



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

February 12, 2025

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, February 12, 2025**, 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 4:30 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: February 12, 2025

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: January 15, 2025

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 thanked Ms. Younan, Personnel Analyst, for providing the report on his behalf at the regular January Personnel Commission meeting.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on January 15, 2025.
 - Written tests were held for the ESSA equivalency exam.
 - Oral exams were administered for Systems Analyst, Production Kitchen Coordinator, Campus Security Officer, and the Paraeducator series.
 - Pre-recorded interviews were collected for Director, Transportation.
 - Final selection interviews were held for Administrative Assistant, Accounting Technician, Instructional Assistant – Bilingual, Senior Office Specialist, the Paraeducator series, Systems Analyst, and Production Kitchen Coordinator.
 - The newly opened recruitments include Swimming Instructor/Lifeguard, Instructional Assistant – Classroom, and Assistant Superintendent, Business and Fiscal Services.
 - The continuous recruitments include Paraeducator, Bus Driver, Campus Monitor, and Personnel Commissioner.
 - The Personnel Commission staff processed 1 EDD unemployment claim.

- **Director Kahn informed the Personnel Commission about a new staff member, Mr. Christopher Morales Rodriguez, Human Resources Technician, who will start in his new role on February 13, 2025. Mr. Morales Rodriguez will be introduced in person to the Personnel Commission at the next regular meeting. He has an extensive experience related to personnel recruitments and selection, previously working for the City of Anaheim.**
- **Regarding the Personnel Commissioner recruitment, Director Kahn stated that he has been developing communication for SMMPTA to share the information through their network. He is also working with the Santa Monica Daily Press for an additional outreach.**
- **Director Kahn announced that Commissioner Robinson has been re-appointed by the State Superintendent of Public Instruction.**
- **Director Kahn expressed his gratitude and appreciation working with Dr. Meza in developing recruitment strategies and priorities to address upcoming classified vacancies as a result of the early retirement incentive.**
- **Director Kahn thanked Dr. Meza for his role in leading the process for developing MOU to address working out of class assignments within Maintenance and Operations. He also expressed his gratitude to SEIU for their role in the process assisting and developing a new fair and systematic approach to this matter. The signed MOU will be presented to the Personnel Commission at a future meeting.**

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. Douglas Meza, Assistant Superintendent, Human Resources, expressed his gratitude to the Personnel Commission for filling a lot of vacancies.**
 - **Dr. Meza also thanked Director Kahn for his valuable contribution in developing the MOU for working out of class.**
 - **Dr. Meza informed the Personnel Commission about the District's development of MOU for remote instruction as it would relate to the classified staff working at Malibu schools.**

The MOU for remote teaching and learning for the District certificated staff in Malibu has already been ratified by SMMCTA.

- Dr. Meza informed the Personnel Commission about the Board of Education meetings on February 20, February 27, and March 6, 2025.
- Commissioner Tarazi inquired about how students will make up the lost instructional days when schools were closed due to the wildfires.

Dr. Meza stated that the District is in a process of developing the best strategy for students to successfully complete the current school year. One solution may include extending the school year, which would have to be negotiated with the bargaining units as the school calendars are set for all District employees.

There is also a possibility of an optional summer 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):

Classification

Eligible

Campus Monitor	7
Campus Security Officer	3
Paraeducator 1	2
Paraeducator 3	1
Production Kitchen Coordinator	6
Systems Analyst	7

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.

A.01 Classification Revision:

Community & Public Relations Officer

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 a brief background for the revisions of this classification specification.
- Director Kahn pointed out that the name change from Community & Public Relations Officer to Chief Communications Officer.
- He also explained the role of this position as it is responsible for determining strategy for communication, public relations, marketing, and general communication within the District.
- The incumbent is a member of the Executive Cabinet.
- Due to an upcoming vacancy, the classification specification was revised to meet the contemporary standards.
- Nothing has been removed from the duties and responsibilities. More content was added for clarifications. The position is responsible for developing web content and managing all the District websites, social media, and public record requests.
- Managerial responsibilities have been integrated to clarify type of supervision received and given.
- The notable revision has occurred within the Minimum Qualification category as Experience was reduced from 5 to 3 years, which is more consistent with current industry standards.
- One year of supervisory experience is now required.
- The proposed revisions were presented to Dr. Mark Kelly, the former Deputy Superintendent, Dr. Antonio Shelton, the Superintendent, Ms. Gail Pinsker, the current Community & Public Relations Officer, and Dr. Meza for their feedback.
- Commissioner Tarazi inquired about the rationale for the title change. Director Kahn stated that the new title reflects the industry standard.
- He also added that the salary range remains the same.

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)
 - January 23, 2025
 - February 6, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - January 23, 2025
 - February 6, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 12, 2025 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: 4:47 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel