



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 12, 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, March 12, 2025**, at **4:33p.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 4:33 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: March 12, 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: February 12, 2025

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 introduced Mr. Christopher Morales Rodrigues, the new Human Resources Technician, to the Personnel Commission Office. Mr. Morales Rodrigues presented himself with a brief professional history.**
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on February 12, 2025.**
 - **Written tests were held for the ESSA equivalency exam.**
 - **Oral exams were administered for the Paraeducator series, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, and Administrative Assistant.**
 - **Pre-recorded interviews were collected for Director, Transportation. Ms. Younan has been scheduling the debriefing meeting with the raters.**
 - **Performance exams were held for Senior Administrative Assistant, Cafeteria Worker I, and Gardener.**
 - **Final selection interviews were held for Production Kitchen Coordinator, Campus Monitor, the Paraeducator series, Senior Office Specialist, Health Office Specialist, Technical Theater Technician, Bus Driver, Administrative Assistant, Gardener, and Assistant Superintendent of Business and Fiscal Services.**

- The newly opened recruitments include Locksmith, Sports Facility Attendant, Senior Buyer, and Chief Communication Officer.
- Swimming Instructor/Lifeguard, the Paraeducator series, Bus Driver, Campus Monitor, and Personnel Commissioner recruitments remain open continuously.
- The Personnel Commission staff processed 4 EDD unemployment claims.
- The staff received 14 employment verifications since the last regular Personnel Commission meeting in February.
- Director Kahn informed the Personnel Commission about his participation at a District advisory panel for selecting the new Director of Human Resources. It resulted in an appointment of Ms. Melissa Winters, a LAUSD English Language Coordinator.
The Personnel Commission staff is looking forward to developing a strong collaborative partnership with Ms. Winters, as it was the case with Dr. Meza, when he served in that role.
- Director Kahn updated the Personnel Commission on the last meeting regarding the working out of class assignments within Maintenance and Operations. The meeting took place on February 28, 2025, and the finalized MOU was distributed by the District for signatures to ratify the agreement. It provides a clear concrete framework for determining working out of class assignments within the department.
Director Kahn expressed his gratitude to the District and SEIU representative for their collaborative efforts.

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 welcomed Mr. Morales Rodriguez to the District, wishing you all the best in his new position.**

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 the Personnel Commission for filling a lot of vacancies, especially the Assistant Superintendent of Business and Fiscal Services, which will be announced at the Board of Education meeting on March 13, 2025.**
 - **Dr. Meza also thanked Director Kahn for his valuable contribution in developing the MOU for working out of class in Maintenance and Operations department. The District is pleased with the agreement that will bring clarity and more opportunities for the department's employees.**

- Dr. Meza updated the Personnel Commission about the Board of Education meetings on March 13, March 19, and April 3, 2025.
- Dr. Meza informed the Personnel Commission about the District's implementation of exit surveys and interviews for employees separating from the District. This information will offer insight into how the District can provide a better work experience for all employees.
Commissioner Robinson inquired about the exit interview format – an automated survey or a meeting with a supervisor.
Dr. Meza stated that he plans for all certificated employees, separating from the District, to meet with the new Director of Human Resources and participate in exit interviews. There are some trends of revolving certificated vacancies, especially with the Special Education teachers. The District is focused on providing more professional development to these teachers by increasing the on-boarding training at the beginning of the school year from 2 to 4 days.
Regarding the classified employees, the District plans to develop handbooks for some classifications, like Administrative Assistants. Administrative Assistants with a solid District experience will be asked to assist with on-boarding of their new colleagues.

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):

Classification

Eligible

Assistant Superintendent, Business and Fiscal Services	16
Bus Driver	1
Cafeteria Worker I	10
Campus Monitor	9
Gardener	1
Paraeducator 1	2

- C.02 Advanced Step Placement:
Shaun Doyle in the classification of Human Resources Specialist at Range A-40, Step C
- C.03 Advanced Step Placement:
Susana Maldonado in the classification of Instructional Assistant - Classroom at Range A-22, Step B
- C.04 Advanced Step Placement:
Christopher Morales Rodriguez in the classification of Human Resources Technician at Range A-35, Step C
- C.05 Advanced Step Placement:
Caroline Rezende dos Santos in the classification of Accounting Technician at Range A-35, Step D
- C.06 Advanced Step Placement:
Carolina Vila in the classification of Instructional Assistant - Bilingual at Range A-24, Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-06. 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 Classification Revision:
Maintenance Supervisor
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

- Ms. Younan provided a brief background for the revisions of this classification specification.

- Due to an upcoming vacancy, the classification specification was revised to meet the contemporary standards.
- Ms. Younan met with Mr. Glen Infuso, Director of Maintenance and Operations, and Mr. Carey Upton, Chief Operations Officer, to review the classification specification and present proposed revisions.
- Ms. Younan pointed out that the revisions occurred in the Basic Functions and certain Duties for clarity.
- She also explained that the Experience was revised to allow for different pathways to qualification and to include lead experience.
- Abilities were replaced with Core Competencies.

A.02 New Classification:

Middle School Sports Coordinator

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 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 rationale and purpose for establishing this new classification to oversee and be responsible for the development, implementation, and operations of middle school athletic programs.
- One position will be allocated to Santa Monica and one to Malibu.
- The classification was recently approved by the Board of Education.
- Director Kahn developed duties to identify the role in the day-to day operations of the Middle School Sports Coordinator.
- Commissioner Tate inquired if the classification establishment was related to the state audit addressing the physical education staffing.
- Director Kahn clarified that it is unrelated to the audit. The classification was created to staff middle school athletic programs with classified employees.

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)
 - February 20, 2025
 - February 27, 2025
 - March 6, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 20, 2025
 - March 6, 2025
- 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, April 9, TBD, 2025 at 4:30 p.m. – *District Office Board Room*

The regular Personnel Commission meeting will be rescheduled to a later date April, due to Spring Break.

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: 4:54 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel