



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

November 12, 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, November 12, 2025**, at **4:40 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 4:40 p.m.

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

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

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 12, 2025

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

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

G.06 Motion to Approve Regular Meeting Minutes: October 8, 2025

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

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

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 8, 2025.
 - Written exams were administered for Stock and Delivery Clerk as well as the Paraprofessionals ESSA equivalency exam.
 - Performance exams were administered for Accompanist; Cafeteria Worker I and Gardener.
 - Oral exams were held for Administrative Assistant; Senior Office Specialist; Supervisor, Transportation; Paraeducator series; and Instructional Assistant – Bilingual.
 - Final selection interviews took place for Bus Driver; Physical Activities Specialist; Human Resources Technician; Campus Monitor; Swimming Instructor/Lifeguard; Paraeducator series; Administrative Assistant; Custodian; Senior Office Specialist; Supervisor, Transportation; Accompanist and Cafeteria Worker I.
 - Director Kahn stated that 29 classified positions have been filled since the last Personnel Commission meeting in October.
 - Director Kahn noted that the Human Resources Technician position in the Personnel Commission was also filled. The new colleague will start in her role in December.

- A couple of these selections resulted in promotions. Mrs. Sabrina Kachurka was promoted from Cafeteria Worker II to Senior Office Specialist, and Ms. Roxana Reyes-Jimenez, who worked as a Senior Office Specialist, accepted an Administrative Assistant position in Food and Nutrition Services.
- The newly opened recruitments include Locksmith; Physical Activities Specialist – bilingual, Spanish speaking; Certified Occupational Therapy Assistant; Lead Custodian and Instructional Assistant – Physical Education.
- Bus Driver was reopened as continuous and Campus Monitor and Paraeducator series remain open continuously.
- Director Kahn updated the Personnel Commission on staff processing 7 EDD unemployment claims from the EDD Office.
- The staff also received 6 employment verifications since the last regular Personnel Commission meeting.
- The District is planning to utilize an employment verification platform, Verifent, for both classified and certificated staff.
- Director Kahn expressed his gratitude to Ms. Julie Younan, Personnel Analyst, and Mr. Morales, Human Resources Technician, for coordinating and administering an extensive testing session for the Cafeteria Worker I and II positions.
They will be conducting a performance test for Stock and Delivery Clerk on Saturday, November 15, 2025.

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

Mrs. Melissa Winter, Director of Human Resources, expressed her gratitude to the Personnel Commission for their collaborative and productive partnership with the Human Resources department filling classified vacancies.

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

Accompanist	3
Administrative Assistant	7
Cafeteria Worker I	12
Campus Monitor	9
Gardener	3
Instructional Assistant – Bilingual	6
Paraeducator 1	2
Paraeducator 3	4
Supervisor, Transportation	4
Swimming Instructor/Lifeguard	1

List Extension

Children’s Center Assistant 1	4
Children’s Center Assistant 2	2

C.02 Advanced Step Placement:

Danielle Agbede in the classification of Paraeducator 3 at Range A-32, Step B

C.03 Advanced Step Placement:

Denise De Sequera in the classification of Accounting Technician at Range A-37, Step F

C.04 Advanced Step Placement:

Dinora Duarte in the classification of Instructional Assistant - Bilingual at Range A-26, Step F

C.05 Advanced Step Placement:

Sean Dundin in the classification of Paraeducator 3 at Range A-32, Step C

C.06 Advanced Step Placement:

Sarah Lampi in the classification of Instructional Assistant - Classroom at Range A-24, Step D

- C.07 Advanced Step Placement:
Katie Malley in the classification of Instructional Assistant - Classroom at Range A-24, Step D
- C.08 Advanced Step Placement:
Brianna Salas in the classification of Instructional Assistant - Classroom at Range A-24, Step B
- C.09 Advanced Step Placement:
Peyton Tenison in the classification of Instructional Assistant - Classroom at Range A-24, Step B
- C.10 Advanced Step Placement:
LeMarr Ware-Hodnett in the classification of Paraeducator 3 at Range A-32, Step C
- C.11 Advanced Step Placement:
Xiaohui Yang in the classification of Instructional Assistant - Classroom at Range A-24, Step B
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-11. The motion passed.

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

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 presented an overview of the updated Position Study report for the Personnel Commissioners.**
- **Director Kahn provided background information, the rationale, the methodology, and the analysis.**

- Director Kahn elaborated on Mr. Walker's role on the health and benefit committee, including the level of his responsibility.
- After Director Kahn reviewed and compared specific duties listed on the current Employee Benefits Technician classification specification, he concluded that Mr. Walker is working within the scope of his current classification.
- Director Kahn presented his findings related to the interrelationship between the Risk Manager and Employee Benefits Technician classification specifications.
- Director Kahn explained the methodology for determining an internal alignment of classifications within a specific job family. There is no internal alignment issue regarding Employee Benefits Technician, Risk Manager, and Director, Risk Management.
- A discussion occurred that involved the Personnel Commissioners and Director Kahn.
- Commissioner Robinson read Mr. Walker's statement addressed to the Personnel Commission.
- Director Kahn reiterated that the Risk Manager classification is separate and distinct from the Employee Benefits Technician with higher level responsibilities expected of the Risk Manager than what is listed in the Employee Benefits Technician classification specification.

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 approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

A.02 Certification from Another Class List: Chief Communications Officer to Communications Specialist

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the certification from Chief Communications Officer to Communications Specialist.
- Due to an existing Communications Specialist vacancy, the active from Chief Communications Officer Eligibility List will be used to fill the position and expedite the hiring process.
There are several candidates who express interest in this opportunity.
- The level of minimal qualifications and the level of assessment are at a higher level than is expected for Communications Specialist.
- Commissioner Prasad inquired about the process of establishing an Eligibility List.
Director Kahn provided a detailed description of recruitment steps leading to the establishment of the Chief Communications Officer Eligibility List.
- Ms. Phillips, Chief Communications Officer, listed the differences in minimal qualifications and salaries between the two class specifications.
- The Communications Specialist will support the Facility Improvement Projects.

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 7, 2025
 - October 23, 2025
 - November 6, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 7, 2025
 - October 23, 2025
 - November 6, 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, December 10, 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				✓			
Phillip Tate		✓		✓			
Nina Prasad	✓			✓			

TIME ADJOURNED: 5:21 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel