SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
MINUTES

Electronically Recorded (AUDIO ONLY)

January 14, 2026

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, January 14, 2026**, 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 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: January 14, 2026
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: December 10, 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 December 10, 2025.**
  - **Written exams were administered for the Paraprofessionals ESSA equivalency exam.**
  - **Oral exams were held for the Paraeducator series, Lead Custodian and Locksmith.**
  - **Final selection interviews took place for Instructional Assistant – Classroom, Senior Office Specialist, Instructional Assistant – Physical Education, Bus Driver, and the Paraeducator series.**
  - **Director Kahn stated that 11 classified positions have been filled since the last Personnel Commission meeting in December.**
  - **The newly opened recruitments include Elementary Library Coordinator and Technical Theater Coordinator.**
  - **Campus Monitor, the Paraeducator series, Certified Occupational Therapy Assistant, Children's Center Assistant 2, and Speech Language Pathology Assistant remain open continuously.**
  - **Director Kahn updated the Personnel Commission on staff processing 3 EDD unemployment claims from the EDD Office. One of them was for Payroll to complete.**

- **The staff also received 11 employment verifications since the last regular Personnel Commission meeting.**
- **Director Kahn updated the Personnel Commission on his and Ms. Younan's presentation for the Special Education District Advisory Committee regarding the Paraeducator recruitment process.**
  Director Kahn provided the committee with data on trends in filling positions, trends in separations, and candidate retention. He made several recommendations for steps moving forward based on his findings.
  Director Kahn also addressed the compensation compatibility of Paraeducator 1 and Paraeducator 3 with other public agencies.
- **Director Kahn expressed his gratitude to Ms. Victoria Hurst, Director of Special Education for her invitation to the Special Education District Advisory Committee meeting. He offered to deliver an annual presentation to compare recruitment data from the previous year.**
- **Director Kahn thanked Ms. Younan for attending, providing insights during the meeting, and collecting data ahead of time. He also expressed his gratitude to Mrs. Moreno for supporting the effort with data collection.**
- **Director Kahn informed the Personnel Commission about the District Office Winter Wonderland in Sneaker Ball for District Office staff to celebrate the holiday season.**
- **Commissioner Prasad inquired about Director Kahn's recommendations for Paraeducator 1 compensation.**
  Director Kahn recommends exploring the consolidation all three Paraeducators and using the compensation at the Paraeducator 3 since it is competitive.
  Regarding Paraeducator 2, other districts pay a stipend to paraeducators who care for students with significant medical needs, rather than having a distinct classification.

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 <u>are</u> 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
Bus Driver	4
Campus Monitor	10
Lead Custodian	3
Paraeducator 1	6
Paraeducator 3	3
Physical Activities Specialist	1

C.02 Advanced Step Placement:
Adrienne Carley in the classification of Paraeducator 3 at Range A-32, Step C

C.03 Advanced Step Placement:
Nicole Fiscarelli in the classification of Swimming Instructor/Lifeguard at Range A-27, Step B

C.04 Advanced Step Placement:
Wendy Pineda in the classification of Senior Office Specialist at Range A-31, Step C

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
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)
- December 18, 2025

I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- December 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, February 11, 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: 4:44 p.m.

Submitted by: _____

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel