



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 13, 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, September 13, 2023**, at **4:30 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 4:37 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: September 13, 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: August 9, 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		✓	✓			

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 welcomed Dr. Douglas Meza, the new Director of Human Resources. Dr. Meza introduced himself and shared his professional background.**
 - **Director Kahn informed the Personnel Commission about his meeting with Dr. Meza and Dr. Kelly on September 13, 2023. Director Kahn looks forward to continuing these productive conversations to collaborate on improvement of recruitments and employee retention.**
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on August 9, 2023.**
 - **Oral exams were administered for Campus Security Officer, Systems Analyst, Manager of Facility Services Funding, Instructional Assistant – Bilingual, the Paraeducator series, Senior Administrative Assistant, Senior Office Specialist, and Health Office Specialist.**
 - **Performance exams were held for Cafeteria Worker I.**
 - **Final selection interviews were held for Cafeteria Worker I, Cafeteria Worker II, Campus Security Officer, and Systems Analyst.**
 - **The newly opened recruitments include Stock and Delivery Clerk, Custodian, and Lead Translator/Interpreter.**
 - **Recruitment for Health Office Specialist was re-opened.**

- The continuous recruitments include 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.
- 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 August.
- 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 District-wide convocation, held on August 21, 2023. This year, the format was changed utilizing small groups exercises to connect with other employees.
- Director Kahn recognized the efforts of the Superintendent Office and the Educational Services and thanked them for their hard work in planning and conducting this great event.
- Director Kahn commended the Personnel Commission staff for their hard work filling 29 vacancies in preparation for the new school year.
- Commissioner Robinson inquired about the trend in vacancies during the summer months.
- Director Kahn stated that the number of vacancies has grown as a result of number of separations in a greater variety of classifications during this period.
- Commissioner Robinson asked about the District's classified employees' turnover in comparison with other comparable districts.
- Director Kahn stated that there is no specific data on separation in terms of the actual retention rate. It is an aspect that it will be explored in cooperation with the Human Resources Department.
- Dr. Meza will be researching retention methods and processes of other comparable districts.
- Commissioner Tate inquired about the reason for a separation spike in August.
- The district has no exit survey for classified employees at this time, and it will be one of the major efforts that the Personnel Commission and the Human Resources will collaboratively focus on.
- Commissioner Robinson suggested to utilize HR service, "WorkSTEPS," to gather exit survey data.
- Dr. Meza mentioned several benefits the District already provides to attract candidates and retain current employees.

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.

- **On behalf of the Personnel Commission, Commissioner Robinson welcomed Dr. Meza to the District.**

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
- **Dr. Douglas Meza, Director of Human Resources, notified the Personnel Commission about the September 13, 2023 Board of Education special meeting regarding the District’s financial status as of September 8, 2023. The next regular Board of Education meeting will take place on September 21, 2023.**
- **Dr. Meza informed the Personnel Commission about the District’s certificated administrative hiring for the new school year. Three (3) vacancies for principals were filled. Mr. Jose Cuevas became a principal of Lincoln Middle School, Mr. Greg Schellenberg assumed the principalship at Malibu Middle School, and Dr. Amy Onyendu is the new principal at Roosevelt Elementary 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>
Cafeteria Worker I	2
Cafeteria Worker II	2
Campus Monitor	7
Campus Security Officer	1
Health Office Specialist	3
Instructional Assistant - Classroom	10

Manager, Facilities Services Funding	3
Systems Analyst	5

C.02 Advanced Step Placement:
Kulsum Baig in the classification of Athletic Trainer at Range A-47, Step C

C.03 Advanced Step Placement:
Elizabeth Perrine in the classification of Paraeducator 3 at Range A-28, Step C

C.04 Advanced Step Placement:
Cydnee Taylor 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 Personnel Commission Annual Report FY 2022-2023

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 an overview of the Personnel Commission main functions, core responsibilities, other activities, and accomplishments in accordance with Education Code 45266 and Merit Rule 2.4.2.
- Director Kahn highlighted the statistics for new classification specifications classification specification revisions, advanced step placement approvals, and recruitments.
- Regarding filled positions, the data shows similar figures in comparison with the pre-pandemic years. Director Kahn also specified the job series with the largest numbers of filled vacancies.

- Director Kahn updated the Personnel Commission on the number of the unemployment insurance claims in the last fiscal year with a 47% decrease from FYI 2021-2022.
- Director Kahn presented the number of job applications reviewed and processed by the Personnel Commission staff. Thanks to NEOGOV, the recruitment and applicant tracking system, staff can determine the source of applicants' pool. Primarily, applicants learn about classified positions through several websites.
- Director Kahn introduced other notable activities and accomplishments in the Personnel Commission Office such as piloting the use of asynchronous video interviews and classified employees' disciplinary hearings.
- Director Kahn explained in a great detail the advantages of using the asynchronous video interviews. However, they are not used for all recruitments. For example, Campus Security Officer qualification appraisal interviews are conducted in person. In-person performance exams are held for Bus Driver and Cafeteria Worker recruitments.
- Regarding the two (2) classified employees' disciplinary hearings, both of which upheld the decision by the Board of Education.
- Director Kahn presented a statistical summary of the Personnel Commission's commitment to diversity and gender equality.

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)
 - August 17, 2023
 - September 7, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - August 17, 2023
 - September 7, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2023 - 2024

- I.06 Board of Education Meeting Schedule
- 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 11, 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: 5:59 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel