



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**April 21, 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, April 21, 2021, at 4:31 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](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, April 20, 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 4:31 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: April 21, 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:** March 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 announced to the Personnel Commission that the District is going to fully open school sites for in-person instruction based on the CDC findings for social distancing in a school setting.**
  - **Director Kahn informed the Personnel Commission about recruitments that have been open since the last regular meeting in March for school site classifications such as Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Paraeducator-1,2,3, Bus Driver, Custodian, and Health Office Specialist.**
  - **Since the last meeting, the Personnel Commission staff administered a performance and oral exams for Translator/Interpreter, and conducted T&Es for Communication Specialist, and Buyer. T&Es and oral exams took place for Senior Buyer. Staff administered the performance exam for Administrative Assistant utilizing entirely remote process for the first time to evaluate candidates' efficiency in using spreadsheets.**
  - **Director Kahn informed the Personnel Commission about signing a contract for testing software that will assess candidates' proficiency in Microsoft Office.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 32 claims since the last regular Personnel Commission meeting in March. As a point of comparison, there were 66 EDD claims in March 2020 due to the beginning of COVID-19 pandemic. Staff attended LACOE's EDD workshop on April 20, 2021.**
  - **Director Kahn updated the Personnel Commission on Mrs. Tarazi's Personnel Commissioner appointment as it is actively being reviewed by the State Superintendent of Public Instruction.**
  - **Director Kahn announced the Personnel Commission will hold a virtual celebration of Classified Employees Appreciation Week in May. He expressed his gratitude to Ms. Julie Younan, Human Resources Technician, for coordinating the event and organizing a raffle. The lucky winners of various gift cards will be announced at the May 12, 2021 regular Personnel Commission meeting.**  
**Director Kahn thanked SEIU Local 99 and District management for their generous donations.**

- On the occasion of Administrative Professional's Day, Director Kahn expressed his gratitude to Ms. Jana Hatch, Administrative Assistant, for her valuable contribution to the department and the District.
- Commissioner Tate inquired about on-boarding Custodian substitutes.
- Director Kahn provided an update on the on-board processing as well as working out of class assignments for current, permanent employees. Mr. Carey Upton, Chief Operations Officer, explained the background and rationale for the District's decision of contracting services as a temporary solution to staff Operations with Custodian substitutes in order to meet the current protocols from the Department of Health.

**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.

- **Both Commissioner Robinson and Commissioner Tate expressed their gratitude to the District for the hard work and dedication in opening schools for in-person instruction.**

**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 provided SEIU's view and understanding in regards to contracting services for Custodian substitutes.**
  - **Mr. Mock expressed SEIU's support of the guilty verdict in George Floyd trial as the right step in correcting social justice issues.**
  - **Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for school re-opening.**
  - **Mr. Mock shared great news regarding majority of classified employees being vaccinated against COVID-19.**
  - **Mr. Mock also expressed his appreciation for Child Development Services as most of their programs were re-instated.**

Board of Education Report

- **Dr. Kelly provided the Personnel Commission with information regarding COVID-19 testing that will take place at John Adams Middle School and Malibu Elementary School for District employees and students.**
- **Dr. Kelly updated the Personnel Commission on the on-boarding process for Custodian substitutes as well as the numbers of permanent classified employees interested in working out of class in Operations department.**
- **Dr. Kelly informed the Personnel Commission about District's elementary school re-opening on April 19, 2021. Almost all certificated staff is working on-site. Secondary schools will fully open on April 26, 2021. Dr. Kelly expressed his gratitude to all District employees for their dedication and hard work in this process.**
- **Dr. Kelly updated the Personnel Commission on a hearing at the LACOE committee on District re-organization that took place on April 17, 2021. The committee received the City of Malibu petition to create their own**

school district. City of Malibu, the District, and community members presented their positions and rationale in this matter. A second part of the hearing is projected to be in June 2021. The County committee contracted School Services to assist in this process.

Commissioner Robinson inquired about the County committee’s ability to accept or deny the City of Malibu petition. Dr. Kelly stated that it is correct. If it is denied, it doesn’t mean that the City of Malibu cannot re-petition in the future. If the petition is accepted, the process will continue at the State Department of Education level.

**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>
Instructional Assistant - Bilingual	4
Translator/Interpreter	1

C.02 Advanced Step Placement:

Maria Arzola in the classification of Paraeducator-3 at Range A-28 Step C

C.03 Advanced Step Placement:

Filiberto Gutierrez Torres in the classification of Bus Driver at Range A-32 Step C

C.04 Advanced Step Placement:

Abbey Seiden in the classification of Health Office Specialist at Range A-27 Step D

C.05 Advanced Step Placement:

Robert Tisherman in the classification of Director, Risk Manager at Range M-61 Step D

C.06 Advanced Step Placement:

Walter Wilson in the classification of Paraeducator-3 at Range A-28 Step C

C.07 Advanced Step Placement:

Sameisha Young in the classification of Instructional Assistant - Classroom at Range A-20 Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.07. 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 Classification Description 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.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 revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that representative duties related to permitting and assisting production companies and event organizers were clarified.
- Duties and knowledge pertaining to bookkeeping were included. Minimum qualifications remain the same.
- The title was changed from Theater Operations Supervisor to Event Operations Supervisor in order to reflect the classification’s role beyond theater operations, including general events.

A.02 Establish New Classification & Specification:

Manager, Sustainability 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		✓	✓			
Phillip Tate	✓		✓			
vacant						

## **REPORT AND DISCUSSION**

- **Director Kahn provided a rationale for creating this new position. The District adopted the Districtwide Plan for Sustainability in March 21, 2019. Part of that plan is to establish a sustainability department with a full-time management position to oversee its implementation, evaluation, and analysis.**

### **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.

#### D.01 Proposed Budget – Personnel Commission Fiscal Year 2021/22 - First Reading

- **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. There will be revisions in the benefits as the School Services of California recently sent a notice with increasing pension rates.**
- **Director Cruz provided a rationale for specific changes in the “Supplies and Equipment” and “Operating Expenses” categories. There was an increase in the “Non-Capital Equipment” category due to purchasing laptops for staff working remotely. An additional contract for Neogov-Biddle testing software is included in the proposal.**

### **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)
  - March 17, 2021

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - March 17, 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Adoption of Budget - Fiscal Year 2021-2022	Second Reading	May 12, 2021
Classified Employees Appreciation - Virtual		May 12, 2021
Tucker Eligibility	Commissioner Training/ Briefing	June 9, 2021

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

Wednesday, May 12, 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**TIME ADJOURNED: 5:26 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.