



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 10 Personnel Commission meeting will be held virtually.

November 10, 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, November 10, 2021, 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, November 9, 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 4:34 p.m.

G.02 Roll Call: Commissioners Robinson and Tate were present.

G.03 Pledge of Allegiance: Commissioner Robinson led all in attendance in the Pledge of Allegiance.

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.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: November 10, 2021

It was moved and seconded to approve the agenda with an amendment – Agenda Item II. - Consent Calendar was placed after Agenda Item I.G.06. – General Functions: Motion to Approve Minutes. The motion passed.

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

G.06 Motion to Approve Minutes- Regular Meeting: October 13, 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						

Motion to Approve Minutes-Special Meeting: October 13, 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						

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):

Classification

Eligibles

Campus Monitor	1
Custodian	13
Facilities Technician	2
Instructional Assistant - Bilingual	4
Instructional Assistant - Classroom	5
Instructional Assistant - Music	5
Paraeducator-1	1
Paraeducator-3	2

Physical Activities Specialist	4
Physical Activities Specialist	2
Senior Office Specialist	8

- C.02 Advanced Step Placement:
Diana Bouchaaya in the classification of Communication Specialist at Range A-49 Step C
- C.03 Advanced Step Placement:
Esmeralda Careaga in the classification of Communication Specialist at Range A-49 Step C
- C.04 Advanced Step Placement:
Simren Chawla in the classification of Occupational Therapist at Range A-63 Step D
- C.05 Advanced Step Placement:
Justine Elitzur in the classification of Instructional Assistant - Classroom at Range A-20 Step C
- C.06 Advanced Step Placement:
Taj Leihua Hartley in the classification of Event Operations Supervisor at Range A-47 Step C
- C.07 Advanced Step Placement:
Bryant Heatherly in the classification of Technical Theater Technician at Range A-37 Step C
- C.08 Advanced Step Placement:
Bonnie Kung in the classification of Senior Administrative Assistant at Range A-38 Step C
- C.09 Advanced Step Placement:
Aneta Orlinski in the classification of Paraeducator-1 at Range A-22 Step D
- C.10 Advanced Step Placement:
Aida Suezo in the classification of Senior Office Specialist at Range A-27 Step D
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-10. The motion passed.

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

REPORT AND DISCUSSION

- **None**

I. GENERAL FUNCTIONS:

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 13, 2021. All the exams and selection interviews are still conducted remotely.
 - Oral exams were administered for Facilities Technician, Instructional Assistant – Music, Physical Activities Specialist, Instructional Assistant – Bilingual, Senior Office Specialist, Instructional Assistant – Classroom, Paraeducator-1,2,3, and Production Kitchen Coordinator.
 - Pre-recorded oral exams for Senior Buyer will be evaluated by subject matter experts in a near future. A new tool called One Way Interviewing is being piloted for this recruitment. Candidates are sent a link that allows them to access the oral exam questions in writing so that they can record their responses to the cloud.
 - Performance exam was conducted for Instructional Assistant – Music.
 - The Personnel Commission staff held written exams for Campus Monitor.
 - Final selection interviews were held for Bilingual Community Liaison, Technical Theater Technician, Facilities Technician, Physical Activities Specialist, and Paraeducator.
 - These recruitments have been re-opened: Speech Language Pathology Assistant for limited term work, the Children’s Assistant job series, Campus Security Officer on a continuous basis, Cafeteria Worker I, Custodian for substitute opportunities, and also Instructional Assistant – Classroom on a continuous basis.
 - A new recruitment was opened for Plant Supervisor.
 - 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 10 claims since the last regular Personnel Commission meeting in October. As a point of comparison, there were 33 EDD claims in October 2020 and 5 claims in October 2019.
 - Due to a staff member being on an extended medical leave, department’s duties have been redistributed related to recruitments, scheduling final selection interviews, processing EDD claims, and managing substitutes. Director Kahn sent all the best wishes of a speedy recovery to the staff member. He also expressed his gratitude to the rest of the team for being able to handle the increased work load.
 - Director Kahn informed the Personnel Commission about Ms. Caldera’s role in the Personnel Testing Council of Southern California annual conference.

- **Director Kahn notified the Personnel Commission about the progress on a compensation study. Preliminary findings will be shared with the compensation study committee on November 19, 2021.**
- **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 more attempts to receive an update or a timeline were made by Director Kahn, Mrs. Tarazi, and Mrs. Hatch 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 stated that she had submitted the re-appointment application 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
 - **None**

Board of Education Report

- **Dr. Kelly offered assistance with Mrs. Tarazi's appointment by contacting the District's general counsel for a legal advice.**
- **Dr. Kelly updated the Personnel Commission about the Educational Services report on Dashboard- a public report of various local and state educational indicators and goals achieved by the District- that was given to the Board of Education at their last regular meeting.**
- **Dr. Kelly updated the Personnel Commission on the vaccination mandate and the small number of classified employees who failed to provide the proof of vaccination to the District and will be given an opportunity to resign or be dismissed- in good standing. They will have re-instatement rights.**

Dr. Kelly explained how effective the vaccination mandate has been in keeping schools opened. The current protocol states that if employees are exposed, but vaccinated, they don't have to quarantine unless they are symptomatic. Dr. Kelly provided a concrete example from Santa Monica High School how the vaccination status prevented a large number of students from being quarantined.

- **Dr. Kelly informed the Personnel Commission about the Board of Education closely monitoring the Governor's initiative to make the Covid-19 vaccination a part of the mandatory vaccination for attending public and private schools.**
- **Dr. Kelly invited the Personnel Commission to view a public hearing on the Malibu Unification that will take later in the evening via Zoom.**
- **Dr. Kelly expressed his gratitude to Director Kahn and Ms. Younan who promptly provided him with an essential document needed in a deposition.**

- Mrs. Tarazi inquired about quarantine protocols for middle-school students. Dr. Kelly provided a detailed explanation of health department protocols for specific quarantine types and their implementations by the District. He also addressed the District's student and staff testing.

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

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 21, 2021
 - November 4, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 21, 2021
 - November 4, 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, December 8, 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: 5:05 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.