



## PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

July 8, 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, July 8, 2026, at 4:32 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 4:32 p.m.

**G.02 Roll Call:** Commissioners Prasad and Tate were present.

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

**G.03 Pledge of Allegiance:** Commissioner Prasad 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: July 8, 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**

Approval of the minutes was postponed till the August 12, 2026, meeting due to the lack of a quorum.

| 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 June 10, 2026.**
  - **Written exams took place for the ESSA equivalency exam.**
  - **Oral exams were held for the Paraeducator and the Instructional Assistant series.**
  - **Performance exams were held for Custodian.**
  - **Final selection interviews were held for the Supervisor, Custodian; Paraeducator series; and Bus Driver.**
  - **Speech Language Pathology Assistant, the Paraeducator series, and Campus Monitor have been reopened for continuous recruitment for the fiscal year 2026-2027.**  
**Accountant and Payroll Specialist are newly opened recruitments.**
  - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have received 11 requests.**
  - **The staff also received 24 employment verifications since the last regular Personnel Commission meeting.**
  - **Director Kahn informed the Personnel Commission about the results of both Custodian and Supervisor, Custodian examinations.**  
**The Supervisor, Custodian recruitment resulted in six (6) filled positions, two (2) of which are promotions for Ms. Peaches Davis who promoted from Custodian, and Mr. Donte Jackson, the former Lead Custodian.**  
**These are brand new positions as part of a larger potential restructuring of the District's custodial operations with direct supervision at each school site.**

- The Custodian recruitment, which was primarily intended for substitute positions, yielded 35 eligible candidates, 18 of which accepted substitute opportunities.  
The custodian performance exam is logistically complex to coordinate and run, in addition to being resource heavy with eight (8) raters across four (4) stations for three (3) days.
- Director Kahn expressed his appreciation to Ms. Younan for leading these exams and to Mr. Morales for his instrumental support during the examination process.
- Director Kahn updated the Personnel Commission about changes in leadership across a few departments in the District.  
He extended his sincere appreciation and gratitude to Mr. Manuel Cuta-Ramos, Director of Fiscal & Business Services, Mrs. Melissa Winters, Director of Human Resources; and Ms. Brandyi Phillips, Chief Communications Officer, as they transition from their roles with the District, and wished them every success in their future endeavors.  
Recruitment efforts will be shortly underway for the Director of Fiscal and Business Services and Chief Communications Officer positions.  
The Director of Human Resources position is a certificated role and will follow the certificated hiring process.

**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

|                                                 |    |
|-------------------------------------------------|----|
| Bus Driver                                      | 1  |
| Certified Occupational Therapy Assistant (COTA) | 2  |
| Custodian                                       | 35 |
| Paraeducator 1                                  | 3  |
| Paraeducator 3                                  | 8  |
| Speech Language Pathology Assistant (SLPA)      | 2  |
| Supervisor, Custodian                           | 17 |

### C.02 Advanced Step Placement:

Jeffrey Eames in the classification of Technical Theater Coordinator at Range A-48, Step F

**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.

- **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)
  - 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, August 12, 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: 4:37 p.m.**

Submitted by:

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