



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

January 15, 2025

### 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, January 15, 2025**, at **4:36 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> Street, Santa Monica, CA 90401.

**Note About Parking:** Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **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 4:36 p.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 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:** January 15, 2025

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:** December 11, 2024

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
  - On Director Kahn's behalf, Ms. Younan, Personnel Analyst, expressed the Personnel Commission's deepest sympathies to everyone affected by the devastating fires in Los Angeles.  
She thanked all the firefighters and first responders for their tireless work to protect our beloved cities.  
Ms. Younan also expressed her gratitude to the District's cafeteria workers for providing meals to students and their families as well as to custodial staff for preparing school sites for safe return of our students.
  - Ms. Younan expressed deepest sympathies to our SMMUSD family for the loss of Mrs. Sylvia Kerkotchian, the District employee and educator of 20 years, who passed away after her courageous battle with cancer.
  - Ms. Younan congratulated Dr. Douglas Meza, the new Assistant Superintendent, Human Resources, on his new role and wished him all the best.
  - Ms. Younan updated the Personnel Commission on exams, and selection interviews administered since the last regular meeting on December 11, 2024.
  - Final selection interviews took place for Bus Driver, Cafeteria Worker I, Campus Monitor, Human Resources Technician, Instructional Assistant – Classroom, and the Paraeducator series.

- Exams were administered for Administrative Assistant, Senior Administrative Assistant - Confidential, and the Paraeducator series.
- The staff received 9 employment verifications since the last regular Personnel Commission meeting in December.
- The Personnel Commission staff processed 9 EDD unemployment claims.
- Ms. Younan announced that the Personnel Commission vacant Human Resources Technician position was filled, and the new employee has an appointment with the Human Resources staff for on-boarding.
- Commissioner Tate inquired about the Personnel Commissioner recruitment status.  
Ms. Younan stated that the recruitment is still active, receiving new views of the classification specification, but no new applications have been submitted at this time.

#### **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 her gratitude to the District for a prompt and effective response to the wildfires emergency.
- She acknowledged all the community members and District employees who had been directly impacted by the tragedy.
- Commissioners Robinson and Tate congratulated Dr. Meza on his new position as the Assistant Superintendent, Human Resources.

#### **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. Douglas Meza, Assistant Superintendent, Human Resources, expressed his gratitude to all District employees who contributed to a successful school opening in the week of January 13, 2025. He also acknowledged the families who were impacted by the wildfires.
  - Dr. Meza informed the Personnel Commission about the Board of Education next regular meeting on January 23, 2025.
  - As a result of the wildfires, the District was closed from January 8 to January 10, 2025. Additionally, Roosevelt Elementary School had to stay closed on January 13, 2025, as the area was under the evacuation orders. Unfortunately, all Malibu schools remain closed.
  - The District arranged several food centers to provide meals to approximately 300 students and their families.
  - District custodial staff worked tirelessly over the past weekend to clean school sites and prepare Santa Monica schools for opening.

- The District and SEIU, Local 99, signed memorandum of understanding for essential workers compensation to recognize the unique challenges they had to face during the January 2025 wildfires.  
The memorandum includes essential worker definition, compensation for on-site work (January 8-10, 2025), on-site weekend work (January 11-12, 2025), and criteria for essential worker status.
- Commissioner Tate asked how students will make up the lost instructional days when schools were closed due to the wildfires.  
Dr. Meza stated that the California governor signed an executive order addressing this issue on January 14, 2025. The District will review it and develop the best strategy for students to successfully complete the current school year.

#### **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># Eligible</u>
Administrative Assistant	10
Bus Driver	4
Campus Monitor	4
Instructional Assistant - Bilingual	1
Paraeducator 1	3
Paraeducator 3	5

### **C.02 Advanced Step Placement:**

Gilles Chiasson in the classification of Facility Use Manager at Range M-52, Step C

### **C.03 Advanced Step Placement:**

Eric Morones in the classification of Instructional Assistant - Music at Range A-24, Step C

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-03. 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.

- 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)
  - December 19, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - December 19, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2024 - 2025
- I.06 Board of Education Meeting Schedule
  - 2024 – 2025

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

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

Wednesday, February 12, 2025 at 4:30 p.m. – *District Office Board Room*

**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 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	✓		✓			

**The meeting was adjourned in memory of Sylvia Kerkotchian, Teacher on a Special Assignment – Educational Technology, who passed away on January 6, 2025.**

**TIME ADJOURNED: 4:48 p.m.**

Submitted by:

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Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel