



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

July 9, 2025

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, July 9, 2025**, at **4:31 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 4:31 p.m.

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Mahshid Tarazi						✓
Phillip Tate	✓		✓			

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: July 9, 2025

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Mahshid Tarazi							✓
Phillip Tate	✓			✓			

G.06 Motion to Approve Regular Meeting Minutes: June 11, 2025

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Mahshid Tarazi							✓
Phillip Tate	✓			✓			

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 presented to the Personnel Commission Ms. Brandyi Phillips, the new Chief Communications Officer, who introduced herself with a brief professional background.
 - Director Kahn also presented Mrs. Nina Prasad, the new Personnel Commissioner appointee, who will take over Commissioner Tarazi's position.
Mrs. Prasad was unanimously selected by a panel of District's major stakeholders.
Mrs. Prasad provided the Personnel Commission with a brief introduction.
Director Kahn stated that following Mrs. Prasad's approval by the Board of Education, her appointment documentation has been submitted to the State Superintendent for approval.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on June 11, 2025.
 - Written exams were administered for the Paraprofessionals ESSA equivalency exam and Senior Office Specialist.
 - Oral exams were held for Maintenance Supervisor, Middle School Sports Coordinator, and the Paraeducator series.

- Performance exams were administered for Custodian.
- Final selection interviews took place for Bilingual Community Liaison, Elementary Library Coordinator, Campus Security Officer, Instructional Assistant – Bilingual, Instructional Assistant – Classroom, Administrative Assistant, Instructional Assistant – Physical Education, Senior Buyer, Occupational Therapist, Maintenance Supervisor, Gardener, the Paraeducator series, and Cafeteria Worker II.
- The newly opened recruitments include Cafeteria Worker I, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, and Human Resources Technician.
- The continuous recruitments were re-opened for Swimming Instructor/Lifeguard, Campus Monitor, Paraeducator 1 and 3, and Bus Driver with the new two (2) salary adjustment.
- Director Kahn pointed out the newly opened recruitment for Human Resources Technician, as the Personnel Commission staff will be saying farewell to Mr. Vartan Nakashyan who accepted a job opportunity with LAUSD.
Director Kahn expressed his appreciation for Mr. Nakashyan's tenure at the Personnel Commission. Mr. Nakashyan supported the Operational unit, including Bus Driver, Cafeteria Worker, Custodian, Technology Support Assistant, Technical Theater Technician, and many other classifications.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They received 12 requests, which were completed by the Personnel Commission staff since the last regular meeting in June.
- The staff also received 11 employment verifications since the last regular Personnel Commission meeting.
- Director Kahn commended Ms. Cindy Johnston for leading and completing all the summer assignments for classified staff, especially the limited term Custodian assignments.

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.

- Commissioner Robinson and Commissioner Tate welcomed Mrs. Prasad and Ms. Phillips to the District and wished them all the best in their new posts.

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

Administrative Assistant	5
Custodian	24
Instructional Assistant – Physical Education	4
Maintenance Supervisor	4
Occupational Therapist	3
Paraeducator 1	2
Paraeducator 3	2

C.02 Advanced Step Placement:

Brandyi Phillips in the classification of Chief Communications Officer at Range M-64, Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-02. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Mahshid Tarazi						✓
Phillip Tate	✓		✓			

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 24, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 24, 2025
- 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
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 13, 2025 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		✓	✓			
Mahshid Tarazi						✓
Phillip Tate	✓		✓			

TIME ADJOURNED: 4:44 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel