



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 October 12 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, October 12, 2022**, at **4:32 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 4:32 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: October 12, 2022

It was moved and seconded to approve the agenda with an amendment to place Agenda Items III.A.01 – III.A.04 into the Consent Calendar. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: September 14, 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 September 14, 2022.**
 - **The Personnel Commission staff held written exams for Campus Monitor and Senior Administrative Assistant.**
 - **Performance exams were held for Plumber, Custodian, and Technical Theater Technician.**
 - **Oral exams were administered for the Paraeducator series, Instructional Assistant-Classroom, Instructional Assistant-Bilingual, Sports Facility Attendant, Bilingual Community Liaison, Library Assistant, Athletic Trainer, HVAC Mechanic, and the bilingual proficiency exam.**
 - **Final selection interviews were held for Technology Support Assistant, Cafeteria Worker I, Plumber, HVAC Mechanic, and Library Assistant.**
 - **Recruitments continue to be open for Campus Monitor, Instructional Assistant – Classroom, the Paraeducator series, Cafeteria Worker I, Laboratory Technician, Campus Security Office, and Bus Driver.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in September.**
 - **Director Kahn informed the Personnel Commission about ratification of the 10% base wage increase for all classified employees that took place in September.**
NEOGOV is being updated with the new salary schedules.
Director Kahn expressed his gratitude to Ms. Younan for updating the system.

- **Director Kahn informed the Personnel Commission about utilizing a new examination tool, MyInterview, for conducting one-way interviews. It allows candidates to access, and review interview questions. Then they record their responses to be reviewed by raters at a later date. It is an effective way to coordinate oral exams. This platform was successfully implemented during the Library Assistant recruitment. Director Kahn commended Ms. Caldera for working with MyInterview, designing the exam, and implementing the tool well. Commissioner Tarazi inquired about a potential unconscious bias while utilizing this platform. Director Kahn will welcome any research regarding this concern.**

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.

- **Commissioner Tate announced his intention to seek reappointment for another term.**

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 successful reinstating the Skilled Maintenance Worker position that was abolished a year ago. The Maintenance Department also hired another HVAC Technician.**
 - **Mr. Mock updated the Personnel Commission on the SEIU, Local 99, political initiatives related to the mid-term elections.**
 - **Mr. Mock announced walk-through with the Board of Education leadership to visit the Transportation, Maintenance and Operations departments on Thursday, October 20, 2022.**
 - **Mr. Mock updated the Personnel Commission on the continuous negotiations between SEIU, Local 99 and the District. The next meeting will take place on October 13, 2022.**
 - **Mr. Mock informed the Personnel Commission about open enrollment that will begin on October 31, 2022, and end on December 2, 2022.**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about changes in the District's medical program from CalPERS to Self-Insured Schools of California starting on January 1, 2023. Every District employee and retiree will meet with an American Fidelity representative to get enrolled into new medical and dental plans. The process will take place from October 31, 2022 till December 2, 2022.**
 - **Dr. Kelly announced celebrating this week as Week of the School Administrator expressing his gratitude to all District managers and certificated administrators for their hard work and leadership.**

Commissioner Robinson also thanked all District administrators for their dedication.

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	1
Cafeteria Worker I	3
Campus Monitor	6
HVAC Mechanic	1
Instructional Assistant – Bilingual	2
Library Assistant	8
Plumber	3

C.02 Advanced Step Placement:

Jillian Cipresso in the classification of Instructional Assistant - Classroom at Range A-20 Step E

C.03 Advanced Step Placement:

Sandra Cueva in the classification of Paraeducator-3 at Range A-28 Step C

C.04 Advanced Step Placement:

Natalie Fuentes in the classification of Instructional Assistant - Classroom at Range A-20 Step C

C.05 Advanced Step Placement:

Sarah Krenik in the classification of Occupational Therapist at Range A-63 Step D

C.06 Advanced Step Placement:

Anthony Richardson in the classification of Custodian at Range A-26 Step C

- C.07 Advanced Step Placement:
Aleah Zandi in the classification of Instructional Assistant - Classroom at Range A-20 Step C

Approval of Action Items:

These items were presented as part of the Consent Calendar.

- A.01 Certification from Another Class List: Library Assistant for Elementary Library Coordinator
- A.02 Classification Specification Revision:
Facilities Technician within the Operations Support Job Unit
- A.03 Classification Specification Revision:
HVAC Mechanic within the Operations Support Job Unit
- A.04 Classification Specification Revision:
Skilled Maintenance Worker within the Operations Support Job Unit
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-07 and III.A.01 - III.A.04 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

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 14, 2022

- October 6, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 14, 2022
 - October 6
- 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, November 9, 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: 4:55 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.