



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

August 13, 2025

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Nina Prasad, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, August 13, 2025**, at **4:35 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 4:35 p.m.

G.02 Roll Call: Commissioners Robinson, Prasad and Tate were present.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Nina Prasad	✓			✓			
Lauren Robinson				✓			
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 13, 2025

It was moved and seconded to approve the agenda with an amendment – replacing Commissioner Tarazi’s name with Commissioner Prasad’s on the agenda items-I.G.05 and I.G.06. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Nina Prasad	✓			✓			
Lauren Robinson				✓			
Phillip Tate		✓		✓			

G.06 Motion to Approve Regular Meeting Minutes: July 9, 2025

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Nina Prasad						✓	
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
 - On behalf of Director Kahn, Ms. Julie Younan, Personnel Analyst, welcomed Commissioner Prasad to the District.
 - Ms. Younan informed the Personnel Commission about staff filling 43 vacancies, including Paraeducator, Campus Security Officer, Cafeteria Worker, Senior Office Specialist, Maintenance Supervisor, Instructional Assistant, Director, Business & Fiscal Services, and other classified positions, essential to support our students.
 - Ms. Younan expressed her gratitude to the staff for their dedication and hard work during the busy recruitment season.
 - Ms. Younan updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on July 9, 2025.
 - Written exams were administered for the Paraprofessionals ESSA equivalency exam and Skilled Maintenance Worker.
 - Performance exams were held for Cafeteria Worker and Accompanist.
 - Oral exams were held for the Paraeducator series, Senior Office Specialist, Cafeteria Worker II, and Instructional Assistant - Classroom.

- Final selection interviews took place for Bus Driver, Administrative Assistant, Custodian, Maintenance Supervisor, Campus Security Officer, Licensed Vocational Nurse, and Cafeteria Worker II.
- Ms. Younan updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They received 10 requests, which were completed by the Personnel Commission staff since the last regular meeting in July.
- The staff also received 17 employment verifications since the last regular Personnel Commission meeting.
- Ms. Younan informed the Personnel Commission about the annual management retreat, focusing on the District's core values of belonging, curiosity, empowerment, diversity, equity, and inclusion.

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
 - None

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>
Accompanist	2
Bus Driver	2
Cafeteria Worker II	5
Campus Monitor	5
Licensed Vocational Nurse	5
Middle School Sports Coordinator	23
Occupational Therapist - Corrected	4
Paraeducator 1	5
Paraeducator 3	5
Senior Office Specialist	13

List Extension

Administrative Assistant	5
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- C.02 Advanced Step Placement:
Juan Manuel Cuté Ramos in the classification of Director, Fiscal and Business services at Range M-73, Step C
- C.03 Advanced Step Placement:
Zoran Glisovic in the classification of Technology Support Assistant at Range A-44, Step D
- C.04 Advanced Step Placement:
Jamie Jones in the classification of Campus Security Officer at Range A-31, Step C
- C.05 Advanced Step Placement:
Cristy Miranda in the classification of Senior Administrative Assistant - Confidential at Range C-46, Step C
- C.06 Advanced Step Placement - Revised:
Brandyi Phillips in the classification of Chief Communications Officer at Range M-64, Step F
- C.07 Advanced Step Placement:
Joseph Walters in the classification of Technology Support Assistant at Range A-44, Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-07. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Nina Prasad	✓		✓			
Lauren Robinson			✓			
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 15, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - July 15, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2025 - 2026
- I.06 Board of Education Meeting Schedule
 - 2025 – 2026

VII. **PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
Disciplinary Hearing	Closed Session	9/10/25
Position Study Appeal	Discussion & Action Item	9/10/25

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

Wednesday, September 10, 2025, at 9:00 a.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
Nina Prasad	✓			✓			
Lauren Robinson				✓			
Phillip Tate		✓		✓			

TIME ADJOURNED: 4:42 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel