



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**September 10, 2025**

### **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 will be held on **Wednesday, September 10, 2025**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4<sup>th</sup> Street, Santa Monica, CA.

**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:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on September 10, 2025
- G.06 Approval of Minutes for Regular Meeting on August 13, 2025

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.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
- G.08 Personnel Commissioner Comments/Reports:  
This is 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.
- 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
  - Board of Education Report
- 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.

## 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

Cafeteria Worker I	9
Campus Monitor	13
Instructional Assistant - Bilingual	4
Instructional Assistant - Classroom	34
Paraeducator 1	6
Paraeducator 3	4

### C.02 Advanced Step Placement: Daryl Adams in the classification of Middle School Sports Coordinator at Range M-43, Step B

- C.03 Advanced Step Placement:  
Megan Bahtijaragic in the classification of Paraeducator 3 at Range A-32, Step C
- C.04 Advanced Step Placement:  
Midori Bastien in the classification of Elementary Library Coordinator at Range A-32, Step D
- C.05 Advanced Step Placement:  
Nicole Breeding in the classification of Speech Language Pathology Assistant at Range A-42, Step F
- C.06 Advanced Step Placement:  
Ebony Delton in the classification of Administrative Assistant at Range A-37, Step C
- C.07 Advanced Step Placement:  
Zoe Goldman in the classification of Occupational Therapist at Range A-67, Step F
- C.08 Advanced Step Placement:  
Frank Haro in the classification of Custodian at Range A-30, Step C
- C.09 Advanced Step Placement:  
Edgar Hernandez in the classification of Senior Buyer at Range A-47, Step C
- C.10 Advanced Step Placement:  
Satyavan Kepper in the classification of Paraeducator 3 at Range A-32, Step C
- C.11 Advanced Step Placement:  
Alia Ollikainen Joslin in the classification of Administrative Assistant at Range A-37, Step C
- C.12 Advanced Step Placement:  
Andrea Padilla Ornelas in the classification of Bilingual Community Liaison at Range A-35, Step D
- C.13 Advanced Step Placement:  
Adrian Rios in the classification of Maintenance Supervisor at Range M-47, Step D
- C.14 Advanced Step Placement:  
Robyn Smith in the classification of Paraeducator 3 at Range A-32, Step C
- C.15 Advanced Step Placement:  
Cecilia Sweatman in the classification of Administrative Assistant at Range A-37, Step D
- C.16 Advanced Step Placement:  
Jarvis Turner in the classification of Middle School Sports Coordinator at Range M-43, Step D
- C.17 Advanced Step Placement:  
Solange Wall in the classification of Licensed Vocational Nurse at Range A-40, Step F

**III. COMMISSIONER TRAINING/BRIEFING:**

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

**IV. 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 Position Study Results:  
Anthony Walker, Employee Benefits Technician

**V. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Denial of Position Study Appeal:  
Anthony Walker, Employee Benefits Technician

**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)
  - August 14, 2025
  - August 28, 2025
  - September 4, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - August 14, 2025
  - August 28, 2025
  - September 4, 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
Disciplinary Hearing	Closed Session	TBD

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

Wednesday, October 8, 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.

**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.

Submitted by:

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Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.