



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

July 10, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 10, 2024**, 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 July 10, 2024

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

- G.06 Approval of Minutes for Regular Meeting on June 13, 2024

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

July 10, 2024

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, July 10, 2024**, 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 July 10, 2024

G.06 Approval of Minutes for Regular Meeting on June 13, 2024

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):

<u>Classification</u>	<u># Eligible</u>
Bus Driver	2
Campus Monitor	1
Electrician	1
Human Resources Specialist	2
Instructional Assistant – Classroom	6
Manager, Facilities Business	5
Paraeducator 1	2
Technology Support Assistant	5

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.

- 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.

- No Discussion Items

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 25, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 625 2024
- 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, August 14, 2024, 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)

June 13, 2024

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 **Thursday, June 13, 2024**, at **4:41 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 4:41 p.m.

G.02 Roll Call: Commissioners Robinson and Tarazi 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: June 13, 2024

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: May 15, 2024

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
 - On behalf of Director Kahn, Ms. Julie Younan, Personnel Analyst, presented the Director’s report with updates on recruitments, exams, and selection interviews administered since the last regular meeting on May 15, 2024.
 - Oral exams were administered for the Paraeducator series, Administrative Assistant, Human Resources Specialist, Technical Theater Coordinator, Technical Theater Technician.
 - Pre-recorded interviews were collected for Senior Buyer and Manager, Facilities Business, and Technology Support Assistant.
 - Evaluations for the bilingual stipend occurred.
 - Written exams were administered for Electrician and Senior Office Specialist.
 - Final selection interviews took place for Accountant, Assistant Director, Fiscal Services, Paraeducator series, Administrative Assistant, and Health Office Specialist.
 - The newly opened recruitment is for Cafeteria Worker II.
 - The continuous recruitments include Swimming Instructor/Lifeguard, Bus Driver, Heavy Duty Vehicle and Equipment Mechanic, Campus Security Officer, the Paraeducator series, Campus Monitor,

Instructional Assistant-Classroom, Cafeteria Worker I, and Speech Language Pathology Assistant.

- **Physical Activities Specialist recruitment remains open only for substitute opportunities.**
- **Related to the recruitments, on June 6th, the Board of Education approved the SEIU contract. This comes with adjustments to all classified salaries, both retroactively and starting July 1st. Specific recruitments will be opened once the updated and approved July 1st salaries are received.**
- **Likewise, any continuous recruitments will be reopened in July to start a new recruitment concurrent with the new fiscal year as well as re-opening with the higher advertised salary.**
- **The Personnel Commission staff processed 2 EDD unemployment claims since the last regular Personnel Commission meeting in May. One EDD hearing took place, and Ms. Younan was the District's representative.**
- **In other news, thanks to Dr. Meza and Principals, the ESSA Paraeducator equivalency exam has been administered and 23 incumbents have participated. There are still about 10 active paraeducators left to take the exam and staff will continue to work with sites to ensure their participation. Scores have not been released to individuals or sites since the development of a "cut score" will take place once everyone participated –as is the process for this method of testing.**
- **Ms. Younan attended an education focused job fair in Downey last month. This was coordinated by the Los Angeles County Office of Education, even though the focus was primarily on certificated staffing, it did include the opportunity to interface with individuals interested in classified work. It was a great opportunity to participate at such event again. The Personnel Commission staff's gratitude has been expressed to Dr. Meza for coordinating and for Gail Pinsker and the rest of the Communications team on their contributions to making flyers, bulletins, and other material for the event. Also, thanks to Ms. Younan for attending on a Saturday.**
- **In May, the Personnel Commission staff held the annual Classified Employee Appreciation Week event. It was a tremendous effort to make it happen – from coordinating donations to purchasing prizes to hosting the event itself with a raffle and treats, as well as ensuring those winners were announced and prizes distributed. Gratitude was expressed to Ms. Younan for her role in coordinating the event, and to Mr. Gerardo Cruz and Dr. Stacy Williamson who were the MCs – and did an awesome job of keeping it fun and engaging! The rest of the Personnel Commission staff, Ms. Hatch, Ms. Johnston, and Mr. Nakashyan played an important role in the event as well. We raised over \$3k and had 100+ prizes – by far the best year yet!**
- **The Personnel Commission always receives lots of positive feedback, which is truly important, since we do want to recognize the contributions of our classified staff who are integral to the operations of this District.**
- **Commissioner Robinson expressed her appreciation of the list of all the winners from various classifications across the classified service.**

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):

<u>Classification</u>	<u># Eligible</u>
Administrative Assistant	4
Assistant Director, Fiscal Services	3
Campus Monitor	2
Library Assistant	13
Locksmith	1
Paraeducator 1	2
Paraeducator 3	1

C.02 Advanced Step Placement:

Rogelio Ruiz in the classification of Accounting Technician at Range A-33, Step F

C.03 Advanced Step Placement:
Miriam Santillan in the classification of Instructional Assistant - Classroom at Range A-20, 3 Advanced Steps Placement

C.04 Advanced Step Placement:
Nelly Villa in the classification of Board Certified Behavior Analyst at Range A-58, Step C
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-04. 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.

A.01 Certification from Another Class List: Accountant for Accounting Technician
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

A.02 Classification Revision:
Accounting Technician within the Office, Technical and Business Support Job Unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Ms. Younan stated that the Personnel Commission staff met with the Director of Fiscal Services, Gerado Cruz, to review changes to the minimum qualifications.
- They also integrated feedback and distributed proposed revisions to SEIU Chief Steward, Chris Mock, and Director of Union-Employer Relations, Margaret Ortiz, for review and approval in regards to reducing the minimal qualifications from 3 to 2 years of experience.
- Staff clarified the language related to supervision by removing Assistant Director, Fiscal Services position as supervisor and replacing it with broader language due to Accounting Technician being found in multiple departments.

A.03 Personnel Commission's Twelve-Month Calendar of Events:
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2024-2025

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Commissioner Robinson will not be able to attend the August and September meetings due to professional obligations.
- Commissioner Tarazi may have a scheduling conflict in July.

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)
 - May 16, 2024
 - June 6, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 16, 2024
 - June 6, 2024
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024
- I.07 Classified Employees Appreciation Celebration Winners

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 10, 2024 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: 4:54 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							

III. Action Items:

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (7/03/24)

Req Number	Req Title	Department	Position Type	FTE
24-143	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
24-146	ADMINISTRATIVE ASSISTANT	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-147	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
24-177	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
24-167	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	Vac	50
24-182	BOARD CERTIFIED BEHAVIOR ANALYST	SPECIAL EDUCATION	Vac	100
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-175	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-195	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-168	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	Vac	37.5
24-196	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-163	CAFETERIA WORKER II	FS - ROOSEVELT	Vac	87.5
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
23-223	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-224	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
24-052	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
24-091	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	18
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
23-198	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-080	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-226	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
24-191	CAMPUS SECURITY OFFICER	JOHN ADAMS MIDDLE SCHOOL	Vac	100
24-164	CAMPUS SECURITY OFFICER	MALIBU 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
24-192	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	Vac	100
24-187	DIRECTOR, PURCHASING	PURCHASING/WAREHOUSE	Vac	100
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
24-126	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES	Vac	100
24-115	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-170	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
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
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
24-081	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
24-141	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-149	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5
24-188	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
24-152	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
24-161	LOCKSMITH	MAINTENANCE	Vac	100
24-144	MANAGER, FACILITIES BUSINESS	FACILITY IMPROVEMENT PROJECTS	New	100
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-016	PARAEDUCATOR-1	CDS - WEST WASHINGTON	Vac	56.25
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-154	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75

23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-008	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-172	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-007	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-171	PARAEDUCATOR-1	SANTA MONICA HIGH 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
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25
24-094	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-082	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
24-183	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	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
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-184	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
24-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-154	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75

22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
24-155	SENIOR BUYER	BUSINESS SERVICES	Vac	100
24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	New	100
24-157	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	100
24-174	SENIOR OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	Vac	100
24-159	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-193	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
24-185	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
24-186	SENIOR OFFICE SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	Vac	50
24-194	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
24-131	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	30
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
24-120	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	Vac	100
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
24-142	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
24-190	UTILITY WORKER	OPERATIONS	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (7/3/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-148	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL	6/17/2024
24-111	ADMINISTRATIVE ASSISTANT	STUDENT SERVICES	6/11/2024
24-178	CAFETERIA WORKER I	FS - GRANT	6/28/2024
24-179	CAFETERIA WORKER I	FS - LINCOLN MIDDLE SCHOOL	6/28/2024
24-124	CAFETERIA WORKER I	FS - ROOSEVELT	6/28/2024
24-072	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	6/28/2024
24-162	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	6/28/2024
24-045	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	6/28/2024
24-114	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	6/20/2024
24-125	CAMPUS MONITOR	MALIBU ELEMENTARY SCHOOL	6/20/2024
24-165	CUSTODIAN	EDISON LANGUAGE ACADEMY	6/21/2024
24-169	CUSTODIAN	FRANKLIN ELEMENTARY SCHOOL	6/21/2024
24-132	ELECTRICIAN	MAINTENANCE	6/17/2024
24-176	ELEMENTARY LIBRARY COORDINATOR	MALIBU ELEMENTARY SCHOOL	6/27/2024
24-127	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	6/17/2024
24-150	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	6/25/2024
24-180	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	6/14/2024
24-181	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	6/14/2024
24-075	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	6/10/2024
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	6/7/2024
24-117	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	6/7/2024
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	6/7/2024
24-156	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES	6/22/2024
24-158	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	6/21/2024
24-189	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	6/27/2024

**Classified Personnel – Merit
6/25/24**

PROMOTION

Taylor, Amariah
Malibu MS/HS

Accounting Assistant II
8 Hrs/11 Mo/Range: 33 Step: D
From: Senior Office Specialist: 8 Hrs/10 Mo

EFFECTIVE DATE

5/13/24

PROVISIONAL ASSIGNMENTS

Carrillo, Steven
Transportation

Director, Transportation

EFFECTIVE DATE

6/3/24-12/31/24

SUMMER ASSIGNMENTS

Everage, Askia
Santa Monica HS

Student Outreach Specialist
4 Hrs/Day

EFFECTIVE DATE

6/24/24-7/26/24

Favela, Julian
Purchasing

Stock and Delivery Clerk
7 Hrs/Day

7/1/24-7/31/24

Fleck, Maria
Educational Services-Lincoln MS

Instructional Assistant - Classroom
4 Hrs/Day

6/21/24-7/19/24

Gutierrez, Nallely
Educational Services-Malibu ES

Bilingual Community Liaison
Not to exceed: 10 Hrs

6/21/24-7/19/24

Gutierrez, Nallely
Educational Svcs-Santa Monica HS

Bilingual Community Liaison
Not to exceed: 20 Hrs

6/24/24-7/26/24

Holloway, Shirlene
FNS-Santa Monica HS

Cafeteria Worker I
6.5 Hrs/Day

6/24/24-7/24/24

Sandoval, Noelle
Educational Services-Grant ES

Administrative Assistant
5 Hrs/Day

6/21/24-7/19/24

Sernas, Angelica
Educational Services-Lincoln MS

Campus Monitor
3.5 Hrs/Day

6/24/24-7/19/24

Terry, Isaura
Educational Services-Webster ES

Administrative Assistant
5 Hrs/Day

6/21/24-7/19/24

Velazquez, Alejandra
Educational Services-Lincoln MS

Campus Monitor
3.5 Hrs/Day

6/24/24-7/19/24

TEMP/ADDITIONAL ASSIGNMENTS

Cerdon, Maria
Fiscal Services

Accountant
[overtime; fiscal projects]

4/8/24-6/30/24

Khair, Amani
Food and Nutrition Services

Cafeteria Worker I
[additional hours; cafeteria support]

4/25/24-6/12/24

Ruiz, Rogelio
Fiscal Services

Accounting Technician
[overtime; fiscal projects]

5/20/24-6/30/24

Tate, Wiley
Operations-Santa Monica HS

Custodian
[overtime; school events support]

8/21/23-6/19/24

SUBSTITUTESAgaybi, Samia
Food and Nutrition Services

Cafeteria Worker I

EFFECTIVE DATE

5/23/24-6/12/24

Davis, Samantha
Food and Nutrition Services

Cafeteria Worker I

5/22/24-6/12/24

McPhail, Alexander
Grant ES

Instructional Assistant - Classroom

3/26/24-6/12/24

Shafik, Hanan
Food and Nutrition Services

Cafeteria Worker I

5/21/24-6/12/24

Velasquez, Jose
Food and Nutrition Services

Cafeteria Worker II

5/16/24-5/24/24

PROFESSIONAL GROWTHMartini, Dustin
Facility Use

Sports Facility Attendant

EFFECTIVE DATE

6/1/24

VOLUNTARY TRANSFERDavis, Luke
Lincoln MSCampus Security Officer
8 Hrs/10 Mo
From: 8 Hrs/10 Mo/Malibu HS**EFFECTIVE DATE**

5/13/24

LEAVE OF ABSENCE (PAID)Bennett, Matthew
Special Ed-Malibu HSParaeducator 3
CFRA**EFFECTIVE DATE**

4/29/24-5/31/24

Jackson, Michael
GroundsGardener
Intermittent FMLA

4/9/24-10/9/24

Melendrez, Omar
MaintenanceHVAC Technician
Medical

5/21/24-6/5/24

LEAVE OF ABSENCE (UNPAID)Roller, Yolanda
Special Ed-Santa Monica HSParaeducator 3
Personal**EFFECTIVE DATE**

5/29/24-6/12/24

WORKING OUT OF CLASSEsquivias, Rene
MaintenanceMaintenance Supervisor
From: Facilities Technician**EFFECTIVE DATE**

5/13/24-5/21/24

West, Malcolm
OperationsSkilled Maintenance Worker
From: Lead Custodian

6/7/24-6/30/24

ABOLISHMENT OF POSITIONParaeducator 1
6 Hrs/SY/Special Ed-Olympic HS**EFFECTIVE DATE**

6/12/24

RESIGNATION

Navarro, Nancy
Project Based Learning Program

Administrative Assistant

EFFECTIVE DATE

6/24/24

Pham, Nhi
Grant ES

Instructional Assistant - Classroom

6/12/24

**Classified Personnel – Non-Merit
6/25/24**

COACHING ASSISTANT

Anderson, Liam	Malibu MS/HS	11/1/23-6/12/24
Anderson, Liam	Malibu Middle School Athletic Program	3/1/24-6/14/24
Arnell, Niko	Middle School Athletic Program	5/28/24-6/12/24
Cosentino, Josephina	Malibu Middle School Athletic Program	4/29/24-6/14/24
Haworth, Nigel	Middle School Athletic Program	5/28/24-6/14/24
Leado, Shryane	Malibu Middle School Athletic Program	3/1/24-6/14/24
Marinez, Nicolas	Malibu Middle School Athletic Program	5/16/24-6/14/24
Moore, Liam	Malibu MS/HS	2/1/24-6/12/24
Moore, Liam	Malibu Middle School Athletic Program	3/1/24-6/14/24
Pierson, Jenna	Malibu Middle School Athletic Program	5/24/24-6/14/24
Vandenberg, Sophia	Middle School Athletic Program	5/17/24-6/12/24
Waterford Bailey, Elsemarco	Middle School Athletic Program	3/1/24-6/12/24

TECHNICAL SPECIALIST – LEVEL II

Gist, Steven	Facility Use [Permit and Production Coordinator] - Funding: Permits	4/17/24-6/30/24
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**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 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 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 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, August 14, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: