



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 23, 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, April 23, 2025**, 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 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: April 23, 2025

It was moved and seconded to approve the agenda with the following amendment – Agenda Item V.D.01 – Proposed Budget – Personnel Commission Fiscal Year 2025/26 – First Reading - was moved before Agenda Item I.G.07 – Report from the Director of Classified Personnel. 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 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	✓		✓			

Motion to Approve Special Meeting Minutes: March 26, 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	✓		✓			

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 2025/26 - First Reading

- **Ms. Melody Canady, Assistant Superintendent of Business and Fiscal Services, provided a detailed overview of the 2024-2025 District Second Interim Report. The report contained the District's financial position as of January 31, 2025, 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.

- Mr. Andrew Lacson, Assistant Director, Fiscal Services, 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 Department and explained the reasons for changes in these categories.
- Assistant Director Lacson provided a rationale for increase in the “Supplies and Equipment” and “Operating Expenses” categories. Staff may have to replace certain outdated electronic equipment and purchase new recruitment and testing software.
- Commissioners Robinson and Tate considered the proposed budget reasonable.

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 12, 2025.
 - Oral exams were held for Director, Transportation, the Paraeducator series, and Locksmith.
 - Performance exams were administered for Chief Communications Officer.
 - Final selection interviews were held for Senior Office Specialist, Instructional Assistant – Classroom, Campus Monitor, Senior Administrative Assistant, Cafeteria Worker I, Administrative Assistant, Director, Transportation, the Paraeducator series, and Locksmith.
 - The newly opened recruitments include Gardner, Instructional Assistant – Physical Education, Administrative Assistant, and Sports Facility Attendant.
 - The continuous recruitments remain open for Swimming Instructor/Lifeguard, Campus Monitor, the Paraeducator series, and Bus Driver.
 - Director Kahn expressed his gratitude to Ms. Julie Younan for her support in the Director, Transportation and Chief Communications Officer recruitments.
Ms. Younan developed and administered the complex exam for Chief Communications Officer.
 - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have processed 3 claims since the last regular Personnel Commission meeting in March.
 - The staff also received 19 employment verifications since the last regular Personnel Commission meeting in March.

- **Director Kahn informed the Personnel Commission about Ms. Younan attending the annual California Association of School Business Officials conference that took place during the spring break. Presentations and workshops covered all manners of school business. It was a great opportunity to network and recruit potential candidates for the Director, Fiscal and Business Services position.**
- **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 2025-2026.**
- **Regarding the Personnel Commissioner recruitment, Director Kahn updated the Personnel Commission on the number of eligible candidates. Two of the three candidates have already confirmed their interest to interview for this position. The interviews will be scheduled in a near future with an advisory committee comprised of an outgoing Personnel Commissioner, a District representative, a SEIU steward, and a PTA member.**

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
 - **None**
- Board of Education Report
 - **None**

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.

- **Ms. Wendy Meyer, a Lincoln Middle School PTA council representative and parent, addressed the Personnel Commission regarding the Middle School Sports Coordinator position, and its impact on the middle school sports program.**

She suggested creating a general survey for students, parents and coaches to obtain a valuable information about the athletes' needs, and how to support them well.

Ms. Meyer also expressed a necessity for a more effective communication between the District staff, coaches and parents.

- Commissioner Tate inquired about the Middle School Sports Coordinator funding. It will be funded by the District in the next school year.
- Director Kahn stated that he will discuss the presented topics to the direct supervisor, Mr. Isaac Burgess, for his consideration during the Middle School Sports Coordinator selection interviews.

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>
Bus Driver	1
Director, Transportation	4
Instructional Assistant - Bilingual	3
Instructional Assistant - Classroom	4
Locksmith	1
Senior Administrative Assistant	2
Speech Language Pathology Assistant	1

C.02 Advanced Step Placement:
Steven Carrillo in the classification of Director, Transportation at Range M-59, Step B

C.03 Advanced Step Placement:
Jessica Davidson in the classification of Paraeducator 1 at Range A-24, Step C

C.04 Advanced Step Placement:
Md Kaish in the classification of Systems Analyst at Range A-55, Step D

C.05 Advanced Step Placement:
Alan Martin in the classification of Paraeducator 1 at Range A-24, Step B
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.

- **None**

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- **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)
 - March 19, 2025
 - April 3, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - March 19, 2025
 - April 3, 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
Adoption of Budget - Fiscal Year 2025-2026	Second Reading	May 14, 2025
Classified School Employees Appreciation Week		May 2025

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 14, 2025 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: 6:12 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel