



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 21, 2023

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 **Tuesday, March 21, 2023**, at **9:06 a.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4th Street, Santa Monica, CA 90401.

- ❖ **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 9:06 a.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		✓		✓			

G.03 Pledge of Allegiance: Commissioner Tate led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

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.05 Motion to Approve Agenda: March 21, 2023

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 8, 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		✓		✓			

Motion to Approve Special Meeting Minutes: February 23, 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		✓		✓			

Motion to Approve Special Meeting Minutes: March 2, 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 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>
Cafeteria Worker I	8
Campus Monitor	1
Campus Security Officer	1
Instructional Assistant - Classroom	5
Paraeducator 1	1
Paraeducator 3	1

C.02 Advanced Step Placement:

Vanessa Aleman in the classification of Campus Monitor at Range A-13, Step F

C.03 Advanced Step Placement:

Metta Borghese in the classification of Instructional Assistant – Classroom at Range A-20, Step B

C.04 Advanced Step Placement:

Kimberly Retts in the classification of Laboratory Technician at Range A-28, Step C

C.05 Advanced Step Placement:

Alejandro Sandoval-Perez in the classification of Custodian at Range A-26, Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-05. The motion passed.

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

REPORT AND DISCUSSION

- None

III. HEARING:

H.01 Public Employee Disciplinary Hearing Conference

Employee #: TQ7792494

- **Commissioner Robinson opened the hearing and continued proceedings.**
- **The District was being represented by counsel, Ms. Elizabeth Zamora-Mejia.**

- The Appellant, Mr. Daniel Guerrero, was being represented by SEIU Chief Steward, Mr. Chris Mock, and was also joined by SEIU Union Steward, Ms. Julie Bechtloff.
- The Appellant continued to provide testimony followed by cross examination and redirect.
- Joint witness, Mr. Chris Mock, provided testimony followed by cross examination.
- The District provided closing statements followed by the Appellant.
- The hearing was closed at 12:09 with deliberations to take place in closed session.

IV. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 19, 2023, at 4:30 p.m. - *District Office Board Room*

V. 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

VI. CLOSED SESSION:

The Commission adjourned to closed session at **12:10 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION

Employee #: TQ7792494

The Commission reconvened into open session at **2:30 p.m.** and reported on the following action taken in closed session:

- **No action was taken. Per Merit Rule 14.2.3.D, the Personnel Commissioners will render a final decision based on the oral and documentary evidence presented at the March 21, 2022 hearing at the May 10, 2023 regular Personnel Commission meeting.**

VII. 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: 2:31 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel