



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

January 17, 2024

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 17, 2024, at 4:35 p.m.** in the **District Administrative Offices – Personnel Commission Department:** 1717 4th 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 4:35 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 Tate led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: January 17, 2024

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 13, 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 December 13, 2023.
 - Oral exam debriefings were held for Human Resources Technician.
 - Oral exams were administered for Instructional Assistant-Classroom.
 - Performance exam was held for Bus Driver.
 - Final selection interviews were held for the Paraeducator series, Campus Security Officer, Senior Office Specialist, Instructional Assistant-Classroom, Lead Translator/Interpreter, Bus Driver, and Human Resources Technician.
 - The newly opened recruitment is for Locksmith.
 - The continuous recruitments include Swimming Instructor/Lifeguard, Bus Driver, Heavy Duty Vehicle and Equipment Mechanic, Campus Security Officer, the Paraeducator series, Campus Monitor, Instructional Assistant-Classroom, Cafeteria Worker I, Sports Facility Attendant, and Speech Language Pathology Assistant.
 - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed four claims since the last regular Personnel Commission meeting in December.

- Staff also attended two EDD hearings on behalf of the District to appeal an unfavorable decision.
- Director Kahn updated the Personnel Commission on addressing NCLB/ESSA qualifications for Paraprofessionals funded by Title One funds. The number of employees who will have to take the equivalency exam is 39. It is a significant reduction from the anticipated test administration for 85 incumbents in the beginning of this process.
- Director Kahn updated the Personnel Commission on Commissioner Tarazi's re-appointment that was approved at the November 16, 2023 Board of Education regular meeting. There hasn't been a confirmation of approval from the State Superintendent of Public Instruction yet; however, the Personnel Commission staff will follow up with their office shortly.
- Commissioner Tate inquired about the Bus Driver recruitment. Director Kahn provided specific information regarding the successful performance exam. The Personnel Commission staff has been in a conversation with the District regarding a possible in-house training for promotional employees and candidates who do not possess the appropriate certification.

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.

- On the Personnel Commission's behalf, Commissioner Robinson extended condolences to Mr. Ray Humphrey's family. The long-time beloved football coach passed away on January 3, 2024. The Celebration of Life for Ray will be held on January 27, 2024.

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, informed the Personnel Commission about the SEIU, Local 99, participation in the annual parade in Los Angeles to celebrate Dr. Martin Luther King's birthday.
 - Mr. Mock updated the Personnel Commission on the continuous full contract negotiations between SEIU, Local 99, and the District. Three more dates in January and February were schedule for the discussion on wages.
- Board of Education Report
 - Dr. Kelly informed the Personnel Commission about the District's planning for the upcoming school year 2024-2025.
 - Dr. Kelly invited the Personnel Commission to the next Board of Education regular meeting that will take place on January 18, 2024.
 - The Board will hear a presentation from the Educational Services staff on the California Dashboard. The Dashboard has been dormant for the last

several years, and now it is being revived, even though the data is not quite current. It is still a helpful tool to monitor the District’s academic progress.

- In addition, the staff will present the Franklin Elementary School new campus renovation plan.
- The Board will adopt resolutions commemorating Dr. Martin Luther King, Jr., Day as well as honoring Fred Korematsu Day of Civil Liberties and the Constitution.
- On January 20, 2024, at the John Adams Middle School Performing Arts Center, the Board will participate in a retreat that will address High Performing Governance Teams for best practices, the Board’s roles and responsibilities, and District goals and priorities. It is a public meeting.

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>
Human Resources Technician	6
Instructional Assistant – Classroom	5
Lead Translator/Interpreter	2
Senior Administrative Assistant	4

C.02 Advanced Step Placement:

Mary Frances Candies in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement

C.03 Advanced Step Placement:

Danielle Cooper in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement

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.

- A.01 Certification from Another Class List: Lead Translator/Interpreter for Translator/Interpreter
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a brief rationale for the certification from another Class List.
- As the Lead Translator/Interpreter recruitment was completed, resulting with two candidates on the eligibility list, there is a strong possibility of an upcoming Translator/Interpreter vacancy.
- This certification will allow any candidates remaining on the Lead Translator/Interpreter list to be eligible for lower level Translator/Interpreter vacancies.

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 14, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - December 14, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 14, 2024 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		✓	✓			

TIME ADJOURNED: 4:52 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel