



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**November 10, 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 **Tuesday, November 10, 2020**, at **4:32 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](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Monday, November 9, 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 4:32 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 Tate led all in attendance in the Pledge of Allegiance.**

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda: November 10, 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: October 14, 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 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 conducting the first in-person physical ability performance test for Custodian. Overall, the administration was a success as it yielded a large eligibility list to fill vacancies. Personnel Commission staff and raters were satisfied with the process as all safety protocols were adhered to. Director Kahn expressed his gratitude to Ms. Julie Younan, Human Resources Technician, and Operations staff for all their efforts and hard work making the exam successful.
  - Director Kahn stated that the Personnel Commission began administering remote written tests using a web-based platform. It was piloted with the Administrative Assistant recruitment. Remote testing offers candidates a great deal of flexibility, taking the test at their convenience. The current results demonstrate that it is comparable to administering the test in person.
  - Director Kahn informed the Personnel Commission about the District conducting final selection interviews for Director of Purchasing. Candidates were also certified out to fill the Senior Network Engineer vacancy.
  - Director Kahn reported on the progress of the Bilingual Community Liaison classification study. He met with the District administrators, the incumbents, and an SEIU representative to share his findings. The finalized report will come before the Personnel Commission in addition to any relevant action items. Commissioner Robinson inquired about the timelines for the final report. Director Kahn stated that it will depend on the stakeholders reviewing the outcome and the results of that study.

- **Commissioner Robinson asked about implementation of remote web-based testing after the pandemic. Director Kahn informed the Personnel Commission that large agencies, like the County of Los Angeles, use this practice and that the Personnel Commission will continue using remote testing after the pandemic.**

**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 Stewart announced that she will not seek re-appointment due to family obligations. She offered to serve on the Personnel Commission until a new Commissioner is selected.**
- **Commissioner Robinson expressed her gratitude for Commissioner Stewart's valuable service to the District.**

**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, thanked Commissioner Stewart for her valuable contribution and service.**
  - **Mr. Mock spoke about the current elections expressing his regret that Proposition 15 did not pass. In the local elections, SEIU endorsed Jon Kean and Maria Leon-Vazquez who were re-elected to the Board of Education. Ms. Jennifer Smith, a newly elected board member, will join the Board of Education next year. Mr. Oscar de la Torre, a former board member, was elected to the Santa Monica City Council.**
  - **Mr. Mock thanked Director Kahn for his expertise and hard work conducting the Bilingual Community Liaison classification study.**
  - **Mr. Mock updated the Personnel Commission with initiatives of the Special Education, Maintenance and Operations, and Transportation labor management teams to address specific protocols 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 reported to the Personnel Commission about SEIU's collaboration with SMMCTA and the District in preparation for future school re-opening.**
  - **Mr. Mock expressed his gratitude to Ms. Susan Bronstein, the District Nurse Coordinator, for her expertise and essential contribution in development of safety protocols and procedures as a member of the Emergency Operations Center.**

#### Board of Education Report

- **Dr. Kelly updated the Personnel Commission 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 informed the Personnel Commission about principals facilitating conversations with their staff and parent community with regard to information about school re-opening in a hybrid model that was provided at the two Town Hall Meetings in late October by Dr. Drati. There is no real consensus about how the hybrid model should be implemented as parents and teachers are greatly concerned, given the current public health climate with the infection rates raising.**
- **Dr. Kelly reported on the negotiations with the SMMCTA and SEIU about the Los Angeles County allowance for specific on-campus instruction. The District reached agreements on in-person athletic conditioning and returning Special Education programs in a phased approach at selected campuses. The District will also implement on-site distance learning hubs for English learners as well as for children of District employees.**
- **Commissioner Robinson inquired about live stream technology vendors' sale strategies. Dr. Kelly stated that the District is currently using a couple of live streaming programs called Swivl and Owl based on the Zoom platform.**
- **Dr. Kelly informed the Personnel Commission about the District preparing to request a waiver to allow in-person instruction for TK through second grade. Even if the District receives the waiver, the plan is to wait at least for two (2) weeks after winter break to see the infection rates and assess the situation based on scientific data, focusing on student and staff safety.**

#### **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>
Custodian	14
Elementary Library Coordinator	15
Health Office Specialist	3

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

Health Office Specialist	2
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C.02 Advanced Step Placement:

Jeffery Hanford in the classification of Paraeducator-3 at Range A-28 Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. 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)
  - October 15, 2020
  - November 5, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - October 15, 2020
  - November 5, 2020
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
  - 2020 - 2021
- I.06 Board of Education Meeting Schedule
  - 2020 - 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Tucker Eligibility	Commissioner Training/ Briefing	December 9, 2020

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

Wednesday, December 9, 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

**TIME ADJOURNED: 5:03 p.m.**

Submitted by:

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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.