



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**March 21, 2023**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, March 21, 2023**, at **9:00 a.m.**, in the **District Administrative Offices**: 1717 4<sup>th</sup> Street, Santa Monica, CA.

### **I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on March 21, 2023

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

- G.06 Approval of Minutes for Regular Meeting on February 8, 2023

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

Approval of Minutes for Special Meeting on February 23, 2023

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

Approval of Minutes for Special Meeting on March 2, 2023

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

- G.07 Report from the Director of Classified Personnel



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**March 21, 2023**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, March 21, 2023**, at **9:00 a.m.**, in the **District Administrative Offices:**

1717 4<sup>th</sup> Street, Santa Monica, CA.

- ❖ **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:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on March 21, 2023
- G.06 Approval of Minutes for:
  - Regular Meeting on February 8, 2023
  - Special Meeting on February 23, 2023
  - Special Meeting on March 2, 2023

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.07 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.

**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># Eligible</u>
Cafeteria Worker I	8
Campus Monitor	1
Campus Security Officer	1
Instructional Assistant - Classroom	5
Paraeducator 1	1
Paraeducator 3	1

C.02 Advanced Step Placement:

Vanessa Aleman in the classification of Campus Monitor at Range A-13, Step F

C.03 Advanced Step Placement:

Metta Borghese in the classification of Instructional Assistant – Classroom at Range A-20, Step B

C.04 Advanced Step Placement:

Kimberly Retts in the classification of Laboratory Technician at Range A-28, Step C

C.05 Advanced Step Placement:

Alejandro Sandoval-Perez in the classification of Custodian at Range A-26, Step C

**III. HEARING:**

H.01 Public Employee Disciplinary Hearing Conference

Employee #: TQ7792494

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

Wednesday, April 19, 2023, at 4:30 p.m. – *District Office Board Room*

**V. 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 closed session.

**VI. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE  
Employee #: TQ7792494

The Commission reconvened into open session at \_\_\_\_\_ p.m. and reported on the following action taken in closed session:

**VII. ADJOURNMENT:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

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.



## **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 February 8 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**February 8, 2023**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, February 8, 2023**, at **4:35 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments:  
<https://forms.gle/HsfWNT5CzZ1QqgGr8>.

## **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 4:35 p.m.**

**G.02 Roll Call: Commissioners Robinson, Tarazi, and Tate were present.**

**G.03 Pledge of Allegiance: Commissioner Tate led all in attendance in the Pledge of Allegiance.**

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

- **None**

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 Motion to Approve Agenda: February 8, 2023**

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 Regular Meeting Minutes: January 11, 2023**

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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on January 11, 2023.
  - The Personnel Commission staff held written exams for Campus Monitor.
  - Oral exams were administered for Technology Support Assistant, Senior Office Specialist, Senior Buyer, Facilities Technician, Instructional Assistant-Classroom, Administrative Assistant, Elementary Library Coordinator, the Children's Center Assistant series, and Campus Security Officer.
  - Performance exams were held for Skilled Maintenance Worker and Cafeteria Worker I.
  - Final selection interviews were held for Instructional Assistant-Physical Education, Instructional Assistant-Bilingual, the Paraeducator series, Instructional Assistant-Classroom, Facilities Technician, Technology Support Assistant, Campus Security Officer, Elementary Library Coordinator, Lead Custodian, and Senior Buyer.
  - The continuous recruitments include Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, Speech Language Pathology Assistant, and Bus Driver.
  - Children's Center Assistant recruitment will be closed near the end of this month.
  - 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 January.

- Director Kahn attended 2 EDD hearings on behalf of the District to appeal unfavorable decisions.
- Director Kahn thanked Ms. Caldera for her initiative working with Biddle, a testing software company.
- Director Kahn expressed his gratitude to Educational Services for coordinating the most recent DEI management workshop.
- Director Kahn informed the Personnel Commission about the District Office moving to a new location on the 4<sup>th</sup> Street, next to the Santa Monica High School. Director Kahn expressed his appreciation to Ms. Kim Nguyen, Director of Purchasing, who has been leading this initiative, for her role and support.  
Director Kahn also thanked Ms. Younan and Ms. Hatch for their participation on the office relocation committee and for being responsible for organizing and packing the department's common areas.
- Director Kahn announced that the next regular Personnel Commission meeting in March will be held in person in the new District Office. This format will be in compliance with the Brown Act as the Governor's state of emergency Bill AB 361 to use teleconferencing will sunset at the end of February.

**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 on the continuous full contract negotiations between SEIU, Local 99, and the District. The next meeting is scheduled for the third week of February.
  - Mr. Mock shared the progress regarding time and motion studies focused on a workload for Custodians and Campus Security Officers, especially at Santa Monica High School. The final reports have been received, and they will be reviewed by SEIU in near future.
- Board of Education Report
  - Dr. Kelly notified the Personnel Commission about the Board of Education activities including an update related to future school facilities projects, funded under Measure ES.  
The Education Services Department presented Student Achievement Lead Data Review to inform the Board about academic assessments in the fall semester.

- Dr. Kelly informed the Personnel Commission about a special presentation by the Ed Foundation about the new venture into middle school athletics that took place at Santa Monica High School on February 6, 2023.
- Dr. Kelly notified the Personnel Commission on the next Board of Education meeting, including the 2022 CA School Dashboard Summary and Black History Month presentation by Grant Elementary School.
- Dr. Kelly also updated the Personnel Commission about the Board of Education's effort to hire the new superintendent. There will be presentations of several search firms before the Board of Education at their next regular meeting, on February 16, 2023.
- Commissioner Robinson inquired about funding of the new middle school athletic programs.  
Dr. Kelly stated that the programs will be partially funded by the Ed Foundation and also by the District.

#### **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>
Administrative Assistant	4
Campus Monitor	5
Elementary Library Coordinator	9
Facilities Technician	4
Instructional Assistant - Classroom	6
Paraeducator 3	2
Physical Activities Specialist	2
Senior Buyer	5
Senior Office Specialist	6
Skilled Maintenance Worker	3
Technology Support Assistant	5



- C.02 Advanced Step Placement:  
Jessica Costello in the classification of Library Assistant at Range A-28 Step C
- C.03 Advanced Step Placement:  
Maria Elena Martin in the classification of Senior Administrative Assistant at Range A-38 Step F
- C.04 Advanced Step Placement:  
Edward McClain in the classification of Custodian at Range A-26 Step C
- C.05 Advanced Step Placement:  
Kevin Valverde-Miguel in the classification of Bilingual Community Liaison at Range A-31 Step C

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-05. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
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.

- D.01 Regular Personnel Commission Meetings Format

### **REPORT AND DISCUSSION**

- **Commissioner Tarazi inquired about any exceptions in regards to teleconferencing.  
Director Kahn clarified the Brown Act requirements for in-person and also for hybrid types of Personnel Commission meetings. The Brown Act**

provides guidelines for not being in-person no more than three consecutive meetings or 20% of the regular meetings within a calendar year. The teleconferencing location has to be listed on the agenda, and it must be available to the public.

Dr. Kelly said that the District advisory committees face the same challenge. Director Kahn suggested changing the time of the regular Personnel Commission meetings in order to accommodate the Commissioners' schedules.

Commissioner Tate quoted AB 2449, in which the physical location of the board members does not have to be disclosed if there is an in-person quorum. The member teleconferencing must be on audio and video and provide a reason for being remote.

## **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)
  - January 19, 2023
  - February 2, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - January 19, 2023
  - February 2, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2022 - 2023
- I.06 Board of Education Meeting Schedule
  - 2022 – 2023

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

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

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

Wednesday, March 8, 2023, at 4:30 p.m. – *District Office Board Room*

**Commissioner Robinson will not attend this meeting due to work obligations.**

**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: 5:14 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.



## **SPECIAL 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 February 23 special Personnel Commission meeting was held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**February 23, 2023**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, February 23, 2022**, at **9:06 a.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments:  
<https://forms.gle/HsfWNT5CzZ1QqgGr8>.

## **OPEN SESSION**

### **I. GENERAL FUNCTIONS:**

**G.01 Call to Order: The Open Session of the Special Meeting of the Personnel Commission was called to order at 9:06 a.m.**

**G.02 Roll Call: Commissioners Robinson and Tate were present.**

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Mahshid Tarazi						✓
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.03 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 three (3) minutes. 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. HEARING:**

H.01 Public Employee Disciplinary Hearing Conference  
Employee #: TQ7792494

- **Commissioner Robinson introduced herself as the Hearing Chair who would make all the procedural rulings on behalf of the Personnel Commission. She assured that an orderly and equitable hearing will occur so that all relevant facts and evidence bearing upon the case may be presented for the Commissioners' consideration.**
- **The District was being represented by counsel, Ms. Elizabeth Zamora-Mejia.**
- **The Appellant, Mr. Daniel Guerrero, was being represented by SEIU Chief Steward, Mr. Chris Mock, and was also joined by SEIU Union Steward, Ms. Julie Bechtloff.**
- **The Witnesses were identified and sworn accordingly:  
District witnesses: Cynthia McGregory, former Principal of Franklin Elementary  
Vanessa Diaz, First Grade Teacher at Franklin Elementary  
Jennifer Rodstrom, First Grade Teacher at Franklin Elementary  
Monica Micale, First Grade Teacher at Franklin Elementary  
Sheri Hynding, Assistant Principal at Franklin Elementary  
Dr. Steven Richardson, Executive Director, Elementary**
- **Commissioner Robinson proceeded with a reading of the procedures that were followed in the hearing.**
- **The District and the Appellant's representative presented their opening statements.**
- **The District witnesses provided testimony and were cross-examined.**
- **Both parties agreed to continue with the hearing on March 2, 2023.**

## **III. 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 closed session.

- **None**

**IV. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION  
Employee #: TQ7792494

The Commission reconvened into open session at \_\_\_\_\_ p.m. and reported on the following action taken in closed session:

- **Closed Session didn't take place due to continuation of the hearing.**

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

Wednesday, March 8, 2023, at 4:30 p.m. - *District Office Board Room*

**The next Special Personnel Commission Meeting was scheduled for March 2, 2023.**

**VI. 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: 4:40 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel



## **SPECIAL PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

**March 02, 2023**

### **PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, March 02, 2023**, at **9:06 a.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> Street, Santa Monica, CA 90401.

### ❖ **Instructions on Public Comments:**

Public comments on closed session items will be heard prior to closed session. 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 Commission's 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 Special Meeting of the Personnel Commission was called to order at 9:06 a.m.**

**G.02 Roll Call: Commissioners Robinson and Tate were present.**

<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	✓		✓			

### **G.03 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 three (3) minutes. The Brown Act (Government Code) states

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.

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. HEARING:**

H.01 Public Employee Disciplinary Hearing Conference  
Employee #: TQ7792494

- **Commissioner Robinson opened the hearing and continued proceedings.**
- **The District was being represented by counsel, Ms. Elizabeth Zamora-Mejia.**
- **The Appellant, Mr. Daniel Guerrero, was being represented by SEIU Chief Steward, Mr. Chris Mock, and was also joined by SEIU Union Steward, Ms. Julie Bechtloff.**
- **The Witness was identified and sworn accordingly:  
District witness: Dr. Mark Kelly, Interim Superintendent**
- **The District witness provided testimony and was cross-examined.**
- **Following witnesses, the Appellant provided testimony.**
- **Both parties agreed to continue with the hearing on March 21, 2023.**

## **III. 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 closed session.

- **None**

## **IV. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION  
Employee #: TQ7792494

The Commission reconvened into open session at \_\_\_\_\_ p.m. and reported on the following action taken in closed session:

- **Closed Session didn’t take place due to continuation of the hearing.**



**V. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
Wednesday, March 8, 2023, at 4:30 p.m. - *District Office Board Room*

**The next Regular Personnel Commission Meeting was postponed till March 21, 2023.**

**VI. 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: 2:01 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

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## II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2023

#### **AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Vanessa Aleman

Hire Date: 01/10/2023

ASP Request Submitted: 02/10/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Job Title: Campus Monitor	<b>Employee:</b> Vanessa Aleman	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>High school diploma or recognized equivalent is a preferred qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Vanessa has a Master's in Business Administration.</li> </ul>	<b>3</b> level of education above the required level = <b>1</b> Step Advance (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>Experience working with school-aged children in an organized group setting is a preferred qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Vanessa meets the minimum experience requirements.</li> </ul>	<b>0</b> (2-year periods) of experience above the required level = <b>0</b> Step Advance
<b><u>Total Advanced Steps:</u> Starting Step: E (Accelerated Rate) + 1 (Education) + 0 (Experience) = 1</b> <b>Advanced Step = STEP F</b>		

#### **DIRECTOR'S COMMENTS:**

This classification has an accelerated rate and starts at Step E on the salary schedule. Vanessa Aleman's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-13 at Step E is \$16.40/hour while Step F is \$17.22/hour

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Vanessa Aleman at Range A-13, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2023

#### **AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Metta Borghese

Hire Date: 01/09/2023

ASP Request Submitted: 02/23/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Metta Borghese	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent AND</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.</li> </ul>	<ul style="list-style-type: none"> <li>• Metta Borghese has a Bachelor's degree English.</li> </ul>	<b>1</b> level of education above the required level = <b>1</b> Step Advance (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• Experience is a preferred qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Metta meets the minimum experience requirements.</li> </ul>	<b>0</b> (2-year periods) of experience above the required level = <b>0</b> Step Advance
<b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</b>		

#### **DIRECTOR'S COMMENTS:**

Metta Borghese's completed education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step B is \$16.81/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Mehta Borghese at Range A-20, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

<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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2023

#### **AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Kimberly Retts

Hire Date: 01/03/2023

ASP Request Submitted: 02/16/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Laboratory Technician	<b>Employee:</b> Kimberly Retts	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> A high school diploma or recognized equivalent.	<ul style="list-style-type: none"> <li>Kimberly Retts has a Bachelor of Arts in Psychology.</li> </ul>	1 level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> Six (6) months of experience assisting in a laboratory setting, including preparing solutions and maintaining inventory.  <i>College level laboratory coursework in biology, chemistry, or a related field may substitute for experience working in a laboratory setting.</i>	<ul style="list-style-type: none"> <li>Kimberly Retts meets minimum qualifications based on equivalency provision.</li> </ul>	0 (2-year periods) of experience above the required level = <b>0 Step Advance</b>
<b><u>Difficulty of Recruitment:</u></b> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	<ul style="list-style-type: none"> <li>Kimberly Retts was the only rank available from the most recent recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants.</li> </ul>	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <b>1 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C</u></b>		

#### **DIRECTOR'S COMMENTS:**

Kimberly Retts' education exceeds the minimum requirements specified for this classification and less than 3 ranks were achieved. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step C is \$21.47/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Kimberly Retts at Range A-28, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

<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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Tuesday, March 21, 2023

#### **AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Alejandro Sandoval-Pérez

Hire Date: 02/21/2023

ASP Request Submitted: 03/13/2023

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Custodian	<b>Employee:</b> Alejandro Sandoval-Pérez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> <li>Alejandro Sandoval-Pérez meets the education requirement.</li> </ul>	<b>0</b> level of education above the required level = <b>0</b> Step Advance
<b><u>Experience:</u></b> Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> <li>Alejandro Sandoval-Pérez has over twenty (20) years of custodial experience.</li> </ul>	<b>10</b> (2-year periods) of experience above the required level = <b>2</b> Step Advance (Max. allowed)
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

#### **DIRECTOR'S COMMENTS:**

Alejandro Sandoval-Pérez work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$18.54/hour, while Step C is \$20.54/hour.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Alejandro Sandoval-Pérez at Range A-26, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

#### 12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

## 16.4 ADVANCED STEP PLACEMENT

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.



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### **III. Hearing:**

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#### **IV. Next Regular Personnel Commission Meeting:**

Wednesday, April 19, 2023, at 4:30 p.m. – *District Office Board Room*

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**V. Public Comments for Closed Session Items Only:**

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## **VI. Closed Session:**

The Commission adjourned to closed session at \_\_\_\_\_ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE  
Employee #: TQ7792494

The Commission reconvened into open session at \_\_\_\_\_ p.m. and reported on the following action taken in closed session:

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## **VII. Adjournment:**