



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

February 11, 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, February 11, 2026**, at **4:37 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 4:37 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: February 11, 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: January 14, 2026

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 January 14, 2026.
 - Written exams were administered for two (2) Paraprofessionals ESSA equivalency exams.
 - Oral exams were held for Campus Security Officer and the Paraeducator series.
 - Recruitment for Locksmith was concluded.
 - The Personnel Commission staff has begun to collect pre-recorded interviews for Technical Theater Coordinator.
 - Final selection interviews were held for Instructional Assistant – Classroom, Locksmith, the Paraeducator series, and Instructional Assistant – Bilingual.
 - The newly opened recruitments include Instructional Assistant – Bilingual.
 - Campus Monitor, the Paraeducator series, Certified Occupational Therapy Assistant, Children's Center Assistant 2, and Speech Language Pathology Assistant remain open continuously.

- Director Kahn stated that 14 classified positions have been filled since the last Personnel Commission meeting in January. It included challenging recruitments like Bus Driver and Locksmith.
- Two recruitments resulted in promotional opportunities. Mr. David Ramirez, Instructional Assistant – Bilingual, promoted to Physical Activities Specialist at Edison Language Academy and Mr. Mario Fuentes, Skilled Maintenance Worker, promoted to Locksmith.
- Director Kahn updated the Personnel Commission on staff processing 4 EDD unemployment claims from the EDD Office. One of them was for Payroll to complete.
- The staff also received 25 employment verifications since the last regular Personnel Commission meeting as Student Services request verification for continuous enrollment for District staff's children who attend our schools on inter-district permits.
- Director Kahn informed the Personnel Commission about the District's intent to utilize an employment verification platform, Verifent, for both classified and certificated staff, especially for income verifications. Approximately, one third of all employment verifications include requests for income information.
- Personnel Commission staff participated in a follow-up meeting with Verifent. Human Resources will also be using this platform, requesting information regarding certificated employees who come from other school districts.
- Director Kahn expressed his gratitude to Ms. Hatch for the support she provides to the District in managing the collection and tracking of classified performance evaluations.
- Director Kahn also thanked Mrs. Moreno for her assistance to Ms. Hatch who has been revising the evaluation database for each school site and District department.

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
 - **On Dr. Meza's behalf, Commissioner Robinson read his report.**
 - **Dr. Meza was at LACOE for the Human Resources and Fiscal regular Wednesday meeting in Downey.**
 - **The Human Resources department is approximately two months away from launching LACOE's new Human Capital Management (HCM), and**

both Human Resources and Fiscal staff are working diligently to ensure a smooth transition.

- Dr. Meza expressed his appreciation for the Personnel Commission team for the continuous support with hiring classified employees.
- Dr. Meza informed the Personnel Commission about conducting classified evaluations training for the District managers and principals. During the training, Dr. Meza highlighted the Personnel Commission support in the evaluation process by providing ready-to-use classified evaluation forms by classification. He expressed his gratitude to Ms. Hatch for her outstanding work behind the scenes in preparing and managing the classified evaluation rosters.
- Dr. Meza expressed his appreciation for the continuous strong partnership between the District and the Personnel Commission.
- Commissioner Robinson inquired about the timeline for the Human Capital Management implementation as it relates to the Human Resources staff's attendance of LACOE meetings in Downey. Director Kahn responded that the meetings in Downey will conclude soon. There will be a transition team led by a consultant in the District as the implementation takes place in near future. The Personnel Commission staff will be trained on certain features of the new system at that time.
- Commissioner Robinson asked if LACOE requires the District to adopt HCM. Director Kahn stated that it is mandatory for a district of our size.

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
Campus Security Officer	2
Locksmith	3
Paraeducator 1	5
Paraeducator 3	4

- C.02 Advanced Step Placement:
Denise Enoch in the classification of Paraeducator 1 at Range A-26, Step C
- C.03 Advanced Step Placement:
Erick Escalera Rosales in the classification of Instructional Assistant - Bilingual at Range A-26, Step C
- C.04 Advanced Step Placement:
Samantha Gallagher in the classification of Senior Office Specialist at Range A-31, Step C
- C.05 Advanced Step Placement:
Rosa Li in the classification of Instructional Assistant - Classroom at Range A-24, Step B
- C.06 Advanced Step Placement:
Stephanie Martinez in the classification of Senior Office Specialist at Range A-31, Step D
- C.07 Advanced Step Placement:
Maguy McGuire in the classification of Paraeducator 1 at Range A-26, Step D
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-07. 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.

- A.01 Classification Revision:
Supervisor, Custodial Services
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

- Director Kahn provided a brief background for the revisions of this classification specification.

- The entire classification specification was revised to meet contemporary standards, including the title change to Supervisor, Custodian.
- This is an existing classification that has been dormant for several years. The District is now interested in having a supervisory position at each school site. The current supervisory model has three Plant Managers who oversee all custodial staff in the District. In this revised classification, the incumbents will be performing custodial duties in addition to supervising.
- Director Kahn pointed out that the revisions are a re-work of the entire classification to reflect the District's current needs.
- The Duties and Responsibilities are now more thorough. Abilities were replaced with Competencies for clarification and consistency. Working Conditions were also revised for consistency. Distinguishing Characteristics were included to provide clarity of how this classification fits within a job series of custodian assignments.
- Commissioner Prasad inquired about future recruitment. Director Kahn stated that on February 19, 2026, Board of Education agenda, information regarding the plans for reorganization of the custodial series will be provided.
- Director Kahn announced that the recruitment will be opened on February 12, 2026, pending approval, with promotion taking precedence. It will be open to both, internal and external candidates; however, the priority will go to the internal candidates for selection.
- Director Kahn added that there is no change in salary as the scope of the role remains the same. Due to the current minimum annual salary requirement for exempt employees in 2026, it will require an accelerated hiring up to step D.

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)
 - January 22, 2026
 - February 5, 2026

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - January 22, 2026
 - February 5, 2026
- 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, March 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: 4:53 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel