



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 December 8 Personnel Commission meeting will be held virtually.

**December 8, 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, December 8, 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, December 7, 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, Tarazi, and Tate were present.**

**G.03 Pledge of Allegiance: Commissioner Tarazi 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:** December 8, 2021

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 Minutes:** November 10, 2021

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 welcomed Commissioner Tarazi to the Personnel Commission.**
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on November 10, 2021. All the exams and selection interviews are still conducted remotely.**
  - **Oral exams were administered for Special Education Specialist, the Paraeducator series, and bilingual – Spanish across classifications.**
  - **Performance exam was conducted for Administrative Assistant.**
  - **The Personnel Commission staff held a written exam for Campus Monitor.**
  - **Final selection interviews were held for Senior Office Specialist, Production Kitchen Coordinator, Instructional Assistant – Classroom, Campus Monitor, and Special Education Specialist.**
  - **These recruitments have been re-opened: Senior Office Specialist, Health Office Specialist, Technology Support Assistant, Cafeteria Worker-2, Campus Monitor, Campus Security Officer, Instructional Assistant – Classroom, Bus Driver, Speech Language Pathology Assistant, and Paraeducator-1,2,3.**
  - **Oral exam for Custodian has been scheduled for December 9, 2021.**
  - **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. As a point of comparison, there were 117 EDD claims in November 2020. Many of these claims were EDD audits that are now processed by the Fiscal Services staff. There were 7 claims in November 2019.

- Director Kahn reported that there was an agreement between the District and SEIU to provide former employees dismissed for not complying with vaccination mandate with six-month opportunity to be reinstated if they provide proof of vaccination. These employees will have the opportunity to be considered for reinstatement until May 19, 2022. Outside of this agreement, employees typically need to voluntarily resign in order to have access to reinstatement.
- Director Kahn updated the Personnel Commission on staff processing employment verifications. They complete approximately 300 documents in a year.
- Director Kahn notified the Personnel Commission about the progress on a compensation study. Preliminary findings were shared with the compensation study committee on November 19, 2021. The next meeting regarding comparison of benefits is scheduled for February 2022. He expressed his gratitude to Ms. Caldera and Ms. Younan for their continuous contributions to the project.
- Commissioner Tate inquired about the status of the additional positions supporting the Covid-19 modified quarantine protocols. Director Kahn clarified that these positions, mainly Senior Office Specialist classification, are assisting with contact tracing and related clerical duties.

#### **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.

- **Commissioners Robinson welcomed Commissioner Tarazi to the Personnel Commission.**

#### **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
  - **None**

Board of Education Report

- **Dr. Kelly welcomed Commissioner Tarazi to the District and extended his congratulations.**
- **Dr. Kelly acknowledged and thanked Santa Monica High School staff for successfully executing an effective plan to keep students safe from a violent threat against the student population.**
- **Dr. Kelly stated that on November 18, 2021, the Board of Education took action to release 13 classified employees who didn't comply with the vaccination status. The District fulfilled the agreement with SEIU in terms**

of the process. Dr. Kelly was pleased to report that over 1520 employees are vaccinated, and that there are a very few positive cases.

- Dr. Kelly informed the Personnel Commission about the Board of Education meeting on December 16, 2021 where the Fiscal and Business Services staff will present the First Interim Budget Report.
- The Board of Education will also take up a discussion item related to SB442, a new legislation about district-based voting as community members in Santa Monica and Malibu filed a petition to enact their own map dividing SMMUSD into seven voting districts.
- Commissioner Robinson expressed her gratitude to Santa Monica High School staff for addressing the violent threat protecting students from harm.
- Commissioner Tarazi inquired about the effects of SB442.
- Dr. Kelly clarified that the legislature gives the County Commission on School District Reorganization the authority to change the voting structure for school district elections. If they find that the current system is not in line with the expectations of the California Voting Rights Act, they can order a change in the election process.
- Commissioner Tate inquired about the percentage of student body being vaccinated.
- Dr. Kelly stated that at this time parents have voluntarily provided the vaccination status on Lintelio, the screening and vaccination status application. The District is developing a process how to obtain specific student vaccination data.  
The California administrative record system keeps vaccination records.
- Commissioner Robinson inquired about the District's release of survey results regarding a mandatory student vaccination and modified quarantine.  
The results will most likely be shared at the regular BOE meeting on December 16, 2021.
- Dr. Kelly informed the Personnel Commission about Providence St. John's Health Center conducting a drop-in vaccination clinic on Friday, December 10, 2021 for District employees to get the booster.

#### **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	2
Paraeducator-3	2
Production Kitchen Coordinator	2
Special Education Specialist	4

C.02 Advanced Step Placement:  
Kenny Butler in the classification of Paraeducator-3 at Range A-28 Step C

C.03 Advanced Step Placement:  
Teresa Caceres-Navarrete in the classification of Instructional Assistant - Classroom at Range A-20 Step D

C.04 Advanced Step Placement:  
Keara Finnell in the classification of Senior Office Specialist at Range A-27 Step C

C.05 Advanced Step Placement:  
Marc Johnson in the classification of Paraeducator-1 at Range A-22 Step D

C.06 Advanced Step Placement:  
Lori Whitesell in the classification of Audience Services Coordinator at Range A-40 Step B

C.07 Advanced Step Placement:  
Colbie Witherspoon in the classification of Instructional Assistant - Classroom at Range A-20 Step D

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-07. 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 18, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - November 18, 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:

Subject	Action Steps	Tentative Date
TBD		

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

Wednesday, January 12, 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:**

- 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: 5:08 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.