



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 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, April 17, 2024**, at **4:38 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 4:38 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 Tate led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: April 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: March 13, 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 March 13, 2024.
 - Written exams were administered for Accountant and Administrative Assistant.
 - Oral exams were held for Instructional Assistant-Classroom.
 - The Personnel Commission staff collected pre-recorded responses for Library Assistant and Technical Theater Technician.
 - Performance exams were held for Skilled Maintenance Worker.
 - Final selection interviews were held for Skilled Maintenance Worker, Accountant, and Board Certified Behavior Analyst.
 - The newly opened recruitments are for Technology Support Assistant, Senior Office Specialist, Accountant, Cafeteria Worker I, and Translator/Interpreter.
 - 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, 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 6 claims since the last regular Personnel Commission meeting in March.**
Ms. Younan attended one EDD hearing on behalf of the District to appeal an unfavorable decision.
- **There were 14 classified employment verifications completed since the last meeting in March.**
- **Director Kahn informed the Personnel Commission about his participation in District Office training titled “Planting the Seeds,” an initiative from Dr. Shelton to provide diversity, equity, and inclusion education to all classified and certificated staff. Ms. Hatch was also in attendance. The rest of the Personnel Commission staff will participate in future administrations of the workshop.**
Director Kahn expressed his gratitude to Mrs. Gartrell and Ms. Marshall for planning and presenting at this meaningful workshop.
- **Director Kahn updated the Personnel Commission on implementation of the ESSA competency exam for the Paraeducators, identified by the CDE findings. Human Resources communicated with staff about taking the exam.**
Director Kahn is finalizing the instructions for administering this exam, since it will be done remotely by each school’s principal. Dr. Meza is the point of contact for the principals.
- **Director Kahn informed the Personnel Commission about scheduling one-on-one meetings for the Physical Activities Specialists, impacted by the recent reductions, to discuss their employment options.**
- **Director Kahn expressed his gratitude to Ms. Canady, Mr. Cruz, and his staff for assisting the Personnel Commission with their budget development for fiscal year 2024-2025.**

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**
 - **Mr. Mock, Chief Steward updated the Personnel Commission on the full contract negotiations, focusing on the article pertaining to wages. Three meetings have been scheduled for April 18, 26, and May 1, 2024.**
 - **Mr. Mock stated that a part of the negotiations is forming specific subcommittees. The Maintenance Department subcommittee will meet to**

resolve challenges related to working out of class and defining “the next lower level classification.”

- Mr. Mock updated the Personnel Commission on the SEIU, Local 99, regional meeting on April 13-14, 2024. Local 99 is currently holding elections for the new executive board.
- Mr. Mock informed the Personnel Commission about his meetings with Director Kahn to address classified vacancies, as they relate to current salaries.
- Mr. Mock elaborated on the challenges with Bus Driver recruitments, training, certifications, and licensing.
- Mr. Mock updated the Personnel Commission on the Supplemental Early Retirement Plan. The deadline to submit resignation was on April 12, 2024.
- Mr. Mock informed the Personnel Commission about his meetings with the labor management teams.
- Mr. Mock informed the Personnel Commission about the executive committee’s monthly meetings with the Superintendent.
- Mr. Mock expressed his appreciation of Dr. Shelton’s initiative to provide diversity, equity, and inclusion education to all classified staff.
- Mr. Mock informed the Personnel Commission about SEIU representatives’ participation at layoff meetings with the Physical Activities Specialists to discuss their employment options.
- Commissioner Robinson asked if the challenges filling Paraeducator vacancies was unique to the District.

Mr. Mock stated that there are several factors contributing to a high demand for Paraeducators in many districts. In addition, there is a major discrepancy between wages earned in the District and private agencies.

Board of Education Report

- Dr. Kelly informed the Personnel Commission about the certificated, classified, and administrative hiring for the next school year. Some of these vacancies include Director of Assessment, Research and Evaluation, Principal of Edison Language Academy, and House Principal at Santa Monica High School.
- Dr. Kelly updated the Personnel Commission on negotiations with the Unions.
- Dr. Kelly informed the Personnel Commission about the next regular Board of Education meeting on April 18, 2024. The District music program will be acknowledged for all the achievements, especially for being named the best community for music education for 21 consecutive years. The project-based learning program will be presenting Carrier Technical Education update, including Grant Elementary School staff.
- Dr. Kelly updated the Personnel Commission on Malibu Unification. A series of community meetings will take place to present tentative revenue sharing arrangement, furthering the process of establishing an independent Malibu Unified School District. The tax revenue sharing agreement is the most important; the two others are an operational agreement and joint powers of authority. The agreements spell out what the financial economics would be in terms of insuring that both school districts are able to offer services at the current level upon separation.

- Dr. Kelly addressed the challenges of the Paraeducator recruitment during post-Covid times. The District is in a process of examining referral methods, in order to avoid recommending Paraeducator staff as a solution for students' behavior issues.
- Commissioner Tate inquired about the logistics of Malibu Unification, in a relation to bond holders.
Dr. Kelly stated that any kind of outstanding bond obligation shared by both communities will essentially remain shared. A several years ago, two school facilities improvement districts were established, where bonding and going out for bond for school facilities can happen in Malibu, independently from Santa Monica.

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

Accountant	1
Campus Monitor	3
Instructional Assistant – Classroom	4
Payroll Specialist	5
Skilled Maintenance Worker	2

List Extension

Campus Security Officer	4
Gardener	2

C.02 Advanced Step Placement:

Ivan Carrillo in the classification of Paraeducator 3 at Range A-28, Step F

C.03 Advanced Step Placement:

Amanda Ernst in the classification of Paraeducator 3 at Range A-28, Step C

- C.04 Advanced Step Placement:
Julian Favela in the classification of Stock and Delivery Clerk at Range A-30, Step B
- C.05 Advanced Step Placement:
Anna Fox in the classification of Paraeducator 1 at Range A-22, Step D
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-05. 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: Payroll Specialist for Accounting Technician
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 Payroll Specialist recruitment was completed, resulting with several candidates on the eligibility list, the District requested the ability to use it to fill Accounting Technician vacancies.
- These two classifications are closely related, as well as they are in the same job unit.
- Candidates who met minimum qualifications for Payroll Specialist and passed the exam, meet minimum qualifications for Accounting Technician and are eligible for this position.
- Instead of conducting an entire recruitment and an exam process, the certification from another class list enables the Personnel Commission staff to expedite the hiring process for Accounting Technician.

A.02 Classification Revision:

Accountant within the Office, Technical and Business Support Job Unit

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 brief background for the revisions of this classification specification.
- In order to accommodate the Facility Improvement Projects and Fiscal departments' needs, minor revisions were implemented to Basic Functions to streamline language.
- The most important revision occurred for the type of supervision the Accountant receives.
- The classification specification's formatting was updated.
- 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.

D.01 Proposed Budget – Personnel Commission Fiscal Year 2024/25 - First Reading

- Director Cruz provided a detailed overview of the 2023-2024 District Second Interim Report. The report contained the District's financial position as of January 31, 2024, displaying the Budget Reporting Periods, and the First Interim Budget and the Second Interim Budget with the changes between the two periods. It also included Current Actuals, and Projected Totals for each District fund as well as an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years. The Second Interim Report is submitted to the Los Angeles County Office of Education with a positive certification. The District will be able to meet its obligations in the current and next two (2) fiscal years.
- Director Cruz presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as the previous one. He provided specific data regarding salaries and

benefits for all positions in the Personnel Commission and explained the reasons for increase in these categories.

- Director Cruz provided a rationale for reductions in the “Supplies and Equipment” and “Operating Expenses” categories.
- Director Cruz commended the department for being fiscally responsible with the District funds.

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)
 - March 20, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - March 20, 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	Second Reading	May 8, 2024
Classified School Employees Appreciation Week		May 8, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 8, 2024 at 4:30 p.m. – *District Office Board Room*

The meeting will be rescheduled to a later date in May, due to Personnel Commissioners’ scheduling conflict.

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: 5:51 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel