



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**September 8, 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, September 8, 2021**, at **4:35 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, September 7, 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 4:31 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: September 8, 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: August 11, 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 informed the Personnel Commission about the District staff returning to the in-person office schedule as of August 23, 2021. The District staff is adhering to the safety protocols of masking, social-distancing, and participating in a weekly PCR testing.**
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since August. The exams and selection interviews are still conducted remotely via Zoom, with limited exceptions for specific performance exams such as Bus Driver, Custodian, and Gardener.**
  - **Since the last meeting, the Personnel Commission staff held several written exams for Campus Monitor on weekly to bi-weekly basis depending on the number of candidates available to test. Oral exams were administered for Health Office Specialist, Bilingual Community Liaison, Event Operations Specialist, Student Outreach Specialist, and the Paraeducator job series. Performance exams were conducted for Communication Specialist and Bilingual Community Liaison. Final selection interviews were held for Instructional Assistant – Classroom, Paraeducator, Communication Specialist, Gardener, Health Office Specialist, Senior Office Specialist, Campus Monitor, and Event Operations Supervisor.**
  - **New recruitments have been opened for Senior Office Specialist, Instructional Assistant – Music, Health Office Specialist, Production Kitchen Coordinator, Facilities Technician, Custodian, Physical Activities Specialist, and Administrative Assistant.**
  - **Campus Monitor, Bus Driver, and Paraeducator recruitments remain continuous.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 26 claims since the last regular Personnel Commission meeting in August. As a point of comparison, there were 34 EDD claims in August 2020 and 11 claims in August 2019.**
  - **Director Kahn updated the Personnel Commission on Mrs. Tarazi’s Personnel Commissioner appointment as it is continuously being reviewed by the State Superintendent of Public Instruction.**

#### **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 expressed their gratitude to the District staff for providing effective safety protocols and PCR testing for students to feel comfortable and safe being at school.**

#### **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, informed the Personnel Commission about the SEIU involvement with the opening of the new school year.**
  - **Mr. Mock notified the Personnel Commission about the challenges related to safety protocols, mandatory PCR testing, and vaccination requirements. The Union continues to negotiate with the District on the impact of those protocols and mandates.**
  - **Mr. Mock updated the Personnel Commission about the Union's election of the new bargaining team.**
  - **Mr. Mock informed the Personnel Commission about the Union's concern about workload, working-out-of-class, and overtime assignments for certain classifications like Custodian and Health Office Specialist.**

#### Board of Education Report

- **Dr. Kelly updated the Personnel Commission about the school year opening.**  
**School districts in California were given two options- for students either to return to in-person learning or enroll in an independent study. Currently, there are about 200 students K-12 in the independent program with 8 teachers who are providing instruction.**
- **Dr. Kelly informed the Personnel Commission about the District's steps to reduce risk of infection. On August 10, 2021, the Board of Education adopted a resolution with new requirements to assure students' safety. All District employees have to be vaccinated. They must notify the Human Resources department about their vaccination status and provide a copy of their vaccination card by October 1, 2021. The other requirement is for all staff to be tested on weekly basis. At the District Office, the testing takes place on Fridays.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education resuming their regular meetings in person. Based on the Brown Act, the Board members still have an option to participate on Zoom, but most of them are present at the District Office. The public can only access the meetings virtually. At the recent meetings, the most pressing agenda items are related to the school reopening, vaccination and testing mandates.**
- **Dr. Kelly updated the Personnel Commission on Malibu Unification including the preliminary report from the Los Angeles County Office of Education Committee on School District Organization. A public hearing**

will be held to consider a proposal from the City of Malibu council on September 18, 2021.

- Ms. Caldera inquired about receiving PCR test results. Dr. Kelly stated that employees will not receive the results unless they are positive.
- Ms. Tarazi asked about the vaccination mandate and the number of employees who have already provided their vaccination cards. Dr. Kelly informed the Personnel Commission about the process of providing the proof of vaccination to the Human Resources department. Employees can request a medical or religious exemption. The Human Resources department has received about 25 requests so far. Dr. Kelly stated that the District is in negotiations with SEIU to address the vaccine mandate implementation. He clarified that the negotiation process is not about changing the Board resolution in any way. The Board’s interest is the safety and wellbeing of students, employees, and 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
Campus Monitor	4
Communications Specialist	7
Event Operations Supervisor	6
Gardener	3
Health Office Specialist	2
Paraeducator-1	1
Paraeducator-3	2

C.02 Advanced Step Placement:

Calvin Dickerson in the classification of Physical Activities Specialist at Range A-28 Step C

- C.03 Advanced Step Placement:  
Heidi Dorn in the classification of Health Office Specialist at Range A-27 Step D
- C.04 Advanced Step Placement:  
Jerrel Hamilton in the classification of Paraeducator-1 at Range A-22 Step B
- C.05 Advanced Step Placement:  
Yvette Martin in the classification of Occupational Therapist at Range A-63 Step D
- C.06 Advanced Step Placement:  
Peter Mortensen in the classification of Sports Facility Attendant at Range A-26 Step D

**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		✓	✓			
Phillip Tate	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Personnel Commission Annual Report FY 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		✓	✓			
Phillip Tate	✓		✓			
vacant						

**REPORT AND DISCUSSION**

- Director Kahn provided an overview of the Personnel Commission main functions, core responsibilities, other activities, and accomplishments in accordance with Education Code 45266 and Merit Rule 2.4.2.
- Director Kahn highlighted the statistics for classification specification revisions, advanced step placement approvals, and recruitments.
- Regarding filled positions, the data is comparable with the previous year. Vast majority of these filled vacancies were within the Paraeducator job series, followed up with the Instructional Assistant series. Health Office Specialist classification was the third largest.

- Director Kahn updated the Personnel Commission on the number of EDD unemployment responses in the last fiscal year with a 97% increase over 2019-2020.
- Director Kahn presented the number of job applications reviewed and processed by the Personnel Commission staff with over 20% reduction in comparison to 2019-2020. More applications were received per recruitment; however, there were fewer recruitments opened last school year.
- Director Kahn introduced other notable activities and accomplishments in the Personnel Commission Office such as a pending new Personnel Commissioner appointment and salary realignments for Bilingual Community Liaison, Translator/Interpreter, Assistant Director, Fiscal Services, and Payroll Specialist.
- The Personnel Commission staff also conducted a classification study for Bilingual Community Liaison that resulted in a comprehensive revision to the job description, a salary realignment, and development of a method for distinguishing between levels of complexity for bilingual duties that can be applied to other classifications.
- Director Kahn presented a statistical summary of the Personnel Commission's commitment to diversity and gender equality.
- Commissioner Robinson inquired about the diversity of new hires. Since hiring is a function of the District, Dr. Kelly will present a report of staff diversity and how it correlates to the District student population.
- Ms. Tarazi asked about the ratio of applications received per an individual recruitment. Director Kahn provided a detailed rationale of how the numbers relate to the numbers of applications and open recruitments in the previous year. The Personnel Commission staff faces challenges with candidates who do not attend examinations and selection interviews for which they are scheduled or not accept offered positions after completing the selection process.
- Commissioner Tate inquired about the application increase due to a greater number of recruitments that draw larger number of applicants this year. Director Kahn explained several factors that affect the amount of received applications even for the same type of recruitments like for Instructional Assistant series due to the unique situation under the pandemic.

#### **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)
  - August 12, 2021
  - September 2, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - August 12, 2021
  - September 2, 2021
- 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>
TBD		

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

Wednesday, October 13, 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
vacant						

**TIME ADJOURNED: 5:13 p.m.**

Submitted by:

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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.