



**SPECIAL PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

May 29, 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 **Thursday, May 29, 2025**, at **1:03 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 Special Meeting of the Personnel Commission was called to order at 1:03 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: May 29, 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.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.

- **None**

II. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Assistant Superintendent, Business and Fiscal Services

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

- **Commissioner Tate inquired about revisions to the Education category, specifically adding a requirement for Master’s degree.**
- **Director Kahn provided a brief rationale for this addition.**
It is a senior management position; hence the recruitment is approached differently than with other classifications. There is no exam process, so all candidates who meet minimum qualifications are advanced to the District leadership for a final selection.
The District leadership is seeking candidates with Master’s degree, given the complexity of the role, and the type of experiences and knowledge gained through a Master’s versus a Bachelor’s program.
Director Kahn stated that both, the outgoing and the incoming Assistant Superintendents possess Master’s degree.

- Director Kahn recommended this revision in order to reflect the District's desire to integrate these qualifications.

III. **NEXT REGULAR PERSONNEL COMMISSION MEETING:**
 Wednesday, June 11, 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: 1:09 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel