



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**April 22, 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, April 22, 2020**, at **4:34 p.m.**, via Zoom.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments Section by submitting the "Request to Address" card before the Commission reaches that section of the 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 Appointment of Commissioner**  
**Commissioner Robinson announced Commissioner Tate's appointment by the State Superintendent of Public Instruction as of April 8, 2020. He will serve a three-year term till December 31, 2022. Commissioner Robinson welcomed him to the Personnel Commission and the District.**

**G.03 Roll Call: Commissioners Robinson and Tate were present.**

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

**G.04 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.05 Report from Closed Session:**

- **None**

**G.06 Motion to Approve Agenda:** April 22, 2020

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.07 - approval of the minutes of the regular March 11, 2020 meeting was postponed till May 13, 2020. The motion passed.

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

**G.07 Motion to Approve Minutes:** March 11, 2020

Approval was postponed till May 13, 2020

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 welcomed Commissioner Tate to the Personnel Commission.**
  - **Director Kahn updated the Personnel Commission on conducting recruitments and performing other department's duties remotely due to the coronavirus pandemic. Even though all examinations have been postponed as of March 16, 2020, he is currently exploring different possibilities and platforms in order to conduct interviews and exams remotely.**
  - **Director Kahn expressed his gratitude to the IT department for providing a remote access to the Personnel Commission staff as well as to the District for their prompt and efficient response to the pandemic.**
  - **Director Kahn commended the Personnel Commission staff for working diligently under the difficult circumstances.**

**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 expressed her gratitude to the District, classified employees, and the Personnel Commission staff for their hard work during the pandemic.**

#### **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. Chris Mock, Chief Steward, welcomed Commissioner Tate.**
  - **Mr. Mock expressed his appreciation of Commissioner Robinson's acknowledgement of District classified employees' dedication during these difficult times.**
  - **Mr. Mock expressed his gratitude to Dr. Kelly for his collaboration and support in resolving contractual issues.**
  - **Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments.**
  - **Mr. Mock updated the Personnel Commission on the status of essential personnel working based on limited rotation schedules.**
  
- Board of Education Report
  - **Dr. Kelly welcomed Commissioner Tate to the District.**
  - **Dr. Kelly updated the Personnel Commission on the District's operation during the pandemic.**
  - **Dr. Kelly acknowledged the Food and Nutrition Services staff for their hard work and dedication providing meals to students. He also commended the Information Services employees who are supplying students with technology tools for distance learning.**
  - **Dr. Kelly informed the Personnel Commission about the Board of Education virtual meetings on March 19, 2020 and April 1, 2020.**
  - **Dr. Kelly provided an update on the certificated staff lay-off process due to an alignment of staffing and decline in projected enrollment.**
  - **Dr. Kelly drew attention to the District website for the most current information related to the COVID-19 crisis.**

#### **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.

- **None**

**G.12 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	✓		✓			
Maria Stewart						✓
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	✓		✓			
Maria Stewart						✓
Phillip Tate		✓	✓			

**It was moved and seconded to elect Commissioner Stewart 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>
Sports Facility Attendant	3

C.02 Advanced Step Placement:

Vanina Zalazar in the classification of Lead Translator/Interpreter at Range A-37 Step C

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

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.02. The motion passed.**

## **REPORT AND DISCUSSION**

- **None**

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

These items are presented for ACTION at this time.

- No Action

### **IV. COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

### **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 Proposed Budget – Personnel Commission Fiscal Year 2020/21 – First Reading

- **Director Cruz has provided salary and benefits overview for all positions in the Personnel Commission.**
- **Director Cruz provided a rationale for specific changes in the “Supplies and Equipment” and “Operating Expenses” categories.**

### **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)
  - March 19, 2020Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - April 1, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)
  - March 19, 2020Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - April 1, 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>
Adoption of Budget - Fiscal Year 2020-2021	Second Reading	5/13/20
Commissioner Training/Briefing: Classification Studies	Commissioner Training	6/10/20

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

Wednesday, May 13, 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:**

- 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	✓		✓			

**TIME ADJOURNED: 5:08 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.