



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

September 9, 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, September 9, 2020**, at **4:30 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, September 8, 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 4:34 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 Stewart 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: September 9, 2020

It was moved and seconded to approve the agenda with an amendment – Agenda Item C.01 - approval of Personnel Eligibility List Extension for Custodian was removed. The motion passed.

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

G.06 Motion to Approve Minutes: August 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		✓	✓			

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 performs their duties remotely as well as in-person in the Personnel Commission Office based on a set schedule in order to adhere to all District’s health safety procedures.
 - Director Kahn informed the Personnel Commission about eight (8) current recruitments and additional four (4) being expected to open in near future.
 - Director Kahn noted that staff continues to convert existing exam materials to a digital format for remote testing. Staff is also creating physical abilities and work simulations to adequately assess candidates’ performance while following current safety guidelines.
 - Director Kahn informed the Personnel Commission about the Board of Education special meeting, held on August 25, 2020, to address the District’s anti-racism initiatives. The Personnel Commission participates in the commitment against racism providing equal employment opportunities based on the Merit System principles and striving for diversity within the candidate pool. The Personnel Commission is achieving these goals by specific recruitment methods of complimenting passive recruitment methods, such as posting on the Personnel Commission website and GovernmentJobs.com, with active methods of participating in job fairs, using targeted advertisement, and accessing professional networks. Also, assessment is a key strategy as staff insures that selection criteria are job related without imposing unnecessary requirements. Critical skills are assessed such as analytical ability and writing through direct measurement rather than

indirect indicators like education. Staff develops structured rather than unstructured assessment which improves consistency and minimizes the possibility that decisions will be influenced by unconscious bias about candidates. Assessment of supervisory abilities is also very deliberate focusing on supervisory potential rather than experience when appropriate.

- Commissioner Stewart inquired about the hire rate for the new school year. Director Kahn provided a list of classified positions that have been filled since July. Majority of the new employees are working remotely.

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.

- **None**

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
- **None**

Board of Education Report

- **Dr. Kelly reported on the District's activities and initiatives related to distance learning. The District is also actively preparing for future return of students to campuses.**
- **Dr. Kelly informed the Personnel Commission about the negotiated Memorandum of Understanding with the teachers' union. The Tentative Agreement was approved by the Board of Education at their regular meeting on August 13, 2020.**
- **Dr. Kelly reported on the Child Development Services program that was one of the programs most impacted in the District by school closures due to COVID-19 as it financially depends on parents' fees.**
- **Dr. Kelly stated that even though majority of the District staff continue to work remotely, key personnel have begun to work at the District Office and also at school sites following strict health protocols. The Los Angeles County Department of Public Health has provided the District with directives to fulfill in order to resume in-person instruction.**
- **Commissioner Tate inquired about the County's matrix for school re-opening.**
- **Dr. Kelly stated that the current statistics do not support in-person learning anytime soon.**

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):

<u>Classification</u>	<u># Eligibles</u>
Director, Purchasing	4

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Custodian	16
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- **List Extension for Custodian was removed from the agenda.**

C.02 Advanced Step Placement:

Marizol Bonilla in the classification of Paraeducator-3 at Range A-28 Step B

C.03 Advanced Step Placement:

Hector Hernandez in the classification of Carpenter at Range A-39 Step C

C.04 Advanced Step Placement:

Michael Marmolejo in the classification of Paraeducator-1 at Range A-22 Step B

C.05 Advanced Step Placement:

Tanya Willinger in the classification of Paraeducator-1 at Range A-22 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 (Approval of Classified Personnel Eligibility List for Director, Purchasing only) – C.05. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 New Classification:

Director, Risk Management within the Business and Fiscal Services job family

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

- Director Kahn provided a rationale for creating this new position. Risk management is responsible for creating, providing safety protocols and policies to control losses and promote safe, healthy, and secure learning and work environments. The risk management program was overseen by a Risk Manager until March 2020. A request to fill the position prompted staff to review the current classification specification. In analyzing the scope and level of responsibilities, staff determined that it is justified to establish a new classification of Director, Risk Management.
- Commissioner Robinson inquired about filling the vacancy of Risk Manager in addition to this new classification.
- Director Kahn stated that the position will not be filled, but he recommended to keep the classification for a certain amount of time before abolishing it, in order to assess the effectiveness of the new classification.

A.02 Classification Revision:

Buyer within the Business and Fiscal Services job family

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			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

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 the minimum qualifications are aligned within the series since the qualifications for education for Director, Purchasing were reduced from a Bachelor’s degree to an Associate’s degree. Hence, the minimum educational qualifications for the Buyer classification were also adjusted from an Associate’s degree to completion of high school or equivalent. In addition, clarifications regarding required knowledge and supervision were made. Abilities were replaced with Core Competencies.

- A.03 Second Reading of Changes to Merit Rules:
Chapter IV: Application for Employment
Chapter VI: Eligibility Lists
Chapter VIII: Employee Clearances

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			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- **Commissioner Robinson noted for the District to consider ways to notify candidates without compromising confidentiality in a timely fashion. No further edits to the rule are required.**

- A.04 Personnel Commission Annual Report FY 2019-2020

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			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

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 great number of filled positions for Paraeducator job series commending Ms. Younan who is in charge of Special Education recruitments.**
- **Director Kahn introduced the Personnel Commission Office structure including changes in personnel - Director Kahn has joined the Personnel Commission in August 2019, and Commissioner Tate was appointed in April 2020.**
- **Director Kahn presented a statistical summary of the Personnel Commission’s commitment to diversity and gender equality.**
- **Director Kahn stated that the Personnel Commission Annual Report will be submitted to the Board of Education upon approval by the Personnel Commission.**
- **Commissioner Robinson expressed her gratitude to the Personnel Commission staff for their hard work.**

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
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - August 13, 2020
 - September 3, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 3, 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: TBD	Commissioner Training	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 14, 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: 5:12 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.