



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

July 12, 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, July 12, 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 4:33 p.m.

G.02 Roll Call: Commissioners Robinson, Tarazi, 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 Tate led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: July 12, 2023

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 10, 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: June 14, 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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on June 14, 2023.**
 - **Oral exams were administered for Board Certified Behavior Analyst and the Paraeducator series.**
 - **Written exams were held for Human Resources Technician and Senior Administrative Assistant.**
 - **Performance exams were held for Bus Driver and Senior Administrative Assistant.**
 - **Final selection interviews were held for the Paraeducator series and Bilingual Community Liaison.**

- The newly opened recruitments include Systems Analyst, Technical Theater Technician, Physical Activities Specialist, Instructional Assistant – Physical Education, Cafeteria Worker II, and Manager, Facility Services Funding.
- The continuous recruitments include Campus Security Officer, the Paraeducator series, Campus Monitor, Instructional Assistant-Classroom, Cafeteria Worker I, Speech Language Pathology Assistant, Vehicle and Equipment Mechanic, and Bus Driver.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 32 claims since the last regular Personnel Commission meeting in June.
- Director Kahn informed the Personnel Commission about contracting out the recruitment for Personnel Analyst starting on August 1, 2023. He solicited the work of Dr. Frank Olmos, a respected HR professional within the Southern California testing community with over 20 year of experience in public agencies. His contract is for approval of the Board of Education on July 22, 2023. Dr. Olmos' outlined proposal is placed in the Information Items.
- Commissioner Robinson inquired about the Personnel Analyst final selection interview panel. Director Kahn will be the one responsible for the selection itself.

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
 - **Mr. Mock, Chief Steward, informed the Personnel Commission about the SEIU, Local 99 summer family picnic that will take place on July 15, 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 July 18, 2023.**
 - **Mr. Mock informed the Personnel Commission about the Executive Committee's opportunity to meet with Dr. Antonio Shelton, the new Superintendent, on July 5, 2023.**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about the District's certificated and classified hiring for the new school year. Vacancies for principals are at Roosevelt Elementary School and Malibu Middle School as well as for Director of Human Resources.**

- Dr. Kelly notified the Personnel Commission about the Human Resources, Personnel Commission, and Fiscal Departments' work transforming the current Human Resources system to the Human Capital Management System. The anticipated date for implementing the new system is January 2024.
- Dr. Kelly noted that on June 29, 2023, the Board of Education approved the 2023-2024 District budget and LCAP.

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>
Campus Monitor	4
Paraeducator 1	1
Paraeducator 3	1

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

Vehicle and Equipment Mechanic within the Operations Support Job 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 stated that the revisions took place mainly in the Minimum Qualifications category, and the classification title.
- The most significant change occurred with replacing experience working with alternative fueled vehicles with experience working with vehicles and/or equipment weighing 14,000 pounds or more.
- The title includes the term “Heavy Duty.” It is renamed Heavy Duty Vehicle and Equipment Mechanic.
- There is a Lead Vehicle and Equipment Mechanic classification; hence, its name would be adjusted. The Minimum Qualifications would be also reviewed to assure an alignment within these two classifications.

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)
 - June 29, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)

- June 29, 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
Annual Report	N/A	September 13, 2023

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 9, 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: 4:50 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel