



## **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 December 14 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**December 14, 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, December 14, 2022**, at **4:32 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 4:32 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: December 14, 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: November 9, 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 November 9, 2022.
  - The Personnel Commission staff held written exams for Campus Monitor, Administrative Assistant, Senior Office Specialist, and Skilled Maintenance Worker.
  - Performance exams were held for Administrative Assistant.
  - Oral exams were administered for Instructional Assistant-Classroom, the Paraeducator series, Senior Administrative Assistant, Instructional Assistant-Bilingual, HVAC Technician, Physical Activities Specialist, and Instructional Assistant – Physical Education.
  - Final selection interviews were held for Campus Monitor, Physical Activities Specialist, Instructional Assistant-Classroom, the Paraeducator series, Senior Administrative Assistant, and HVAC Technician.
  - Since the November 9 regular meeting, the following recruitments have been opened: Swimming Instructor/Lifeguard, Facilities Technician, Speech Language Pathology Assistant, and Technology Support Assistant.
  - The Senior Buyer recruitment was moved from continuous to closed recruitment.
  - The continuous recruitments include 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 3 claims since the last regular Personnel Commission meeting in November.

- Director Kahn thanked the District Council of PTA for inviting him to participate in their holiday breakfast.
- Director Kahn informed the Personnel Commission about Dr. Drati accepting a Superintendent post at Bellflower Unified School District. Director Kahn expressed his appreciation for Dr. Drati's leadership and support of the Personnel Commission's role and the Merit System. He wished Dr. Drati all the best in his new endeavors.
- Commissioner Tate inquired about an open session for a classified employee disciplinary hearing and the procedures involved with it. Director Kahn explained the procedures for an open session hearing that will be structured as a Special Personnel Commission meeting open to the public.

Commissioner Tarazi inquired about the appellant's representation.

Mr. Mock stated that the appellant will have the Union representation.

Commissioner Tarazi inquired about the Bus Driver recruitment status and the salary for this classification in comparison with other public agencies. She also had a question about the required qualifications and licenses.

Director Kahn provided information regarding the current salary at the top step- using Accelerated Hiring Rate, and the comparison with several neighboring school districts and other public agencies that have their own Transportation departments.

Director Kahn stated that truck drivers and city bus drivers can qualify only if they obtain the school bus driver certification.

#### **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 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, reported on the SEIU, Local 99, district division training and leadership summit that took place on November 17, 2022 in the Bonaventura hotel.
  - Mr. Mock updated the Personnel Commission about the Maintenance and Operation labor management team successfully resolving various issues before they become grievances.
  - Mr. Mock also informed the Personnel Commission about the Special Education labor management team working on resolution of safety and training issues, as well as creating a quarterly paraeducator newsletter.
  - Mr. Mock updated the Personnel Commission on the continuous negotiations between SEIU, Local 99, and the District. The last meeting

took place on December 6, 2022 to discuss the Health and Welfare Benefits, Article 17.

- Mr. Mock mentioned Dr. Drati's new post as the Superintendent at Bellflower Unified School District wishing him all the best. He expressed his appreciation for Dr. Drati's leadership during the Covid-19 pandemic era.

**Commissioner Robinson joined the meeting at 4:38 p.m.**

- Board of Education Report
  - Dr. Kelly informed the Personnel Commission about the December 15, 2022 Board of Education meeting agenda. The Board will recognize Mr. Craig Foster, an outgoing Board Member, as he opted to not seek re-election. The Board will welcome Ms. Stacy Rouse and Ms. Alicia Mignano, who have been elected to fill Mr. Coleman and Mr. Foster's vacancies. The Board will elect a new president and a vice-president. The Board will also recognize Dr. Drati's contribution to the District. Dr. Kelly wished him all the best as Dr. Drati transitions into a new community. Dr. Kelly notified the Personnel Commission about the Board resolution relative to the Wong case, pertaining to a request for periodic payments. The District will seek a new trial as the evidence doesn't support the verdict. The Board will be approving District calendars for the next three (3) school years. There is also an action item relative to rectifying certain labels in certificated salary schedules in order to accurately report to the retirement system. The actual schedules were correct.
  - Dr. Kelly updated the Personnel Commission about the open enrollment for health benefits that was concluded on December 2, 2022. The health benefits will be in place for employees on January 1, 2023.
  - Dr. Kelly was pleased to announce 10 percent retroactive salary increase for classified employees that was distributed this week. He expressed his gratitude to Payroll, Fiscal, and Human Resources staff, as the process was very complicated, involving a very detailed and tremendous amount of work due to various aspects and employees' extra assignments. The retroactive pay was dated back to July 1, 2021.
  - Commissioner Tarazi inquired about the Board announcing the new interim superintendent. Dr. Kelly stated that there is a Board agenda item pertaining to the appointment on December 15, 2022.

#### **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>
Campus Monitor	3
HVAC Technician	1
Instructional Assistant - Classroom	2
Paraeducator 1	3
Paraeducator 3	1
Senior Administrative Assistant	2

### C.02 Advanced Step Placement:

Sahra Gul Kessenich in the classification of Instructional Assistant - Classroom at Range A-20 Step B

### C.03 Advanced Step Placement:

Sean Putzier in the classification of Technical Theater Technician at Range A-37 Step D

### C.04 Advanced Step Placement:

Timothy Trimble in the classification of Plumber at Range A-41 Step C

### C.05 Advanced Step Placement:

Cindy Villasenor in the classification of Custodian at Range A-26 Step C

### C.06 Advanced Step Placement:

Harelle Washington in the classification of HVAC Technician at Range A-41 Step C  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-06. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
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)
  - November 17, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - November 17, 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, January 11, 2023, 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: 5:12 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.