



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**August 11, 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, August 11, 2021, at 4:35 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 Tuesday, August 10, 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 4:35 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.**

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

- None

**G.05 Motion to Approve Agenda: August 11, 2021**  
**It was moved and seconded to approve the agenda as submitted. The motion passed.**

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

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.06 Motion to Approve Minutes: July 14, 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						

**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 informed the Personnel Commission about the District’s management retreat that took place on August 2 and August 3, 2021, for classified and certificated managers. The retreat’s focus was on diversity, equity, and inclusion. Attendees were assigned the book called “The Sum of Us” by Heather McGhee, in order to have a starting point in understanding how pervasive discriminatory practices are within entrenched economic and social systems, and the impact it has on a society at large, but also specifically on the District. Director Kahn thanked the District administration for their firm stand against racism and discrimination.**
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since July.**
  - **Since the last meeting, the Personnel Commission staff held bilingual exams, T&E for Event Operations Supervisor, and written exams for Administrative Assistant, Senior Administrative Assistant, and Campus Monitor.**  
**Oral exams were administered for the Paraeducator job series, Senior Buyer, Occupational Therapist, and Director of Maintenance and Operations.**  
**Performance exams were conducted for Communication Specialist, Gardener, Bus Driver, and both Administrative Assistant and Senior Administrative Assistant.**  
**There were also oral exams scheduled for Event Operations Supervisor, but they had to be postponed due to a rater’s unavailability.**  
**Final selection interviews were held for Technology Support Assistant, Physical Activities Specialist, Occupational Therapist, Paraeducator series, Bus Driver, Director of Maintenance and Operations, and Senior Office Specialist.**
  - **Director Kahn recognized a couple of promotions within the District. He congratulated Ms. Angelica Bustamante on her promotion from Cafeteria Worker I to Cafeteria Cook/Baker, and Ms. Corina Gutierrez who accepted a promotion from Children’s Center Assistant-2 to Paraeducator-1.**  
**New and continuous recruitments have been opened for Campus Monitor, Physical Activities Specialist, Cafeteria Worker I, Campus Security Officer, Technical Theater Technician, Sports Facility**

**Attendant, Paraeducator series, Bus Driver, Instructional Assistant-Classroom, and Instructional Assistant-Bilingual.**

- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 32 claims since the last regular Personnel Commission meeting in July. As a point of comparison, there were 49 EDD claims in July 2020 and 6 claims in July 2019.**
- **Director Kahn informed the Personnel Commission about Children's Center Assistant positions being filled based on the re-employment process. Last fall, 60 Children's Center Assistant employees were reduced, and 5 were re-hired in spring of the last school year. In the anticipation of the new school year, approximately 38 additional positions will be filled from the re-employment list- based on the nature of these positions and enrollment, which has been fluctuating. Director Kahn commended Ms. Cindy Johnston for her lead role in this process.**
- **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.**
- **Commissioner Robinson inquired about the number of recruitments as it pertains to the opening of the new school year and a possible hesitancy to work in-person. Director Kahn stated that some of the recruitments are continuous, so they are not strictly tied to the start of the new school year. Personnel Commission staff has faced some challenges with candidates declining the opportunities to participate at the selection interviews at a higher rate than in the past. Director Kahn agreed that there may be an anxiety over Covid-19 Delta variant.**

**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, Chief Steward, informed the Personnel Commission about the SEIU support and involvement with preparations for the new school year. On August 18, 2021, there will be trainings around safety protocols for school classified staff.**
  - **Mr. Mock informed the Personnel Commission about the Union's concern about workload, working-out-of-class, and overtime assignments for certain classifications like Custodian, Health Office Specialist, and Cafeteria Worker.**

- **Mr. Mock notified the Personnel Commission about the Board of Education Resolution to require Covid-19 vaccination of all District employees, regular staff and student testing, universal indoor and outdoor masking on District campuses and properties, as well as authorizing additional health and safety measures to mitigate the impact of Covid-19.**
- **Mr. Mock also updated the Personnel Commission about the SEIU, Local 99's staff actively supporting Governor Newsom. They are campaigning to vote "no" on the recall by opening phone banks and contacting members until the election date in September.**
- **Mr. Mock informed the Personnel Commission about the Classification and Compensation meeting scheduled for August 20, 2021, with Dr. Kelly and Director Kahn.**
- **Mr. Mock notified the Personnel Commission about SEIU's preparations for the new full contract negotiations with the District. Elections will be held to select new negotiation team members after the Labor Day holiday.**
- **Commissioner Tate thanked the District staff for taking all the necessary precautions and safety measures to ensure students' safety and well-being.**

Board of Education Report

- **None**

**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.

- **Ms. Caldera, Personnel Analyst, expressed her appreciation for the District's firm stand against racism and inequality.**
- **Ms. Caldera provided an update on Monitor and Bus Driver recruitments.**

**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	2
Director, Maintenance & Operations	5

Gardener	2
Occupational Therapist	11
Paraeducator-1	7
Paraeducator-2	1
Paraeducator-3	4
Senior Office Specialist	8
Technology Support Assistant	4

C.02 Advanced Step Placement:

Katherine Gershuni in the classification of Health Office Specialist at Range A-27 Step C

C.03 Advanced Step Placement:

Roshawnda Henderson in the classification of Health Office Specialist at Range A-27 Step D

C.04 Advanced Step Placement:

Monica Limon-Espana in the classification of Translator/Interpreter at Range A-34 Step E

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-04. The motion passed.**

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

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Accelerated Hiring Rate:

Bus Driver within the Operations Support Unit

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- Director Kahn provided a quick overview and a rationale for the Accelerated Hiring Rate for the Bus Driver classification. Historically, there has been difficulty of recruiting at the first step of the salary range.

The analysis included comparison not only with school districts with their own Transportation departments, but also with private school bus driving companies that even offer their bus drivers hiring bonuses. Hence, it is very difficult to compete with them.

- The recommendation is for Step F in order to attract more qualified candidates.
- Director Kahn stated that there are currently 19 employees in this classification with all but four (4) who are on the top step, so there would be a minimal fiscal impact on the department.
- Mr. Mock inquired about the Accelerated Hiring Rate being permanently in effect. Director Kahn stated that removing it would take a similar action as approving it and would be presented to the Personnel Commission as an Action Item. All the employees who were advantaged by establishing the Accelerated Hiring Rate would remain on the top step. The Accelerated Hiring Rate removal would be applicable only to incoming employees.

**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)
  - July 15, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - July 15, 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Personnel Commission Annual Report	Action Item	September 8, 2021

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
 Wednesday, September 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:**  
 The Commission adjourned to closed session at **5:10 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
 Title: Director of Classified Personnel

The Commission reconvened into open session at **5:41 p.m.** and reported on the following action taken in closed session: **The Director’s performance was discussed, completed, and given to him. No other action was taken.**

**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		✓	✓			
Phillip Tate	✓		✓			
vacant						

**TIME ADJOURNED: 5:41 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.