



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **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 March 9 Personnel Commission meeting will be held virtually.

**March 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, March 9**, at **4:33 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, March 8, 2022. 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 4:33 p.m.**

**G.02 Roll Call: Commissioners Robinson, Tarazi, 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: March 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: February 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		✓	✓			

**Motion to Approve Special Meeting Minutes: February 22, 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 February 9, 2022.
  - The Personnel Commission staff held written exams for Campus Monitor.
  - Oral exams were administered for the Paraeducator series, Health Office Specialist, Plant Supervisor, Cafeteria Worker II, Site Food Services Coordinator, Instructional Assistant – Classroom, Administrative Assistant, and the Spanish language proficiency exam.
  - Performance exams were conducted for Administrative Assistant and Cafeteria Worker I.
  - Final selection interviews were held for Elementary Library Coordinator, Campus Security Officer, Custodian, Senior Office Specialist, the

**Paraeducator series, Cafeteria Worker I, Plant Supervisor, and Physical Activities Specialist.**

- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in February. As a point of comparison, there were 20 EDD claims in February 2021. There were 10 claims in February 2020.**
- **Director Kahn informed the Personnel Commission about the department's recent strategy of implementing direct messaging campaigns for difficult recruitments such as Bus Driver. It has proved to be a successful approach in the Senior Buyer recruitment. Staff hopes that it is equally effective in System Analyst, Bus Driver, and upcoming Paraeducator campaigns.**
- **Director Kahn updated the Personnel Commission on the department's staff leaves of absence.**
- **Commissioner Tarazi commended staff for implementing new recruitment strategies and inquired about an outreach to passive candidates using social media and specialized professional agencies. Director Kahn provided examples of this kind of outreach by contacting former candidates, using social media (Facebook, Instagram) for broader job families such as clerical series as well as addressing professional organizations like CASBO.**

**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 Robinson expressed her compassion and solidarity with the Ukrainian people during these difficult times.**

**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, Local 99, activities and initiatives.**
  - **Mr. Mock also noted the bargaining teams focusing on safety protocols and negotiations.**
  - **Mr. Mock updated the Personnel Commission on SEIU's participation with the Director of Classified Personnel and the District administration generating a comprehensive salary study. The final report will be shared with all parties involved in the near future.**
  - **Mr. Mock informed the Personnel Commission about the March 9, 2022, Board of Education meeting regarding new masking requirements at school campuses and the District Office.**
  - **Mr. Mock noted SEIU's celebration of Women's History Month.**
  - **Mr. Mock expressed his support for Ukraine in their fight for freedom and democracy.**

#### Board of Education Report

- **Dr. Kelly informed the Personnel Commission about the District resolution relative to the new indoor masking requirements that will be presented to the Board of Education at the special meeting on March 9, 2022, for their consideration. The Superintendent will recommend that the indoor masking status is moved from “required” to “strongly recommended,” effective March 14, 2022. The resolution also includes the Superintendent’s authority to reinstitute the masking requirement if there is a surge of new Covid-19 cases.**
- **Even though the indoor masking will be optional, the District will continue providing high grade masks to students and staff.**
- **The weekly mandated PCR testing will remain in place at the District Office and school sites.**
- **Dr. Kelly stated that at the last Board of Education meeting, the Board had a presentation regarding changes to English honor classes, particularly at Santa Monica High School, to address issues of access and equity for all students who are interested in a higher-level English instruction.**
- **Dr. Kelly informed the Personnel Commission about the annual certificated staffing changes that were also presented and approved at the regular March 3, 2022, Board of Education meeting.**
- **Dr. Kelly noted that the classified employees’ layoff process currently mirrors the certificated one. There were no recommended layoffs of classified personnel for the 2022-2023 school year.**
- **Commissioner Tarazi inquired about the method of communication to students regarding the new indoor masking procedure.**
- **Dr. Kelly stated that the Superintendent has prepared guidance for staff to sensitively relay the message to students so that they are not feeling uncomfortable wearing or not wearing a mask.**
- **Dr. Kelly assured the Personnel Commission that the District will continue complying with the Los Angeles County Department of Public Health guidelines.**

#### **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**

**G.11 Personnel Commission Organization – Election of Personnel Commission Officers:**

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair by: Phillip Tate

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

**It was moved and seconded to elect Commissioner Robinson as the Personnel Commission Chair. The motion passed.**

b. Nomination of Vice-Chair by: Phillip Tate

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

**It was moved and seconded to elect Commissioner Tarazi as the Personnel Commission Vice-Chair. The motion passed.**

**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>
Cafeteria Worker I	2
Health Office Specialist	7
Instructional Assistant - Classroom	4
Paraeducator-1	2
Paraeducator-2	1
Paraeducator-3	1
Physical Activities Specialist	1
Physical Activities Specialist	4
Plant Supervisor	5

C.02 Advanced Step Placement:

Adianec Brooks in the classification of Paraeducator-3 at Range A-28 Step B

C.03 Advanced Step Placement:  
Kim Gayler in the classification of Instructional Assistant - Classroom at Range A-20 Step E

C.04 Advanced Step Placement:  
Jessica Hernandez in the classification of Bilingual Community Liaison at Range A-31 Step D

**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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

### **REPORT AND DISCUSSION**

- **None**

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Specification Revision:  
Technology Support Assistant 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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

### **REPORT AND DISCUSSION**

- **Director Kahn stated that none of the duties have been changed.**
- **The Minimum Qualifications are being streamlined by reducing required years of experience, establishing a single set of Education and Experience criteria, and placing emphasis on experience troubleshooting and providing technical support.**
- **Abilities were replaced with Core Competencies.**
- **The formatting was updated for consistency with other classification specifications.**

### **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)
  - February 17, 2022
  - March 3, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - February 17, 2022
- 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>
Adoption of Budget - Fiscal Year 2022-2023	First Reading	April 20, 2022

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

Wednesday, April 20, 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:**

The Commission adjourned to closed session at **5:13 p.m.** pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE**  
Employee #: TQ7792494

The Commission reconvened into open session at **7:00 p.m.** and reported on the following action taken in closed session:

- **No action was taken. The Closed Session was for discussion purposes only.**

**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: 7:00 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.