



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 18, 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 **Wednesday, September 18, 2024**, at **4:30 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 4:30 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:** September 18, 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:** August 20, 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 August 20, 2024.**
  - **Oral exams were administered for the Paraeducator series, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Technical Theater Coordinator, Locksmith, Sports Facility Attendant, Board Certified Behavior Analyst, and Heavy Duty Vehicle and Equipment Mechanic.**
  - **Performance exams were held for Cafeteria Worker I.**
  - **Training and Experience exams were held for Director, Purchasing.**
  - **Final selection interviews took place for Bus Driver, Technology Support Assistant, Instructional Assistant – Classroom, Campus Monitor, Board Certified Behavior Analyst, Administrative Assistant, Instructional Assistant – Music, Locksmith, the Paraeducator series, Custodian, and Sports Facility Attendant.**
  - **The newly opened recruitments include Audience Services Coordinator, Custodian, Translator/Interpreter, and Accompanist-substitutes.**
  - **Speech Language Pathology Assistant, the Paraeducator series, Bus Driver, Campus Security Officer, and Cafeteria Worker I remain open for continuous recruitments.**

- Director Kahn stated that the Personnel Commission staff generated 15 Eligibility Lists and filled 28 positions, in comparison to 27 in August.
- The Personnel Commission staff didn't process any EDD unemployment claims. Two (2) EDD Benefit Audits were received, but these were forwarded to the Fiscal Services.
- The staff received 16 employment verifications since the last regular Personnel Commission meeting in August.
- Director Kahn wished all his best to Ms. Crystal Griffis, Human Resources Technician, who has recently transferred to Santa Monica High School, to her previous role as an Administrative Assistant.
- Director Kahn expressed his gratitude to Ms. Younan, Ms. Johnston, and Mr. Nakashyan for their dedication and hard work, managing changes with re-distributed recruitments.
- Director Kahn announced that Commissioner Tarazi will be leaving mid-term. The Personnel Commissioner recruitment was opened on September 18, 2024.
- Director Kahn informed the Personnel Commission that all Paraeducators are compliant with the ESSA requirements. The program monitoring has been closed with the California Department of Education.
- Director Kahn thanked Dr. Meza for his significant role and support in this process, serving as liaison with the CDE as well as with the principals.

#### **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 in September.**
  - **At the special meeting on September 11, 2024, the Board heard a presentation from Ms. Melody Canady and Mr. Gerardo Cruz on the 2023-2024 Unaudited Actuals.**  
**Dr. Kelly provided a detailed explanation of this budget process, in which the governing board is required to provide the Los Angeles County Office of Education a report of all revenues and expenditures for the preceding fiscal year. It must also include any resulting corrections to the current year.**

- **At the regular meeting on September 19, 2024, the Board will be provided with a report regarding an environmental issue at McKinley Elementary School.**  
There will be also a presentation on Will Rogers Learning Community.
- **Dr. Kelly informed the Personnel Commission about the certificated and administrative hires for the current school year.**  
The Board has approved the last Special Education Coordinator appointment, so now the Special Education Department is fully staffed with this classification.  
Two recommendations of Assistant Principal appointments will be brought forward to the Board. One is for Franklin Elementary School, and the other is a 50/50 shared position between McKinley Elementary School and Edison Language Academy.
- **Commissioner Robinson inquired about the fiscal audits frequency.**  
Dr. Kelly explained that the Unaudited Actuals is a part of the budgeting annual calendar to reconcile the accounting for the 2023-2024 fiscal year. Auditors' findings will be reported in December 2024. All the materials are located on the District's website.  
Dr. Kelly commended the Fiscal Services staff for their comprehensive reports.
- **Commissioner Robinson asked about the environment issues at McKinley Elementary School.**  
Dr. Kelly stated that the issues are related to soil quality as a result of a leak from nearby dry cleaners.

#### **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.

- **Ms. Cindy Johnston, Human Resources Technician, commented on the history of Advanced Step Placement and the process used today.**  
She explained how the new/promoted employees were granted Advanced Step Placement in the past.  
Ms. Johnston cited Merit Rules and the SEIU Contract articles pertaining to this issue.  
Ms. Johnston described the formula and the process that are currently used to grant employees the Advanced Step Placement.  
She expressed her concern about granting the Advanced Step Placement to two new employees based on the interpretation of "emergency option" category and matching of a prior salary. These employees were hired into classifications in which the corresponding Eligibility Lists contained 6 ranks and total of 11 candidates. Another recommendation for an employee hired into a classification, in which there were 6 ranks and 7 candidates.

Ms. Johnston requested a further review and mutual understanding of the “emergency option” definition, in order to provide consistency and equity to all Advanced Step Placement requests.

- Commissioner Tate inquired about the Union’s involvement in this issue.
  - Ms. Johnston replied that the Union is not fully aware of the specific steps in the process.
  - Commissioner Robinson asked about the definition and matrix of “difficulty in recruiting” category.
  - Ms. Johnston stated that the recent increase in salaries helped obtain larger pools of qualified candidates.
  - Director Kahn stated the staff makes sure that salary matching is being consistently applied in order to benefit the District, the new/promoted employees, and also the Personnel Commission.
  - Director Kahn informed the Personnel Commission about discussions that has been already put in place to re-evaluate the current Advanced Step Placement criteria in order to align them with the current labor climate.
  - Commissioner Robinson inquired about the impact of revised criteria to the Merit Rules.
  - Director Kahn clarified that the actual process is not described in the Merit Rules.
  - Commissioner Tate asked about the request initiators.
  - Director Kahn replied that management upon the selection can request the Advanced Step Placement.
- During the onboarding process, the Human Resources Specialists inform all new employees about the Advanced Step Placement request and process. Since 2020, the notification has been placed on the job application itself. Candidates confirm that they were informed about the Advanced Step Placement, when they submit their application.
- Director Kahn proposed to bring this topic to the Personnel Commission as Commissioner Training, Discussion, or Information item.

## 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>
Administrative Assistant	5
Board Certified Behavior Analyst	4
Campus Monitor	16
Instructional Assistant - Bilingual	1
Instructional Assistant - Bilingual	3
Instructional Assistant - Classroom	2

Instructional Assistant - Classroom	8
Instructional Assistant - Music	4
Instructional Assistant - Music	8
Locksmith	1
Paraeducator 1	1
Paraeducator 1	4
Paraeducator 3	2
Paraeducator 3	4
Sports Facility Attendant	2

- C.02 Advanced Step Placement:  
Juliana “Jay” Baldwin in the classification of Elementary Library Coordinator at Range A-30, Step F
- C.03 Advanced Step Placement:  
Sara Brown in the classification of Accounting Technician at Range A-35, Step F
- C.04 Advanced Step Placement:  
Cynthia Hakopian in the classification of Instructional Assistant - Classroom at Range A-22, Step B
- C.05 Advanced Step Placement:  
Oscania Maravilla in the classification of Human Resources Specialist at Range A-40, Step F
- C.06 Advanced Step Placement:  
Chae Persinger in the classification of Health Office Specialist at Range A-29, Step D
- C.07 Advanced Step Placement:  
Melethia Pride in the classification of Senior Buyer at Range A-45, Step D
- C.08 Advanced Step Placement:  
Kaitlin Theobald in the classification of Instructional Assistant - Classroom at Range A-22, Step C  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-08. 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)
  - September 5, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - September 5, 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
Public Employee Performance Evaluation: Director – Classified Personnel	Closed Session	October 9, 2024

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

Wednesday, October 9, 2024 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:**

The Commission adjourned to closed session at **5:12 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Director - Classified Personnel

The Commission reconvened into open session at **5:23 p.m.** and reported on the following action taken in closed session: **no action was taken.**

**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: 5:24 p.m.**

Submitted by:

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Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel