



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 May 11 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

May 11, 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, May 11**, at **4:32 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 4:32 p.m.

G.02 Roll Call: Commissioners Robinson, Tarazi, and Tate were present.

G.03 Pledge of Allegiance: Commissioner Robinson 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: May 11, 2022

It was moved and seconded to approve the agenda with an amendment – Agenda Item VIII. - Next Regular Personnel Commission Meeting– was rescheduled to June 15, 2022 due to Santa Monica High School graduation ceremony on June 8, 2022. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: April 20, 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		✓	✓			

Motion to Approve Special Meeting Minutes: March 31, 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 April 20, 2022.**
 - **The Personnel Commission staff held written exams for Campus Monitor.**
 - **Oral exams were administered for Bus Driver, the Paraeducator series, Children’s Center Assistant, and Systems Analyst.**
 - **Final selection interviews were held for Technology Support Assistant, Custodian, and the Paraeducator series.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 3 claims since the last regular Personnel Commission meeting in April. Director Kahn participated in one appeal hearing.**

- **Director Kahn expressed his gratitude to Ms. Caldera for her role in the Systems Analyst recruitment and Ms. Younan for coordinating the Classified School Employees Week celebration. It will be held virtually on Wednesday, May 18, 2022. Director Kahn also thanked Mrs. Johnston for her hard work preparing to fill summer school assignments.**

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.

- **On behalf of the entire Personnel Commission, Commissioner Robinson expressed her gratitude to District classified employees. She presented a resolution to honor the Classified School Employees Week that would be adopted by the Board of Education at their May 19, 2022 regular meeting.**

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, updated the Personnel Commission about scheduling negotiations between SEIU and the District.**
 - **Mr. Mock informed the Personnel Commission about his school visits to connect with the union members.**
 - **Mr. Mock updated the Personnel Commission with activities of the Maintenance and Operations labor management team working on the Custodian time and motion study regarding the District's new buildings as well as the security and safety study that was approved by the Board of Education on May 5, 2022.**
 - **Mr. Mock also updated the Personnel Commission on the Special Education labor management team's effort to reduce the number of contracts and contracted Paraeducators in order to provide more opportunities for permanent unit members, such as a working-out-of-class.**
 - **Mr. Mock expressed his gratitude to Ms. Younan for her dedication and effort preparing the Classified School Employees Week virtual celebration.**
 - **On behalf of SEIU, Mr. Mock thanked all classified employees for their hard work and dedicated service to the students in the District.**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about recent school activities and events.**
 - **Dr. Kelly notified the Personnel Commission about the District's State of Our Schools presentation given on May 2, 2022.**
 - **Dr. Kelly updated the Personnel Commission on the upcoming Board of Education agenda regarding the third interim fiscal report that is vital for the budget adoption process. Throughout the year the Board is presented with budget reports in order to monitor fiscal progress. In the beginning of June, the Board will receive a preliminary budget. There will be a public**

hearing, and the final budget as well as the local control accountability plan will be adopted by June 30, 2022.

- The Board will also have a public discussion on the Malibu Unification process.
- Dr. Kelly expressed his gratitude and appreciation of the District classified employees. He shared with the Personnel Commission that many students choose a classified employee to be their trusted adult at their school site.

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	8
Instructional Assistant - Classroom	3
Paraeducator-1	3
Paraeducator-3	4
Systems Analyst	4
Technology Support Assistant	4

C.02 Advanced Step Placement:

Michelle Anaya in the classification of Administrative Assistant at Range A-33 Step D

C.03 Advanced Step Placement:

Melissa Luis in the classification of Administrative Assistant at Range A-33 Step B

C.04 Advanced Step Placement:

Karina Murcia in the classification of Paraeducator-1 at Range A-22 Step B

C.05 Advanced Step Placement:

Carla Myrieckes in the classification of Health Office Specialist at Range A-27 Step C

C.06 Advanced Step Placement:
Tischa Ridley in the classification of Site Food Services Coordinator at Range A-31 Step C

C.07 Advanced Step Placement:
Eric Taylor in the classification of Physical Activities Specialist at Range A-28 Step C
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-07. 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 Public Hearing: Fiscal Year 2022-2023 Proposed Personnel Commission Budget
It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2022-2023* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- No public comments.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2022-2023* as submitted. The motion passed.

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

A.02 Adoption: Fiscal Year 2022-2023 Proposed Personnel Commission Budget
It was moved and seconded to adopt the Fiscal Year 2022-2023 Proposed Personnel Commission Budget as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

A.03 Classification Description Revision:
Laboratory Technician within the Instructional Assistant and Paraprofessional Job 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 clarify Minimum Qualifications. The Equivalency Provision was added to supplement Experience with any college level laboratory courses. All the essential duties remained the same. Abilities were replaced with Competencies.**
- **Mr. Mock inquired about this position’s location. Director Kahn stated that the current vacancy is at Malibu High School, and there may potentially be one at Santa Monica High School.**
- **Director Kahn also clarified that this classification is not in the paraprofessional category, as there is no assistance with instruction, simply management of equipment and chemical inventory in the laboratory.**

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.

- 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
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - April 21, 2022
 - May 5, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - April 21, 2022
 - May 5, 2022
- 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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, **June 15, 2022**, at 4:30 p.m. – *via Zoom*

The next regular meeting was moved to from June 8 to June 15, 2022 due to Santa Monica High School graduation ceremony.

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 **4:54 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: QF9617612

The Commission reconvened into open session at **5:29 p.m.** and reported on the following action taken in closed session:

- A final decision has been reached. The written report will follow within the 14-day timeline prescribed in the Merit Rules.

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: 5:30 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.