



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

October 14, 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, October 14, 2020**, at **4:34 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 13, 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

G.05 Motion to Approve Agenda: October 14, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.

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.

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

G.06 Motion to Approve Minutes: September 9, 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.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 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 opening of the Director, Risk Management recruitment led by Ms. Clare Caldera, Personnel Analyst.
 - Director Kahn reported the Personnel Commission about scheduling examination dates for Health Office Specialist, Elementary Library Coordinator, Custodian, Gardener, Paraeducator-1,2,3, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Translator/Interpreter, Buyer, Administrative Assistant, and Senior Network Engineer. Director Kahn expressed his gratitude to his staff for their diligence and hard work.
 - Director Kahn updated the Personnel Commission on staff processing a large volume of unemployment claims for classified and non-merit employees. In the last fiscal year, from July 1, 2019 to October 14, 2019, the Personnel Commission Office received and processed forty-seven (47) claims in comparison to two hundred and thirty-three (233) for the same period this year. Director Kahn acknowledged Ms. Julie Younan, Human Resources Technician, for playing an instrumental role in the process by distributing and reviewing these claims for accuracy as well as providing feedback. She identified a number of fraudulent claims. She has informed the effected employees assisting them with filling the appropriate documentation, so that they could take the necessary actions to prevent further harm from this identity theft.
 - Director Kahn was pleased to announce that several classified employees, who were impacted by the recent layoffs, found promotional employment opportunities within the District or have been placed on

active eligibility lists. Several Children's Center Assistants have become Paraeducators with higher pay and more work hours.

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, the Chief Steward, informed the Personnel Commission about the Memorandum of Understanding between SEIU and the District, signed on October 13, 2020. The negotiation team continues their work with the District regarding the future school re-opening.**
 - **Mr. Mock updated the Personnel Commission with initiatives of the Special Education and Maintenance and Operations labor management teams to address safety protocols and additional training in preparation for school re-opening.**
 - **Mr. Mock informed the Personnel Commission about SEIU and the District collaboratively developing a plan to re-instate the Child Development Services program.**
 - **Mr. Mock notified the Personnel Commission about SEIU's initiatives in preparation for the upcoming elections.**

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 reported on the negotiated Memorandum of Understanding with SEIU, signed on October 13, 2020. Similar Memorandum of Understanding was signed with the teachers' union in August, and now a fifth addendum is ready for approval as discussions evolve around distance learning implementation.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education major action item to discuss a purchase of Santa Monica Hotel to become the new District Office next year. The detailed report will be given to the Board at their next regular meeting on October 15, 2020.**
- **Dr. Kelly encouraged the Personnel Commission to follow Dr. Drati's updates relative to distance learning and school re-opening plans presented at each Board of Education meeting as part of the Superintendent's Report. Dr. Drati will host two Town Hall Meetings to share the District school re-opening planning progress with the community on October 21, 2020 for secondary school, and on October 26, 2020 for elementary schools. Dr. Drati has made a similar presentation to the Special Education District Advisory Committee, Para-Teacher**

Association Executive Board, Health and Safety District Advisory Committee, and District English Learner Advisory Committee.

- **Dr. Kelly encouraged the Personnel Commissioners to vote in the Santa Monica Board of Education election.**

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>
Elementary Library Coordinator	5
Health Office Specialist	4
Paraeducator-1	10
Paraeducator-2	1
Paraeducator-3	6

C.02 Advanced Step Placement:

Natasha Watson in the classification of Workability Assistant at Range A-33 Step D

C.03 Advanced Step Placement:

Annie Wong in the classification of Physical Therapist at Range A-63 Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.03. 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.

- **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
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - September 17, 2020
 - October 1, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 17, 2020
 - October 1, 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:

Tuesday, November 10, 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: 4:52 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.