



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

March 13, 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, March 13, 2024, at 4:34 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 4:34 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: March 13, 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: February 14, 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 introduced Ms. Crystal Griffis and Mr. Vartan Nakashyan, the two new Human Resources Technicians in Personnel Commission. He recognized Ms. Younan’s role in providing training and guiding them through all matters of the recruitment process.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on February 14, 2024.
 - Oral exams were administered for Campus Security Officer, Instructional Assistant-Classroom, and the Paraeducator series.
 - Performance exams were held for Stock and Delivery Clerk and Payroll Specialist.
 - Training and Experience Evaluations were completed for Technical Theater Technician and Library Assistant.
 - Final selection interviews were held for Low Voltage Technician, Technical Theater Coordinator, Board Certified Behavior Analyst, the Paraeducator series, Cafeteria Worker I, and Stock and Delivery Clerk.
 - The newly opened recruitments are for Administrative Assistant and Assistant Director, Fiscal Services.
 - 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, and Speech Language Pathology Assistant.

- Physical Activities Specialist recruitment remains open only for substitute opportunities.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 4 claims since the last regular Personnel Commission meeting in February.
- There were 13 classified employment verifications completed since the last meeting in February.
- Director Kahn informed the Personnel Commission about his participation in training for the District management, coordinated by Dr. Meza and organized by the law firm AALRR, aligning the FRISK documentation model, a framework for documenting a progressive discipline process.
- Director Kahn also attended the District and SEIU negotiations to address compensation and its impact on specific recruitments.
- Director Kahn assisted the District to identify alternative assignments for the Physical Activities Specialists, impacted by the recent reductions in that classification due to the CDE findings.
- Director Kahn informed the Personnel Commission about implementation of the ESSA competency exam for the Paraeducators, identified by the same CDE findings. The exam will be administered in near future.
- Director Kahn announced Commissioner Tarazi's re-appointment by the State Superintendent's Office.
- Commissioner Robinson inquired about the timeline for alternative positions for Physical Activities Specialists. Director Kahn stated that an information session has taken place for the impacted employees to explain to them their opportunities and options. The employees who do not have required college credits will also be able to take the ESSA competency exam. He explained the exam development process and structure.

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 Ms. Griffis and Mr. Nakashyan, the new Human Resources Technicians, and wished them all the best.

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 full contract negotiations between SEIU, Local 99, focusing on the last contract article.**
 - **Mr. Mock updated the Personnel Commission about his meetings with the labor management teams. A new team was added for Food Services.**
 - **Mr. Mock stated that the Union is focused on supporting the employees who have to take the ESSA competency exam.**
 - **Mr. Mock informed the Personnel Commission about his communication with the Physical Activities Specialists who are impacted by layoffs.**
 - **Commissioner Tarazi inquired about the extent of full contract revisions, and composition of the negotiation team.**
 - **Mr. Mock stated that the most complex revisions occurred in articles pertaining to benefits, layoffs, working out of class, and wages. He provided a detailed information about the negotiation team.**
- **Board of Education Report**
 - **On behalf of Dr. Kelly, Dr. Meza informed the Personnel Commission about the Superintendent’s school visits to share the District goals and priorities in the 90 Day Plan with the community. He explained the “Guaranteed Viable Curriculum” and “Transformative Approaches” categories in greater detail. Dr. Meza will e-mail Dr. Shelton’s complete presentation given at the Board of Education meeting to Director Kahn.**
 - **Dr. Meza addressed the ESSA competency exam for Paraeducators. The District is committed to supporting the impacted employees, so that they can be successful passing the test.**
 - **Dr. Meza informed the Personnel Commission about LACOE’s new Human Resources/Fiscal system, HCM, where every District employee will access an employee self-service using the District e-mail.**
 - **Dr. Meza informed the Personnel Commission about the special Board of Education meeting agenda on March 13, 2024. Ms. Canady, Assistant Superintendent, Business and Fiscal Services, will present the 2023-2024 Second Interim Budget Report at that meeting. It will be certified that the District can meet its financial obligations in the next three years.**
 - **Dr. Meza informed the Personnel Commission about the Board’s decision not to move forward filling the Media Services Coordinator position.**
 - **Dr. Meza expressed his appreciation for the interest- based bargaining process during the District negotiations with SEIU, even if it tends to take longer. It is a productive, respectful, and conflict free method.**

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>
Campus Security Officer	1
Instructional Assistant – Classroom	3
Paraeducator 1	3
Paraeducator 2	1
Paraeducator 3	3
Stock and Delivery Clerk	4

- C.02 Advanced Step Placement:
Caroline Brufsky in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement
- C.03 Advanced Step Placement:
Vicki Chapman in the classification of Instructional Assistant - Classroom at Range A-20, 2 Advanced Steps Placement
- C.04 Advanced Step Placement:
Herbert Furbush III in the classification of Custodian at Range A-26, Step B
- C.05 Advanced Step Placement:
LaShonna Hardiman in the classification of Senior Office Specialist at Range A-27, Step C
- C.06 Advanced Step Placement:
Vartan Nakashyan in the classification of Human Resources Technician at Range A-33, Step D
- C.07 Advanced Step Placement:
Julia Ramey in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement
- C.08 Advanced Step Placement:
E'licia Wallace in the classification of Paraeducator 3 at Range A-28, Step D
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-08. 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:

Manager, Facility Services Funding

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 background for the revisions of this classification specification.
- In order to accommodate the department's needs, the minimum qualifications were adjusted to be more broadly related to general business management experience rather than analytical and technical experience. The capital improvement projects experience is still desirable.
- One (1) year of supervisory experience was included.
- A change of title from Manager, Facilities Services Funding to Manager, Facilities Business was implemented in order to reflect the more general management nature of the role.
- There were no changes of the current duties or compensation.

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 15, 2024
 - March 7, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 15, 2024
 - March 7, 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
Adoption of Budget - Fiscal Year 2024-2025	First Reading	April 17, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 17, 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: 5:31 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel