



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**March 11, 2020**

**PERSONNEL COMMISSIONERS:** Mrs. Lauren Robinson and Mrs. Maria Stewart

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 11, 2020**, at **4:34 p.m.**, in the **District Administrative Offices:** 1651 16<sup>th</sup> Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments Section by submitting the "Request to Address" card before the Commission reaches that section of the 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 and Stewart were present.**

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

**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: March 11, 2020**  
**It was moved and seconded to approve the agenda as submitted. The motion passed.**

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.

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

**G.06 Motion to Approve Minutes: February 12, 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	✓		✓			
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 with the current status of incoming Commissioner Tate’s appointment by the State Superintendent. The recommendation is in the last stage of approval awaiting to be signed by State Superintendent Thurmond. Mr. Tate was present in the audience.**
  - **Director Kahn updated the Personnel Commission on nine (9) active recruitments and examinations.**
  - **Director Kahn stated that if the District were to implement any measures regarding canceling events and meetings as a response to coronavirus, the Personnel Commission would follow suit and act accordingly cancelling any examinations that would meet the criteria.**

**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 Robinson expressed her gratitude to the District for a prompt response to the coronavirus pandemic by sanitizing school sites and setting up remote learning in case of school closure.**

**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
  - **None**
- Board of Education Report
  - **Director Kahn presented Board of Education report on behalf of Dr. Mark Kelly, Assistant Superintendent of Human Resources.**

**Dr. Kelly was at the District’s Emergency Operation Center to discuss the coronavirus issue based on the directions from the Los Angeles County Department of Public Health, Los Angeles County Office of Education, and the California Department of Education regarding school closure.**

- **Director Kahn also stated that the Board of Education has given authorization to staff to initiate the lay-off process of up to 46.0 FTEs in certificated staff due to an alignment of staffing and decline in projected enrollment.**
- **Director Kahn informed the Personnel Commission about the Superintendent’s Budget Advisory Committee, comprised of major stake holders who are providing a critical analysis of the budget in order to reduce the District’s deficit spending.**

**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	7
Carpenter	4
Instructional Assistant - Bilingual	5
Instructional Assistant - Classroom	7
Paraeducator-1	2
Paraeducator-3	1
WorkAbility Assistant	8

C.02 Advanced Step Placement:

Marbella Beltran in the classification of Paraeducator-1 at Range A-20 Step C

C.03 Advanced Step Placement:

Alexis Pullard in the classification of Paraeducator-3 at Range A-26 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		✓	✓			
Maria Stewart	✓		✓			
Vacant						

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Audience Services Coordinator within the Facility 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		✓	✓			
Maria Stewart	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- **Ms. Clare Caldera, Personnel Analyst, provided a brief background for the revisions for both classifications, Audience Services Coordinator and Theater Operations Supervisor.**
- **The Personnel Commission staff is currently in a process of analyzing and revising the entire Theater job family.**
- **In anticipation of upcoming recruitments, Ms. Caldera made preliminary changes in the classification specifications to ensure that the minimum qualifications were appropriate.**

A.02 Classification Revision:

Theater Operations Supervisor within the Facility job family

**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	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- See above

**IV. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**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.

- No Discussion Items

**VI. INFORMATION ITEMS:**

These items are placed on the agenda as information and do not require discussion.

I.01 2019-2020 Second Interim Fiscal Report

**Mr. Cruz provided a detailed overview of the 2019-2020 District Second Interim Report that was presented to the Board of Education on March 5, 2020 and to the Financial Oversight Committee on March 10, 2020. The report contained the District's financial position as of January 31, 2020, displaying the changes from the First Interim Fiscal Report of October 31, 2019. The Los Angeles County Office of Education required to provide a financial stabilization plan as part of the Second Interim Budget. Mr. Cruz presented data for Current Actuals, and Projected Totals for each District fund. His report 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.**

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- February 20, 2020

Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- March 5, 2020

I.05 Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)

- February 20, 2020

Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)

- March 5, 2020

I.06 Personnel Commission's Twelve-Month Calendar of Events

- 2019 - 2020

I.07 Board of Education Meeting Schedule

- 2019 – 2020

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Commissioner Training/Briefing: Classification Studies	Commissioner Training	4/8/20
Preliminary Budget - Fiscal Year 2018-2019	First Reading	4/8/20
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	5/13/20
Classified Employees Appreciation Reception		5/20/20

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, April 8, 2020, at 4:30 p.m. - *District Office Board Room*

**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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
vacant						

**TIME ADJOURNED: 5:21 p.m.**

Submitted by:

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 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.