



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

June 13, 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 **Thursday, June 13, 2024**, at **4:41 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> 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 4:41 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 13, 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:** May 15, 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
  - On behalf of Director Kahn, Ms. Julie Younan, Personnel Analyst, presented the Director's report with updates on recruitments, exams, and selection interviews administered since the last regular meeting on May 15, 2024.
  - Oral exams were administered for the Paraeducator series, Administrative Assistant, Human Resources Specialist, Technical Theater Coordinator, Technical Theater Technician.
  - Pre-recorded interviews were collected for Senior Buyer and Manager, Facilities Business, and Technology Support Assistant.
  - Evaluations for the bilingual stipend occurred.
  - Written exams were administered for Electrician and Senior Office Specialist.
  - Final selection interviews took place for Accountant, Assistant Director, Fiscal Services, Paraeducator series, Administrative Assistant, and Health Office Specialist.
  - The newly opened recruitment is for Cafeteria Worker II.
  - 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, Cafeteria Worker I, and Speech Language Pathology Assistant.**

- **Physical Activities Specialist recruitment remains open only for substitute opportunities.**
- **Related to the recruitments, on June 6<sup>th</sup>, the Board of Education approved the SEIU contract. This comes with adjustments to all classified salaries, both retroactively and starting July 1<sup>st</sup>. Specific recruitments will be opened once the updated and approved July 1<sup>st</sup> salaries are received.**
- **Likewise, any continuous recruitments will be reopened in July to start a new recruitment concurrent with the new fiscal year as well as re-opening with the higher advertised salary.**
- **The Personnel Commission staff processed 2 EDD unemployment claims since the last regular Personnel Commission meeting in May. One EDD hearing took place, and Ms. Younan was the District's representative.**
- **In other news, thanks to Dr. Meza and Principals, the ESSA Paraeducator equivalency exam has been administered and 23 incumbents have participated. There are still about 10 active paraeducators left to take the exam and staff will continue to work with sites to ensure their participation. Scores have not been released to individuals or sites since the development of a "cut score" will take place once everyone participated –as is the process for this method of testing.**
- **Ms. Younan attended an education focused job fair in Downey last month. This was coordinated by the Los Angeles County Office of Education, even though the focus was primarily on certificated staffing, it did include the opportunity to interface with individuals interested in classified work. It was a great opportunity to participate at such event again. The Personnel Commission staff's gratitude has been expressed to Dr. Meza for coordinating and for Gail Pinsker and the rest of the Communications team on their contributions to making flyers, bulletins, and other material for the event. Also, thanks to Ms. Younan for attending on a Saturday.**
- **In May, the Personnel Commission staff held the annual Classified Employee Appreciation Week event. It was a tremendous effort to make it happen – from coordinating donations to purchasing prizes to hosting the event itself with a raffle and treats, as well as ensuring those winners were announced and prizes distributed. Gratitude was expressed to Ms. Younan for her role in coordinating the event, and to Mr. Gerardo Cruz and Dr. Stacy Williamson who were the MCs – and did an awesome job of keeping it fun and engaging! The rest of the Personnel Commission staff, Ms. Hatch, Ms. Johnston, and Mr. Nakashyan played an important role in the event as well. We raised over \$3k and had 100+ prizes – by far the best year yet!**
- **The Personnel Commission always receives lots of positive feedback, which is truly important, since we do want to recognize the contributions of our classified staff who are integral to the operations of this District.**
- **Commissioner Robinson expressed her appreciation of the list of all the winners from various classifications across the classified service.**

**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

Administrative Assistant	4
Assistant Director, Fiscal Services	3
Campus Monitor	2
Library Assistant	13
Locksmith	1
Paraeducator 1	2
Paraeducator 3	1

**C.02 Advanced Step Placement:**

Rogelio Ruiz in the classification of Accounting Technician at Range A-33, Step F

C.03 Advanced Step Placement:  
Miriam Santillan in the classification of Instructional Assistant - Classroom at Range A-20, 3 Advanced Steps Placement

C.04 Advanced Step Placement:  
Nelly Villa in the classification of Board Certified Behavior Analyst at Range A-58, Step C  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item 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 Certification from Another Class List: Accountant 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**

- None

A.02 Classification Revision:  
Accounting Technician 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**

- Ms. Younan stated that the Personnel Commission staff met with the Director of Fiscal Services, Gerado Cruz, to review changes to the minimum qualifications.
- They also integrated feedback and distributed proposed revisions to SEIU Chief Steward, Chris Mock, and Director of Union-Employer Relations, Margaret Ortiz, for review and approval in regards to reducing the minimal qualifications from 3 to 2 years of experience.
- Staff clarified the language related to supervision by removing Assistant Director, Fiscal Services position as supervisor and replacing it with broader language due to Accounting Technician being found in multiple departments.

### **A.03 Personnel Commission's Twelve-Month Calendar of Events:**

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2024-2025

**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**

- Commissioner Robinson will not be able to attend the August and September meetings due to professional obligations.
- Commissioner Tarazi may have a scheduling conflict in July.

### **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 16, 2024
  - June 6, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - May 16, 2024
  - June 6, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2023 - 2024
- I.06 Board of Education Meeting Schedule
  - 2023 – 2024
- 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 10, 2024 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: 4:54 p.m.**

Submitted by:

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Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel