



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

May 12, 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, May 12, 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 no later than 5:00 p.m. on Tuesday, May 11, 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 4:33 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: May 12, 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: April 21, 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 updated the Personnel Commission on recruitments and exams since the last regular meeting in April.**
 - **Since the last meeting, the Personnel Commission staff held written exams for Technical Theater Technician, Campus Monitor, and Physical Activities Specialist. Oral exams were administered for Paraeducator-1,2,3, Instructional Assistant – Classroom, Sports Facility Attendant, Cafeteria Cook/Baker, and Buyer. Staff also conducted Spanish Bilingual Proficiency test, specifically to fill a bilingual Administrative Assistant vacancy. Final selection interviews were held for Senior Buyer, Paraeducator, and Translator/Interpreter.**
 - **New recruitments have been opened for Technology Support Assistant, Assistant Director of Fiscal Services, Event Operations Supervisor, and Manager of Sustainability. Continuous recruitments include Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Campus Monitor, Bus Driver, Paraeducator-1,2,3, and Custodian.**
 - **Director Kahn acknowledged Ms. Julie Younan, Human Resources Technician, for her efforts in completing a number of the exams and recruitments. She has also provided an assistance to the Human Resources staff with fingerprinting and on-boarding.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 16 claims since the last regular Personnel Commission meeting in April. As a point of comparison, there were 21 EDD claims in April 2020 due to the beginning of COVID-19 pandemic. The average number of EDD claims in the first four (4) months of 2019 was eight (8) per month. This year, there have been around 25 claims per month.**
 - **Director Kahn updated the Personnel Commission on the Custodian-substitute recruitment and on-boarding. Currently, there are 18 candidates who have been processed to assist with the COVID-19 cleaning protocols. In addition, there are over 30 current employees and employees on the re-employment list who have been assigned to work out of class and in limited term capacity.**
 - **Director Kahn updated the Personnel Commission on Mrs. Tarazi's Personnel Commissioner appointment as it is still being reviewed by the State Superintendent of Public Instruction.**

- **Director Kahn announced that the Personnel Commission held a virtual gift card raffle to acknowledge and celebrate Classified Employees Appreciation Week. He expressed his gratitude to SEIU, Local 99, and District administrators for their generosity as 44 gift cards in the amount of \$1900 were raffled off to classified employees representing many of the District's classifications.**

Director Kahn thanked Ms. Julie Younan, Human Resources Technician, for coordinating the raffle and working with SEIU, Local 99, to solicit their generous donation. He congratulated all the lucky winners.

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 presented a segment of the Santa Monica-Malibu Unified School District Board of Education and Personnel Commission Resolution for Classified School Employees Week of May 16, 2021, which would be adopted by the Board on May 20, 2021.**
- **Commissioner Robinson and Commissioner Tate expressed their gratitude to the District classified staff for the hard work and dedication in this challenging school year as well as efficient and safe transition to 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
 - **None**

Board of Education Report

- **Dr. Kelly expressed his appreciation of the commissioners' comments regarding the successful and safe school re-opening for in-person instruction.**
- **Dr. Kelly provided a detailed update on the re-opening. Students are wearing masks, being screened upon arrival, and following the safety procedures given by their teachers. The District is also serving students who opted out of the in-person instruction using distant learning.**
- **Dr. Kelly informed the Personnel Commission about positive COVID-19 cases among students and the nursing staff's accomplishments with contact-tracing.**
- **Dr. Kelly stated that the District continues to offer PCR COVID-19 testing at John Adams Middle School and Malibu Elementary School for District employees and students.**
- **Dr. Kelly informed the Personnel Commission about the District's planning for safe in-person promotions for elementary and middle schools and high school graduations.**
- **Dr. Kelly updated the Personnel Commission on the Board of Education agenda regarding the Local Control Accountability Plan in terms of student learning and its funding.**

- **The District 2021-2022 budget will be adopted at the June meeting.**
- **Dr. Kelly extended his gratitude to all classified employees as they are acknowledged during the Classified School Employees Week.**

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: Promotional/Open Competitive | 3 |
| Administrative Assistant: Dual Certification | 2 |
| Buyer | 6 |
| Senior Buyer | 5 |
| Paraeducator-1 | 4 |
| Paraeducator-2 | 1 |
| Paraeducator-3 | 2 |

C.02 Advanced Step Placement:

Luis Lopez in the classification of Sports Facility Attendant at Range A-26 Step B **It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. 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 Public Hearing: Fiscal Year 2021-2022 Proposed Personnel Commission Budget

It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2021-2022* as submitted. The motion passed.

| Commissioner | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson | | ✓ | ✓ | | | |
| Phillip Tate | ✓ | | ✓ | | | |
| vacant | | | | | | |

REPORT AND DISCUSSION

- No public comments.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2021-2022* as submitted. The motion passed.

| Commissioner | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson | | ✓ | ✓ | | | |
| Phillip Tate | ✓ | | ✓ | | | |
| vacant | | | | | | |

A.02 Adoption: Fiscal Year 2021-2022 Proposed Personnel Commission Budget

It was moved and seconded to adopt the Fiscal Year 2021-2022 Proposed Personnel Commission Budget as submitted. The motion passed.

| Commissioner | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson | | ✓ | ✓ | | | |
| Phillip Tate | ✓ | | ✓ | | | |
| vacant | | | | | | |

REPORT AND DISCUSSION

- None

A.03 Classification Description Revision:

Bilingual Community Liaison within the Instructional Assistant and Paraprofessional Job Unit

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 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 and rationale for the revisions. In January 2021, the Personnel Commission approved classification specification revisions directly related to clarifying consecutive interpretation as a duty and adjusting the classification's placement on the salary schedule to reflect the corresponding level of responsibility.
- At this time, the most significant revisions were made in regards to minimum qualifications to include experience with translation and consecutive interpretation.
- Furthermore, irrelevant and inessential duties and knowledge requirements were removed. Abilities were replaced with competencies.
- Commissioner Robinson inquired about possible recruitment challenges as the minimum qualifications have been extended to consecutive interpretation. Director Kahn stated that the technical requirements are definitely higher than in the past. The impact of these modifications on difficulty of recruitment will be assessed in the very next recruitment as there is currently a vacancy.
- Director Kahn added that the proposed classification specification revisions were distributed in the form of a survey to Bilingual Community Liaisons, their supervisors as well as to stakeholders for comments and feedback. The feedback was overwhelmingly positive.

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 22, 2021
 - May 6, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - April 22, 2021
 - May 6, 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 |
|--------------------|------------------------------------|-----------------------|
| Tucker Eligibility | Commissioner Training/ Briefing | June 9, 2021 |

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 9, 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: 5:11 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.