



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

**December 11, 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, December 11, 2024**, at **4:33 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 4:33 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:** Dr. Kelly led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** December 11, 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:** November 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 November 13, 2024.**
  - **Oral exams were administered for Instructional Assistant – Classroom, Human Resources Technician. Pre-recorded interviews were collected for Administrative Assistant.**
  - **Performance exams were held for Cafeteria Worker I and Translator/Interpreter.**
  - **Written tests were administered for the ESSA equivalency exam.**
  - **Final selection interviews took place for Audience Services Coordinator, Senior Buyer, Bus Driver, Instructional Assistant – Classroom, and Campus Monitor.**
  - **The newly opened recruitments include Campus Security Officer and Production Kitchen Coordinator.**
  - **The continuous recruitments include Campus Monitor, the Paraeducator series, Bus Driver, and Personnel Commissioner. Regarding the Personnel Commissioner recruitment, staff will passively receive applications, and also work with the PTA and the Board of Education for additional outreach.**
  - **The Personnel Commission staff processed 2 EDD unemployment claims.**

- The staff received 6 employment verifications since the last regular Personnel Commission meeting in November.
- Director Kahn informed the Personnel Commission about the number of District employees retiring this school year as a result of the early retirement incentive.  
Director Kahn is working with the District to develop recruitment strategies, timelines, and priorities to address classified vacancies. Director Kahn expressed his gratitude and appreciation working with Dr. Kelly, and wished him all the best in his retirement.
- Director Kahn thanked Ms. Younan for her role in the pre-meeting holiday festivities.

#### **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.

- Personnel Commissioners expressed their appreciation working with Dr. Kelly and wished him all the best in his retirement.
- They also expressed their gratitude for the pre-meeting holiday festivities, having a chance to spend some unofficial non-business time with the Personnel Commission staff.

#### **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 closure of Malibu school sites due to a wildfire. Webster Elementary School, being the closest to the fire, sustained damage, so it is unlikely it will re-open before the winter break.  
There is a possibility of opening the other Malibu schools on Friday, and re-locating Webster Elementary School students and staff to Malibu Elementary School.
  - Dr. Kelly informed the Personnel Commission about the Board of Education activities in December.
  - At the special meeting on December 12, 2024, the Board will hear a presentation from auditors who have finalized the audit of the 2023-2024 budget.
  - Dr. Kelly explained the process for excusing instruction days from the 180 school days mandate due to natural disaster.
  - At the same meeting, the Board will hear a presentation on the first Interim Report, in order to be updated on the state of the District's budget from July 1, 2024 to October 31, 2024.

- Dr. Kelly stated that the Board will also elect its president and vice-president and adopt the Board meeting calendar for the 2025-2026 school year.
- Dr. Kelly informed the Personnel Commission about the regular December 19, 2024, Board of Education meeting agenda addressing a property purchase.
- Dr. Kelly updated the Personnel Commission on the supplemental employee retirement plan's participation of approximately 60 employees. Dr. Kelly also decided to retire after 37.5 years in the field of education.
- Dr. Kelly expressed his appreciation working with the Commissioners and the Personnel Commission staff.

#### **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.

- Dr. Tore Haug-Warberg, a visitor from Norway, provided his observations regarding the District's efficient and yet personable conduct. He compared the processes to the ones at his university.

## **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

Cafeteria Worker I	3
Campus Monitor	2
Human Resources Technician	17
Instructional Assistant - Classroom	3
Translator/Interpreter	8

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01. 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:**

Director of Transportation

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

<b>Commissioner</b>	<b>M</b>	<b>S</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

## **REPORT AND DISCUSSION**

- **Director Kahn provided a brief background for the revisions of this classification specification.**
- **Due to an existing vacancy, the classification specification was revised to meet the contemporary standards.**

### **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)
  - November 21, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - November 21, 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, January 8, 2025 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: 4:57 p.m.**

Submitted by:

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 Joshua Kahn  
 Secretary to the Personnel Commission  
 Director, Classified Personnel