



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**February 14, 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, February 14, 2024, at 4:34 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 4:34 p.m.

**G.02 Roll Call:** Commissioners Robinson, Tarazi 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: February 14, 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: January 17, 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
  - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on January 17, 2024.
  - Oral exams were administered for Sports Facility Attendant, Instructional Assistant-Classroom, the Paraeducator series, and Spanish Bilingual Proficiency.
  - Written exams were held for Skilled Maintenance Worker, Low Voltage Technician, and Stock and Delivery Clerk.
  - Performance exam was held for Cafeteria Worker I.
  - Final selection interviews were held for Custodian, Sports Facility Attendant, Campus Monitor, Administrative Assistant, Translator/Interpreter, and Human Resources Technician.
  - The newly opened recruitments are for Technical Theater Technician, Accountant, Library Assistant, and Payroll Specialist.
  - 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.

- **Physical Activities Specialist recruitment remains open only for substitute opportunities.**
- **Both job offers for Human Resources Technician positions in the Personnel Commission were accepted. The new employees will be introduced to the Personnel Commission at the next regular meeting on March 13, 2024. One of them is a current District employee, Ms. Crystal Griffis, Administrative Assistant at Santa Monica High School, starting in her new role on February 20, 2024. The other candidate is currently going through the on-boarding process.**
- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have not processed any claims since the last regular Personnel Commission meeting in January.**
- **There were 27 classified employment verifications completed in January. The surge in requests was primarily driven by inter-district permits.**
- **Director Kahn informed the Personnel Commission about the Board of Education approving a resolution for a Supplemental Early Retirement Plan in two stages- the first one is retirement by June 30, 2024 and the second by June 30, 2025. The implementation of this program will impact recruitments to fill new vacancies.**
- **Commissioner Tarazi inquired about potential lay-offs for Physical Activities Specialist positions.  
Director Kahn informed the Personnel Commission about the action item for reduction for this classification at the next regular Board of Education on February 15, 2024. It is a direct result of the state's findings regarding required certifications.**
- **Commissioner Tarazi also inquired about the NCLB/ESSA qualifications for Paraprofessionals.  
Director Kahn reported that the Paraeducators who do not meet the qualifications will take an equivalency exam in order to remain in their current positions.**
- **Commissioner Robinson asked about the rationale for the Supplemental Early Retirement Plan.  
Dr. Kelly stated that there has been an interest in providing incentive for employees to retire as staffing needs to be aligned with student enrollment without substantial lay-offs.**

**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
  - **Director Kahn read Mr. Mock's report:**
  - **The full contract negotiations between SEIU, Local 99, and the District continue with three (3) planned discussions on wages that will take place in near future.**
  - **The Local has sent out their staff to all of the District school sites to assess the membership and has called a special meeting with the District bargaining team and steward council.**
  - **At the February 15, 2024 Board of Education meeting, the Board will vote on proposed lay-offs of Physical Activities Specialist positions due to federal mandate requiring all physical education teachers to be certificated. The Union will actively participate in conversations with the District regarding a need and role for the Physical Activities Specialist staff in compliance with the federal mandate.**
  - **Mr. Mock expressed his gratitude to Director Kahn for his valuable expertise in classifications' alignment based on salary schedules during the negotiation process.**
  - **The District announced the Supplemental Early Retirement Plan for staff 55 and older with the opportunity to retire either at the end of this school year or next school year. There are 250 members who qualify for this program.**
  - **Joint committee on health and welfare benefits announced that Anthem had negotiated a deal with the UC Medical group.**
  
- Board of Education Report
  - **Dr. Kelly informed the Personnel Commission in greater details about the Supplemental Early Retirement Plan. Four informative sessions were scheduled for potential retirees. These sessions will be followed with individual meetings from Keenan and Associates representatives to discuss each employee's specific retirement benefits. CalPERS and CalSTERS representatives will also conduct group meetings, followed with more comprehensive individual consultations.**
  - **Dr. Kelly updated the Personnel Commission with the upcoming negotiation discussions with SEIU, Local 99 in February and March 2024.**
  - **Dr. Kelly informed the Personnel Commission about the next Board of Education agenda. They will be receiving a mid-year report on Local Control and Accountability Plan (LCAP). The Santa Monica Education Foundation will present a status update on fundraising.**  
**On the agenda, there is an authorization for reductions of particular services that includes the Physical Activities Specialist positions.**
  - **Dr. Kelly announced that the Board of Education will hold a special meeting on February 26, 2024 to discuss annual employee-related resolutions that the Board passes, specifically regarding to re-election or non-re-election of certificated staff. The impacted employees will be notified by March 15, 2024.**

- **Commissioner Tarazi inquired about the District and SEIU negotiations regarding wages.**  
**Dr. Kelly stated that the District and SEIU use a process called interest-based bargaining that tends to take longer but it has been a productive, respectful, and conflict free method. This negotiating term has started in August 2022 covering revisions of the lay-off article in order to be compliant with the new state law as well as re-writing of health and welfare benefits article to align the District practices with the contract. Three (3) sessions have been added to the negotiation calendar to discuss wages on February 23, February 29, and March 21, 2024.**

**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>
Bus Driver	1
Cafeteria Worker I	3
Campus Monitor	4
Instructional Assistant – Classroom	4
Low Voltage Technician	2
Sports Facility Attendant	4

List Extension

Administrative Assistant	4
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**C.02 Advanced Step Placement:**

Melissa Duarte in the classification of Student Outreach Specialist at Range A-46, Step C

- C.03 Advanced Step Placement:  
 Askia Everage in the classification of Student Outreach Specialist at Range A-46, 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)
  - January 18, 2024
  - February 1, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - January 18, 2024
  - February 1, 2024
- 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, March 13, 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: 5:02 p.m.**

Submitted by:

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 Joshua Kahn  
 Secretary to the Personnel Commission  
 Director, Classified Personnel