



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**July 8, 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 **Wednesday, July 8, 2020**, at **4:37 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, July 7, 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 4:37 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 Stewart led all in attendance in the Pledge of Allegiance.**

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

- None

**G.05 Motion to Approve Agenda: July 8, 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: June 10, 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.08 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 daily operation as staff continues to perform their duties remotely.**
  - **Director Kahn informed the Personnel Commission about the remote exam for Physical Therapist. It was a successful pilot in which the raters provided a positive feedback on a remote candidate engagement and the new remote rating system using Survey Monkey. He expressed his gratitude to Ms. Caldera for her contribution in the exam development and administration.**
  - **Director Kahn reported on Personnel Commission staff processing unemployment claims for classified employees from the Employment Development Department that has increased from 25 claims in spring 2019 to 279 claims this year. By providing accurate data in a timely manner to the EDD, the Personnel Commission staff prevents approving unemployment benefits for ineligible classified employees. Director Kahn expressed his gratitude to Cindy Johnston, Julie Younan, and Jana Hatch for completing these claims in an efficient manner. He also recognized Christine Garrett from the Human Resources department who processes certificated claims.**
  - **Director Kahn acknowledged the District staff's hard work in a preparation for the new school year.**

**G.09 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 extended her gratitude to the District staff for their dedication preparing several learning models for upcoming school year.**
- **Commissioner Stewart expressed her appreciation of Director Kahn and Ms. Caldera's effective approach and creativity in developing new**

examination processes in order to provide the District with the best candidates for the next school year.

#### **G.10 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, reported to the Personnel Commission on the classified employees' layoffs in the Child Development Services.**
  - **Mr. Mock informed the Personnel Commission about the Union's conversations with Superintendent Drati and the Senior Cabinet regarding classified employees' role in the various learning models proposed for the next school year.**
  - **Mr. Mock informed the Personnel Commission about rescinded layoffs for Lead Custodian positions being classified as essential.**
  - **Mr. Mock expressed his gratitude to Dr. Kelly and Director Kahn for their collaboration in resolving challenging issues.**

#### Board of Education Report

- **Dr. Kelly reported that the next fiscal year District budget was approved by the Board of Education on June 25, 2020. It included major reductions, mostly in the fiscal stabilization plan. The District expects a positive certification from the Los Angeles County Office of Education in the near future.**
- **Dr. Kelly informed the Personnel Commission about several town hall meetings with the community to discuss proposed learning models for the next school year. He provided a detailed description of each model. Model A represents opening the school year with students in physical classrooms. Model B represents a hybrid of physical and asynchronous learning. Model C represents a distance synchronous learning for all students.**

**Dr. Kelly stated that on July 16, 2020 the Board of Education will be presented with all three (3) models to choose the most suitable one under the current circumstances of increasing numbers of COVID-19 cases in the Los Angeles County.**

**Dr. Kelly also stated that in adopting of the state budget, Governor Newsom didn't implement some of the previously proposed reductions, but he set some expectations for opening of the new school year with the emphasis on in-person learning but not precluding the hybrid or distance learning models the District has developed. There is no significant financial impact since Santa Monica-Malibu is a Basic Aid School District. Commissioner Robinson inquired about a potential increase in state funding to implement these new educational models. Dr. Kelly replied that it partly depends on federal funding.**
- **Dr. Kelly concluded his report with the statement that all school districts are struggling with the same problems and questions as there is no clear direction from the state leadership.**

- **Commissioner Steward inquired about the first day of school. Dr. Kelly replied that it will not likely change as the state legislature still requires 180 days of instruction per school year.**

**G.11 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.

- **Mr. Eduardo Suaste, Lead Custodian, inquired about his employment status. Dr. Kelly explained that the state legislature precluded school districts from laying off employees in what they deemed as essential classifications. Dr. Kelly suggested to Ms. Suaste that he contact him directly to discuss further.**

**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>
Physical Therapist	3

<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	✓		✓			

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

**REPORT AND DISCUSSION**

- **None**

**C.02 Advanced Step Placement:**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Health Office Specialist within the instructional assistant and paraprofessional 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			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

**REPORT AND DISCUSSION**

- Commissioner Tate inquired about the extent and nature of the revisions.
- Director Kahn clarified that the majority of the revisions involve formatting in order to be consistent with contemporary standards. The most significant content changes are within the minimum qualifications as language referencing certification is redundant since it is already listed as an additional requirement. Additionally, specific areas of experience are now included as part of the minimum qualifications.
- Director Kahn stated that this is a critical classification for school reopening.
- Director Kahn drew attention to replacement of Abilities with Core Competencies as they are a more contemporary method for conducting evaluations in the exam process focusing on candidates’ specific traits. Abilities have a lot of overlap with Knowledge.
- Commissioner Robinson inquired about recruiting for this position at this time. Director Kahn confirmed that these revisions were implemented in anticipation of an upcoming recruitment.

**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.

D.01 First Reading of Changes to Merit Rules - Chapter XIII: *Seniority, Layoff, Displacement and Reemployment*

## **REPORT AND DISCUSSION**

- Commissioner Robinson presented the background information to proposed changes to chapter XIII: *Seniority, Layoff, Displacement and Reemployment*, Rule 13.2.1: *Procedure of Employee Layoff*. This rule contains details about when an employee, being laid off, receive their notice in accordance with Education Code 45117, which has not been revised since 2010. The Education Code used to require employees to receive their notice no less than forty-five (45) days prior to the effective date of their layoff. The Education Code was amended in 2012, and as of January 2013, it requires no less than sixty (60) days' notice. Hence, all references to a forty-five (45) day notice in Rule 13.2.1 have been revised to a sixty (60) day notice.
- Director Kahn stated that the District has been in accordance with the Education Code, but the Merit Rule has not reflected it.

### **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)
  - June 25, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - June 25, 2020
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2019 - 2020
- I.06 Board of Education Meeting Schedule
  - 2019 – 2020

### **VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Commissioner Training/Briefing: TBD	Commissioner Training	TBD

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

Wednesday, August 12, 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:**

The Commission adjourned to closed session at **5:20 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 **5:48 p.m.** and reported on the following action taken in closed session:

- **No report**

**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			✓			
Maria Stewart	✓		✓			
Phillip Tate		✓	✓			

**TIME ADJOURNED: 5:48 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.