



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

July 10, 2024

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 **Thursday, July 10, 2024**, at **4:39 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 4:39 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: July 10, 2024

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: June 13, 2024

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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on June 13, 2024.
 - Oral exams were administered for Manager, Facilities Business, Instructional Assistant-Classroom, Technology Support Assistant, Senior Office Specialist, and the bilingual stipend.
 - Performance exams were held for Cafeteria Worker I.
 - Final selection interviews took place for Administrative Assistant, Paraeducator series, Senior Office Specialist, Custodian, Cafeteria Worker I, Manager, Facilities Business, and Bus Driver.
 - All continuous recruitments were closed, and staff is in a process of reopening them with new fiscal year's numbering and updated salaries.
 - The newly opened recruitments include Administrative Assistant, Board Certified Behavior Analyst, Bus Driver, Cafeteria Worker II, Campus Security Officer, Locksmith, and Utility Worker.
 - Management recruitments will also be opened once the new salary schedules are finalized. The Board of Education also approved increase in management compensation- retroactive 5% back to January 1, 2024 and additional 3% beginning July 1, 2024. There will be an additional increase of 5% on January 1, 2025 and 3% on July 1, 2025 with 2%

annual increases thereafter. The 2025 and subsequent increases are contingent upon several factors, such as the amount in the unaudited actuals.

- The Personnel Commission staff processed 11 EDD unemployment claims and 9 employment verifications since the last regular Personnel Commission meeting in June.
- Director Kahn commended the Personnel Commission staff for filling 25 positions, a double of typical month's hires.
- On behalf of the Personnel Commission, Director Kahn expressed condolences to the family of Chanee Washington, Administrative Assistant in Transportation, who unexpectedly passed away on the weekend.
- Commissioner Tarazi inquired about the number of current EDD claims post-COVID. Director Kahn stated that his department has received more EDD claims due to separations and summer break.

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 Personnel Commissioners, Commissioner Robinson acknowledged the passing of Ms. Washington and expressed her deepest sympathies to Ms. Washington's son and family.

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. Kelly expressed his condolences to Ms. Washington's family. He hired her at 2000 at Santa Monica High School.
 - Dr. Kelly informed the Personnel Commission about the Board of Education honoring 63 retirees at a reception in the beginning of June.
 - Dr. Kelly thanked Ms. Lisa Andersen, Senior Administrative Assistant, for creating a brief, but very special biography for each retiree that was read at the celebration.
 - Dr. Kelly informed the Personnel Commission about the Board of Education passed its annual local control countability plan in June, completing the end of the 3-year cycle, and adopting a new 3-year plan. The Board revised the District's goals that are available on the website.
 - The Board has also adopted a balance budget that included increase in compensation for all District employees.
 - Dr. Kelly informed the Personnel Commission about the certificated and administrative hiring for the next school year.

Ms. Elizabeth Ipiña became the new Principal of Edison Language Academy. She was an Assistant Principal of Grant Elementary School and Edison Language Academy for the past two years.

Ms. Jillian Bucciero joined the District as an Assistant Director of Special Education. Dr. Brenda Clarke became the new Special Education Coordinator replacing Ms. Victoria Hurst who was appointed as the new Director of Special Education. Mr. Patrick Miller, the former Principal of Malibu High School, assumed his new role as the Director of Assessment, Research and Evaluation. Ms. Cynthia Smith, the former Assistant Principal of Malibu High School, accepted the position of the Coordinator of Mathematics and Science/STEM.

The Human Resources Department is currently hiring for the assistant principal and principal of Malibu High School and director of Student Services.

On July 24, 2024, the Board will hear recommendations to hire assistant principals at Grant Elementary School, Edison Language Academy, and McKinley Elementary School. Edison Language Academy and McKinley Elementary School will share the new assistant principal.

- Commissioner Tarazi inquired about the contract negotiations.**

Dr. Kelly stated that the District completed contract negotiations with SMMCTA and SEIU. The Board ratified the collective bargaining agreements at their June 6, 2024 regular meeting. The SEIU contract will expire on June 30, 2025, and the SMMCTA contract will expire on June 30, 2026.

The District uses the interest-based bargaining process, which takes longer, but it is much more effective and collaborative than just exchanging proposals back and forth.

- Commissioner Tate inquired about Malibu Unification and its impact on staffing.**

Dr. Kelly replied that the District continues to work with the mediator and engage in discussions with the City of Malibu and their consultants. The Board has a subcommittee of three Board members, Dr. Shelton and Dr. Kelly. The City of Malibu is represented by two City Council elected officials and several consultants.

The District believed having a revenue sharing agreement to assure financial means for fiscal viability for both districts upon separation. There are additional two agreements in progress- operational transfer agreement regarding transferring assets, and joint powers authority that would identify both parties' representatives to facilitate the unification process.

Dr. Kelly explained that the employment rights for Malibu staff are covered in the California Education Code and other government codes. The collective bargaining agreements remain in place for one year, which gives the new district and its employees time to identify their union representatives. The new district is also obligated to maintain staffing at the current level for two years. Teachers can stay in Malibu, or they can exercise seniority rights to positions in Santa Monica. Classified staff has rights to positions in Malibu. They could exercise other employment rights, such as voluntary transfers into vacant positions in Santa Monica. All staff's retirement would not be impacted, as they would remain either in CalSTRS and CalPERS, no matter which district they would work for.

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

Bus Driver	2
Campus Monitor	1
Electrician	1
Human Resources Specialist	2
Instructional Assistant – Classroom	6
Manager, Facilities Business	5
Paraeducator 1	2
Technology Support Assistant	5

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)
 - June 25, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 25, 2024
- 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, August 14, 2024 at 4:30 p.m. – *District Office Board Room*

Commissioner Robinson will not be able to attend this meeting due to a work obligation. The August meeting may be rescheduled in order to secure a quorum.

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: 5:03 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel