



**SPECIAL PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**March 26, 2025**

**PERSONNEL COMMISSIONERS:**

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 26, 2025, at 12:43 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 Special Meeting of the Personnel Commission was called to order at 12:43 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    | ✓ |   | ✓   |    |         |        |

**G.03 Pledge of Allegiance: Commissioner Robinson led all in attendance in the Pledge of Allegiance.**

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.04 Motion to Approve Agenda: March 26, 2025**

**It was moved and seconded to approve the agenda as submitted. 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        | ✓        |          | ✓          |           |                |               |

**G.05 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.

**Ms. Melissa Winters, the new Director, Human Resources, introduced herself to the Personnel Commission.**

**II. ACTION ITEMS:**

These items are presented for ACTION at this time.

**A.01 Classification Revision:**

Director – Fiscal and Business Services

**It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. 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**

- **Director Kahn provided a brief background for the revisions of this classification specification.**
- **With the upcoming vacancy, the classification specification has been revised in anticipation of recruitment.**
- **Director Kahn met with the current Director-Fiscal and Business Services, Mr. Gerardo Cruz, and the Assistant Superintendent, Human Resources, Dr. Douglas Meza, to discuss changes, especially to the Minimum Qualifications - Experience, but also review additional revisions. Director Kahn stated that while reducing the number of years required, the level of responsibility and complexity of candidates’ professional background was increased, in order to be eligible for consideration to participate in the exam process.**

The expectation for the candidates is to have specifically managerial responsibility over functions within a fiscal services department.

- Director Kahn added that the duties have been revised for clarity.
- Abilities were replaced with Core Competencies.

**III. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, April 23, 2025 at 4:30 p.m. – District Office Board Room

**IV. 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: 12:48 p.m.**

Submitted by:

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Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel