



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

October 13, 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, October 13, 2021, at 4:31 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, October 12, 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 Tate led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda: October 13, 2021**
It was moved and seconded to approve the agenda with an amendment – Agenda Item II.C.02 – Advanced Step Placement - was postponed till November 10, 2021. 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: September 8, 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 Board of Education’s Resolution to Require Covid-19 Vaccination of All District Employees, Universal Indoor and Outdoor Masking on District Campuses and Authorizing Additional Health and Safety Measures to Mitigate the Impact of Covid-19, Including Universal Masking and Regular Testing. All employees must show proof of vaccination or receive exemption by October 1, 2021.**
 - **Director Kahn stated that the overall number of employees affected by this mandate is significantly less than initially expected.**
 - **Director Kahn updated the Personnel Commission on his presentation to the Board of Education on September 22, 2021 regarding challenges with the Bus Driver recruitment.**
 - **Director Kahn informed the Personnel Commission about an article in October 12, 2021 Santa Monica Daily Press concerning the District staffing difficulties- both classified and certificated.**
 - **Director Kahn notified the Personnel Commission about a productive compensation study meeting with Dr. Kelly, Mr. Mock, and Mrs. Johnston identifying benchmark classifications as well as comparable agencies from which to collect salary data in the near future.**
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since September. The exams and selection interviews are still conducted remotely via Zoom.**
 - **Since the last meeting, the Personnel Commission staff held several written exams for Campus Monitor, Senior Office Specialist, and Technical Theater Technician.**
 - **Oral exams were administered for Administrative Assistant, Senior Administrative Assistant, Campus Security Officer, Health Office Specialist, the Paraeducator job series, and Sports Facility Attendant. Performance exams were conducted for Custodian and Cafeteria Worker I.**
 - **Final selection interviews were held for Instructional Assistant – Bilingual, Paraeducator, Student Outreach Specialist, Bilingual Community Liaison, Campus Monitor, Senior Administrative Assistant, Instructional Assistant – Classroom, and Custodian.**

- **New recruitments have been opened for Speech Language Pathology Assistant, Senior Buyer, the Children’s Assistant job series, Campus Security Officer, and Physical Activities Specialist. Instructional Assistant – Music recruitment was extended for an additional week.**
- **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 September. As a point of comparison, there were 77 EDD claims in September 2020 and 15 claims in September 2019.**
- **Commissioner Robinson inquired about a potential uptick in EDD claims as a direct result of the vaccine mandate. Director Kahn stated that the Personnel Commission will respond to the EDD requests providing them with facts about the employee’s status, but the staff has not been informed about the EDD’s approach or outcome of this type of claim.**
- **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. Several attempts to receive an update or a timeline were made by Director Kahn and Mrs. Tarazi to no avail.**

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 announced that she will seek a re-appointment for the next three-year 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 compensation study meeting with Director Kahn.**
 - **Mr. Mock updated the Personnel Commission on the challenges related to safety protocols and vaccination requirements. The Union has negotiated MOU with the District regarding the impact of those protocols and mandates.**
 - **Mr. Mock expressed the Union’s concerns about workload, working-out-of-class, and overtime assignments for custodians that were most impacted by the current mandates and health protocols. He thanked classified staff for their service and dedication to the District’s students under these difficult circumstances.**
 - **Commissioner Robinson inquired about the status of Custodian recruitment to secure permanent and also substitute employees.**

- Director Kahn stated that the Personnel Commission staff addressed the need for substitutes in spring 2021 in anticipation of school opening. The current recruitment resulted in 13 custodial candidates who successfully passed the examination process.
- Commissioner Tate inquired about the District's future plan in regards to increased number of custodial staff.

Board of Education Report

- Dr. Kelly updated the Personnel Commission about staffing level changes that are distinctly different from the pre-pandemic times, especially in health services. In addition, many part-time classified employees accepted working-out-of-class custodial assignments.
- Dr. Kelly has been in conversations with the Maintenance and Operation management about the staffing needs related to the enhanced cleaning practices that will remain in place.
- Dr. Kelly also addressed the District challenges securing substitutes for Paraeducator jobs as candidates who successfully complete the examination process are immediately moved into permanent positions.
- Mrs. Tarazi inquired about resources the District uses for custodial substitutes.
- Dr. Kelly explained that the District uses their own substitutes because the ones provided by outside agencies are not eligible for a permanent hire.
- Dr. Kelly updated the Personnel Commission on the vaccination mandate. He provided a sound rationale why the Board of Education was strongly in support of this mandate. The current protocol states that if employees are exposed, but vaccinated, they don't have to quarantine unlike the unvaccinated employees who have to quarantine, which is disruptive to teaching and learning. The same protocol applies to students 12 years old and older. Dr. Kelly provided a concrete example from Santa Monica High School how the vaccination status prevented a large number of students from being quarantined. Fortunately, there has not been an outbreak in the District since the beginning of the pandemic; just several positive cases.
- Currently, there are about 35 classified employees who choose not to get vaccinated. Unless they comply with the Board's resolution, they will be recommended for dismissal. They will receive a due process, which was outlined to SEIU.
- The Board of Education has been considering a resolution requiring student vaccination for all eligible students as it has been implemented in LAUSD and Culver City USD. In the meantime, Governor Newsom has already announced student vaccination requirement in California. The Board will continue discussing this issue at their future meetings.
- Dr. Kelly informed the Personnel Commission about Governor Newsom signing Assembly Bill 438, effective January 1, 2022, to change the classified layoff process aligning it with the certificated layoffs. He explained the challenges associated with the certificated layoff process. He expressed his concerns that the very same challenges will be present with the classified layoffs.

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>
Administrative Assistant	1
Cafeteria Worker I	4
Campus Monitor	9
Campus Security Officer	2
Health Office Specialist	4
Paraeducator-1	6
Paraeducator-3	7
Senior Administrative Assistant	2
Technical Theater Technician	8

C.02 Advanced Step Placement:

Simren Chawla in the classification of Occupational Therapist at Range A-63 Step C

C.03 Advanced Step Placement:

David Chiang in the classification of Assistant Director, Fiscal Services at Range M-62 Step E

C.04 Advanced Step Placement:

Vicente Diaz in the classification of Paraeducator-3 at Range A-28 Step B

C.05 Advanced Step Placement:

Glen Infuso in the classification of Director, Maintenance and Operations at Range M-65 Step C

C.06 Advanced Step Placement:

Brenda Miller in the classification of Health Office Specialist at Range A-27 Step C

C.07 Advanced Step Placement:

Lisa Monroe in the classification of Paraeducator-1 at Range A-22 Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01; 03-07. The Agenda Item C.02 has been postponed to November 10, 2021. 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 Adopt Resolution No. 21-01: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of November 1, 2021, through November 30, 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

- None

A.02 Certification from Another Class List: Event Operations Supervisor for Audience Services Coordinator

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		✓	✓			
Phillip Tate	✓		✓			
vacant						

REPORT AND DISCUSSION

- **Director Kahn provided a brief rationale for the Certification of Event Operations Supervisor (EOS) for the Audience Services Coordinator (ASC) classification.**

- These two classifications are within the same job series- the Audience Services Coordinator is below the Event Operations Supervisor.
- Since an eligibility list was established for Event Operations Supervisor and the EOS's scope of duties and responsibilities extend beyond the scope of ASC, it is appropriate to use it in order to fill the ASC vacancy instead of opening a new recruitment.
- Based on canvassing the existing EOS list, several candidates expressed interest in being considered for ASC position.

A.03 Authorize Emergency Extension of Limited-Term Assignments: Implementing Health and Safety Protocols to Respond to Ongoing COVID Pandemic

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		✓	✓			
Phillip Tate	✓		✓			
vacant						

REPORT AND DISCUSSION

- Director Kahn defined Limited Term based on California Education Code §45286. The code authorizes an extension of one (1) year if there is an emergency. Such an emergency was declared by Governor Newsom allowing the District to establish limited term positions for an entire school year.
- These positions provide support for Covid-19 measures:
 - Instructional Assistant
 - Campus Monitor
 - Physical Activities Specialist
 - Senior Office Specialist
 - Cafeteria Worker
 - Custodian

A.04 Classification Specification Revision:
Bus Driver within the Operations Support Unit

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		✓	✓			
Phillip Tate	✓		✓			
vacant						

REPORT AND DISCUSSION

- Director Kahn provided a brief rationale for the revisions as another way to address the difficulties with this continuous recruitment due to a nationwide Bus Driver shortage.

- The Education and Experience requirements were revised to desirable rather than required for high school education and professional school bus driving experience in order to remove barriers for newly licensed candidates who will have an opportunity to gain more professional experience.
- All California state required licenses, endorsements, and other requirements remain.

A.05 Classification Specification Revision:
 Special Education Specialist within the Office Technical and Business Services Unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.05 as submitted. The motion passed.

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

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 Representative Duties include working with CALPADS data. In addition, the minimum educational qualifications were broadened to strong administrative experience rather than having a specific experience managing contracts. This also has the benefit of being eligible to run the recruitment as promotional only for current District employees.

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 22, 2021
 - October 7, 2021

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 22, 2021
 - October 7, 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:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 10, 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.

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

TIME ADJOURNED: 5:44 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.