



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 16, 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 **Thursday, April 16, 2026**, at **9:07 a.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 9:07 a.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: April 16, 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: March 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
 - **None**

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):

Classification

Eligible

Campus Monitor	3
Elementary Library Coordinator	17
Paraeducator 1	6
Paraeducator 3	6
Technical Theater Coordinator	13

List Extension

Facility Use Manager	6
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C.02 Advanced Step Placement:

Athena Alderman in the classification of Paraeducator 3 at Range A-32, Step D

C.03 Advanced Step Placement:

Kate Boyack in the classification of Paraeducator 1 at Range A-26, Step B

C.04 Advanced Step Placement:

Brian Garcia in the classification of Skilled Maintenance Worker at Range A-39, Step C

C.05 Advanced Step Placement:

Priscilla Leon in the classification of Paraeducator 3 at Range A-32, Step C

C.06 Advanced Step Placement:

Cynthia Solis in the classification of Library Assistant at Range A-32, Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-06. 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.

D.01 Proposed Budget – Personnel Commission Fiscal Year 2026/27 - First Reading

- **Mr. Gerardo Cruz, Assistant Superintendent, Business and Fiscal Services, presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as the previous one.**
- **He provided specific data regarding salaries and benefits for all positions in the Personnel Commission Department and explained the reasons for changes in these categories.**
- **Mr. Cruz provided a rationale for changes in the “Supplies and Equipment” and “Operating Expenses” categories. Staff may have to replace certain outdated electronic equipment.**
- **Commissioners Robinson, Tate and Prasad considered the proposed budget reasonable.**
- **The final version of the proposed budget will be approved at the next regular Personnel Commission meeting on May 13, 2026, subsequently presented to the Superintendent for his approval, and then submitted to the Los Angeles County Office of Education for their approval.**

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)
 - March 18, 2026
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - March 18, 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
Adoption of Budget - Fiscal Year 2026-2027	Second Reading	May 13, 2026
Classified School Employees Appreciation Week		May 2026

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 13, 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:

The Commission adjourned to closed session at **9:29 a.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING:
Employee #: EP9619610

The Commission reconvened into open session at **3:17 p.m.** and reported on the following action taken in closed session:

- **No action was taken. Per Merit Rule 14.2.3.D, the Personnel Commissioners will render a final decision based on evidence presented at this hearing at the next regular meeting on May 13, 2026.**

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: 3:17 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel