



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **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 September 14 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**September 14, 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, September 14, 2022, at 4:37 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 4:37 p.m.**

**G.02 Roll Call: Commissioners Robinson, Tarazi, and Tate were present.**

**G.03 Pledge of Allegiance: Commissioner Tate 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 14, 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: August 10, 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 August 10, 2022.**
  - **Training and Experience Evaluation was distributed for Library Assistant.**
  - **The Personnel Commission staff held written exams for Campus Monitor, Technology Support Assistant, and Low Voltage Technician.**
  - **Performance exams were held for Gardener and Cafeteria Worker I.**
  - **Oral exams were administered for the Children’s Center Assistant series, Credential Analyst, the Paraeducator series, Physical Activities Specialist, Cafeteria Worker II, Technology Support Assistant, and Laboratory Technician.**
  - **Final selection interviews were held for Administrative Assistant, Technical Theater Technician, Instructional Assistant – Classroom, Physical Activities Specialist, Custodian, Instructional Assistant – Physical Education, Systems Analyst, Low Voltage Technician, and Credential Analyst.**
  - **Recruitments opened for Technical Theater Technician, Senior Administrative Assistant, Sports Facility Attendant, Cafeteria Worker I, and Campus Security Officer.**
  - **Recruitments continue to be open 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 16 claims since the last regular Personnel Commission meeting in August.**

- Director Kahn informed the Personnel Commission about the SEIU Collective Bargaining Unit being ratified by the Board of Education at their regular September 1, 2022 meeting. It included 10% base wage increase as well as a retroactive pay calculated to July 1, 2021. Additionally, Cesar Chavez and Juneteenth are now paid holidays added to the contract.
- Director Kahn expressed optimism regarding the salary increase as it will assist with recruitment efforts- both attracting more candidates as well as retaining current staff. This increase brings majority of classifications to a competitive market rate.
- Director Kahn informed the Personnel Commission about his involvement to discuss the Salary Survey results during the SEIU/District negotiations.
- Director Kahn reported to the Personnel Commission on the District's convocation that took place on August 15, 2022, at Santa Monica High School Greek Amphitheater.

**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, informed the Personnel Commission about the District's convocation and the SEIU, Local 99 Candidate Townhall meeting endorsing candidates who are currently campaigning for Board of Education seats.
  - Mr. Mock updated the Personnel Commission about the ratification of the tentative agreement between SEIU, Local 99 and the District that includes 10% base wage increase and two extra paid holidays, as well as the change of benefit providers from CalPERS to SISC.
  - Mr. Mock noted that there are still some classifications below the market value that will be adjusted in the next full contract negotiations with the District.
  - On behalf of SEIU, Mr. Mock expressed his gratitude to all unit members for their participation in voting, and to the health benefits committee for their dedication and hard work.
- Board of Education Report
  - None

**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	4
Children’s Center Assistant 1	2
Credential Analyst	7
Gardener	1
Instructional Assistant – Classroom	7
Instructional Assistant – Physical Education	1
Low Voltage Technician	1
Paraeducator 1	5
Paraeducator 2	3
Paraeducator 3	3
Physical Activities Specialist	2
Technical Theater Technician	1

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

Physical Activities Specialist	2
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- C.02 Advanced Step Placement:  
Michelle Fuller in the classification of Custodian at Range A-26 Step C
- C.03 Advanced Step Placement:  
Julianne Kluff in the classification of Instructional Assistant-Classroom at Range A-20 Step E
- C.04 Advanced Step Placement:  
Oscar Leon in the classification of Plant Supervisor at Range M-43 Step C
- C.05 Advanced Step Placement:  
Ismael Ortega Garcia in the classification of Licensed Vocational Nurse at Range A-36 Step F

- C.06 Advanced Step Placement:  
Mary Shalaby in the classification of Paraeducator 3 at Range A-28 Step D
- C.07 Advanced Step Placement:  
Gohartaj Veisi in the classification of Payroll Specialist at Range A-38 Step E
- C.08 Advanced Step Placement:  
Malcom West in the classification of Lead Custodian at Range A-31 Step C  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-08. 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 Annual Report FY 2021-2022  
**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**

- 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 shows a significant increase in comparison with the previous year.
- Director Kahn updated the Personnel Commission on the number of the unemployment insurance claims in the last fiscal year with a 63% decrease from FYI 2020-2021, yet a 161% increase in comparison with the pre-pandemic years.
- Director Kahn presented the number of job applications reviewed and processed by the Personnel Commission staff with reduction in comparison to FYI 2020-2021. Fewer applications were received per recruitment, even though there were more recruitments opened than the previous school year.

- Director Kahn introduced other notable activities and accomplishments in the Personnel Commission Office such as conducting a District-wide compensation study and classified employees' disciplinary hearings.
- Director Kahn presented a statistical summary of the Personnel Commission's commitment to diversity and gender equality.
- Director Kahn expressed his gratitude to the Personnel Commission staff for their hard work and dedication to the District.
- Commissioners Robinson and Tarazi expressed their appreciation of the Personnel Commission staff.

**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)
  - September 1, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - September 1, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2022 - 2023
- I.06 Board of Education Meeting Schedule
  - 2022 – 2023

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

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

Wednesday, October 12, 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:**

The Commission adjourned to closed session at **4:49 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Director of Classified Personnel

The Commission reconvened into open session at **5:39 p.m.** and reported on the following action taken in closed session: **The performance evaluation for the Director of Classified Personnel was delivered.**

**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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

**TIME ADJOURNED: 5:40 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.