



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 8, 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, October 8, 2025**, at **4:43 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 4:43 p.m.

G.02 Roll Call: Commissioners 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: October 8, 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: September 10, 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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on September 10, 2025.
 - Written exams were administered for Accounting Technician, Senior Office Specialist, and the Paraprofessionals ESSA equivalency exam. Director Kahn expressed his gratitude to Mr. Morales, Human Resources Technician, for coordinating and administering four testing sessions for the Accounting Technician position. There was special administration at Webster Elementary School, in Malibu, for Senior Office Specialist. Director Kahn also thanked Ms. Younan and Mr. Morales for coordinating and conducting the exam on site of the vacancy.
 - Performance exams were administered for Skilled Maintenance Worker and Administrative Assistant.
 - Oral exams were held for Instructional Assistant – Physical Education, Campus Security Officer, the Paraeducator series, Human Resources Technician, Supervisor, Transportation, Swimming Instructor/Lifeguard, and the Spanish speaking bilingual proficiency test.

- Final selection interviews took place for Cafeteria Worker I, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Senior Office Specialist, Instructional Assistant – Physical Education, the Paraeducator series, Accounting Technician, Campus Monitor, Bus Driver, and Campus Security Officer.

Some of these selections resulted in promotions. Ms. Tiffany Burton promoted from Campus Monitor to Instructional Assistant – Physical Education, Ms. Darlene Smith went from Cafeteria Worker I to Cafeteria Worker II, and Mr. Malcom West, who was a Lead Custodian, accepted a Skilled Maintenance Worker opportunity.

- The newly opened recruitments include Instructional Assistant – Classroom, Gardener, and Stock and Delivery Clerk.
- The continuous recruitments were re-opened for Bus Driver, Campus Monitor, Swimming Instructor/Lifeguard, and the Paraeducator series.
- Director Kahn stated that 21 classified positions have been filled since the last Personnel Commission meeting in September.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They received only one request.
- The staff also received 11 employment verifications since the last regular Personnel Commission meeting.
- Director Kahn stated that the Human Resources Technician recruitment was completed. The Personnel Commission will be holding the final selection interviews next week.
- Director Kahn informed the Personnel Commission about the Great Shakeout, scheduled for October 16, 2025.
- Ms. Younan informed the Personnel Commission about her volunteering at the Malibu Gala, supporting the Malibu Education Foundation.

Commissioner Tate inquired about the state of the Malibu High School campus after the fires. Director Kahn stated that there were no issues related to the fires. The Malibu Gala took place in the new building.

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):

Classification

Eligible

Accounting Technician	13
Bus Driver	5
Campus Monitor	13
Campus Security Officer	3
Human Resources Technician	19
Instructional Assistant – Physical Education	5
Paraeducator 1	3
Paraeducator 3	3
Skilled Maintenance Worker	5

C.02 Advanced Step Placement:

Reynaul Baker in the classification of Campus Security Officer at Range A-31, Step C

C.03 Advanced Step Placement:

Bailey Cass in the classification of Instructional Assistant - Classroom at Range A-24, Step D

C.04 Advanced Step Placement:

Domonique Jones in the classification of Cafeteria Worker I at Range A-19, 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
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)
 - September 18, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 18, 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, November 12, 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: 4:50 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel