



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

December 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, December 10, 2025, at 4:30 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 4:30 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: December 10, 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: November 12, 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 expressed his gratitude to the Personnel Commissioners for celebrating the holidays with the Personnel Commission staff. He also thanked his staff for coordinating and decorating for this festive meeting.
 - Director Kahn introduced Mrs. Julia Moreno, the new Human Resources Technician, who began working in the department on December 1, 2025. Mrs. Moreno comes with a strong background in HR related work, mostly related to leave management, labor policies and procedures, and evaluating criteria for leaves of absence.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on November 12, 2025.
 - Written exams were administered for the Paraprofessionals ESSA equivalency exam.
 - Oral exams were held for the Paraeducator series and Instructional Assistant – Classroom.
 - Performance exams were administered for Stock and Delivery Clerk.
 - License screening took place for Bus Driver.
 - Final selection interviews took place for the Paraeducator series, Instructional Assistant – Bilingual, Stock and Delivery Clerk,

Communication Specialist, Campus Monitor, Gardener, and Instructional Assistant – Classroom.

- Director Kahn stated that 17 classified positions have been filled since the last Personnel Commission meeting in November.
- One of these selections resulted in promotion. Ms. Nohemi Alderete was promoted from Cafeteria Worker I to Cafeteria Worker II in Food and Nutrition Services.
- The newly opened recruitments include Campus Security Officer and Children's Center Assistant 2.
- Certified Occupational Assistant Therapist, Paraeducator 1 and 3, and Campus Monitor remain open continuously.
- The Bus Driver recruitment was closed as there is a sufficient number of candidates considered for the current vacancy.
- Director Kahn updated the Personnel Commission on staff processing 3 EDD unemployment claims from the EDD Office. One of them is a benefit audit that is being processed by the Fiscal Department.
- The staff also received 11 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, especially for income verifications. Both Human Resources and Personnel Commission staff participated in initial meetings with Verifent. An actual training will take place in the next year.

The District will also be using Verifent, requesting information regarding certificated employees who come from other school districts. This follows legislative bill AB2534, which requires school districts to share personnel information related to egregious misconduct when hiring a certificated employee. The same requirements apply to classified employees with legislative bill SB848. The Personnel Commission staff are revising the employment application process to include specific questions regarding prior employment in a school district.

Director Kahn notified the Personnel Commission about his recent call with LACOE's personnel leader who shared that NEOGOV, the applicant tracking system, is working to incorporate such changes to be compliant with the legislation.

- Director Kahn informed the Personnel Commission about his and Ms. Younan's invitation to speak with the Special Education District Advisory Committee in the new year. They will specifically be presenting on the Paraeducator recruitment process.
- Director Kahn expressed his gratitude to PTA for inviting him and Ms. Younan to their holiday breakfast, organized for the District leadership at Duke's in Malibu.

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 have expressed their gratitude to the staff for their dedication and hard work, as well as for hosting such a lovely holiday celebration.**

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

Campus Monitor	4
Instructional Assistant – Physical Education	7
Paraeducator 1	3
Stock and Delivery Clerk	6

C.02 Advanced Step Placement:

Stephanie Bojorquez in the classification of Cafeteria Worker II at Range A-23, Step C

C.03 Advanced Step Placement:

Treshawna Browder in the classification of Campus Security Officer at Range A-31, Step C

C.04 Advanced Step Placement:

Crystal Gonzalez in the classification of Supervisor, Transportation at Range M-47, Step C

- C.05 Advanced Step Placement:
Travon Jamar in the classification of Custodian at Range A-30, Step C
- C.06 Advanced Step Placement:
Hanbyeol Kang in the classification of Accompanist at Range A-37, Step D
- C.07 Advanced Step Placement:
Julia Moreno in the classification of Human Resources Technician at Range A-37, Step B
- C.08 Advanced Step Placement:
Dora Sundin in the classification of Cafeteria Worker II at Range A-23, Step C
- C.09 Advanced Step Placement:
Alan Tatum in the classification of Stock and Delivery Clerk at Range A-34, Step B
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-09. The motion passed.

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

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)
 - November 20, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - November 20, 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, January 14, 2026, 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: 4:38 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel