



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 19, 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 **Wednesday, April 19, 2023**, at **4:30 p.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 4:34 p.m.

G.02 Roll Call: Commissioners Robinson and Tate were present. Commissioner Tarazi was absent due to a work commitment.

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 19, 2021

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 21, 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 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 congratulated Ms. Clare Caldera, Personnel Analyst, on accepting a new position with the City of Santa Monica.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on March 21, 2023.
 - The Personnel Commission staff held written exams for Senior Administrative Assistant.
 - Oral exams were administered for Instructional Assistant-Classroom and Spanish bilingual.
 - Performance exams were held for Cafeteria Worker I, Gardener, and Senior Administrative Assistant.
 - Final selection interviews were held for Instructional Assistant-Classroom, Custodian, Library Assistant, Gardener, Athletic Trainer, and Campus Monitor.
 - The continuous recruitments include Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, Speech Language Pathology Assistant, and Bus Driver.
 - The newly opened recruitments include Athletic Trainer and Physical Activities Specialist.

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 10 claims since the last regular Personnel Commission meeting in March.
The Personnel Commission staff attended an EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn expressed his gratitude to Mr. Gerardo Cruz, Director of Fiscal and Business Services, Ms. Melody Canady, Assistant Superintendent of Business and Fiscal Services, Mr. David Chiang, Assistant Director of Fiscal and Business Services, Mr. Jesse Bunayog, Accountant, and the rest of the Fiscal Services staff for another productive and positive collaboration in the Personnel Commission budget development.

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 Tate congratulated Ms. Caldera and wished her all the best in her new endeavors.**

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, informed the Personnel Commission about contract ratification between SEIU, Local 99 and LAUSD, which included 30% average salary raise for all classified employees.
 - Mr. Mock updated the Personnel Commission on the continuous full contract negotiations between SEIU, Local 99, and the District. The next meeting is scheduled for April 20, 2023.
 - Mr. Mock reported on a SEIU's meeting with Bus Drivers regarding their work load. It took place on April 19, 2023.
 - Mr. Mock informed the Personnel Commission about a meeting with Special Education labor management team that is currently working on a new hire protocol to be aligned with the contract language. The meeting will take place on April 20, 2023.
 - Mr. Mock mentioned that the executive committee and the steward council will meet with the DEI consultants to review DEI trainings and protocols.
- Board of Education Report
 - Dr. Kelly informed the Personnel Commission about the Board of Education agenda for April 20, 2023 regular meeting that will include an update related to future school facilities projects for Rogers LC, Grant ES, Roosevelt ES, and Lincoln MS, funded by the bond program.
 - Dr. Kelly also updated the Personnel Commission about the Board of Education's effort to hire the new superintendent. The Board of Education

will be meeting with the search firm in the Closed Session on April 24, 2023, to consider the applicants' qualifications.

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>
Cafeteria Worker I	1
Gardener	2
Instructional Assistant - Classroom	3
Paraeducator 1	1
Paraeducator 3	3

C.02 Advanced Step Placement:

Gina Arujo-McLendon in the classification of Instructional Assistant – Classroom at Range A-20, Step B

C.03 Advanced Step Placement:

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

C.04 Advanced Step Placement:

Michael Thompson in the classification of Physical Activities Specialist at Range A-28, Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-04. 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:

Human Resources Technician within the office, technical and business services support unit

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 anticipation of an upcoming recruitment, staff reviewed the classification specification in order to clarify Minimum Qualifications.**
- **Abilities were replaced with Core Competencies.**
- **No duties were changed.**
- **The most significant change occurred with further defining Experience within the Minimum Qualifications regarding clerical work as well as providing support to the public.**

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 2023/24 - First Reading

- **Director Cruz provided a detailed overview of the 2022-2023 District Second Interim Report. The report contained the District's financial position as of January 31, 2023, 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 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 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)
 - February 16, 2023
 - March 2, 2023
 - March 15, 2023
 - April 20, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 16, 2023
 - March 2, 2023
 - March 15, 2023
 - April 20, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

- B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2023-2024	Second Reading	May 10, 2023
Classified School Employees Appreciation Week		May 10, 2023

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 10, 2023, 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:

The Commission adjourned to closed session at **5:42 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: TQ7792494

The Commission reconvened into open session at **6:36 p.m.** and reported on the following action taken in closed session:

- **The Personnel Commission reported from the Closed Session. A final decision has been reached. The written report will follow within the 14-day timeline prescribed in the Merit Rules.**

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: 6:36 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel