



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**August 9, 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, August 9, 2023, at 4:30 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 4:32 p.m.**

**G.02 Roll Call: Commissioners Robinson, Tarazi, and Tate 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: August 9, 2023**

**It was moved and seconded to approve the agenda as submitted. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

**G.06 Motion to Approve Regular Meeting Minutes: July 12, 2023**

**It was moved and seconded to approve the minutes as submitted. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
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 July 12, 2023.**
  - **Oral exams were administered for Facilities Technician, Instructional Assistant-Classroom, pre-recorded videos were generated for System Analyst, and ratings have begun for Health Office Specialist.**
  - **Written exams were held for Senior Office Specialist.**
  - **Performance exams were held for Cafeteria Worker I.**
  - **Final selection interviews were held for Board Certified Behavior Analyst, the Paraeducator series, Campus Security Officer, Facilities Technician, Library Assistant, and Instructional Assistant-Classroom.**
  - **The newly opened recruitments include Bilingual Community Liaison, Swimming Instructor/Lifeguard, Technical Theater Coordinator, and Heavy Duty Vehicle and Equipment Mechanic.**
  - **The continuous recruitments include Bus Driver, Cafeteria Worker I, Campus Monitor, Instructional Assistant-Classroom, the Paraeducator series, and Speech Language Pathology Assistant.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office.**

They have processed 6 claims since the last regular Personnel Commission meeting in July.

- The Personnel Commission staff attended an EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn reported to the Personnel Commission on the annual management retreat that took place at the beginning of August. It was a great opportunity to think about the Personnel Commission's role within the District, and how classified staff impacts students' learning.
- Director Kahn expressed his gratitude to the Educational Services Department, particularly to Dr. Stacy Williamson and also to Dr. Antonio Shelton, for this well-organized and meaningful event.
- Director Kahn informed the Personnel Commission about the Board of Education's vote to resend the Covid-19 vaccination requirement for staff at their regular meeting on August 3, 2023.

The Personnel Commission staff removed any language related to this requirement on the application for employment on August 4, 2023.

Any employees who voluntarily separated in lieu of dismissal for not having the vaccination have a right to request re-instatement for 39 months since the last day of work. Their status would be viewed as a transfer candidate, without the competition to be placed in the first (3) three ranks. Any dismissed employees in good standing can re-apply and participate in a recruitment process.

- Director Kahn provided an update on the recruitment for Personnel Analyst that has started on August 1, 2023. Dr. Frank Olmos is currently developing the exam process. He anticipates to open the recruitment for applicants later this week, and the application period will close before Labor Day.

- Commissioner Tarazi inquired about the status of an employee who appealed the dismissal for not fulfilling the Covid-19 vaccination mandate.

Director Kahn stated that each case will be evaluated individually, and the Personnel Commission staff is waiting for further instructions from the District's administration.

- Commissioner Tate inquired about the working out of class process. Director Kahn provided a detailed explanation related to working out of class criteria and the definition of the next lower classification.
- Commissioner Tarazi asked about the District's approach to express appreciation for classified employees that was discussed at the management retreat.

Director Kahn offered examples of the cultural shift within the District in regards to respect and appreciation for classified employees.

- Commissioner Robinson inquired about who is responsible for the determination if an employee separates from the District in good standing.

Director Kahn stated that the decision would come internally from the Human Resources, not from the Board of Education.

**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
  - **On behalf of Mr. Mock, Chief Steward, Director Kahn read the SEIU report that included SEIU members’ support to members of SAG-AFTRA WGA, update on negotiating the new contract with the District, cooperation with Dr. Shelton’s team on preparations for Convocation, and activities related to the Labor Management teams in Maintenance, Transportation, and Special Education.**
- 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):**

<u>Classification</u>	<u># Eligible</u>
Board Certified Behavior Analyst	8
Cafeteria Worker I	8
Campus Monitor	1
Facilities Technician	3
Paraeducator 1	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.

- None

**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)
  - July 20, 2023
  - August 3, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - July 20, 2023
  - August 3, 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:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Annual Report	N/A	September 13, 2023

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, September 13, 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.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

**TIME ADJOURNED: 4:59 p.m.**

Submitted by:

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Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel