



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 April 20 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

April 20, 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, April 20**, at **4:33 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 4:33 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: April 20, 2022

It was moved and seconded to approve the agenda with an amendment – Agenda Item II.C.06 – Advanced Step Placement - was postponed till a future meeting. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: March 9, 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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on March 9, 2022.
 - The Personnel Commission staff held written exams for Campus Monitor and Technology Support Assistant.
 - Oral exams were administered for Instructional Assistant – Classroom, Instructional Assistant – Bilingual, and Bus Driver (a pre-recorded exam).
 - Final selection interviews were held for Administrative Assistant for Santa Monica High School and Educational Services, Instructional Assistant – Classroom for Grant ES, McKinley ES, and Franklin ES, and Instructional Assistant – Bilingual for Edison LA.
 - 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 March. Director Kahn participated in one appeal hearing.
 - Director Kahn updated the Personnel Commission on the e-mail recruiting strategy. Additional 437 e-mails were sent across recruitments for Athletic Trainer, Technology Support Assistant, and Paraeducator series.
 - Director Kahn informed the Personnel Commission about staff's preparations for the Classified Employees Appreciation Week which takes place from May 15 to May 21, 2022. Thanks to generous donations from the District administrators and SEIU Local 99, the Personnel

Commission will be able to hold a raffle to acknowledge classified employees with various prizes.

- **Director Kahn expressed his gratitude to Fiscal and Business Services for their assistance and support with creating the department's next fiscal year budget.**

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, informed the Personnel Commission about the SEIU local industry division meeting that took place on March 26, 2022.**
 - **Mr. Mock updated the Personnel Commission on SEIU's political involvement in Washington, D.C. supporting a couple different bills - AB1691 making a summer bridge a permanent program and SB830 switching funding from student attendance to enrollment.**
 - **Mr. Mock updated the Personnel Commission on initiatives of the Maintenance and Operations labor management team.**
 - **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 expressed his gratitude to Mrs. Johnston for her dedication and efficiency managing spring break assignments for less than 12 months classified employees.**
- **Board of Education Report**
 - **Dr. Kelly informed the Personnel Commission about the effective District antigen testing that was administered right after Spring Break.**
 - **Dr. Kelly notified the Personnel Commission about the District's planning for summer school and the upcoming school year.**
 - **Dr. Kelly informed the Personnel Commission that the District and the City of Santa Monica have filed a law suit against the Los Angeles County Office of Education Committee on School Organization challenging the constitutionality of SB422, a new state legislation about district-based voting.**
 - **Dr. Kelly updated the Personnel Commission on the upcoming Board of Education agenda regarding a report from the District career and technical education leaders on financial policies and management.**
 - **The District is ending the emergency resolution for purchasing supplies related to Covid-19.**

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	3
Cafeteria Worker II	3
Instructional Assistant - Bilingual	4
Paraeducator-1	1
Paraeducator-3	2
Site Food Services Worker	4

C.02 Advanced Step Placement:

Katherine Cervera in the classification of Physical Activities Specialist at Range A-28 Step B

C.03 Advanced Step Placement:

Angela Lavin in the classification of Administrative Assistant at Range A-33 Step E

C.04 Advanced Step Placement:

Kirsten Gilkes in the classification of Paraeducator 3 at Range A-28 Step B

C.05 Advanced Step Placement:

Carley Beam in the classification of Technology Support Assistant at Range A-40 Step D

C.06 Advanced Step Placement:

Efraim Murphy in the classification of Plant Supervisor at Range M-43 Step B
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-05. Agenda Item II.C.06 was postponed till a future meeting. 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:

Credential Analyst within the office, technical and business services support 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 reflect the current credential evaluation process and include responsibilities related to assignment monitoring and providing guidance and support to site administrators and staff.
- In addition, supervisory responsibilities were removed; hence, the Credential Analyst’s status as an exempt employee was also changed into a nonexempt status. It will be placed in the office, technical, and business services classified job unit under SEIU representation.
- Even though the supervisory responsibilities were removed, the newly added duties and their complexity require an adjusted placement on the salary schedule.

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 Proposed Budget – Personnel Commission Fiscal Year 2022/23 - First Reading

- **Director Cruz provided a detailed overview of the 2021-2022 District Second Interim Report. The report contained the District’s financial position as of January 31, 2022, displaying the Budget Reporting Periods, and the First Interim Budget and the Second Interim Budget with the changes between the two periods. It also included Current Actuals, and Projected Totals for each District fund as well as 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 fiscal years.**
- **Director Cruz presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as previous one. He provided specific data regarding salaries and benefits for all positions in the Personnel Commission and explained the reasons for increase in these categories.**
- **Director Cruz provided a rationale for specific changes in the “Supplies and Equipment” and “Operating Expenses” categories. There was an increase in the “Legal Costs” due to legal assistance with the Personnel Commissioner appointments and employee disciplinary hearings. A budget increase also occurred in the “Other Operating Expenses” category due to higher prices for Neogov-Biddle testing software.**

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)
 - March 17, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - None
- 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
Adoption of Budget - Fiscal Year 2022-2023	Second Reading	May 11, 2022
Classified Employees Appreciation - Virtual		May 11, 2022

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 11, 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 **5:34 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: QF9617612

The Commission reconvened into open session at **6:16 p.m.** and reported on the following action taken in closed session:

- **No action was taken. Per Merit Rule 14.2.3.D, the Personnel Commissioners will render a final decision based on the oral and documentary evidence presented at the March 31, 2022 hearing at the May 11, 2022 regular Personnel Commission meeting.**

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: 6:17 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.