



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**May 13, 2020**

**PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, May 13, 2020**, at **4:32 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, May 12, 2020. 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 4:32 p.m.**

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

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

**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 13, 2020**

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.06 - approval of the minutes of the regular March 11, 2020 meeting was postponed till June 10, 2020. The motion passed.

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

**G.06 Motion to Approve Minutes: March 11, 2020**

Approval was postponed till June 10, 2020

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson |   |   |     |    |         |        |
| Maria Stewart   |   |   |     |    |         |        |
| Phillip Tate    |   |   |     |    |         |        |

**Motion to Approve Minutes: April 22, 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   |   |   |     |    |         | ✓      |
| Phillip Tate    | ✓ |   | ✓   |    |         |        |

**G.08 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 the Personnel Commission Office daily operation as staff continues to perform their duties remotely due to the extended stay home order. No examinations have been conducted since mid-March, but Director Kahn is currently communicating with different vendors that specialize in remote testing platforms, which can integrate directly into the department’s existing applicant tracking system. In the meantime, Director Kahn is working on some in-house solutions for examinations that will be tested on selected recruitments.
  - Director Kahn informed the Personnel Commission about the Classified School Employees Appreciation Week starting on May 17, 2020. In the past, the Personnel Commission hosted an annual reception to honor the District classified employees. The Personnel Commission staff didn’t want to completely cancel the celebration, so they are planning to hold a virtual gift card drawing to acknowledge and honor their colleagues. The gift cards were purchased thanks to generous donations from the District administrators and managers. Director Kahn

**expressed his gratitude to his staff, especially to Julie Younan who took a lead role in organizing of this event.**

**G.09 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 classified employees presenting and signing the Classified School Employees Week Resolution that will be adopted by the Board of Education on May 21, 2020.**
- **Commissioner Tate shared Commissioner Robinson's appreciation of the District employees' hard work and dedication to students under the difficult circumstances.**

**G.10 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 expressed his gratitude as the Union and the District administration work collaboratively during these difficult times.**
  - **Mr. Mock informed the Personnel Commission about receiving the 45 Day Lay-off Notice for certain classified employees, due to lack of funds.**
  - **Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments. The Maintenance and Operations staff is returning to full schedule in order to prepare school sites for the next school year.**
  - **Mr. Mock expressed his gratitude to the IT department for providing a remote access for distance learning.**

Board of Education Report

- **Dr. Kelly expressed his gratitude to all District employees for their dedication to students and the District efficient operation. He acknowledged the Food and Nutrition Services staff for their hard work providing student lunches. He also commended the District staff for conducting day to day business on a high professional level.**
- **Dr. Kelly informed the Personnel Commission about the financial challenges the Board of Education is currently facing. At the 21<sup>st</sup> of May virtual meeting, the 3<sup>rd</sup> Interim Report will be presented providing an update on the current budget. The Superintendent's Budget Advisory Committee is continuing to meet and provide expertise to the District leadership. The District is also concerned about the financial situation of the City of Santa Monica and its impact on the District.**
- **Dr. Kelly stated that the Board of Education approved the certificated staff lay-offs at their May 12, 2020 regular meeting. The Human Resources Department continues to assess staffing as it must be aligned with next school year projected enrollment.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education approval of salary increase for both certificated and classified**

staff. For classified employees, there were two parts: the on-schedule increase and the two range adjustment for every classification.

- Commissioner Robinson inquired about the school structure and schedule in the fall. Dr. Kelly stated that currently there is no definite plan of how the new school year schedule will look like when social distancing has to be implemented. The District decided that the summer school will not be conducted at the school campuses, but it will be offered via distant learning.

**G.11 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):

- None

C.02 Advanced Step Placement:

Kathryn D Gulko in the classification of Instructional Assistant – Classroom at Range A-20 Step D

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

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.02. The motion passed.**

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2020-2021 Proposed Personnel Commission Budget

**It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2020-2021* as submitted. The motion passed.**

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson | ✓ |   | ✓   |    |         |        |
| Maria Stewart   |   |   |     |    |         | ✓      |
| 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 2020-2021* as submitted. The motion passed.**

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

A.02 Adoption: Fiscal Year 2020-2021 Proposed Personnel Commission Budget

**It was moved and seconded to adopt the Fiscal Year 2020-2021 Proposed Personnel Commission Budget as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- None

**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.

- 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)
  - May 7, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)
  - May 7, 2020
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2019 - 2020
- I.06 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:<br>Classification Studies | Commissioner<br>Training | 6/10/20               |

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

Wednesday, June 10, 2020, 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     |          | ✓        | ✓          |           |                |               |
| Maria Stewart       |          |          |            |           |                | ✓             |
| Phillip Tate        | ✓        |          | ✓          |           |                |               |

**TIME ADJOURNED: 4:54 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.