



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

June 14, 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, June 14, 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 Robinson led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: June 14, 2023

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.06 - approval of the minutes of the regular May 10, 2023 meeting was postponed till July 12, 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

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 Regular Meeting Minutes: May 10, 2023

Approval was postponed till July 12, 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 introduced Ms. Julie Younan who has been working provisionally as the Personnel Analyst. She would be speaking to one of the agenda items.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on May 10, 2023.
 - Oral exams were administered for Construction Supervisor, Campus Security Officer, Instructional Assistant-Classroom, Athletic Trainer, and the Paraeducator series.
 - Written exams were held for Campus Monitor.

- Final selection interviews were held for HVAC Technician, Senior Office Specialist, the Paraeducator series, Construction Supervisor, Instructional Assistant – Music, Campus Security Officer, Speech Language Pathology Assistant, Facilities Technician, and Custodian.
- 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 Instructional Assistant – Music, Facilities Technician, Instructional Assistant – Bilingual, Board Certified Behavior Analyst, and Senior Office Specialist.
- 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 May.
- Director Kahn updated the Personnel Commission on the in-person celebration of the Classified School Employees Week on May 25, 2023. He thanked his staff for their support making the event successful.
- Director Kahn expressed his gratitude to Dr. Mark Kelly, the outgoing Interim Superintendent, for his time serving the District in this capacity. He welcomed the incoming Superintendent, Dr. Antonio Shelton, who will be entering the role on July 1, 2023.
- Commissioner Tate inquired about the number of applicants for the Human Resources Technician position. Director Kahn provided details regarding this recruitment.

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.

- **Commissioners Robinson and Tate expressed their gratitude to Dr. Kelly for his dedication to the District serving as the Interim Superintendent.**

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, expressed his gratitude to Dr. Kelly for his role of Interim Superintendent. He welcomed Dr. Antonio Shelton as the new Superintendent.**
 - **Mr. Mock congratulated all graduates wishing them all the best in their future endeavors.**
 - **Mr. Mock informed the Personnel Commission about SEIU, Local 99 annual members' appreciation barbeque that took place on June 10, 2023.**
 - **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 June 29, 2023.**

- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about the District's promotion and graduation ceremonies at McKinley Elementary School, Lincoln Middle School, Olympic, Santa Monica, Malibu High Schools, and PPBL.**
 - **Regarding the new Superintendent hire, Dr. Kelly stated that a transition process has already begun, so that Dr. Shelton will assume his role on July 1, 2023.**
 - **Dr. Kelly noted that on June 22, 2023, the Board of Education will be presented with the preliminary 2023-2024 District budget. The Board will also conduct a public hearing on the Local Control Accountability Plan.**
 - **The District budget and LCAP will be approved at the Board regular meeting on June 29, 2023.**
 - **Dr. Kelly notified the Personnel Commission about several administrative changes – Dr. Antonio Shelton became the new Superintendent. Mr. Jose Cuevas, a former house principal of Santa Monica High School, was appointed as the new Principal of Lincoln Middle School. Mr. Cuevas' position was assumed by Mr. Greg Pitts, a Santa Monica High school teacher since 2002. Vacancies for principals are at Roosevelt Elementary School and Malibu Middle School.**

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>
Athletic Trainer	1
Campus Security Officer	1
Construction Supervisor	2
HVAC Technician	1
Instructional Assistant - Classroom	5
Paraeducator 1	1

Paraeducator 2	1
Paraeducator 3	2
Speech Language Pathology Assistant	2

C.02 Advanced Step Placement:

Luis Gomez in the classification of Custodian at Range A-26, Step C

C.03 Advanced Step Placement:

Neiel Mallari in the classification of Paraeducator 3 at Range A-28, Step D

C.04 Advanced Step Placement:

Anthony Ramirez in the classification of Gardener at Range A-28, Step C

C.05 Advanced Step Placement:

Rachel Salvati in the classification of Instructional Assistant - Classroom at Range A-20, Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items 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.

A.01 Accelerated Hiring Rate:

Technical Theater Technician within the Operations 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 quick overview and a rationale for the Accelerated Hiring Rate for the Technical Theater Technician classification.**
- **The recommendation is for Step F in order to attract more qualified candidates.**

- Director Kahn stated that the current permanent employee in this classification is on step B, so he would be also granted the top step.
- The real goal is to be able to close a gap with other agencies with comparable positions.

A.02 Classification Revision:

Electrician within the Operations 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 provided a brief background for the revisions of this classification specification.
- In anticipation of an upcoming recruitment, staff reviewed the classification specification and reduced Experience requirements to two (2) years. This category was also revised to include both high and low voltage.

A.03 Classification Revision:

Personnel Analyst

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 stated that in anticipation of an upcoming recruitment, staff reviewed the classification specification in order to clarify Minimum Qualifications and Supervision.
- The most significant change occurred with reducing Experience to two (2) years and clarifying scope of experience.
- Equivalency was also reduced to one (1) year.
- Abilities were replaced with Core Competencies.
- Formatting was updated for consistency.
- There are no changes to the duties and responsibilities.

A.04 New Classification:

Manager, Facility Services Funding

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.04 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 and be responsible for managing finances, funding, and contracts related to bonds and construction within the Facility Improvement Projects Department.**

A.05 Personnel Commission's Twelve-Month Calendar of Events:

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2023-2024

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.05 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.**

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 17, 2023
 - June 1, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 17, 2023
 - June 1, 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, July 12, 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: 5:09 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel