



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 13, 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, November 13, 2024, at 4:36 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 4:36 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: November 13, 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: October 9, 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 October 9, 2024.**
 - **Oral exams were administered for Instructional Assistant – Physical Education, Campus Security Officer, Audience Services Coordinator, Facilities Use Manager, and the Paraeducator series.**
 - **Review of pre-recorded materials for Human Resources Technician is currently under way.**
 - **Performance exams were held for Custodian. New performance exams are scheduled for Translator/Interpreter and Administrative Assistant this week.**
 - **Written tests were administered for Human Resources Technician as well as the ESSA equivalency exam.**
 - **Final selection interviews took place for Audience Services Coordinator, Director of Purchasing, Sports Facility Attendant, Instructional Assistant – Physical Education, Instructional Assistant – Music, Technology Support Assistant, Campus Monitor, the Paraeducator series, and Bus Driver.**
 - **The newly opened recruitments include Production Kitchen Coordinator, Senior Administrative Assistant-Confidential, Systems**

Analyst, Administrative Assistant, and Instructional Assistant – Classroom, for Malibu Sites only.

- **Outside of extending the Personnel Commission recruitment till December 1, 2024, Campus Monitor, the Paraeducator series, and Bus Driver remain open for continuous recruitments.**
- **The Personnel Commission staff processed 3 EDD unemployment claims.**
- **The staff received 15 employment verifications since the last regular Personnel Commission meeting in October.**
- **Director Kahn informed the Personnel Commission about the staff working with Human Resources to learn about upcoming vacancies from this year's early retirement incentive.**
- **Director Kahn updated the Personnel Commission on staff's professional development. Ms. Younan, Personnel Analyst, participated in a week-long seminar focused on developing written exams, organized by Western Region Intergovernmental Personnel Assessment Council.**
- **Commissioner Tarazi inquired about the number of eligible candidates for the Personnel Commissioner vacancy.**

Director Kahn stated that there are two (2) eligible candidates at this time.

There are about 1000 views of this position's posting.

Director Kahn will meet with Ms. Pinsker, the District's Communication Officer, to discuss new ways to advertise and distribute information about this recruitment.

In addition, Director Kahn has scheduled a meeting with the Santa Monica Daily Press to advertise this position in their newspaper.

Commissioner Tate asked about the disqualification factors in the application process. Director Kahn stated that they relate to the applicants' residency- they have to reside in Santa Monica or Malibu, in order to be considered.

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. Meza provided a Board of Education Report regarding Malibu Unification. The Los Angeles County Committee on School District Organization scheduled two public hearings, on November 8 and**

November 13, 2024, to review and discuss the petitions by the City of Malibu to form Malibu Unified School District.

The City of Malibu team and a SMMUSD Board of Education subcommittee try to resolve three (3) agreements:

Revenue Sharing Agreement- outlines the distribution of existing and projected revenues between SMMUSD and the successor educational entities;

Operational Transfer Agreement- details the allocation of staffing, operational processes and resources;

and Join Powers Agreement- establishes a shared entity responsible for overseeing and implement the agreements governing the planned division of SMMUSD.

After these hearings, the County Committee has 120 days to act upon the 2017 City of Malibu petition.

It is a SMMUSD position that the petition must be denied by the County Committee as staff have already concluded that it does not meet 8 of the 9 criteria for separation.

- Dr. Meza informed the Personnel Commission about the next regular Board of Education meeting that will take place on November 21, 2024.
- The Board will approve a mobile phone policy and administrative regulation that was discussed at the November 7, 2024 regular meeting.
- The policy reflects new law, which authorizes boards to limit or prohibit student use of smartphones while at school.
- Dr. Francisco Dussan, Director of Student Services, continues working with high schools' administrations to develop an administrative regulation applying to grades 9-12.
- Commissioner Tarazi inquired about the rationale for high school students' access to their smartphones.
- Dr. Meza stated that high school students use their smartphones as instructional tools with several educational applications.
- Dr. Meza informed the Personnel Commission about Measures QS and MM passing in the general election 2024. These bond measures will be used for school facilities improvement.
- Dr. Meza notified the Personnel Commission about Commissioner Robinson's re-appointment that will be approved by the Board of Education on November 21, 2024.
- Dr. Meza congratulated Jennifer Smith, Jon Kean, and Maria Leon-Vazquez for their re-election to the Board of Education.

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>
Audience Services Coordinator	7
Bus Driver	2
Campus Monitor	5
Custodian	15
Director, Purchasing	5
Facility Use Manager	6
Instructional Assistant – Physical Education	9
Paraeducator 1	4
Paraeducator 3	1
Technology Support Assistant	17

- C.02 Advanced Step Placement:
Joel Awayan in the classification of Administrative Assistant at Range A-35, Step D
- C.03 Advanced Step Placement:
Jacob Cupp in the classification of Paraeducator 1 at Range A-24, Step B
- C.04 Advanced Step Placement:
James Foster in the classification of Paraeducator 1 at Range A-24, Step B
- C.05 Advanced Step Placement:
Vidya Madiraju in the classification of Senior Office Specialist at Range A-29,
3 Advanced Steps Placement
- C.06 Advanced Step Placement:
Angelica Malone in the classification of Administrative Assistant at Range A-35, Step B
- C.07 Advanced Step Placement:
Erik Ran in the classification of Swimming Instructor/Lifeguard at Range A-25, Step C
- C.08 Advanced Step Placement:
Jorge Rojo in the classification of Electrician at Range A-43, Step B
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)
 - October 10, 2024
 - October 24, 2024
 - November 7, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 10, 2024
 - October 24, 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, December 11, 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:

- **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: 4:51 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel