



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

June 11, 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, June 11, 2025**, at **4:33 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 4:33 p.m.

G.02 Roll Call: Commissioners Robinson and Tarazi 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: June 11, 2025

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: May 14, 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: May 29, 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	✓			✓			

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 2025 graduates and promoting students. Ms. Younan attended graduation at Olympic High School last week and will attend a promotion ceremony at Lincoln Middle School on June 12, 2025. Director Kahn also had the pleasure of attending a promotion ceremony at Will Rogers Learning Community on June 10, 2025.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on May 14, 2025.
 - Oral exams were administered for Sports Facility Attendant, Chief Communications Officer, Bilingual Community Liaison, Instructional

Assistant – Physical Education, the Paraeducator series, and Administrative Assistant.

- **Performance exams were held for Administrative Assistant, Gardener, and Maintenance Supervisor.**
- **Written exams were administered for the ESSA equivalency exam.**
- **Final selection interviews occurred for Instructional Assistant – Music, Chief Communications Officer, Director, Fiscal and Business Services, the Paraeducator series, Technology Support Assistant, and Sports Facility Attendant.**
- **The newly opened recruitments include Occupational Therapist and Cafeteria Worker II.**
- **The continuous recruitments remain open for Swimming Instructor/Lifeguard, Campus Monitor, Paraeducator 1 and 3, and Bus Driver.**

All continuous recruitments will be closed at the end of June. They will be reopened in July for the new fiscal year, in order to refresh algorithms within several job search websites that post the Personnel Commission vacancies.

Additionally, new salary schedules with two (2) range adjustment will also help with recruitments, as they will be reopened with higher compensation.

- **Director Kahn commended Ms. Cindy Johnston for leading the summer school classified staffing.**
Director Kahn congratulated Ms. Julie Younan on completing her first executive level recruitment for Chief Communications Officer.
- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have received 1 request, which was completed by the Personnel Commission staff since the last regular meeting in May.**
- **The staff also received 30 employment verifications since the last regular Personnel Commission meeting.**
- **Regarding the Personnel Commissioner recruitment, Director Kahn informed the Personnel Commission that the selection interviews will take place on June 18, 2025, with stake holders throughout the District participating on the panel.**

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.

- **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

Bilingual Community Liaison	8
Campus Monitor	5
Chief Communications Officer	6
Director, Fiscal and Business Services	3
Gardener	2
Paraeducator 1	5
Paraeducator 3	4
Senior Buyer	8
Sports Facility Attendant	1

List Extension

Library Assistant	13
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C.02 Advanced Step Placement:

Joselito Gutierrez in the classification of Locksmith at Range A-41, Step D

C.03 Advanced Step Placement:

Claudia Selvas in the classification of Instructional Assistant - Bilingual at Range A-24, Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-03. 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:

Transportation Supervisor

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.
- Following a recent hiring of Director, Transportation, which was the District's former Transportation Supervisor, a new vacancy for this position occurred.
- In anticipation of recruitment, staff reviewed the classification specification, in order to align and be consistent with the recently revised Director, Transportation class spec.
- Director Kahn pointed out that the revisions took place within the Experience category, reducing it from three (3) to two (2) years, while making it exclusive to school bus driving, but also clarifying the dispatching and routing experience- either in a commercial or school setting.
- Other revisions were made for consistency and formatting.

- A.02 Personnel Commission's Twelve-Month Calendar of Events:
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2025-2026
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

- **No scheduling conflicts at this time.**
- **Director Kahn stated that it has been a practice to possibly adjust the April meeting date in consideration of spring break.**

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 15, 2025
 - June 5, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 15, 2025
 - June 5, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025
- I.07 Classified Employees Appreciation Celebration Winners

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 9, 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: 4:45 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel