



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 June 15 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

June 15, 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, June 15, 2022, at 4:35 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 4:35 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: June 15, 2022

It was moved and seconded to approve the agenda as submitted. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: May 11, 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 May 11, 2022.**
 - **Training and Experience Evaluation was distributed for Credential Analyst.**
 - **The Personnel Commission staff held written exams for Campus Monitor, Senior Office Specialist, and Administrative Assistant.**
 - **Oral exams were administered for Children’s Center Assistant series, Instructional Assistant – Classroom, Senior Office Specialist, and the Paraeducator series.**
 - **Performance exam was conducted for Custodian.**
 - **Final selection interviews were held for Instructional Assistant – Classroom, and the Paraeducator series.**
 - **Recruitments have been opened for Payroll Specialist, Laboratory Technician, Custodian, License Vocational Nurse, Technical Theater Technician, Senior Buyer, and Library Assistant.**
 - **Recruitments continue to be opened for Bus Driver, Campus Monitor, Campus Security Officer, Instructional Assistant – Classroom, 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 22 claims since the last regular Personnel Commission meeting in May.**
 - **Director Kahn thanked Mrs. Johnston for her hard work filling and coordinating summer school assignments.**
 - **Director Kahn also expressed his gratitude to Ms. Younan for effectively conducting the Custodian performance test.**

- **Director Kahn informed the Personnel Commission about the successful virtual Classified School Employees Week celebration that took place on Wednesday, May 18, 2022. A raffle worth nearly \$2000 in prizes was held to express gratitude to the District classified staff. Fifty-eight employees were the lucky winners of various gift cards.**

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.

- **None**

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 contract negotiations between SEIU and the District.**
 - **Mr. Mock informed the Personnel Commission about facility transition of Santa Monica Alternative School House (SMASH) and Muir Elementary School due to water damages on their campus.**
 - **Mr. Mock shared the progress regarding time and motion studies focused on a workload for Custodians and campus security protocols for Campus Security Officers.**
 - **Mr. Mock informed the Personnel Commission about two new holidays that will be added to the 2022-2023 District Calendar – Cesar Chavez Day and Juneteenth National Independence Holiday.**
 - **Mr. Mock informed the Personnel Commission about SEIU, Local 99, Juneteenth Member Division Classified Employees annual celebration at LATTC.**
- **Board of Education Report**
 - **Dr. Kelly clarified the number of paid holidays on the District Calendar. Cesar Chavez Day will be observed the fourth Monday in March, and Juneteenth National Independence Holiday on June 19, 2023. Revisions to the 2022-2023 District Calendar will be presented to the Board of Education.**
 - **Dr. Kelly informed the Personnel Commission about the water intrusion issues at the Muir ES/SMASH campus. Students and personnel will have to be moved off the campus during the repairs and renovations. Most of the Muir ES students will be relocated to Will Rogers LC. The SAI program will be moved from Muir ES to McKinley ES, and the Special Education pre-school program will move to Washington West. SMASH will relocate to the Obama Center campus, which means that the high school programs will also have to be moved- mostly to Santa Monica College.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education public hearing on the local control countability plan as well as the local control funding formula 2022-2023 school year budget on June 23, 2022. The budget will be for a final adoption on June 30, 2022.**

- **Dr. Kelly notified the Personnel Commission about several administrative changes – Dr. Antonio Shelton and Dr. Steve Richardson will be assuming executive director positions supporting the Superintendent’s work with the District elementary and secondary schools.
Ms. Marae Cruce, a former house principal, was appointed as the new Principal of Santa Monica High School, and Ms. Martha Chacon, a former assistant principal, became the Principal of John Adams Middle School. Mr. Ryan Burke, a former principal of Will Rogers Learning Community, is the new Principal of Lincoln Middle School. Ms. Cynthia McGregory, a current principal of Franklin ES will assume a principalship at the Olympic High School and Adult School.**
- **Dr. Kelly expressed his gratitude to the District staff for completing a challenging school year assuring students’ safety and well-being during the in-person instruction.**

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>
Athletic Trainer	2
Campus Monitor	3
Children’s Center Assistant-1	1
Children’s Center Assistant-2	1
Instructional Assistant - Classroom	4
Paraeducator-1	1
Paraeducator-3	2
Senior Office Specialist	2

C.02 Advanced Step Placement:

Jessica Davidson in the classification of Instructional Assistant - Classroom at Range A-20 Step D

- C.03 Advanced Step Placement:
Kirsten Gilkes in the classification of Paraeducator 3 at Range A-28 Step D
- C.04 Advanced Step Placement:
Alexander Hernandez Cisneros in the classification of Custodian at Range A-26 Step C
- C.05 Advanced Step Placement:
Jennifer Jones in the classification of Senior Office Specialist at Range A-27 Step C
- C.06 Advanced Step Placement:
Mike Ramirez in the classification of Technology Support Assistant at Range A-40 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-06. 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 Personnel Commission’s Twelve-Month Calendar of Events:
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2022-2023
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

- No scheduling conflicts at this time.

- A.02 Classification Description Revision:
Paraeducator 1 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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

- A.03 Classification Description Revision:
 Paraeducator 2 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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

- A.04 Classification Description Revision:
 Paraeducator 3 within the Instructional Assistant and Paraprofessional Job 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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions of all three classification specifications within the Paraeducator series.
- The Every Student Succeeds Act (ESSA), which followed The No Child Left Behind Act, outlines specific criteria for paraprofessional minimum qualifications; hence, the current minimum qualifications allowing work experience to substitute for the education or passing of an exam are not allowed.
- Abilities were replaced with Core Competencies including more consistent language with CPR/First Aid certifications.

- A.05 Establish New Classification & Specification:
 Low Voltage Technician within the Operations Support 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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- Director Kahn provided a rationale for establishing this new classification.

- The Chief Operations Officer, Carey Upton, requested the development of a new classification that would be responsible for duties related to the installation, maintenance, and repair of low voltage, integrated systems such as fire alarms and security systems.
- Director Kahn recommended to place this classification on range A-47-above Senior Technology Support Assistant, yet below Network Engineer. It is aligned with Facility Technician, which is a classification within the Maintenance and Operations 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 19, 2022
 - June 2, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 2, 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
N/A		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 13, 2022, 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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

TIME ADJOURNED: 5:10 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.