



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded

August 12, 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, August 12, 2026**, at **4:30 p.m.** in the **District Administrative Offices – Board Room**: 1717 4th 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 4:41 p.m.
- G.02 Roll Call:** Commissioners Robinson, Prasad, and Tate were present.
- 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: August 12, 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: June 10, 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.07 Motion to Approve Regular Meeting Minutes: July 08, 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.08 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 welcomed the Personnel Commission to the August 2026 meeting, noting that district departments are focused on supporting school sites in preparation for the start of the school year.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting.
 - License verifications were held for Bus Driver.
 - Written exams took place for the ESSA equivalency test and Accountant.
 - Oral exams were held for the Paraeducator series, Campus Security Officer, Instructional Assistant – Bilingual, and Health Office Specialist.
 - Selection interviews were held for Cafeteria Worker I; Bus Driver; Paraeducator series; Speech Language Pathology Assistant; and Campus Monitor.
 - Director Kahn recognized promotional achievements, including Ms. Peaches Davis, who promoted from Custodian to Supervisor, Custodian; Mr. Donte Jackson, who promoted from Lead Custodian to Supervisor, Custodian; and Ms. Susana Maldonado, who promoted from Instructional Assistant – Classroom to Paraeducator 3.

- Audience Services Coordinator and Technical Theater Coordinator have been opened as continuous recruitments for limited-term positions to address immediate needs. Campus Monitor, Certified Occupational Therapy Assistant, the Paraeducator series, and Speech Language Pathology Assistant remain open as continuous recruitments.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims, noting six (6) claims responded to, along with 21 employment verification requests received.
- Director Kahn reported that staff attended the District Management Retreat, expressing gratitude to Dr. Stacy Williamson and the Educational Services team for coordinating the event, which brought together district managers, including five (5) new Supervisor, Custodians.
- Director Kahn noted the upcoming District Convocation scheduled for Monday, August 17th.

G.09 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.10 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
 - Board of Education representative, Dr. Douglas Meza, Assistant Superintendent of Human Resources, provided an update on preparations for the opening of the 2026-2027 school year, highlighting extensive summer cleaning of school sites, facility improvements, and the opening of new building spaces.
 - An invitation was extended to the Personnel Commission to attend the August 17, 2026 convocation featuring the Superintendent's address and vision for the upcoming school year.
 - Dr. Meza addressed correspondence received from SEIU regarding the proposed Senior HVAC Technician classification and stated the HVAC Technicians were provided time during their work hours on July 22, 2026 to review and submit feedback on proposed revisions. No concerns were submitted during the feedback period.
 - Support was provided for approving the Senior HVAC Technician class spec and support was provided to working with the union to address any concerns and committed to delaying the opening of the recruitment by one (1) week.

G.11 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
Accountant	7
Bus Driver	2
Campus Monitor (Exam Number: 570000-26-01)	2
Campus Monitor (Exam Number: 570000-27-01)	8
Campus Security Officer	3
Instructional Assistant - Bilingual	5
Paraeducator 1	2
Paraeducator 3 (Exam Number: 550715-26-01)	2
Paraeducator 3 (Exam Number: 550715-27-01)	1
Speech Language Pathology Assistant	2
EXTENSION: Chief Communication Officer	6

C.02 Advanced Step Placement:

Don King in the classification of Supervisor, Custodian at Range M-33, Step E

C.03 Advanced Step Placement:

Luis Melena in the classification of Supervisor, Custodian at Range M-33, Step E

C.04 Advanced Step Placement:

Alberto Mendez in the classification of Supervisor, Custodian at Range M-33, Step E

C.05 Advanced Step Placement:

Takari Rogers in the classification of Supervisor, Custodian at Range M-33, Step E

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-02. 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 New Classification:
Senior HVAC Technician

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as amended. The motion passed.

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

REPORT AND DISCUSSION

- Personnel Commission staff presented the background and development process for the proposed Senior HVAC Technician classification, requested by Chief Operations Officer, Mr. Carey Upton.
- The new classification encompasses higher-level duties, including integrating HVAC components into building automation systems, analyzing data within building management systems, programming automation sequences, overseeing central plant and chilled water systems, and providing lead direction to HVAC technicians and other skilled trades personnel.
- Development of the classification specification involved consultation with Mr. Upton, Director of Maintenance and Operations, Mr. Glen Infuso, Maintenance Supervisor, Mr. Adrian Rios, Assistant Superintendent, Human Resources, Dr. Douglas Meza, and Assistant Superintendent, Business Services, Mr. Gerardo Cruz, and subject matter expert Mr. Parker Tompkins, Account Manager at Trane.
- The proposed classification specification was shared with SEIU for review and feedback.
- Salary alignment was evaluated using the Low Voltage Technician classification, Range 51, as a baseline within the same job family. Factoring in a three-range differential, consistent with the relationship between the Vehicle and Equipment Mechanic and Lead Vehicle and Equipment Mechanic classifications, staff recommended placing the Senior HVAC Technician on Range 54 of Salary Schedule A.
- Staff noted a typographical error in the written report's recommendation section which stated Range 43 and confirmed the correct recommendation is Range 54.
- Mr. Upton presented historical context regarding the District's HVAC infrastructure and the complexity of systems at the secondary schools that include the use of Building Management Systems. The District aims to establish two (2) new Senior HVAC Technician positions to oversee these complex systems while current HVAC Technicians continue to manage

standard systems throughout the remaining 60-70% of classrooms that require less complex HVAC work.

- Mr. Upton reported that lacking this higher level classification has cost the district over one million dollars in outside contracting fees and establishing this classification will reduce cost by at least \$600,000 and addressing concerns previously raised by SEIU regarding contracted labor.
- Commissioner Robinson clarified that the district would be willing to wait one week to open recruitment based on Dr. Meza's report on behalf of the board and Mr. Upton confirmed and reinforced the importance of opening the recruitment.
- Commissioner Prasad asked Mr. Upton how many current HVAC Technicians are employed and Mr. Upton confirmed it is three (3).
- Mr. Manny Rangel, Special Projects Director at SEIU Local 99, spoke on the item as public comment. Mr. Rangel stated that unit members had not been adequately consulted to provide direct feedback prior to the proposal being placed on the agenda noting that sending a survey was insufficient.
- Mr. Rangel emphasized the essential role of HVAC Technicians and how integral their input is in the development of such a classification and their lack of input warrants this item being tabled until SEIU meets with its members and gets their perspective.
- Commissioner Prasad asked for clarification from Mr. Rangel on if SEIU has received feedback from its members. Mr. Rangel confirmed that they have provided feedback and some has been shared with the PC Director, Mr. Kahn. However, Mr. Rangel believes there continues to be a need to engage with current HVAC Technicians.
- Commissioners Robinson and Prasad asked for the nature of the feedback received from the employees. Mr. Kahn characterized the nature of the concerns as disagreements over the need of having a Senior HVAC Technician classification rather than increasing the responsibilities and compensation of the existing HVAC Technician classification.
- Commissioner Prasad asked if the survey was the only tool used in this process and Mr. Kahn provided clarification on the use of the survey as a first step but, with no feedback or concerns provided, no additional steps were then taken. However, with concerns raised, Mr. Kahn did conclude that the HVAC Technician class spec revisions would not move forward but the Senior HVAC Technician, which was already approved by the BOE and received no concerns based on the language of the class spec, would move forward.
- Mr. Rangel stated that current members' insight has not been taken into consideration and therefore warrants the item being tabled.
- Commissioner Tate asked Mr. Kahn to confirm that the concerns being raised were related to whether the Senior HVAC Technician should be established rather than the content of the class spec. Mr. Kahn confirmed.
- Commissioner Robinson asked Mr. Kahn if language can be changed in the future if revisions to HVAC Technician occur and Mr. Kahn confirmed changes can be made accordingly.
- Commissioner Tate asked Mr. Kahn if the BOE already approved the classification of Senior HVAC Technician and Mr. Kahn confirmed it had been.

- Commissioner Tate asked Mr. Kahn if the survey sent was for HVAC Technician or Senior and Mr. Kahn clarified that the HVAC Technician revisions were shared with incumbents in that classification and it is not a practice to share revisions or language of one classification with those outside of it, even if related.
- Commissioner Tate stated the cease and desist letter from SEIU referred to the collective bargaining agreement and asked what role the CBA has in the development of a new classification. Mr. Kahn referred to Dr. Meza.
- Commissioner Prasad stated that it is not within our scope to determine whether the classification should or should not exist since it already has been approved by the BOE and only the HVAC Technician revisions are subject to feedback from incumbents. Mr. Kahn agreed.
- Commissioner Tate asked if a recruitment started and a change to the class spec occurred, how would those changes impact the recruitment. Mr. Kahn stated that only select features of the class spec being changed would impact the recruitment, most notably the minimum qualifications or competencies.
- Dr. Meza clarified that mechanisms do exist for such disagreements and the district will engage in them.
- Mr. Rangel stated concerns over not including incumbents' perspectives and the Commissioners stated his comment is understood.
- Commissioner Tate proposed to amend the recommendation to include direction to the district to continue to engage in conversation with SEIU and bring any necessary revisions back in September.

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)
 - June 23, 2026
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 23, 2026

- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2026 - 2027
- I.06 Board of Education Meeting Schedule
 - 2026 – 2027

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 09, 2026, at 4:30 p.m. – *District Administrative Offices – Personnel Commission Testing 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.

TIME ADJOURNED: 5:32 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel