



## **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 July 13 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**July 13, 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, July 13, 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: July 13, 2022**

It was moved and seconded to approve the agenda with an amendment – Agenda Item III.A.01 – Classification Description Revision - was postponed till the August 10, 2022 regular Personnel Commission meeting. The motion passed.

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

**G.06 Motion to Approve Regular Meeting Minutes: June 15, 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 June 15, 2022.
  - Training and Experience Evaluation was distributed for Library Assistant.
  - The Personnel Commission staff held written exams for Campus Monitor.
  - Oral exams were administered for Instructional Assistant – Physical Education, Laboratory Technician, Senior Buyer, and the Spanish speaking bilingual assessment.
  - Performance exams were held for Payroll Specialist.
  - Licenses were verified for the Licensed Vocational Nurse candidates.
  - Final selection interviews were held for Instructional Assistant – Classroom, the Paraeducator series, Custodian, and Campus Monitor.
  - Recruitments have been opened for Low Voltage Technician, Gardener, Lead Custodian, Athletic Trainer, and Certified Occupational Therapy Assistant.
  - Recruitments continue to be opened for Bus Driver, Campus Monitor, 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 28 claims since the last regular Personnel Commission meeting in June.

- **Director Kahn informed the Personnel Commission about the annual management retreat that will take place at the beginning of August. It is coordinated by the Educational Services Department.**

**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**
  - **None**
- **Board of Education Report**
  - **Dr. Kelly informed the Personnel Commission about recruitments and staffing for the upcoming school year.**
  - **Dr. Kelly provided an update regarding 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, some to Grant ES. 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 Personalized Project Learning, Olympic HS, the Independent Study, Off Campus Learning Center, and the Adult School will be moved to Santa Monica College.**
  - **Dr. Kelly informed the Personnel Commission about bringing the certificated Collective Bargaining Unit Agreement to the Board of Education regular meeting on July 21, 2022. It includes 10% salary increase.**

**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>
Campus Monitor	1
Custodian	15
Instructional Assistant - Classroom	5
Instructional Assistant – Physical Education	3
Payroll Specialist	3

### C.02 Advanced Step Placement:

Richard Taylor in the classification of Technical Theater Technician at Range A-37 Step D

### C.03 Advanced Step Placement:

Erin Urbina in the classification of Health Office Specialist at Range A-27 Step D

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-03. 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 Classification Description Revision:

Swimming Instructor/Lifeguard within the Instructional Assistant and Paraprofessional Job Unit

**It was moved and seconded to postpone Agenda Item III.A.01 to the next regular Personnel Commission meeting on August 10, 2022. The motion passed.**

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

## **REPORT AND DISCUSSION**

- N/A

### **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)
  - June 30, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - June 30, 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
N/A		

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

Wednesday, August 10, 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: 4:47 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.