



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

June 9, 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, June 9, 2021**, 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 no later than 5:00 p.m. on Tuesday, June 8, 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 4:32 p.m.

G.02 Roll Call: Commissioners Robinson 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

G.05 Motion to Approve Agenda: June 9, 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: May 12, 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 May.**
 - **Since the last meeting, the Personnel Commission staff held performance exams for Communication Specialist, and written exams for Senior Office Specialist, Technical Support Assistant, and Campus Monitor. Oral exams were administered for Assistant Director of Fiscal Services. Final selection interviews were held for Health Office Specialist, Sports Facility Attendant, and Communication Specialist.**
 - **New recruitments have been opened for Senior Administrative Assistant and Bilingual Community Liaison. Additionally, a recruitment was re-opened for Administrative Assistant due to a lack of Spanish speaking candidates. A recruitment for Senior Buyer was also re-opened as a new position was established within Purchasing, and the current eligibility list contains less than three (3) ranks. Continuous recruitments include Bus Driver and Paraeducator series.**
 - **Director Kahn congratulated Ms. Nancy Navarro who accepted a promotion from Senior Office Specialist to Administrative Assistant at John Muir Elementary School, and Mrs. Devon Boothby who promoted from Administrative Assistant in Transportation to Buyer in Purchasing.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 38 claims since the last regular Personnel Commission meeting in May. As a point of comparison, there were 16 EDD claims in May 2020 and 24 claims in May 2019.**
 - **Director Kahn acknowledged the last week of the school year with graduations and promotions. It was a challenging year with increased recruitments, exams, unexpected vacancies, providing additional support during the re-opening, and preparation for summer school.**
 - **Director Kahn commended the Personnel Commission staff for their hard work and dedication during this difficult school year.**
 - **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. He thanked her for her dedication attending the monthly meetings in an unofficial capacity. He also expressed his gratitude to Commissioner Robinson and Tate for their consistent attendance which allows the department to move the**

Personnel Commission business forward even with only two commissioners.

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.

- **Commissioners Robinson and Tate congratulated the District employees on successful completion of the trying school year, and they expressed their gratitude for staff's dedication during this difficult time.**

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, expressed his appreciation for classified staff's dedicated effort during this school year.**
 - **Mr. Mock informed the Personnel Commission about SEIU's role in the District's strategy to continuously provide a safety protocol for classified employees.**
 - **Mr. Mock also updated the Personnel Commission on SEIU's initiatives working with its partners in Sacramento to ensure funding for K-12 school districts.**
 - **Mr. Mock informed the Personnel Commission about SEIU's bargaining team and the District reaching a tentative agreement on "hero pay."**
 - **Mr. Mock updated the Personnel Commission with initiatives of the Special Education, Maintenance and Operations, and Transportation labor management teams to address staffing and reducing work load issues.**
 - **Mr. Mock recognized this year's retirees thanking them for their dedicated service to the District and its students.**

Board of Education Report

- **Director Kahn presented a statement on behalf of Dr. Kelly:**
- **"I apologize for not attending today's meeting. I am attending the first of two in-person Samohi graduations. It is exciting that after the many challenges that affected the last two school years, our schools are able to host in-person promotion and graduation ceremonies. I attended the Webster Elementary School promotion this morning and the Olympic High School graduation last night. Both were wonderful outdoor events, done safely and in celebration of our students. The second Samohi graduation and Malibu High graduation is on Thursday night, and our middle school promotions are on Friday.**
- **The Board of Education is currently in the budget adoption process. On June 3, the Board was presented the District's three-year Local Control Accountability Plan (LCAP) and a preliminary proposal for the 2021 – 2022 budget, which includes three years of favorable outlook for the District. On Thursday, June 17, there will be a public hearing on the proposed LCAP and District budget, with the Board scheduled to take action to**

approve the LCAP and budget at its regularly-scheduled June 24 meeting. The Board is required to adopt the LCAP and the budget on or before June 30. One of the features of the budget is the addition of one-time monies to support the resumption of schooling and address issues resulting from the pandemic.

- On June 3, the Board of Education honored 24 classified and certificated employees who have or will retire at the end of the 2020 – 2021 school year. Done again virtually, it was a wonderful tribute to the many years of service from our retiring employees.
- While we are looking forward to end of the school year, and the opportunity to regroup, staff is busy on summer school that starts on June 21. The District will offer intensive intervention summer school at McKinley, Malibu Elementary and John Adams, credit recovery and a small get-ahead program at Samohi, Malibu High and Olympic. Our special education department is offering its Extended School Year (ESY) program and will also offer some special two-week programs to address learning loss and social emotional learning. We have a number of classified and certificated staff working this summer to provide these programs.
- I am sure that Mr. Mock has shared that we have an agreement with SEIU regarding Hero Compensation that is going through the ratification process and the Board looks forward to honoring our classified, certificated and management employees as heroes who successfully faced head-on the many challenges of the last school year.
- I end by thank in the commission for its work this year and look forward to the upcoming school year. I hope that during the summer everyone has a chance for some down time and the opportunity to re-engaged with our communities.”

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>
Bus Driver	2
Cafeteria Cook/Baker	6
Campus Monitor	10
Communications Specialist	4
Health Office Specialist	8
Instructional Assistant - Classroom	14
Sports Facility Attendant	4
Technical Theater Technician	5

C.02 Advanced Step Placement:

Ikeisha Graves in the classification of Bus Driver at Range A-32 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 Personnel Commission’s Twelve-Month Calendar of Events:

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2021-2022

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

- Neither Commissioner had a scheduling conflict at this time.

- A.02 Classification Description Revision:
 Accompanist within the Instructional Assistant and Paraprofessional Job Unit
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 brief background for the thorough revisions as the classification specification didn't reflect the current needs of the District, and also there was no date when the class spec was first approved.
- At the request of the Coordinator of Visual and Performing Arts, for the purpose of providing accurate employee performance evaluations to his staff, a detailed review and revision of duties had to be conducted as many expected duties were not listed and terms were outdated.
- The revised classification specification will be appropriate for a future recruitment, if a vacancy occurs.

- A.03 Classification Description Revision:
 Director of Maintenance and Operations within the Facilities Services Division
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 anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that representative duties and minimum qualifications meet the industry standards.
- The most significant changes occurred in the minimum qualifications including equivalency for Education and clarified language for Experience.

- A.04 Classification Description Revision:
 Student Outreach Specialist within the Office Technical and Business Services Unit
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.04 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 are relevant to middle school needs. Currently, the Student Outreach Specialist is located at high schools only, but interest has been expressed in establishing this position also at the middle school level. Hence, the Experience requirements of working with high school aged youth were removed, and they were replaced with preference of working with youth 12-18 years old.

A.05 Salary Reallocation:

Payroll Specialist within the Fiscal Job Unit

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.05 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 salary reallocation.
- Mr. Gerardo Cruz, Director of Fiscal and Business Services, inquired if the Payroll Specialist salary was equitable and internally aligned, specifically in relation to Human Resources Specialist classification description.
- In the classification study, the duties of Payroll Specialist and Human Resources Specialist were set side by side. All 15 duties performed by Human Resources Specialist were found to have comparable Payroll Specialist duties.
- Given the scope of work and level of responsibility, the Payroll Specialist salary (range 36) is misaligned in its relationship to the Human Resources Specialist salary (range 38).
- Director Kahn recommended that the Personnel Commission approves the reallocation of Payroll Specialist from range 36 to range 38 on Classified Salary Schedule A.
- Commissioner Tate inquired about the number of employees impacted by this reallocation. Director Cruz stated that they are three (3) Payroll Specialists within his department.

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)
 - May 20, 2021
 - June 3, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 20, 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	August 11, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 14, 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: 5:03 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.