



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

**August 20, 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 **Tuesday, August 20, 2024**, at **4:35 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 Regular Meeting of the Personnel Commission was called to order at 4:35 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		✓		✓			

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:** August 20, 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:** July 10, 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 July 10, 2024.
  - Oral exams were administered for Campus Security Officer, Human Resources Specialist, Senior Buyer, Cafeteria Worker II, Swimming Instructor/Lifeguard, Board Certified Behavior Analyst, Instructional Assistant – Music, and the bilingual proficiency exam.
  - Performance exams were held for Administrative Assistant.
  - Written exams were administered for Utility Worker and Accounting Technician.
  - The Personnel Commission staff began to utilize the ESSA equivalency exam that was developed for the internal incumbents in Paraeducator positions.
  - External candidates who currently do not possess 48 college semester units also need to pass the ESSA exam, if they apply for the Paraeducator series, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, and Instructional Assistant – Music positions.
  - Final selection interviews took place for Senior Buyer, Campus Security Officer, Senior Office Specialist, Bus Driver, Human Resources Specialist, Utility Worker, Accounting Technician, Elementary Library

Coordinator, Technology Support Assistant, Campus Monitor, and Cafeteria Worker II.

- Director Kahn stated that the Personnel Commission staff filled 27 positions, in comparison to 25 in July.
- The newly opened recruitments include Facility Use Manager and Senior Office Specialist.
- Bus Driver, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, Campus Monitor, and Speech Language Pathology Assistant remain open for continuous recruitments.
- The Personnel Commission staff processed 8 EDD unemployment claims and 19 employment verifications since the last regular Personnel Commission meeting in July.
- Director Kahn commended the Personnel Commission staff for filling so many vacancies in preparation for the new school year.
- Director Kahn recognized the hard work of Educational Services, under the direction of Dr. Stacy Williamson. The department, responsible for organizing the management retreat and the convocation, did a great job, elevating the experiences for all District employees.
- Additionally, Director Kahn expressed his gratitude to Ms. Gail Pinsker, Community and Public Relations Officer, for leading an information session in Malibu regarding their bus routes. Director Kahn shared the Personnel Commission's recruitment efforts, metrics, and other data about filling Bus Driver vacancies with Ms. Pinsker. She conveyed the steps the District is taking to address the shortage at that meeting.
- Director Kahn stated that the Personnel Commission staff is currently using the ESSA equivalency exam for external candidates as well as addressing the CDE program monitoring by administering it to the District's Paraeducator incumbents. At the moment, only 2 employees need to re-take the exam. The rest of the employees have either passed the test or provided the necessary documentation demonstrating they meet the requirements.

**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. Kelly informed the Personnel Commission about the Board of Education activities during July and August.**

- The Board has announced that it is seeking a general obligation bond for SFID1 for Santa Monica schools (495 million) and SFID2 for Malibu schools (395 million) in order to continue with facilities improvement. The bond will be on the ballot in November 2024.
- Dr. Kelly informed the Personnel Commission about the convocation that took place on August 19, 2024 for the entire District.  
Thanks to the collective bargaining agreement, classified employees in several job classifications were able to participate at the convocation and specific site trainings as they became 10-month employees.
- Dr. Kelly informed the Personnel Commission about the certificated and administrative hires for the next school year.  
Ms. Elizabeth Ipiña became the new Principal of Edison Language Academy.  
Ms. Kara Belsky was appointed as the new Assistant Principal of Grant Elementary School.  
Ms. Carina Diana became the new Principal of Webster Elementary School.  
Dr. Adam Almeida is the new Principal of Malibu High School. Dr. Almeida served there as the Assistant Principal there.  
Ms. Denise Johnson became the new Assistant Principal of Malibu High School.  
Mr. Walter Gavidia was appointed as the new House Principal of Santa Monica High School.  
Mr. Patrick Miller, the former Principal of Malibu High School, assumed his new role as the Director of Assessment, Research and Evaluation.  
Dr. Francisco Dussan is the new Director of Student Services.  
Ms. Cynthia Smith, the former Assistant Principal of Malibu High School, accepted the position of the Coordinator of Mathematics and Science/STEM.  
Dr. Brenda Clarke became the new Special Education Coordinator replacing Ms. Victoria Hurst who was appointed as the new Director of Special Education.  
Ms. Jillian Bucciero joined the District as an Assistant Director of Special Education.  
The Human Resources Department is currently hiring for the assistant principal for McKinley Elementary School and Edison Language Academy- it will be a shared position- assistant principal for Franklin Elementary School, and Special Education coordinator.
- Dr. Kelly recognized the Personnel Commission staff for their hard work filling many classified positions.
- Dr. Kelly informed the Personnel Commission about the next regular Board of Education meeting on August 15, 2024.

#### **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>
Accounting Technician	7
Bus Driver	2
Cafeteria Worker II	4
Campus Monitor	4
Campus Security Officer	2
Human Resources Specialist (Confidential)	9
Senior Buyer	7
Senior Office Specialist	18
Swimming Instructor/Lifeguard	1
Utility Worker	5

### C.02 Advanced Step Placement:

Kevin Horton in the classification of Human Resources Specialist-Confidential at Range C-40, Step F

### C.03 Advanced Step Placement:

Gabriella Labrador in the classification of Elementary Library Coordinator at Range A-30, Step F

### C.04 Advanced Step Placement:

Andrew Lacson in the classification of Assistant Director, Fiscal Services at Range M-65, Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item 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.

- 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)
  - July 24, 2024
  - August 1, 2024
  - August 15, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - None
- 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, September 11, 2024 at 4:30 p.m. – *District Office Board Room*

**Commissioner Robinson will not be able to attend the meeting on this day due to a work obligation. The September meeting will 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: 4:47 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel