



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

December 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, December 13, 2023**, at **4:31 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 4:35 p.m.

G.02 Roll Call: Commissioners Robinson 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: December 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: November 8, 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 congratulated Ms. Julie Younan, the new Personnel Analyst, on her promotion and wished her all the best in her new role. With Ms. Younan's promotion, the Personnel Commission has two vacant Human Resources Technician positions.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on November 8, 2023.
 - Written exams were held for Human Resources Technician.
 - Performance exams were held for Senior Administrative Assistant and Custodian.
 - Oral exams were administered for Instructional Assistant-Classroom, Campus Security Officer, the Paraeducator series, and Senior Administrative Assistant.
 - The Human Resources Technician oral exam briefing was held on December 11, 2023. Debriefings are scheduled for December 18, 2023.
 - Final selection interviews were held for Student Outreach Specialist, the Paraeducator series, and Personnel Analyst.
 - The newly opened recruitments are for Instructional Assistant-Music and Instructional Assistant-Bilingual.

- 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 2 claims since the last regular Personnel Commission meeting in November.
- 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. The number of employees who will have to take the equivalency exam is between 30 and 40. This exam will be administered in January 2024.
- Director Kahn announced that Commissioner Tarazi's re-appointment was approved at the November 16, 2023 Board of Education regular meeting. All the required documentation has been sent to the State Superintendent of Public Instruction for their approval.
- Director Kahn wished everyone happy holidays.

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 Robinson seconded the congratulation to Ms. Younan on her promotion as the new Personnel Analyst.
- Commissioner Robinson expressed her gratitude to Ms. Hatch for her communication with the State Superintendent of Public Instruction Office.

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 are approaching the final stages with the planned discussion on wages that will take place in January 2024.
- Collaboration with PC staff includes vacancy reports. Many vacancies stem from lack of competitive wages. This issue will be addressed during negotiations in near future.

- **Recently, there was a significant COVID outbreak at the District Office. The Union has been coordinating with the District to facilitate remote work for affected staff during their quarantine.**
- **The Union wishes everyone relaxing holidays.**
- **Board of Education Report**
 - **On Dr. Kelly’s behalf, Dr. Mesa informed the Personnel Commission about the Board of Education regular meeting that will take place on December 14, 2023.**
 - **The Board will hear a presentation from Ms. Melody Canady, Assistant Superintendent of Business and Fiscal Services, on the 2023-2024 first fiscal interim report as of October 31, 2023. She will recommend a positive certification, which means that the District can meet its financial obligations for the current and the next two fiscal years.**
 - **The Board will also hear a presentation on disallowing a certain COVID expenditure and a revenue accrual calculation error from 2019.**
 - **The Board will hold their annual election meeting honoring the current President and Vice-president as well as electing the new officers for these posts.**
 - **The Board will also adopt a calendar for their meetings in the 2024-2025 school year.**
 - **The Board will hear a presentation from Lincoln Middle School in honor of National Inclusive School Week and celebrate the Santa Monica High School flag football team for winning the League Championship.**
 - **Dr. Meza informed the Personnel Commission about the District’s transition from the Human Resources System to BEST HCM System, developed by the Los Angeles County Office of Education. Currently, the Human Resources staff is being trained, as the new system will be implemented in February 2024.**
 - **Commission Robinson inquired about the presentation on disallowing COVID expenditure.**
 - **Dr. Meza stated that this issue was addressed in the findings by the federal auditors.**

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.

- **Mr. Neal Abramson, Director of Transportation, communicated his department’s challenges with summer assignments and Bus Driver vacancies. He requested extensive advertising for the Bus Driver positions and also a specific guidance for the upcoming summer regarding employees who do not fulfill their summer assignment obligations.**

- **Commissioner Tate inquired about the reasons for difficulties in filling Bus Driver positions.**
- **Director Abramson stated that there is a nation-wide shortage of drivers for busses and trucks, but more extensive advertisement is needed for the continuous recruitment.**
- **Commissioner Robinson inquired about the frequency with employees who do not finish their summer assignment.**
- **Director Abramson replied that in the past it happened only for a day or two, not for an entire week.**

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	2
Campus Security Officer	1
Custodian	16
Instructional Assistant – Classroom	1
Paraeducator 3	1
Student Outreach Specialist	15

- C.02 Advanced Step Placement:
Charlotte Baena in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement
- C.03 Advanced Step Placement:
JoAnn Bonham in the classification of Campus Security Officer at Range A-27, Step C
- C.04 Advanced Step Placement:
Chelsea Burris in the classification of Senior Administrative Assistant at Range A-38, Step D
- C.05 Advanced Step Placement:
Meehna Goldsmith in the classification of Instructional Assistant - Classroom at Range A-20, 2 Advanced Step Placements
- C.06 Advanced Step Placement:
Michael Muñoz in the classification of Bilingual Community Liaison at Range A-31, Step C
- C.07 Advanced Step Placement:
Maria Nielson in the classification of Senior Office Specialist at Range A-27, Step C

C.08 Advanced Step Placement:
 Maria Salazar in the classification of Bilingual Community Liaison at Range A-31, Step F
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-08. 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)
 - 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, January 10, 2024 at 4:30 p.m. – *District Office Board Room*

The regular Personnel Commission meeting was moved to January 17, 2024 due to the winter break.

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: 4:58 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel