



**PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**November 8, 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, November 8, 2023**, at **4:31 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 4:31 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: November 8, 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: October 11, 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 October 11, 2023.
  - The Student Outreach Specialist oral exam debriefs have been held in two sessions. The debriefing for the technical theater recruitments (Technical Theater Coordinator and Technical Theater Technician) also took place in October 2023.
  - Oral exams were administered for Instructional Assistant-Classroom.
  - Performance exams were held for Cafeteria Worker I and Custodian.
  - Final selection interviews were held for Bilingual Community Liaison, Instructional Assistant-Classroom, the Paraeducator series, Senior Office Specialist, Cafeteria Worker I, Technical Theater Coordinator, and Technical Theater Technician.
  - The newly opened recruitments include Low Voltage Technician and Sports Facility Attendant.
  - 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.

Physical Activities Specialist remains open, but only for substitute opportunities.

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 3 claims since the last regular Personnel Commission meeting in October.
- Director Kahn attended one EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn updated the Personnel Commission on addressing NCLB/ESSA qualifications for Paraprofessionals funded by Title One funds.

Director Kahn and Dr. Douglas Meza, Director of Human Resources, met with the SEIU representatives to discuss the findings and collaborate on a plan to collect data regarding Paraeducators' highest level of education in order to identify the employees who meet the federally mandated minimum qualifications. The collected data shows that 60% of the employees who responded stated that they meet minimum qualifications for education.

- Director Kahn announced that Commissioner Tarazi's re-appointment is expected to appear on the November 16, 2023 Board of Education regular meeting agenda.

- Commissioner Tarazi inquired about the number of EDD claims in comparison with the pre-covid years.

Director Kahn stated that the numbers are quite similar to the pre-pandemic times.

- Commissioner Tarazi also asked about another form of educational minimum qualifications for paraeducators to meet the federal mandate. Director Kahn said that those employees who do not have the college units, or there is no record of them passing the District exam, will have the opportunity to take the District exam.

Commissioner Robinson inquired about the timelines of being compliant with the federal mandate.

Director Kahn stated that reports on progress have to be provided within 45 days from the findings, not the completion.

Commissioner Tate suggested to update the process in order to fully comply with the federal mandate.

Director Kahn assured the Personnel Commission about his staff closely monitoring any changes in the federal or state requirements and regulations.

- Commissioner Tate inquired about minimum qualifications for Physical Activities Specialist classification.

Director Kahn explain the minimum qualifications and forms of testing for this position. In the future, the classification will be categorized under the Paraprofessionals. The recruitment is currently open only for creating a substitute pool.

Dr. Kelly stated that the District is exploring various options to be implemented in the next school year.

**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
- **None**
- Board of Education Report
  - **Dr. Kelly informed the Personnel Commission about the Board of Education being presented with new and revised board policies.**
  - **Dr. Kelly notified the Personnel Commission about the District's collaboration with the Department of Education consultants regarding disproportionality in the identification of Latinx/Hispanic Students who qualify for special education services.**
  - **Dr. Kelly announced appointment of a new Director of Curriculum and Instruction, Dr. Ashley Benjamin, a former Principal of McKinley Elementary School.**
  - **Dr. Kelly informed the Personnel Commission about the certificated vacancies- Principal of McKinley Elementary School, House Principal of Santa Monica High School, and Special Education Coordinator.**
  - **Dr. Kelly announced that teacher-parent conferences are currently taking place at the elementary schools.**
  - **Commissioner Robinson inquired about the disproportionality and how the ratios are determined.**  
**Dr. Kelly explained the index that indicates disproportionality. It looks at students in the target population being potentially three times more likely qualified for special education services.**

**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> |
|-------------------------------------|-------------------|
| Bilingual Community Liaison         | 6                 |
| Cafeteria Worker I                  | 3                 |
| Campus Monitor                      | 1                 |
| Instructional Assistant – Classroom | 20                |
| Paraeducator 3                      | 1                 |
| Personnel Analyst                   | 6                 |
| Technical Theater Coordinator       | 4                 |
| Technical Theater Technician        | 2                 |

C.02 Advanced Step Placement:  
Robert Brown in the classification of Custodian at Range A-26, Step B

C.03 Advanced Step Placement:  
Claudia Chacon in the classification of Cafeteria Worker I at Range A-15, Step F

C.04 Advanced Step Placement:  
Connie Shih Cohn in the classification of Library Assistant at Range A-28, Step B

C.05 Advanced Step Placement:  
Rolando Cruz Rodriguez in the classification of Custodian at Range A-26, Step C

C.06 Advanced Step Placement:  
Nicole Huntley in the classification of Systems Analyst at Range A-53, Step B

C.07 Advanced Step Placement:  
Juliana Simon in the classification of Manager, Facility Services Funding at Range M-52, Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-07. 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        |          | ✓        | ✓          |           |                |               |

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Locksmith 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**

- 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 added electromechanical locking systems to the Representative Duties. One of the key revisions pertained to Experience requirements as they were lowered from two (2) years to one (1), including a clear definition of journey level within the classification. Abilities category was replaced with Core Competencies.
- Commissioner Tarazi inquired about a potential modification of the salary range.  
There was no change in the salary range.

**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)
  - October 19, 2023
  - November 2, 2023

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - October 19, 2023
  - November 2, 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, December 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.**

| Commissioner    | M | S | Yes | No | Abstain | ABSENT |
|-----------------|---|---|-----|----|---------|--------|
| Lauren Robinson |   |   | ✓   |    |         |        |
| Mahshid Tarazi  | ✓ |   | ✓   |    |         |        |
| Phillip Tate    |   | ✓ | ✓   |    |         |        |

**TIME ADJOURNED: 5:12 p.m.**

Submitted by:

\_\_\_\_\_  
 Joshua Kahn  
 Secretary to the Personnel Commission  
 Director, Classified Personnel