



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**December 9, 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, December 9, 2020**, at **4:36 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 8, 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 4:36 p.m.**

**G.02 Roll Call: Commissioners Robinson and Tate were present. Commissioner Stewart was absent.**

**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: December 9, 2020  
It was moved and seconded to approve the agenda as submitted. The motion passed.**

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

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:** November 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.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 the Personnel Commission Office operation as staff performs their duties remotely as well as in-person in the Personnel Commission Office based on a set schedule in order to adhere to all District’s health safety procedures.**
  - **Director Kahn informed the Personnel Commission about conducting oral examinations for Paraeducator series, Bus Driver, and Campus Security Officer. In addition, selection interviews for Instructional Assistant, Elementary Library Coordinator, and Director of Purchasing were also completed since the last regular Personnel Commission meeting.**  
**Director Kahn was pleased to announce the new Director of Purchasing, Ms. Kim Nguyen, a current Senior Administrative Assistant in the Business Office, who was working out-of-class in a Senior Buyer vacancy. He acknowledged the District’s support throughout the recruitment process.**
  - **Director Kahn mentioned that the new “Stay at Home” order has limited impact on the Personnel Commission’s daily operations. However, the practical, in-person exam for Custodian had to be rescheduled from December 14, 2020 to January 2021, given the infection rate is reasonable.**
  - **Director Kahn informed the Personnel Commission about his meetings with the District administrators and SEIU representatives regarding the Bilingual Community Liaison classification study. The final report will come before the Personnel Commission in addition to any relevant action items.**
  - **Director Kahn reported on the progress of the Personnel Commissioner recruitment. The application deadline is on January 11, 2021. Thanks to Ms. Gail Pinsker, the District PR Officer, a press release was distributed to Santa Monica and Malibu communities. In the meantime, Commissioner Stewart will serve as an interim Commissioner until the end of January.**
  - **Director Kahn recognized Ms. Caldera’s effort working with the Personnel Testing Council of Southern California. As a vice-president, she was responsible for coordinating their annual conference.**
  - **Director Kahn provided the Personnel Commission with very sad news about Ms. Carmen Larios, Fiscal Services Supervisor and colleague**

within the District community, who passed after a long, brave battle with cancer on December 6, 2020. Before her career with the District, she was a Santa Monica High School graduate. Carmen became a member of Human Resources in 2008 before promoting to management as Fiscal Services Supervisor. She was a very well known, liked, and respected member of the District community.

**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 sadness over Carmen's departure, extending her deep sympathy to Carmen's family on behalf of the Personnel Commission.**
- **Commissioner Tate also expressed sadness over Carmen's passing and shared his personal experience with loss.**

**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, expressed grief over Carmen's departure.**
  - **Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for future school re-opening.**
  - **The District has already implemented in-person instruction for certain Special Education programs and English learners.**
  - **Mr. Mock updated the Personnel Commission with initiatives of the Special Education, Maintenance and Operations, and Transportation labor management teams to address specific safety protocols in preparation for school re-opening.**
  - **Mr. Mock reported on SEIU's Negotiation Team agenda. Their next meeting will take place on December 18, 2020.**
  - **Mr. Mock informed the Personnel Commission about SEIU and the District collaboration in the re-hiring process of the Child Development Services employees.**
  - **Mr. Mock informed the Personnel Commission about the collaborative discussions with the District and Director Kahn regarding the Bilingual Community Liaison classification study. Mr. Mock was pleased with the results that will be presented to the Personnel Commission in the near future.**
  - **Mr. Mock commemorated Carmen Larios and her great contribution to the District as an employee as well as a SEIU steward. He expressed his gratitude for her important service, leadership, and dedication to SEIU and the District classified employees. He extended his deepest sympathy to Carmen's family.**
  - **Mr. Mock wished everyone peaceful, healthy, and restful holiday season and happy new year.**
  - **Commissioner Tate provided references to an organization called Our House that assists grieving families.**

- Board of Education Report
  - **Director Kahn presented a statement on behalf of Dr. Kelly:**  
 “I apologize for not being able to attend today’s Commission meeting. The Board of Education is holding a special meeting that includes a closed session, which conflicts with the Commission’s meeting. I want to thank Director Kahn for reading my report.  
 There are two key agenda items for today’s special Board meeting: 1) LCAP Budget Update, which is required to respond the State’s restructuring of the Local Control Accountability Plan, adopted last spring and 2) Board approve the District’s first interim budget report, which comes with a statutory deadline.  
 On Thursday, December 17, the Board will have a public discussion regarding reopening plans for SMMUSD schools. We invite you to watch the meeting. On Thursday, November 19, the Superintendent and staff did a presentation regarding three possible reopening options: 1) traditional hybrid, 2) hybrid with technology enhancements, and 3) distance learning plus (“+”). These are models that the Superintendent has shared with district staff, including teachers and parents.  
 The presentation was comprehensive and, because of time constraints, only allowed Board members to make preliminary comments. The Thursday, December 17 meeting includes a continuation of the Board’s previous agenda item. The Board will have ample opportunity to comment on the Superintendent and staff’s presentation and to provide guidance to staff about its reopening plans. Though not yet decided, the Superintendent is likely to recommend the distance learning + option for several reasons:
    - The current surge within Los Angeles County is of great concern. The gravity of the current trend works against re-opening for on-site/in-person instruction.
    - Despite valiant efforts to gain consensus between parents and teachers regarding the best reopening model, there is common understanding, but still a gap with regard to the best option. The Superintendent and staff are concerned that we will not have the staff necessary to implement a hybrid model.
    - The health trends are unstable. Opening in a hybrid, then closing because of new health concerns, is disruptive. The hybrid itself is disruptive and will likely result in students changing their teachers, which parents and teachers agree they don’t want.
    - The school sites believe when can find “+” activities that would meet student and parent interests for social-emotional experiences on-site/in-person with teachers.
    - Hybrid, and Distance Learning “+” require LA County to move to the “Red Tier.” There is no indication that the County will move anytime soon.
 The District has submitted a waiver request to resume instruction for grades TK – 2. If approved, these waivers would allow us to resume in-person/on-site instruction for these grades, even if we are still in the purple/top-tier. The District is having conversations with our bargaining units about implementation. We suspect that the approval process will slow down given the new health orders. We do not expect approval before

**Winter Break. Even if approved, it is uncertain if and how we will reopen, but we will continue to plan for doing so. Even with the new orders, the District continues to provide supervision hubs for students of District employees and English Learners. Interest is high, actual participation is low. Similarly, we have completed two (2) phases of a five (5) phase roll-out plan for resuming programs for students with special needs. Interest is high, actual participation is low. We are pleased that we have been able to re-employ laid off Child Development Services employees – certificated and classified – to staff the hubs. That is my report. I wish everyone a safe and peaceful Winter Break.”**

**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>
Paraeducator-1	6
Paraeducator-3	3
Senior Network Engineer	2

**C.02 Advanced Step Placement:**

Brandon Clarke in the classification of Paraeducator-1 at Range A-22 Step B  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. 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		✓	✓			
Maria Stewart						✓
Phillip Tate	✓		✓			

### **REPORT AND DISCUSSION**

- None

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

These items are presented for ACTION at this time.

#### A.01 Classification Revision:

Senior Buyer within the Business and Fiscal Services job family

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. 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		✓	✓			
Maria Stewart						✓
Phillip Tate	✓		✓			

### **REPORT AND DISCUSSION**

- **Director Kahn provided a brief background for the revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that the minimum qualifications are aligned within the series since the qualifications for education for Director, Purchasing were reduced from a Bachelor's degree to an Associate's degree. Hence, the minimum educational qualifications for the Senior Buyer classification were also reduced from an Associate's degree to completion of high school or equivalent. Minimum qualifications for experience were also adjusted from five (5) years to three (3) years. In addition, clarifications regarding required knowledge and supervision were made. Abilities were replaced with Core Competencies.**

### **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
  - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - November 19, 2020
- 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>
Tucker Eligibility	Commissioner Training/ Briefing	February 10, 2021

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

Wednesday, January 13, 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:**

- 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.**

<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	✓		✓			

**The meeting was adjourned in memory of Carmen Larios, Fiscal Services Supervisor, who passed away on December 6, 2020.**

**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.