



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 9, 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, October 9, 2024**, at **4:30 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 4:30 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: October 9, 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: September 18, 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 September 18, 2024.**
 - **Oral exams were administered for Children's Center Assistant, Campus Security Officer, Technical Theater Technician, Senior Office Specialist, Technology Support Assistant, the Paraeducator series, and Director of Purchasing.**
 - **Performance exams were held for Cafeteria Worker I.**
 - **Written exams were administered for Technology Support Assistant, the ESSA equivalency exam, and Senior Office Specialist.**
 - **Final selection interviews took place for Bus Driver, Instructional Assistant – Music, the Paraeducator series, Senior Office Specialist, Instructional Assistant – Classroom, Technical Theater Coordinator, Heavy Duty Vehicle and Equipment Mechanic, Instructional Assistant – Bilingual, and Cafeteria Worker I.**
 - **The only newly opened recruitment is for Human Resources Technician.**
 - **The Paraeducator series, Bus Driver, and Cafeteria Worker I remain open for continuous recruitments.**
 - **Speech Language Pathology Assistant, Heavy Duty Vehicle and Equipment Mechanic, and Swimming Instructor/Lifeguard vacancies have been filled.**

- The Personnel Commission staff processed 3 EDD unemployment claims.
- The staff received 12 employment verifications since the last regular Personnel Commission meeting in September.
- Director Kahn informed the Personnel Commission that the Human Resources Technician recruitment to fill the vacancy in his department will close on October 13, 2024. He was pleased to state that there is a healthy applicant pool already.
- The staff also continues to recruit for the Personnel Commissioner with the closing date of October 20, 2024. So far, one application was received. In the past recruitment, 7 applications were received, and 5 of those were eligible for consideration.
- Commissioner Tate inquired about the factors that may disqualify a candidate.
- Director Kahn state that the disqualifying factors include not residing in the cities of Santa Monica and Malibu, being a District employee, or not being a registered voter.
- Commissioner Tate offered his assistance in reaching out to potential candidates.
- Director Kahn stated that the vacancy has been advertised in the District newsletter, the Wave, and on schooljobs.com, and governmentjobs.com.

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 October.
 - At the October 10, 2024 regular Board of Education meeting, Webster Elementary School will report on their school achievements, happenings, and functions.
 - Dr. Susan Samarge-Powell, Director of Child Development Services, will present a study session on the Expanded Learning Opportunities Program, a state-mandated program designed to support students in after-school and summer enrichment opportunities.
 - Also, the Board will receive an update on facilities improvement projects and agenda items from Fiscal and Business Department.

- The Board will adopt a resolution in recognition of Week of the School Administrator, October 13-19, 2024, for both certificated and classified management.
- Malibu unification will be addressed at a special Board meeting on October 15, 2024. The framework for how the District will be divided includes Revenue Sharing Agreement, Operational Transfer Agreement, and Join Powers Agreement. All these documents are publicly accessible on the District website.
- Community members of both cities can vote on bond measures QS and MM for school facilities improvement in November.

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>
Bus Driver	3
Cafeteria Worker I	9
Campus Monitor	4
Campus Security Officer	4
Children's Center Assistant 1	4
Children's Center Assistant 2	2
Heavy Duty Vehicle and Equipment Mechanic	1
Paraeducator 1	4
Senior Office Specialist	3
Speech Language Pathology Assistant	1
Technical Theater Coordinator	5
Technical Theater Technician	7

C.02 Advanced Step Placement:

Robel Brook in the classification of Board Certified Behavior Analyst at Range A-60, Step B

C.03 Advanced Step Placement:

Ana Cabrera in the classification of Cafeteria Worker I at Range A-17, Step F

C.04 Advanced Step Placement:

Saundra Nicholson in the classification of Senior Office Specialist at Range A-29, Step D

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.

A.01 Classification Revision:

Campus Security Officer within the Operations Support Job Unit

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

- Ms. Younan provided a brief background for the revisions of this classification specification.
- The most important revision occurred for the Minimum Qualifications category, under Additional Requirements/Information, in which the original certificate of completion of a 24-hour "School Security Guard Training," (SB1626) was replaced with SB390 training and certification in accordance with Education Code 38001.5.
- This revision was implemented based on Senate Bill 390 replacing Senate Bill 1690.
- Ms. Younan met with Dr. Francisco Dussan, Director of Student Services, to confirm compliance with SB390. The former Director of Student Services, Ms. Tara Brown, provided a mandatory SB390 training for current incumbents in this classification.
- Commissioner Tate inquired about the difference in these two certifications.
- Ms. Younan stated that previously SB1626 was required for Campus Security Officers who worked 20 or more hours per week. However, the

District required all security staff to be certified, regardless of their work schedule.

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 19, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 19, 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	November 13, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 13, 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 **4:52 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 **5:51 p.m.** and reported on the following action taken in closed session:

The Personnel Commission provided Director Kahn with his annual performance evaluation.

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: 5:52 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel