



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

May 13, 2026

### PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Nina Prasad, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, May 13, 2026**, at **4:39 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> Street, Santa Monica, CA 90401.

- ❖ **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 4:39 p.m.

**G.02 Roll Call:** Commissioners Robinson, Tarazi and Tate were present.

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

**G.03 Pledge of Allegiance:** Commissioner Robinson led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

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.05 Motion to Approve Agenda: May 13, 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: April 16, 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 April 16, 2026.**
  - **Written exams took place for the ESSA equivalency exam.**
  - **Oral exams were held for the Paraeducator series and pre-recorded interviews were collected for Supervisor, Custodian.**
  - **Performance exams were administered for Cafeteria Worker I.**
  - **Final selection interviews were held for the Paraeducator series, Elementary Library Coordinator, Facility Use Manager, Technical Theater Coordinator, and Bus Driver.**
  - **The newly opened recruitments include Board Certified Behavior Analyst and Instructional Assistant – Classroom, in anticipation of filling positions over the summer for the 2026-2027 school year.**
  - **The continuous recruitments remain open for Speech Language Pathology Assistant, Certified Occupational Therapy Assistant, the Paraeducator series, Bus Driver, and Campus Monitor.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have received 5 requests – 2 of them were assigned by Payroll and 3 claims were completed by the Personnel Commission staff since the last regular meeting in April.**
  - **The staff also received 16 employment verifications since the last regular Personnel Commission meeting.**
  - **Director Kahn notified the Personnel Commission about a staffing change within the department. Ms. Julia Moreno, Human Resources Technician, accepted a benefits/payroll position at Beverly Hills USD.**

- Director Kahn informed the Personnel Commission about the District's transition to HCM, the new personnel and payroll database. He acknowledged the hard work of HR and Fiscal teams during this initial transition addressing any discrepancies in the classified employees' last paycheck. The Personnel Commission staff also participated in preliminary training by LACOE personnel.
- On May 14, 2026, Director Kahn will be attending the Personnel Commissions Association of Southern California workshop, which includes presentations on legal updates relevant to Merit System as well as proposed legislation that aims to allow Merit districts to utilize ranked groups rather than top 3 ranks when establishing eligibility lists.
- Director Kahn thanked Mr. Cruz for his coming presentation of the 2025-2026 Second Interim Budget Report and also for assisting the Personnel Commission with their department's budget.
- Director Kahn expressed his gratitude to Ms. Younan and Mr. Morales for administering the Supervisor, Custodian exam. The IT team was instrumental in providing access to the hotspots needed to conduct the exam.

#### **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 | 11 |
| Paraeducator 1 | 3  |
| Paraeducator 3 | 4  |

### C.02 Advanced Step Placement:

Jeffrey Bankhead in the classification of Paraeducator 3 at Range A-32, Step B

### C.03 Advanced Step Placement:

Jennifer Cruz in the classification of Paraeducator 3 at Range A-32, Step C

### C.04 Advanced Step Placement:

Maguy McGuire in the classification of Instructional Assistant - Classroom at Range A-24, Step D

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items 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.

### A.01 Public Hearing: Fiscal Year 2026-2027 Proposed Personnel Commission Budget

**It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2026-2027* as submitted. The motion passed.**

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

## **REPORT AND DISCUSSION**

- **Mr. Gerardo Cruz, Assistant Superintendent, Business and Fiscal Services, provided a detailed overview of the 2025-2026 District Second Interim Report. The report contained the District's financial position as of January 31, 2026, displaying the Budget Reporting Periods, and the First Interim Budget and the Second Interim Budget with the changes between the two periods. It also included Current Actuals, and Projected Totals for each District fund as well as an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years. The Second Interim Report is submitted to the Los Angeles County Office of Education with a positive certification. The District will be able to meet its obligations in the current and next two (2) fiscal years.**

**It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2026-2027* as submitted. The motion passed.**

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

- A.02 Adoption: Fiscal Year 2026-2027 Proposed Personnel Commission Budget  
**It was moved and seconded to adopt the Fiscal Year 2026-2027 Proposed Personnel Commission Budget as submitted. The motion passed.**

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

## **REPORT AND DISCUSSION**

- **At the last regular Personnel Commission meeting, Mr. Cruz presented a detailed overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as 2024-2025. He provided specific data regarding salaries and benefits for all positions in the Personnel Commission and explained the reasons for increase in these categories. Mr. Cruz provided a rationale for reductions in the “Supplies and Equipment” and “Operating Expenses” categories.**
- **Mr. Cruz stated that there are no changes from the presented data at the Discussion session on the 2026-2027 Personnel Commission budget on April 16, 2026.**

## **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)
  - April 23, 2026
  - May 7, 2026
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - April 23, 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 |
|-----------------------------------------------|--------------|----------------|
| Classified School Employees Appreciation Week |              | May 21, 2026   |

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, June 10, 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 **5:49 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING - DECISION:  
Employee #: EP9619610

The Commission reconvened into open session at **6:10 p.m.** and reported on the following action taken in closed session:

**The Personnel Commission reported on the following action taken: the decision has been made on the public employee disciplinary hearing appeal and it will be distributed to the appellant and the District within 14 days.**

**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: 6:10 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel