



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

May 14, 2025

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 14, 2025**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on May 14, 2025

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

- G.06 Approval of Minutes for Regular Meeting on April 23, 2025

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

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

May 14, 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 will be held on **Wednesday, May 14, 2025**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th 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 May 14, 2025
- G.06 Approval of Minutes for Regular Meeting on April 23, 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

Campus Monitor	9
Health Office Specialist	8
Paraeducator 1	2

C.02 Advanced Step Placement: Regine Linhares in the classification of Administrative Assistant at Range A-35, Step B

C.03 Advanced Step Placement: Linda Lock in the classification of Instructional Assistant - Classroom at Range A-22, Step C

C.04 Advanced Step Placement:
Jasper Stringfellow in the classification of Paraeducator 1 at Range A-24, Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2025-2026 Proposed Personnel Commission Budget

A.02 Adoption: Fiscal Year 2025-2026 Proposed Personnel Commission Budget

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

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)

- May 1, 2025

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

- May 1, 2025

I.05 Personnel Commission's Twelve-Month Calendar of Events

- 2024 - 2025

I.06 Board of Education Meeting Schedule

- 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 11, 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:

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.



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

April 23, 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, April 23, 2025**, at **4:34 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 4:34 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: April 23, 2025

It was moved and seconded to approve the agenda with the following amendment – Agenda Item V.D.01 – Proposed Budget – Personnel Commission Fiscal Year 2025/26 – First Reading - was moved before Agenda Item I.G.07 – Report from the Director of Classified Personnel. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: March 12, 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	✓		✓			

Motion to Approve Special Meeting Minutes: March 26, 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	✓		✓			

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.

D.01 Proposed Budget – Personnel Commission Fiscal Year 2025/26 - First Reading

- **Ms. Melody Canady, Assistant Superintendent of Business and Fiscal Services, provided a detailed overview of the 2024-2025 District Second Interim Report. The report contained the District's financial position as of January 31, 2025, 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.

- Mr. Andrew Lacson, Assistant Director, Fiscal Services, presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as the previous one. He provided specific data regarding salaries and benefits for all positions in the Personnel Commission Department and explained the reasons for changes in these categories.
- Assistant Director Lacson provided a rationale for increase in the “Supplies and Equipment” and “Operating Expenses” categories. Staff may have to replace certain outdated electronic equipment and purchase new recruitment and testing software.
- Commissioners Robinson and Tate considered the proposed budget reasonable.

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 March 12, 2025.
 - Oral exams were held for Director, Transportation, the Paraeducator series, and Locksmith.
 - Performance exams were administered for Chief Communications Officer.
 - Final selection interviews were held for Senior Office Specialist, Instructional Assistant – Classroom, Campus Monitor, Senior Administrative Assistant, Cafeteria Worker I, Administrative Assistant, Director, Transportation, the Paraeducator series, and Locksmith.
 - The newly opened recruitments include Gardner, Instructional Assistant – Physical Education, Administrative Assistant, and Sports Facility Attendant.
 - The continuous recruitments remain open for Swimming Instructor/Lifeguard, Campus Monitor, the Paraeducator series, and Bus Driver.
 - Director Kahn expressed his gratitude to Ms. Julie Younan for her support in the Director, Transportation and Chief Communications Officer recruitments.
Ms. Younan developed and administered the complex exam for Chief Communications Officer.
 - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have processed 3 claims since the last regular Personnel Commission meeting in March.
 - The staff also received 19 employment verifications since the last regular Personnel Commission meeting in March.

- **Director Kahn informed the Personnel Commission about Ms. Younan attending the annual California Association of School Business Officials conference that took place during the spring break. Presentations and workshops covered all manners of school business. It was a great opportunity to network and recruit potential candidates for the Director, Fiscal and Business Services position.**
- **Director Kahn expressed his gratitude to Ms. Canady, Mr. Cruz, and his staff for assisting the Personnel Commission with their budget development for fiscal year 2025-2026.**
- **Regarding the Personnel Commissioner recruitment, Director Kahn updated the Personnel Commission on the number of eligible candidates. Two of the three candidates have already confirmed their interest to interview for this position. The interviews will be scheduled in a near future with an advisory committee comprised of an outgoing Personnel Commissioner, a District representative, a SEIU steward, and a PTA member.**

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.

- **Ms. Wendy Meyer, a Lincoln Middle School PTA council representative and parent, addressed the Personnel Commission regarding the Middle School Sports Coordinator position, and its impact on the middle school sports program.**

She suggested creating a general survey for students, parents and coaches to obtain a valuable information about the athletes' needs, and how to support them well.

Ms. Meyer also expressed a necessity for a more effective communication between the District staff, coaches and parents.

- Commissioner Tate inquired about the Middle School Sports Coordinator funding. It will be funded by the District in the next school year.
- Director Kahn stated that he will discuss the presented topics to the direct supervisor, Mr. Isaac Burgess, for his consideration during the Middle School Sports Coordinator selection interviews.

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):

<u>Classification</u>	<u># Eligible</u>
Bus Driver	1
Director, Transportation	4
Instructional Assistant - Bilingual	3
Instructional Assistant - Classroom	4
Locksmith	1
Senior Administrative Assistant	2
Speech Language Pathology Assistant	1

C.02 Advanced Step Placement:
Steven Carrillo in the classification of Director, Transportation at Range M-59, Step B

C.03 Advanced Step Placement:
Jessica Davidson in the classification of Paraeducator 1 at Range A-24, Step C

C.04 Advanced Step Placement:
Md Kaish in the classification of Systems Analyst at Range A-55, Step D

C.05 Advanced Step Placement:
Alan Martin in the classification of Paraeducator 1 at Range A-24, Step B
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-05. 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**

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)
 - March 19, 2025
 - April 3, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - March 19, 2025
 - April 3, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2025-2026	Second Reading	May 14, 2025
Classified School Employees Appreciation Week		May 2025

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 14, 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: 6:12 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 14, 2025

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Regine Linhares

Hire Date: 04/23/2025

ASP Request Submitted: 04/23/2025

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Regine Linhares	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or evidence of equivalent educational proficiency	<ul style="list-style-type: none">Regine Linhares has a Bachelor's degree in Theater, Film and Television with a Minor in Art History	1 level of education above the required level = 1 Step Advance (Max allowed)
<u>Experience:</u> Three or more years of varied administrative, secretarial and clerical support experience	<ul style="list-style-type: none">Candidate does not exceed Experience requirements	0 (3-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Steps = STEP B		

DIRECTOR'S COMMENTS:

Regine Linhares' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-35 at Step A is \$24.97/hour, while Step B is \$26.23/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Regine Linhares at Range A-35, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 14, 2025

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Linda Lock

Hire Date: 04/21/2025

ASP Request Submitted: 04/27/2025

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant – Classroom	Employee: Linda Lock	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none">Completed 48 units at an institution of higher learning; ORObtained an Associate's (or higher) degree; ORMust pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.	<ul style="list-style-type: none">Linda Lock meets the minimum requirements for education.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none">Experience is a preferred qualification	<ul style="list-style-type: none">Linda Lock has over 25 years of experience working with school aged children and young people.	12 (2-year periods) of experience above the required level = 2 Step Advance (Max allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C		

DIRECTOR'S COMMENTS:

Linda Lock's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$18.18/hour, while Step C is \$20.05/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Linda Lock at Range A-22, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 14, 2025

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Jasper Stringfellow

Hire Date: 04/21/2025

ASP Request Submitted: 05/06/2025

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Jasper Stringfellow	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning OR Obtained an Associate's (or higher) degree OR Obtain a passing score on the District's Instructional Assistance (ESSA) written examination 	<ul style="list-style-type: none"> Jasper Stringfellow has a bachelor's degree in music education. 	1 level of education above the required level = 1 Step Advance (Max allowed)
<u>Experience:</u> <ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Jasper Stringfellow has almost three (3) years of experience working with children. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Jasper Stringfellow's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$19.09/hour, while Step C is \$21.06/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jasper Stringfellow at Range A-24, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

16.4 ADVANCED STEP PLACEMENT

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 14, 2025

AGENDA ITEM NO: III.A.01

SUBJECT: Public Hearing – Fiscal Year 2025-2026 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2025-2026 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

BACKGROUND INFORMATION:

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget no later than May 30th each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. A first reading of the budget took place at the previous regular public meeting held on April 23, 2025. Overall, the proposed budget is similar to the 2024-2025 budget with changes to address a district-wide increase for employee salaries and benefits.

DIRECTOR'S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2025-2026, in accordance with Education Code Section §45253.

OPEN THE PUBLIC HEARING

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

CLOSE THE PUBLIC HEARING

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



March 11, 2025

TO: Personnel Commission
Director of Classified Personnel
Selected Los Angeles County School Districts
Community College Districts

FROM: Janelle de Leon, Manager
Business Advisory Services

SUBJECT: Annual Budget of Personnel Commission

This bulletin is directed to those local educational agencies (LEAs) that have adopted the Merit System as referenced in Education Code (EC) Section 45240 (for school districts), or 88060 (for community college districts).

Under EC Sections 45253 and 88073, each Personnel Commission must prepare an annual budget. The Personnel Commission must also hold a public hearing for that budget by May 30 of each year, or on a date agreed upon by the LEA Governing Board and their Personnel Commission. The Personnel Commission must consider the views of the LEA's Governing Board prior to the adoption of the Personnel Commission budget. Therefore, the date of a Personnel Commission's hearing should occur early in an LEA's budget process to allow time for a second hearing, in case the LEA's Governing Board does not concur with the proposed Personnel Commission budget. **If the public hearing is not held by May 30, then the Personnel Commission Fiscal Year (FY) 2025-2026 total budget amount cannot exceed the total budget amount for FY 2024-2025.**

The attached documents will assist the Personnel Commission in preparing and submitting their proposed FY 2025-2026 budgets:

- **Attachment No. 1: *Procedures and Instructions*** - describes the adoption process of the Personnel Commission budget.
- **Attachment No. 2: *Intent to Concur With or Reject the Proposed Personnel Commission Budget*** – this document contains specified statements to be signed off by the district superintendent or community college president, and must be returned with the proposed Personnel Commission budget (utilizing Form No. 540-035) to the Los Angeles County Office of Education (LACOE). This document assists with the County

Superintendent's review and analysis of the proposed Personnel Commission budget.
Please include the contact information of the person who should receive further communication from LACOE at the bottom of the document.

The following form has been uploaded onto the LACOE website and can be accessed by clicking the link below.

- **Form No. 504-035:** *Annual Budget of Personnel Commission* – the form used by Personnel Commission to notify the LEA's Governing Board and to request approval of their proposed Personnel Commission budget from the Los Angeles County Superintendent of Schools.

On Form No. 504-035 enter the following fiscal years on page 2 and provide the most current budget information

Annual Financial and Budget Report
Fiscal Year 2025 - 2026

Name of Local Educational Agency: 123 USD

Expenditure by Object	2023 - 2024 Prior Year Actuals*	2024 - 2025 Current Year Actual or Estimated*	2025 - 2026 Upcoming Year Budget*
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The form is available at:

<https://www.lacoe.edu/services/business/forms>

Type “504-035” in the search box located in the Business Documents section to find the fillable form. The form includes formulas that calculate totals.

After the Personnel Commission's public hearing, **please forward Form No. 504-035**, along with the document titled ***Intent to Concur With or Reject the Proposed Personnel Commission Budget*** (Attachment No. 2) to:

Los Angeles County Office of Education
Business Advisory Services
Attention: Janelle de Leon
9300 Imperial Highway
Downey, CA 90242

If approval by the County Superintendent is not received, the Personnel Commission can determine the items of expenditure for the budget, if they do not exceed the FY 2024-2025 total budget amount.

This bulletin and its attachments are posted on the LACOE website at:

<https://www.lacoe.edu/Bulletins.aspx>

Use the “Search” box in the Bulletins section to locate a specific bulletin by number or keyword.

If you have questions, please contact Ms. Janelle de Leon at (562) 940-1645, or by e-mail at deleon_janelle@lacoe.edu.

Approved:
April Mitchell, Assistant Director
Business Advisory Services

JD:lm
Attachments

INSTRUCTIONS AND PROCEDURES ANNUAL BUDGET OF PERSONNEL COMMISSION

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts identified in Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission (utilizing Form No. 504-035) shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite Board and district administrative representatives to attend and present their views. The Personnel Commission shall consider the views of the Governing Board before adoption of its proposed budget.
4. The Personnel Commission (utilizing Form No. 504-035) shall then forward its budget to the County Superintendent for action, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget*.
5. If the County Superintendent intends to reject the proposed Personnel Commission, or is requested in writing by the Governing Board to reject the budget, the County Superintendent shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the LEA. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one electronic copy of the adopted Personnel Commission budget will be returned to the Personnel Commission and to the district, and shall be adopted by the Governing Board in the regular budget of the district.
8. If approval by the County Superintendent is not received, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of FY 2024-25, where the Personnel Commission shall determine the items of expenditure.

If the budget is amended, with the concurrence of the Personnel Commission, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

**INTENT TO CONCUR WITH OR REJECT
THE PROPOSED PERSONNEL COMMISSION
BUDGET**

- ☐ The Governing Board concurs with the proposed Fiscal Year 2025-2026 Personnel Commission Budget.
- ☐ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent or president, on behalf of the Governing Board, will submit a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**
- ☐ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

Signature of Superintendent/President

Date

Print Name

Local Educational Agency Name

NOTE: This document **must** be included with the submission of Form No. 504-035 – Annual Budget of Personnel Commission.

Please provide the contact information of the person who should receive further communication regarding the Personnel Commission's budget from the Los Angeles County Office of Education.

Name:_____

Title:_____

Address:_____

Email:_____

Phone:_____



Los Angeles County
Office of Education

**Business Advisory Services
Annual Budget of Personnel Commission**

Fiscal Year 2025 - 2026

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Santa Monica-Malibu Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

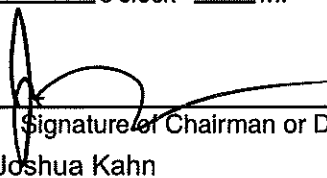
The Public Hearing on this proposed budget will be held at

Santa Monica - Malibu Unified School District - Board Room #108

(Place)

on May 14, 2025 at 4:30 o'clock P. M.

You are invited to attend and present your views.



Signature of Chairman or Director of Personnel Commission
Joshua Kahn

Print Name

Director - Classified Personnel

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 14, 2025

Signature of Chairman or Director of Personnel Commission
Joshua Kahn

Print Name

Director - Classified Personnel

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report

Fiscal Year 2025 - 2026

Name of Local Educational Agency: Santa Monica-Malibu Unified School District

Expenditure by Object	2023 - 2024 Prior Year Actuals*	2024 - 2025 Current Year Actual or Estimated*	2025 - 2026 Upcoming Year Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,500.00	\$ 1,100.00	\$ 1,800.00
Director	157,351.00	127,740.00	174,225.00
Secretaries, Clerks	265,682.00	259,932.00	391,121.00
Other	0.00	0.00	200.00
3000 Employee Benefits	238,991.00	214,391.00	309,362.00
Subtotal	663,524.00	603,163.00	876,708.00
4000 Supplies and Equipment Replacement	1,862.00	1,870.00	7,500.00
5000 Operating Expenses	40,494.00	27,836.00	44,725.00
6000 Equipment	0.00	0.00	0.00
Subtotal	42,356.00	29,706.00	52,225.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 705,880.00	\$ 632,869.00	\$ 928,933.00
Variance from PY (DOLLARS)	\$	\$ 73,011.00	\$ 296,064.00
Variance from PY (%)		-10.34%	46.78%

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 14, 2025

AGENDA ITEM NO: III.A.02

SUBJECT: Adoption – Fiscal Year 2025-2026 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2025-2026
- Budget Authority and Process

BACKGROUND INFORMATION:

The proposed budget is anticipated to provide what is needed to continue the pursuit of a model personnel department based on both innovation and fairness.

THE BUDGET APPROVAL PROCESS:

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the “*Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2025-2026 Personnel Commission Budget.*” If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2024-2025, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR’S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for fiscal year 2025-2026.

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

PERSONNEL COMMISSION

Merit System Workshop

TOPIC	PC Budget Authority and Process
THE BASICS	<ul style="list-style-type: none"> The PC shall prepare a proposed budget for approval by the County Superintendent The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount
REFERENCES	1) Education Code - 45253 2) Merit Rules - 2.4.1

Procedure for PC Budget Approval at SMMUSD

- The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
- The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
- The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
- The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
 - The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
 - Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
- Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
- After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
- The County Superintendent approves or rejects the proposed budget.
 - If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
 - If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

SEE LEGAL BREAKDOWN ON FOLLOWING PAGE

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p>	<ul style="list-style-type: none"> • The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent. • The PC budget may include funding for staff development • The PC shall conduct a public hearing regarding its budget by May 30th each year. • The PC shall invite Board members and District administrators to express feedback on the budget. • The PC shall approve and submit its proposed budget to the county superintendent. • If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission. • After the public hearing, he/she shall either reject or amend the proposed budget. • If there is no agreement, the budget of the previous year will serve as the proposed budget.

2025-2026 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2023-2024		2024-2025		2025-2026	Change from
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 4/21/25	Proposed (dollars only)	24-25 to Proposed \$+/-
2000	Classified Salaries	419,035	424,533	564,907	388,773	567,346	2,439
2314	Director	149,964	157,351	170,665	127,740	174,225	3,560
2317	Supervisors (Analyst)	105,165	105,285	115,752	86,889	127,101	11,349
2319	Commission Members (3)	1,800	1,500	1,800	1,100	1,800	0
2410	HR Technicians/Admin. Assistant	161,906	160,397	276,490	173,043	264,020	(12,470)
2430	Clerical Hourly	200	0	100	0	100	0
2440	Clerical Overtime	0	0	100	0	100	0
2460	Clerical Sub	0	0	0	0	0	0
3000	Employee Benefits	248,496	238,991	311,809	214,391	309,362	(2,447)
3212	Public Employee Retirement System	111,319	109,965	152,294	103,676	148,553	(3,741)
3312	Social Security	25,869	25,892	34,907	23,662	33,854	(1,053)
3332	Medicare	6,076	6,055	8,190	5,534	7,992	(198)
3412	Health/Welfare	83,357	74,921	86,933	61,229	90,191	3,258
3512	Unemployment Insurance	210	209	283	191	276	(7)
3612	Workers Compensation	16,427	16,642	22,141	15,240	21,606	(535)
3712	Other Post-Employment Benefits	5,238	5,306	7,061	4,859	6,890	(171)
3912	Cash in Lieu	0	0	0	0	0	0
4000	Supplies and Equipment	3,500	1,862	5,904	1,870	7,500	1,596
4310	General Supplies and Materials	500	241	2,500	810	2,500	0
4400	Non-Capitalized Equipment	3,000	1,621	3,404	1,060	5,000	1,596
5000	Operating Expenses	56,000	40,494	42,821	27,836	44,725	1,904
5210	Mileage Reimbursement	100	106	100	87	100	0
5220	Conference/Travel Expense	1,500	0	596	875	2,500	1,904
5300	Dues and Memberships	1,500	1,200	1,500	1,100	1,500	0
5640	Repair by Vendor	0	0	0	0	0	0
5650	Maintenance Agreement	2,000	141	3,500	62	2,500	(1,000)
5710	Direct Cost Transfer-Intrafund	100	65	125	0	125	0
5802	Independent Contractors/Consultant	12,800	12,800	0	0	0	0
5810	Advertising	500	0	0	0	2,000	2,000
5820	Legal	10,000	0	10,000	0	5,000	(5,000)
5890	Other Operating Expenses	27,500	26,183	27,000	25,712	31,000	4,000
5910	Postage for Mail	0	0	0	0	0	0
6000	Equipment	5,000	0	0	0	0	0
6400	New Equipment	5,000	0	0	0	0	0
2000-3000 Subtotal		667,531	663,524	876,716	603,164	876,708	(8)
4000-6000 Subtotal		64,500	42,356	48,725	29,706	52,225	3,500
TOTAL		732,031	705,880	925,441	632,869	928,933	3,492
Approx. % Change In Budget From Prior Year		-17.05%		20.90%		0.38%	

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (5/9/2025)

Req Number	Req Title	Department	Position Type	FTE
25-096	ADMINISTRATIVE ASSISTANT	OPERATIONS	Vac	100
25-139	ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
25-140	ADMINISTRATIVE ASSISTANT	STUDENT SERVICES	Vac	100
25-142	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	Vac	100
25-103	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-135	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
25-095	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	87.5
25-149	CAFETERIA WORKER II	ROOSEVELT ELEMENTARY SCHOOL	Vac	87.5
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
25-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
25-054	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	28.13
25-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
25-118	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
25-136	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
25-141	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	6
25-119	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-124	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-125	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
25-099	GARDENER	GROUPS	Vac	100
25-138	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Vac	75
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45

Report – Open Requisitions

25-147	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	75
25-155	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-115	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
25-120	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	100
25-148	Maintenance Supervisor	MAINTENANCE	Vac	100
25-156	Middle School Sports Coordinator	DISTRICT-WIDE	New	100
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-004	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-005	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	56.25
25-006	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75
25-016	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-041	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75

Report – Open Requisitions

25-050	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-062	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75
25-082	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
25-083	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75
25-105	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
25-106	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
25-111	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-126	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
25-143	PARAEDUCATOR-1	SPECIAL EDUCATION	Vac	75
25-130	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	New	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-030	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-051	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-052	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-084	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	New	75
25-085	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
25-086	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-087	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-088	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-089	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-090	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	New	75
25-108	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-127	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75
25-128	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
25-129	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
25-131	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	New	75

Report – Open Requisitions

25-144	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-153	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
25-100	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
25-112	SENIOR OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	100
25-145	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100
25-154	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
25-121	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	30
25-132	SWIMMING INSTRUCTOR/LIFEGUARD	SANTA MONICA HIGH SCHOOL	Vac	100

Filled Requisitions (5/9/2025)

Req Number	Req Title	Department	Date of Accepted Job Offer
25-032	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	4/24/2025
25-134	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	5/2/2025
25-133	CUSTODIAN	SANTA MONICA HIGH SCHOOL	4/25/2025
25-137	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	4/25/2025
25-150	CUSTODIAN	MCKINLEY ELEMENTARY SCHOOL	4/25/2025
25-152	CUSTODIAN	WILL ROGERS LEARNING ACADEMY	4/25/2025
24-161	LOCKSMITH	MAINTENANCE	4/10/2025
25-014	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	4/25/2025
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	4/24/2025
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	4/28/2025
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	5/9/2025

Classified Personnel – Merit
5/1/25

NEW HIRES

		<u>EFFECTIVE DATE</u>
Davidson, Jessica Special Ed-Grant ES	Paraeducator 1 6 Hrs/10 Mo/Range: 24 Step: A	4/2/25
Ferrer, Marichris FNS-Lincoln MS	Cafeteria Worker I 3.5 Hrs/10 Mo/Range: 17 Step: C	3/17/25
Hamilton, Christopher Santa Monica HS	Campus Security Officer 8 Hrs/11 Mo/Range: 29 Step: A	4/21/25
Kaish, MD Education Technology Services	Systems Analyst 8 Hrs/12 Mo/Range: 55 Step: A	3/24/25
Robinson, Atiya Special Ed-Lincoln CDC	Paraeducator 1 4 Hrs/10 Mo/Range: 24 Step: A	3/17/25

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Aleman, Vanessa McKinley ES	Campus Monitor [additional hours; student supervision]	2/18/25-4/4/25
Cruz Rodriguez, Rolando Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/24-6/30/25

VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Persinger, Chae Grant ES	Health Office Specialist 6 Hrs/10 Mo From: 6 Hrs/10 Mo/Student Services	3/3/25

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Larios, Katy CDS-Business Office	Senior Office Specialist	4/1/25
Martinez, Daniel Maintenance	Painter	4/1/25

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Brufsky, Caroline Malibu ES	Instructional Assistant – Classroom Medical/FMLA/CFRA	4/1/25-4/25/25
Velazquez, Alejandra McKinley ES	Campus Monitor Medical/FMLA/CFRA	2/13/25-4/18/25

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Morales, Steve Operations-Edison LA	Custodian Military	12/1/24-4/11/25

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Jackson, Donte Operations	Plant Supervisor From: Lead Custodian	2/20/25-6/30/25

Ortiz, Alondra
McKinley ES

Bilingual Community Liaison
From: Health Office Specialist

3/24/25-6/17/25

RESIGNATION

Kidd, Kelsian
Franklin ES

Senior Office Specialist

EFFECTIVE DATE

3/13/25

Morones, Eric
Santa Monica HS

Instructional Assistant – Music

4/4/25

Classified Personnel – Non-Merit
5/1/25

TECHNICAL SPECIALIST – LEVEL III

EFFECTIVE DATE

Fornero, Melinda

Child Development Services
[Dance Instructor]

3/19/25-6/12/25

- Funding: Arts & Music in Schools (AMS) - Proposition 28

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2024 – 2025**

Date	Time	Location	Notes
2024			
July 10, 2024	4:30 p.m.	Board Room – District Office	
August 20, 2024 August 14, 2024	4:30 p.m.	Board Room – District Office	
September 11, 2024	4:30 p.m.	Testing Room – District Office	
October 9, 2024	4:30 p.m.	Board Room – District Office	
November 13, 2024	4:30 p.m.	Board Room – District Office	
December 11, 2024	4:30 p.m.	Board Room – District Office	
2025			
January 15, 2025 January 8, 2025	4:30 p.m.	Board Room – District Office	
February 12, 2025	4:30 p.m.	Board Room – District Office	
March 12, 2025	4:30 p.m.	Board Room – District Office	
April 23, 2025 April 9, 2025	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 14, 2025	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 11, 2025	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule **2024-25**

Closed Session begins at 4:30 p.m. (subject to change)

Public Meetings begin at 5:30 p.m. (subject to change)

Meeting Date	Meeting Location	Meeting Format		Additional Notes
		"A"	"B"	
7/24/24 (W) 7/18/24 (Th)	DO & Zoom	X		
8/1/24 (Th)	DO & Zoom	X		
8/15/24 (Th)	DO & Zoom		X	
9/5/24 (Th)	DO & Zoom	X		
9/11/24 (W)	DO & Zoom			Special Meeting: 2023-24 Unaudited Actuals Note: Wednesday
9/19/24 (Th)	DO & Zoom		X	
10/10/24 (Th)	DO & Zoom	X		
10/24/24 (Th)	DO & Zoom		X	
11/7/24 (Th)	DO & Zoom	X		
11/21/24 (Th)	DO & Zoom		X	
12/12/24 (Th)	DO & Zoom			Special meeting, 2024-25 1 st Interim Budget
12/19/24 (Th)	DO & Zoom	X		
1/23/25 (Th)	DO & Zoom	X		
2/6/25 (Th)	DO & Zoom	X		
2/20/25 (Th)	DO & Zoom		X	
3/6/25 (Th)	DO & Zoom	X		
3/13/25 (Th)	DO & Zoom			Special Meeting: 2024-25 2 nd Interim Budget
3/19/25 (W)	DO & Zoom		X	Note: Wednesday
4/3/25 (Th)	DO & Zoom	X		
5/1/25 (Th)	DO & Zoom	X		
5/15/25 (Th)	DO & Zoom		X	
6/5/25 (Th)	DO & Zoom	X		
6/18/25 (W)	DO & Zoom			Special Meeting: 2025-26 Public Hearings for Budget and LCAP
6/26/25 (Th)	DO & Zoom		X	

Locations marked "DO & Zoom" will be held at the district office and via Zoom webinar.

Locations marked "M" will be at a location in Malibu TBD.

Format A meetings have a section for communication updates from student board members, union leaders, and the PTA Council President.

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, June 11, 2025, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: