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

March 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, March 10, 2021**, at **4:32 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, March 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 4:32 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: March 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: February 10, 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 informed the Personnel Commission about the District's intention to open on-site instruction for elementary schools in a hybrid model after Spring Break. The Personnel Commission is working with the District to address any impact or modified schedule for any additional classified staffing.**
 - **Director Kahn informed the Personnel Commission about recruitments that have been open since the regular meeting in February such as Campus Monitor, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Paraeducator-1,2,3, Bus Driver, Custodian, Health Office Specialist, Physical Activities Specialist, and Senior Office Specialist.**
 - **Since the last meeting, the Personnel Commission staff administered oral exams for Bus Driver and Sports Facility Attendant.**
 - **The final selection interviews for all three tiers of Paraeducator classification and Senior Network Engineer also took place in February 2021.**
 - **Director Kahn congratulated Mr. John Castillo, former Network Engineer, on his promotion to Senior Network Engineer.**
 - **Director Kahn welcomed Mr. Robert Tisherman, the new Director, Risk Management, to the District.**
 - **Final selection interviews were also held for Instructional Assistant and Bus Driver classifications.**
 - **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 February. As a point of comparison, there were only eight (8) EDD claims in February 2020.**
 - **Director Kahn expressed his gratitude to Dr. Kelly and Mr. Cruz for their support in further developing and refining the EDD process.**
 - **Director Kahn announced that the Personnel Commissioner selection interviews took place on Friday, February 12, 2021. The selection committee was comprised of Commissioner Tate, Mr. Mock on behalf of SEIU, Ms. Pinsker for the District, and Ms. Cohen, the PTA President. The selection committee made a unanimous decision to recommend Mrs. Mahshid Tarazi to the Board of Education as the new Personnel Commissioner. The recommendation was approved by the Board of**

Education on March 4, 2021. The appointment request has been submitted to the State Superintendent of Public Instruction for the final review and approval.

- Director Kahn welcomed Mrs. Tarazi as a member of the public and expressed his hope that she will soon assume her new post.
- Mrs. Tarazi introduced herself and provided a brief professional background.

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.

- Commissioner Tate stated that it was a very strong panel of candidates for the new Personnel Commissioner; however, Mrs. Tarazi stood out as the best candidate for the position.
- Commissioner Robinson welcomed Mrs. Tarazi expressing her gratitude for Mrs. Tarazi's commitment to serve the District in the near future.

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 Mrs. Tarazi to the District.
 - Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for school re-opening and support for financial compensation, "hero pay," for essential workers during the pandemic.
 - Mr. Mock updated the Personnel Commission on SEIU's encouragement for classified employees to get vaccinated against covid-19.

Board of Education Report

- Dr. Kelly updated the Personnel Commission on District's plan to re-open schools. The District administration came to an agreement with CTA in regards to resuming in-person instruction implementing a hybrid model for elementary school students after Spring Break.
- Dr. Kelly explained challenges the District is facing with re-opening of secondary schools since students do not stay in the same classes like in the elementary schools.
- Dr. Kelly informed the Personnel Commission about the District's outreach in assisting staff to get vaccinated by partnering with St. John's Providence medical center in Santa Monica.

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>
Sports Facility Attendant	4

<u>List Extension</u> (§6.1.3: <i>Duration of Eligibility Lists</i>)	<u># Eligibles</u>
Sports Facility Attendant	2

C.02 Advanced Step Placement:

Gretchen Becherer in the classification of Elementary Library Coordinator at Range A-28 Step D

C.03 Advanced Step Placement:

Haley Bersche in the classification of Instructional Assistant - Classroom at Range A-20 Step E

C.04 Advanced Step Placement:

Michelle Mansfield in the classification of Instructional Assistant - Bilingual at Range A-22 Step D

C.05 Advanced Step Placement:

Elizabeth Sotoj in the classification of Instructional Assistant - Classroom at Range A-20 Step D

C.06 Advanced Step Placement:

Ryan Webster in the classification of Paraeducator-3 at Range A-28 Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.06. 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.

A.01 Salary Reallocation:

Assistant Director, Fiscal Services within the Business job family

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		✓	✓			
Phillip Tate	✓		✓			
vacant						

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the salary reallocation.
- In anticipation of an upcoming recruitment, Personnel Commission staff reviewed the salary allocation in order to keep internal alignment of classifications within the same job family.
- This classification was revised in October 2019, but no salary review or adjustment occurred at that time. There were challenges with the recruitment due to uncompetitive salary.
- Staff analyzed the increase in compensation between their equivalent of Assistant Director and Director of Fiscal Services in several school districts in Los Angeles County. In addition to the external data, staff compared the relationship between various SMMUSD directors and their respective lower level management classifications in order to see if the relationship between the Assistant Director and Director of Fiscal Services is internally aligned.
- Dr. Kelly and Ms. Canady, Assistant Superintendent, Business, and Fiscal Services, provided input on recommended allocation.
- Mr. Cruz, Director of Fiscal and Business Services, provided a brief historical context that led to the request for salary reallocation.

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 Second Interim Fiscal Report

- Mr. Cruz provided a detailed overview of the 2020-2021 District Second Interim Report. The report contained the District's financial position as of January 31, 2021, displaying the Adopted Budget, the First and Second Interim Budgets, 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 Second 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 (2) 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)
 - February 18, 2021
 - March 4, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 18, 2021
- 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
Preliminary Budget - Fiscal Year 2021-2022	First Reading	April 14, 2021
Adoption of Budget - Fiscal Year 2021-2022	Second Reading	May 12, 2021
Tucker Eligibility	Commissioner Training/ Briefing	May 12, 2021
Classified Employees Appreciation Reception		May 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 14, 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: 5:50 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.