



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 November 9 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

November 9, 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, November 9, 2022**, at **4:33 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 4:33 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: November 9, 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: October 12, 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 October 12, 2022.**
 - **The Personnel Commission staff held written exams for Campus Monitor.**
 - **Performance exams were held for Bilingual Community Liaison and Senior Administrative Assistant.**
 - **Oral exams were administered for Instructional Assistant-Classroom, Laboratory Technician, and Campus Security Officer.**
 - **Final selection interviews were held for Senior Office Specialist, Technical Theater Technician, Instructional Assistant-Classroom, Elementary Library Coordinator, Custodian, Laboratory Technician, the Paraeducator series, Cafeteria Worker I, Bilingual Community Liaison, and Library Assistant.**
 - **In addition to opening new recruitments, all the continuous recruitments were re-opened to reflect the new salary schedules.**
 - **Since the October 12 regular meeting, the following recruitments have been opened: System Analyst, the Children’s Center Assistant series, Laboratory Technician, Instructional Assistant – Physical Education, Physical Activities Specialist, Administrative Assistant, Skilled Maintenance Worker, Senior Office Specialist, Instructional Assistant – Bilingual, Senior Buyer, Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, 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 6 claims since the last regular Personnel Commission meeting in October. Director Kahn participated in an EDD appeal hearing.**
- **Director Kahn informed the Personnel Commission about an increase in employment verification processing due to Federal Student Loan Forgiveness Program.**
- **Director Kahn informed the Personnel Commission about Ms. Caldera, in a role of the past president of the Personnel Testing Council of Southern California, coordinating their annual conference titled “The Inside-out Approach to Innovation in Workplace Wellness.”**

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 Tarazi expressed her appreciation regarding the Bus Driver recruitment.**
- **Commissioner Robinson expressed her gratitude to the Personnel Commission staff for their hard work and dedication.**

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, notified the Personnel Commission about the SEIU, Local 99, district division meeting and leadership summit on November 17, 2022 in the Bonaventura hotel.**
 - **Mr. Mock updated the Personnel Commission on the SEIU, Local 99, political initiatives related to the mid-term elections.**
 - **Mr. Mock informed the Personnel Commission about the Special Education labor management team working on resolution of safety and training issues, as well as creating a paraeducator newsletter.**
 - **The Maintenance and Operation labor management team is dealing with issues regarding the HVAC Technician and Custodian positions. The team is also focused on resolving specific A/C matters at various school sites and kitchens.**
 - **Mr. Mock updated the Personnel Commission on the continuous negotiations between SEIU, Local 99, and the District. The next meeting will take place on November 10, 2022.**
 - **Mr. Mock reported on the successful walk-through the Transportation, Maintenance and Operations departments and Will Rogers Learning Community with the SEIU, Local 99, leadership and stewards on Thursday, October 20, 2022.**
- **Board of Education Report**
 - **Dr. Kelly informed the Personnel Commission on the negotiation process called interest-based bargaining. The fundamental premise of this**

bargaining strategy is focusing on resolving the issues, not the people, which helps the tone of the negotiations to be positive, professional, and collaborative.

- Dr. Kelly stated that based on the mid-term elections, the Board of Education will receive two new board members. Ms. Laurie Lieberman and Mr. Richard Tahvildaran-Jesswein have been re-elected. The new elects, Ms. Stacy Rouse from Malibu and Ms. Alicia Mignano, a Santa Monica resident, will start their appointments on December 9, 2022.
- Dr. Kelly updated the Personnel Commission about the open enrollment that includes 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 has been taking place from October 31, 2022, and it will be concluded on December 2, 2022.
- Dr. Kelly notified the Personnel Commission about the Superintendent's meetings with the SMASH/Muir ES community regarding the school renovations and expected return date to their campus.
- Dr. Kelly also informed the Personnel Commission about the Superintendent's initiative at Santa Monica High School to expand the master schedule in order to increase the number of class options for students.
- Dr. Kelly invited the Personnel Commission to a parent education program, "Fentanyl Explained," co-sponsored by several PTAs at John Adams Middle School on November 10, 2022, at 7:00 p.m.
- Dr. Kelly acknowledged Veterans Day, observed on November 11, 2022, commemorating and honoring the service of all U.S. veterans.
- Commissioner Robinson inquired about the new board members training. Dr. Kelly stated that the Superintendent and board leadership provide the training. Also, the District senior administration will meet with them explaining the District functions and operations. The Board of Education attends the California School Board Association annual meeting that usually takes place in January.
- Commissioner Tarazi ask if there have been any concerns during the open enrollment regarding the benefit vendor's provision for nonbinary employees. Dr. Kelly stated that there were no challenges as all the employee personnel data is pre-loaded from the District information system for the American Fidelity representatives during their meeting with the employees.

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> |
|-------------------------------------|--------------------|
| Bilingual Community Liaison | 2 |
| Campus Security Officer | 4 |
| Custodian | 12 |
| Instructional Assistant – Classroom | 10 |
| Laboratory Technician | 2 |
| Technical Theater Technician | 2 |

C.02 Advanced Step Placement:
Logan Fricke in the classification of Instructional Technology Support Assistant at Range A-40 Step C

C.03 Advanced Step Placement:
Jayon Randolph in the classification of Physical Activities Specialist at Range A-28 Step B

C.04 Advanced Step Placement:
Renee Rickard in the classification of Paraeducator-1 at Range A-22 Step D

C.05 Advanced Step Placement:
Urvashi Sumaria in the classification of Paraeducator-1 at Range A-22 Step C

C.06 Advanced Step Placement:
Joshua Walker in the classification of Paraeducator-3 at Range A-28 Step D
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-06. 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.

- 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)
 - October 20, 2022
 - November 3, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 20, 2022
 - November 3, 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, December 14, 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: 4:58 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.