



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

May 10, 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, May 10, 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 4:35 p.m.

G.02 Roll Call: Commissioners Tarazi and Tate were present. Commissioner Robinson 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: May 10, 2023

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.06 - approval of the minutes of the regular April 19, 2023 meeting was postponed till June 14, 2023. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: April 19, 2023

Approval was postponed till June 14, 2023. 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 thanked Ms. Julie Younan for accepting the opportunity to work out of class as the Personnel Analyst until the position is permanently filled.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on April 19, 2023.
 - Oral exams were administered for the Paraeducator series and HVAC Technician.
 - Performance exams were held for Custodian and Senior Administrative Assistant.
 - Final selection interviews were held for Paraeducators, Senior Office Specialist, and Instructional Assistant-Classroom.
 - 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 Senior Administrative Assistant, Physical Activities Specialist, and Swimming Instructor/Lifeguard.

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in April.
The Personnel Commission staff attended one EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn informed the Personnel Commission about celebrating the Classified School Employees Week during the week of May 22, 2023. The Personnel Commission staff will hold a raffle to give away prizes to classified employees as a token of appreciation for their dedicated service.
- Commissioner Tarazi inquired about the Bus Driver recruitment. Director Kahn provided a detailed explanation of steps taken for acquiring a larger applicant pool.

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.

- On behalf of the entire Personnel Commission, Commissioner Tarazi expressed her gratitude to District classified employees. She presented a resolution to honor the Classified School Employees Week that will be adopted by the Board of Education at their May 17, 2023 regular meeting.
- Commissioner Tate expressed his gratitude to all classified employees for their commitment to the students in the District.

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 SEIU, Local 99 executive board meeting that will take place on May 13, 2023.
 - Mr. Mock stated that the SEIU, Local 99, together with united teachers, marched to celebrate the International Workers' Day on May 1, 2023, in downtown Los Angeles.
 - 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 May 17, 2023.
 - Mr. Mock expressed his gratitude to Director Kahn for his active participation and expertise at the Transportation labor management team meeting on May 10, 2023.
 - Mr. Mock expressed his appreciation of the Personnel Commission staff for organizing a reception with raffle to recognize classified employees on the occasion of the Classified School Employees Week.
 - Commissioner Tarazi inquired about articles being discussed during the full contract negotiations.

- **Mr. Mock provided an update on the negotiations' progress including a new layoff process, employee benefits, and leaves of absence.**
- **Board of Education Report**
 - **Dr. Kelly updated the Personnel Commission about the Board of Education's effort to hire the new superintendent. The intent is to appoint a new superintendent by July 1, 2023.**
 - **Dr. Kelly notified the Personnel Commission about various end-of-the-school-year events and activities at the school sites.**
 - **Dr. Kelly informed the Personnel Commission about planning initiatives for the next school year, including hiring new certificated staff.**
 - **Dr. Kelly noted that the Board of Education will be presented with the District budget third interim report on May 17, 2023. On June 1, 2023, the Board will hear a preliminary budget and LCAP. It will be followed by a public hearing to approve the budget at the end of June.**
 - **Dr. Kelly congratulated the classified employees on the occasion of the Classified School Employees Week and thanked them for all their contribution supporting the students and the District.**

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>
Custodian	10
Paraeducator 1	3
Paraeducator 2	1
Paraeducator 3	1

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Administrative Assistant	3
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- C.02 Advanced Step Placement:
Blake Einhorn in the classification of Technology Support Assistant at Range A-40, Step C
- C.03 Advanced Step Placement:
Cynthia Garcia-Lara in the classification of Administrative Assistant at Range A-33, Step C
- C.04 Advanced Step Placement:
Arvin Mahmoudbeik in the classification of Systems Analyst at Range A-53, Step B
- C.05 Advanced Step Placement:
Ayr Rein in the classification of Instructional Assistant – Classroom at Range A-20, Step B
- C.06 Advanced Step Placement:
Matthew Rusk-Kosa in the classification of Physical Activities Specialist at Range A-28, Step B
- C.07 Advanced Step Placement:
Kathleen Ryan in the classification of Elementary Library Coordinator at Range A-28, Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-07. 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 Public Hearing: Fiscal Year 2023-2024 Proposed Personnel Commission Budget
It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2023-2024* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- No public comments.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2023-2024* as submitted. The motion passed.

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

- A.02 Adoption: Fiscal Year 2023-2024 Proposed Personnel Commission Budget
It was moved and seconded to adopt the Fiscal Year 2023-2024 Proposed Personnel Commission Budget as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

- A.03 New Classification:
Board Certified Behavior Analyst within the Instructional Assistant and
Paraprofessional Job Unit
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 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 rationale and purpose for establishing this new classification to oversee intensive behavior intervention services and support Paraeducators.
- This classification is only compared to outside agencies with comparable, classified positions, as some school districts require the BCBA to be credentialed and, as such, have it as a certificated position.

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)
 - May 4, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 4, 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
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 14, 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:

- **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: 4:56 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel