



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 10, 2025

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, September 10, 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 Prasad, Robinson, 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: September 10, 2025

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

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

G.06 Motion to Approve Regular Meeting Minutes: August 13, 2025

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Nina Prasad	✓			✓			
Lauren Robinson				✓			
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 thanked the Personnel Commission staff for their hard work, filling 36 vacancies since the last regular meeting in August.
 - Director Kahn expressed his appreciation of the Educational Services for organizing a great convocation, and also of the Human Resources for conducting a series of trainings for classified and certificated managers regarding disciplinary actions.

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. Douglas Meza, Assistant Superintendent, Human Resources,** expressed his gratitude to the Personnel Commission staff for filling so many vacancies for the new school year, especially the Administrative Assistants, Instructional Assistants, and Custodian substitutes.
 - **Dr. Meza informed the Personnel Commission about the current situation with SEIU, Local 99. Several classified union members submitted a decertification petition to the Public Employees Relation Board. A hearing is scheduled from October 30 to November 3, 2025.**
 - **Dr. Meza updated the Personnel Commission on the special Board of Education meeting on September 10, 2025, where Mr. Cruz, Assistant Superintendent, Business and Fiscal Services, will present the 2024-2025 Unaudited Actual Financial Report.**
 - **Commissioner Tate inquired about the decertification. Dr. Meza stated that the classified union members seek to create a separate union. It may be temporary until they pursue joining a larger union. However, nothing is official.**

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):

Classification

Eligible

Cafeteria Worker I	9
Campus Monitor	13
Instructional Assistant - Bilingual	4
Instructional Assistant - Classroom	34
Paraeducator 1	6
Paraeducator 3	4

C.02 Advanced Step Placement:

Daryl Adams in the classification of Middle School Sports Coordinator at Range M-43, Step B

- C.03 Advanced Step Placement:
Megan Bahtijaragic in the classification of Paraeducator 3 at Range A-32, Step C
- C.04 Advanced Step Placement:
Midori Bastien in the classification of Elementary Library Coordinator at Range A-32, Step D
- C.05 Advanced Step Placement:
Nicole Breeding in the classification of Speech Language Pathology Assistant at Range A-42, Step F
- C.06 Advanced Step Placement:
Ebony Delton in the classification of Administrative Assistant at Range A-37, Step C
- C.07 Advanced Step Placement:
Zoe Goldman in the classification of Occupational Therapist at Range A-67, Step F
- C.08 Advanced Step Placement:
Frank Haro in the classification of Custodian at Range A-30, Step C
- C.09 Advanced Step Placement:
Edgar Hernandez in the classification of Senior Buyer at Range A-47, Step C
- C.10 Advanced Step Placement:
Satyavan Kepper in the classification of Paraeducator 3 at Range A-32, Step C
- C.11 Advanced Step Placement:
Alia Ollikainen Joslin in the classification of Administrative Assistant at Range A-37, Step C
- C.12 Advanced Step Placement:
Andrea Padilla Ornelas in the classification of Bilingual Community Liaison at Range A-35, Step D
- C.13 Advanced Step Placement:
Adrian Rios in the classification of Maintenance Supervisor at Range M-47, Step D
- C.14 Advanced Step Placement:
Robyn Smith in the classification of Paraeducator 3 at Range A-32, Step C
- C.15 Advanced Step Placement:
Cecilia Sweatman in the classification of Administrative Assistant at Range A-37, Step D
- C.16 Advanced Step Placement:
Jarvis Turner in the classification of Middle School Sports Coordinator at Range M-43, Step D

C.17 Advanced Step Placement:

Solange Wall in the classification of Licensed Vocational Nurse at Range A-40, Step F

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-17. The motion passed.

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

REPORT AND DISCUSSION

- None

III. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- None

IV. 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.

D.01 Position Study Results:

Anthony Walker, Employee Benefits Technician

REPORT AND DISCUSSION

- Director Kahn conducted an overview of Position Study for the Personnel Commissioners.
- Director Kahn defined and described the qualifying criteria and the complexities of the procedures for Working Out of Class versus Reclassification, illustrating the concepts on specific examples.
- Director Kahn informed the Personnel Commission about his practice of providing a comprehensive report that includes duties comparison, contrasts, relevant employee and supervisor comments, analysis, and fact finding.
- Director Kahn also explained a matrix for estimating how much of one's job is made up of each specific duty.
- Director Kahn stated that a key factor in Reclassification is the gradual accretion of duties. If the findings do not conclude that the higher-level duties are present, other recommendations may be provided, including a redistribution of duties.
- Director Kahn described steps in the incumbent appeal process.
- Director Kahn provided a detailed history and steps in the position study for Mr. Anthony Walker, Employee Benefits Technician.

- Director Kahn cited the Summary of Individual Duties as they relate to the current classification specification.
- Director Kahn presented his findings stating that Mr. Walker's assigned duties are within his classification. Workload is not considered during a position study nor is it within the scope of the Personnel Commission to assess, but staff has recommended Mr. Walker discuss his concern with his supervisor.
- A discussion occurred that involved the Personnel Commissioners, Director Kahn and Mr. Walker.
The Commissioners directed Director Kahn to further investigate Mr. Walker's claims around the health and benefit committee as well as to highlight the difference between the Risk Manager and the Employee Benefits Technician classification specifications.

V. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Denial of Position Study Appeal:

Anthony Walker, Employee Benefits Technician

It was moved and seconded to table Agenda Item III.A.01 to a later meeting. The motion passed.

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

REPORT AND DISCUSSION

- 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	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 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
Nina Prasad	✓		✓			
Lauren Robinson			✓			
Phillip Tate		✓	✓			

TIME ADJOURNED: 6:10 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel