



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**July 14, 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, July 14, 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](mailto:jhatch@smmusd.org) no later than 5:00 p.m. on Tuesday, July 13, 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.**

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

- None

**G.05 Motion to Approve Agenda: July 14, 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:** June 9, 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 updated the Personnel Commission on recruitments and exams since June.**
  - **Since the last meeting, the Personnel Commission staff held a performance exam for Gardener, and a written exam for Bilingual Community Liaison.**  
Oral exams were administered for Physical Activities Specialist, Instructional Assistant-Bilingual, Manager of Sustainability, Technology Support Assistant, Bus Driver, and Senior Office Specialist.  
Final selection interviews were held for Administrative Assistant, Communication Specialist, Assistant Director of Fiscal Services, Custodian, Manager of Sustainability, and Instructional Assistant-Classroom.
  - **New recruitments have been opened for Student Outreach Specialist (promotional only), Occupational Therapist, Director of Maintenance and Operations, Gardener, Bus Driver, and Communication Specialist.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office.** They have processed 79 claims since the last regular Personnel Commission meeting in June. As a point of comparison, there were 168 EDD claims in June 2020 and 22 claims in June 2019.  
Director Kahn commended the Personnel Commission staff for their hard work and dedication completing these claims, especially Ms. Younan who has been in a frequent contact with the EDD Office providing a great insight into the established processes.
  - **Director Kahn informed the Personnel Commission about classified staffing for the new school year for Campus Monitor, the Instructional Assistant job family, the Paraeducator series, Bilingual Community Liaison, and positions in the Food and Nutrition Services.** Children’s Center Assistant positions are also being filled based on the re-employment 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.** He assured her that there is nothing specific delaying the process.  
Director Kahn thanked her for her patience and dedication attending the monthly meetings in an unofficial capacity.

#### **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, updated the Personnel Commission with initiatives of the Special Education, Maintenance and Operations, and Transportation labor management teams to address training and staffing for the next school year.**
  - **Mr. Mock informed the Personnel Commission about SEIU's role in the District's focus on implementing a safety protocol for classified employees.**
  - **Mr. Mock also updated the Personnel Commission on SEIU's initiative to encourage staff getting vaccinated against COVID-19.**

#### Board of Education Report

- **Dr. Kelly updated the Personnel Commission about staffing for the next school year.**
- **Dr. Kelly informed the Personnel Commission about summer school. The elementary intensive summer school and science and math program will end on July 16, 2021. The secondary high school get ahead and credit recovery programs will finish on July 23, 2021. The Special Education Department is conducting certain special institutes in the coming weeks.**
- **Dr. Kelly provided a detailed update on new school year preparations. Students will continue to wear masks, go through screening upon arrival, and follow established safety protocols. There is no longer a requirement of three (3) feet distancing on school campuses. The District will continue adjusting the safety protocols based on the California and the Los Angeles County Departments of Public Health guidelines. The District's primary goal is to have students returning for in-person instruction. The alternative to the in-person instruction is under the state independent study program model.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education approval of the next fiscal year budget and the Local Control and Accountability Plan at the regular meeting on June 24, 2021.**
- **Commissioner Robinson inquired about guidance from the state of California regarding any threshold that would result in remote learning.**
- **Dr. Kelly stated that the District has not received information about any criteria that would re-institute remote learning only.**

**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>
Assistant Director, Fiscal Services	8
Instructional Assistant - Bilingual	8
Manager, Sustainability	8
Paraeducator-1	2
Physical Activities Specialist	4

C.02 Advanced Step Placement:

- None

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

- 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)
  - June 24, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - None
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2020 - 2021
- I.06 Board of Education Meeting Schedule
  - 2020 – 2021

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Public Employee Performance Evaluation: Director of Classified Personnel	Closed Session	August 11, 2021

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

Wednesday, August 11, 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 **4:57 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 **5:21 p.m.** and reported on the following action taken in closed session: **no 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: 5:21 p.m.**

Submitted by:

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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.