



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**October 11, 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, October 11, 2023**, at **4:40 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 4:40 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: October 11, 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: September 13, 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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on September 13, 2023.
  - Oral exams were administered for Instructional Assistant-Classroom, Bilingual Community Liaison, the Paraeducator series, Technical Theater Technician, Technical Theater Coordinator, and the Spanish language proficiency exam.
  - Final selection interviews were held for Manager-Facility Services Funding, Custodian, Senior Office Specialist, the Paraeducator series, Campus Monitor, and Instructional Assistant-Classroom.
  - The newly opened recruitments include Senior Administrative Assistant - Confidential, and Skilled Maintenance Worker.
  - 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.
  - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office.

They have processed 1 claim since the last regular Personnel Commission meeting in September.

- The Personnel Commission staff will attend an EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn reported to the Personnel Commission on a recent routine review visit conducted by the California Department of Education resulting in one particular finding that the Personnel Commission Office will help resolve. It pertains to qualifications for Paraprofessionals funded by Title One funds.

#### **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.

- **Commissioner Tarazi announced her interest in seeking re-appointment.**

#### **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
  - **Director Kahn read Mr. Mock's report:**
  - **The full contract negotiations between SEIU, Local 99, and the District continue with Article 29 "Working Out of Class," and will be concluded with the Article on "Wages." The next meeting is scheduled for October 25, 2023.**
  - **The Board of Education recognized and congratulated the District's Student Services Department and campus security officers for receiving the 2023 California K-12 School Security Excellence Award from School Safety Operations, Inc.**
  - **SEIU reached to their members with an invitation to join the labor management teams. In addition to the current ones, teams for Food and Nutrition Services and Student Services have been added to address and resolve employees' concerns.**
  - **Commissioner Tarazi inquired about the negotiations' timelines.**
- Board of Education Report
  - **Dr. Kelly informed the Personnel Commission about the full contract negotiations with SEIU, Local 99, that have been taking place since August 2022. He explained the negotiation process using interest-based bargaining. The current Article deals with "Working Out of Class," and the negotiations will be concluded with the Article on "Wages."**
  - **Dr. Kelly notified the Personnel Commission about the October 19, 2023 Board of Education regular meeting. The Educational Services staff will be presenting academic data from spring to fall 2023.**
  - **Dr. Kelly reported on the California Department of Education's federal program monitoring review in nine areas with approximately 30 findings.**

**The response time to those is 45 days. The District is developing a plan how to address these findings.**

**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>
Instructional Assistant – Bilingual	3
Paraeducator 1	1
Paraeducator 3	5
Senior Administrative Assistant	1
Senior Office Specialist	10

List Extension

Campus Security Office	4
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C.02 Advanced Step Placement:

Francisco Cortez in the classification of Custodian at Range A-26, Step C

C.03 Advanced Step Placement:

Linette Galvan-Oneill in the classification of Instructional Assistant – Classroom at Range A-20, Step D

C.04 Advanced Step Placement:

Alyssa Lazoff in the classification of Library Assistant at Range A-28, Step C

C.05 Advanced Step Placement:

Julie Novakoff in the classification of Instructional Assistant – Classroom at Range A-20, Step B

- C.06 Advanced Step Placement - Revision:  
 Kathleen Ryan in the classification of Elementary Library Coordinator at Range A-28, Step C  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-06. 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)
  - September 21, 2023
  - October 5, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - September 21, 2023
  - October 5, 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, November 8, 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: 4:57 p.m.**

Submitted by:

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 Joshua Kahn  
 Secretary to the Personnel Commission  
 Director, Classified Personnel