



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

June 10, 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, June 10, 2020**, at **4:39 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 9, 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 4:39 p.m.

G.02 Roll Call: Commissioners Robinson, Stewart, 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

G.05 Motion to Approve Agenda: June 10, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.

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.

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

G.06 Motion to Approve Minutes: March 11, 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					✓	

Motion to Approve Minutes: May 13, 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.**
 - **There are still no examinations being administered, but Director Kahn is currently working with Ms. Caldera, the Personnel Analyst, to develop guidelines for conducting a pilot remote oral exam for a specific recruitment. This pilot exam will allow staff to learn from potential challenges, improve the process, and apply the modifications to other recruitments.**
 - **Director Kahn informed the Personnel Commission about conducting certain recruitments, while a few of the continuous ones are currently closed.**
 - **Director Kahn reported on the Classified Summer Assignment program led and managed by Ms. Johnston, Human Resources Technician.**
 - **Director Kahn provided an update on several classified employees' layoffs and the role the Personnel Commission plays in the process.**
 - **Director Kahn informed the Personnel Commission about the Classified School Employees Appreciation held in the week of May 17, 2020. The Personnel Commission staff conducted a virtual gift card drawing of 19 prizes to acknowledge and honor the District classified workforce. Director Kahn expressed his gratitude to the District administrators and**

managers for their generous donations and also to his staff, especially to Julie Younan for leading and organizing 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 and Personnel Commission staff for their dedication during these unprecedented times. She congratulated the District on successfully completing a very challenging school year.**
- **Commissioner Steward 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, the Chief Steward, informed the Personnel Commission about SEIU's involvement and support of the Black Lives Matter movement.**
 - **Mr. Mock notified the Personnel Commission about the classified employees' layoffs in the Child Development Services.**
 - **Mr. Mock expressed his gratitude to the Personnel Commission staff for honoring classified employees with the virtual gift card drawing.**
 - **Mr. Mock recognized the District retirees for their dedicated service.**

Board of Education Report

- **On this last day of school, Dr. Kelly expressed his gratitude to all District employees for their extraordinary dedication to students and the District efficient operation during these challenging times. There is not a definite model for the fall semester at this time. Two advisory committees are working on developing the best option following directions and guidelines from the California Department of Education, the governor of California, and the Los Angeles County Office of Education. Ultimately, it will be the Superintendent's responsibility to open the school year in a safe and reasonable format. The District has an obligation of providing education to students safely and keep them on the path of learning.**
- **Dr. Kelly informed the Personnel Commission about the certificated and classified staff lay-offs due to a declining student enrollment and lack of work and funds.**
- **Dr. Kelly stated that on June 4, 2020 Board of Education recognized retirees at a virtual celebration.**
- **Dr. Kelly reported that the next fiscal year District budget has to be adopted by the Board of Education and submitted to the Los Angeles County Office of Education by June 30, 2020. The Board of Education was presented with the preliminary budget with severe reductions in staffing, contracts, and consultancy agreements on June 4, 2020. There will be a public hearing on June 18, 2020 and a final adoption on June 25, 2020.**

The District is concerned about the financial situation of the City of Santa Monica and its impact on the District budget.

- Dr. Kelly informed the Personnel Commission about his participation at the virtual graduations at Santa Monica High School on June 9, 2020 and Malibu High School on June 10, 2020.

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:

Taylor Mack in the classification of Paraeducator-3 at Range A-28 Step B

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 Personnel Commission’s Twelve-Month Calendar of Events:

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2020-2021

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			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- Commissioner Tate suggested to conduct the regular Personnel Commission meetings on Zoom as long as necessary.
- The November date for the regular Personnel Commission meeting was moved to Tuesday, November 10, 2020, as the second Wednesday in that month is Veteran’s Day on November 11, 2020.

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

CT.01 Classification Study – Overview

REPORT AND DISCUSSION

- Director Kahn presented an overview of purpose, methods, procedures, and also possible outcomes of classification studies.
- Director Kahn defined the concept of a classification consisting of its job content, requirements, and context.
- Director Kahn explained the Personnel Commission’s role and responsibility in classification studies.
- Director Kahn explained a process of creating a new classification.
- Director Kahn illustrated on specific examples how classifications respond to changing technology, certification requirements, and even organizational restructuring.
- Director Kahn emphasized that classification studies are neither compensation nor position studies. He pointed out that they are a part of a job family study with the focus on an internal alignment within the job family. Also, the scope of classification studies depends on their purpose.

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 Classification Study - Overview

REPORT AND DISCUSSION

- **Commissioner Robinson inquired about a typical timeline to conduct a full classification study. Director Kahn stated that it depends on the number of positions within a classification so that all the incumbents can be interviewed for the most possible accuracy as well as complexity of interrelations to other classifications. The average time is between three to six months.**

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)
 - May 21, 2020
 - June 4, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 21, 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:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing:	Commissioner Training	

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 8, 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.

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

TIME ADJOURNED: 5:42 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

The meeting was adjourned in the memory and honor of Mr. George Floyd and the other victims of social injustice.

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.