



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

May 14, 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, May 14, 2025**, at **4:37 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4th Street, Santa Monica, CA 90401.

- ❖ **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 4:37 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		✓	✓			

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

G.04 Report from Closed Session:

- None

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.05 Motion to Approve Agenda: May 14, 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: April 23, 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 acknowledged the Classified Employee Appreciation party, held on May 14, 2025 to honor the District classified staff. The Classified School Employee Week will officially begin on May 19, 2025.**
Director Kahn expressed his gratitude to Ms. Julie Younan for her leadership organizing the festivities. He also thanked the rest of the Personnel Commission staff for their contribution preparing and hosting the party.
Director Kahn thanked all the managers and principals for their generous donations.
Director Kahn informed the Personnel Commission about the 400 classified employees who participated in the gift card drawing. He congratulated to the 115 classified employees who won a prize.
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on April 23, 2025.**
 - **Oral exams were held for Health Office Specialist, Chief Communications Officer, the Paraeducator series, and Director, Fiscal and Business Services.**
 - **Written exams were held for Bilingual Community Liaison.**
 - **Performance exams were administered for Administrative Assistant and concluded for Chief Communications Officer.**
 - **Final selection interviews were held for Custodian, the Paraeducator series, Instructional Assistant – Physical Education, and Health Office Specialist.**
 - **The newly opened recruitments include Custodian and Middle Schools Sports Coordinator.**

- The continuous recruitments remain open for Swimming Instructor/Lifeguard, Campus Monitor, Paraeducator 1 and 3, and Bus Driver.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have received 5 requests – 4 audits processed by Payroll and 1 claim completed by the Personnel Commission staff since the last regular meeting in April.
- The staff also received 22 employment verifications since the last regular Personnel Commission meeting.
- Regarding the Personnel Commissioner recruitment, Director Kahn updated the Personnel Commission on the interview panel, comprised of the outgoing Personnel Commissioner Tarazi and Dr. Douglas Meza as the District representative. SEIU and PTA have been contacted with a request for their representatives.

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.

- On behalf of the entire Personnel Commission, Commissioner Robinson expressed her gratitude to all District classified employees for their hard work and dedication.
- Commissioner Tarazi expressed her appreciation to the District classified staff. She enjoyed attending the festivities and talking to employees of different classifications and from various school sites as well as the District Office.
- Commissioner Tate expressed his thankfulness to all classified employees for their commitment to the students in the District.

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 hosting the classified employee party.
 - Dr. Meza also thanked the staff for filling a lot of vacancies. Some of them were created by employees who took the great opportunity of the Supplemental Employee Retirement Program.
 - Dr. Meza updated the Personnel Commission on the regular Board of Education meeting on May 15, 2025 and the special meeting on May 28, 2025, where the School Plan for Student Achievement (SPSA) will be shared for the next school year with school board members, district and school administrators, and community focusing on the instructional plan, specific to each school site.

- **Commissioner Tate inquired about the Pali High School sharing facilities with our District.**
Dr. Meza stated that Mr. Carrey Upton, Chief Operations Officer, has been working with the Pali High School’s administration. The school has been using the Historic Belmar Park as well as some of the District facilities at either discounted or no cost.

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>
Campus Monitor	9
Health Office Specialist	8
Paraeducator 1	2

C.02 Advanced Step Placement:
 Regine Linhares in the classification of Administrative Assistant at Range A-35, Step B

C.03 Advanced Step Placement:
 Linda Lock in the classification of Instructional Assistant - Classroom at Range A-22, Step C

C.04 Advanced Step Placement:
 Jasper Stringfellow in the classification of Paraeducator 1 at Range A-24, Step C
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-04. 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 Public Hearing: Fiscal Year 2025-2026 Proposed Personnel Commission Budget
It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2025-2026* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Mr. Gerardo Cruz stated that there are no variations in the staff’s salaries and benefits presented at the Discussion session on the 2025-2026 Personnel Commission budget on April 23, 2025 and now. All the staffing assumptions were finalized before the last month meeting.**

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2025-2026* as submitted. The motion passed.

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

- A.02 Adoption: Fiscal Year 2025-2026 Proposed Personnel Commission Budget
It was moved and seconded to adopt the Fiscal Year 2025-2026 Proposed Personnel Commission Budget as submitted. The motion passed.

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

REPORT AND DISCUSSION

- 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)
 - May 1, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 1, 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, June 11, 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: 5:01 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel