



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 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, March 11, 2026, at 4:33 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 4:33 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: March 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: February 11, 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 February 11, 2026.
 - Written exams were administered for Elementary Library Coordinator and ESSA equivalency for Paraprofessionals.
 - Oral exams were held for the Paraeducator series, Children's Center Assistant, Elementary Library Coordinator, Instructional Assistant – Bilingual, and ratings have begun for Technical Theater Coordinator.
 - Final selection interviews took place for the Paraeducator series, and Campus Monitor at several school sites.
 - The newly opened recruitment is for Supervisor, Custodian.
 - Bus Driver, Campus Monitor, the Paraeducator series, Certified Occupational Therapy Assistant, and Speech Language Pathology Assistant remain open continuously.
 - Director Kahn stated that 11 classified positions have been filled since the last Personnel Commission meeting in February. It included 5 Campus Monitor vacancies for 4 different school sites.
 - Director Kahn updated the Personnel Commission on staff processing 4 EDD unemployment claims from the EDD Office. Two of them were for Payroll to complete.

- The staff also received 15 employment verifications since the last regular Personnel Commission meeting,
- Director Kahn informed the Personnel Commission about a meeting with Human Resources to discuss and implement a process to ensure compliance with Senate Bill 848. This state law requires educational agencies to contact a candidate's previous educational employers and ask whether the candidate was ever the subject of any credible allegations of egregious misconduct. Staff have been crafting and reviewing language to be added to the employment application to ensure that all qualified previous employers have been listed for contact when the candidate is selected. Staff will guide candidates through this new process, if requested.

Director Kahn expressed his gratitude to Human Resources for their role in operationalizing this process since outreach to those agencies will become a part of onboarding.

Commissioner Tate inquired about a reply to these questions about egregious misconduct.

Director Kahn stated that Human Resources will be responsible for both sections- requesting the information as well as providing it to other educational agencies. The Personnel Commission does not have information about employees' conduct on the job.

The Human Resources staff will utilize an employment verification platform, Verifent, for this process.

Director Kahn also noted that the Senate Bill 848 defines egregious conduct.

It is another layer of background checks.

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):

<u>Classification</u>	<u># Eligible</u>
Campus Monitor	4
Elementary Library Coordinator	16
Instructional Assistant - Bilingual	5
Paraeducator 1	2

C.02 Advanced Step Placement:

Eliza Costa-Uyematsu in the classification of Paraeducator 3 at Range A-32, Step C

C.03 Advanced Step Placement:

Gayatri Gunasekaran in the classification of Instructional Assistant – Classroom at Range A-24, Step B

C.04 Advanced Step Placement:

Andy Kenareki in the classification of Communications Specialist at Range A-53, Step F

C.05 Advanced Step Placement:

Gilbert Sanchez in the classification of Instructional Assistant – Physical Education at Range A-26, Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-05. 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)
 - February 19, 2026
 - March 3, 2026
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 19, 2026
 - March 3, 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	April 16, 2026

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Thursday, April 16, 2026, at 9:00 a.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: 4:45 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel