



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

August 13, 2025

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 13, 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 August 13, 2025

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

- G.06 Approval of Minutes for Regular Meeting on July 9, 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)

August 13, 2025

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Nina Prasad, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 13, 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 August 13, 2025
- G.06 Approval of Minutes for Regular Meeting on July 9, 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

Accompanist	2
Bus Driver	2
Cafeteria Worker II	5
Campus Monitor	5
Licensed Vocational Nurse	5
Middle School Sports Coordinator	23
Occupational Therapist - Corrected	4
Paraeducator 1	5
Paraeducator 3	5
Senior Office Specialist	13

List Extension

Administrative Assistant	5
--------------------------	---

- C.02 Advanced Step Placement:
Juan Manuel Cuté Ramos in the classification of Director, Fiscal and Business services at Range M-73, Step C
- C.03 Advanced Step Placement:
Zoran Glisovic in the classification of Technology Support Assistant at Range A-44, Step D
- C.04 Advanced Step Placement:
Jamie Jones in the classification of Campus Security Officer at Range A-31, Step C
- C.05 Advanced Step Placement:
Cristy Miranda in the classification of Senior Administrative Assistant - Confidential at Range C-46, Step C
- C.06 Advanced Step Placement - Revised:
Brandyi Phillips in the classification of Chief Communications Officer at Range M-64, Step F
- C.07 Advanced Step Placement:
Joseph Walters in the classification of Technology Support Assistant at Range A-44, Step C

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)
 - July 15, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - July 15, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2025 - 2026
- I.06 Board of Education Meeting Schedule
 - 2025 – 2026

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Disciplinary Hearing	Closed Session	9/10/25
Position Study Appeal	Discussion & Action Item	9/10/25

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 10, 2025, at 9:00 a.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)

July 9, 2025

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, July 9, 2025**, at **4:31 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4th Street, Santa Monica, CA 90401.

Note About Parking: Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:31 p.m.

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

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

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G.03 Pledge of Allegiance: Commissioner Robinson led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: July 9, 2025

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

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

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

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

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

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

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

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

G.08 Personnel Commissioner Comments/Reports:

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

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

G.09 Communications:

The Communications Section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
 - None
- Board of Education Report
 - None

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification

Eligible

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

C.02 Advanced Step Placement:

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

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

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- None

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - June 24, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 24, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2025 - 2026
- I.06 Board of Education Meeting Schedule
 - 2025 – 2026

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 13, 2025 at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:44 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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, August 13, 2025

AGENDA ITEM NO:II.C.02

SUBJECT: Advanced Step Placement – Juan Manuel Cuté Ramos

Hire Date: 08/01/2025

ASP Request Submitted: 08/01/2025

BACKGROUND INFORMATION:

Classification Title: Director, Fiscal and Business Services	Employee: Juan Manuel Cuté Ramos	Calculation of Advanced Step Recommendation
<u>Education:</u> Bachelor's degree in accounting, finance, business administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.	<ul style="list-style-type: none">Juan Manuel Cuté Ramos possesses a Master's in Management Sciences.	1 levels of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Three (3) years of experience managing a fiscal unit within a public agency and supervising the work of others. Supervisory experience may be, but need not be, acquired concurrently.	<ul style="list-style-type: none">Juan Manuel Cuté Ramos has over four (4) years of experience managing a fiscal unit within a public agency and supervising the work of others.	0 (3-year periods) of experience above the required level = 0 Step Advance
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none">Most recent recruitment has less than 3 ranks of eligible candidates.	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Juan Manuel Cuté Ramos' education exceeds the minimum requirements specified for this classification and this recruitment meets the standard for difficulty as demonstrated by having less than three (3) candidates on the list. Pay rate at salary Range M-73 at Step A is \$169,476/year, while Step C is \$187,080/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Juan Manuel Cuté Ramos at Range M-73, 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							
Phillip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 13, 2025

AGENDA ITEM NO:II.C.03

SUBJECT: Advanced Step Placement – Zoran Glisovic

Hire Date: 08/01/2025

ASP Request Submitted: 08/06/2025

BACKGROUND INFORMATION:

Classification Title: Technology Support Assistant	Employee: Zoran Glisovic	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Zoran Glisovic has a Bachelor of Science in Information Systems. 	1 levels of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices. 	<ul style="list-style-type: none"> Zoran Glisovic has over seven (7) years of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices. 	3 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Zoran Glisovic 's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-44 at Step A is \$31.14/hour, while Step D is \$36.05/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Zoran Glisovic at Range A-44, Step D 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							
Phillip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 13, 2025

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Jaime Jones

Hire Date: 8/1/2025

ASP Request Submitted: 8/1/2025

BACKGROUND INFORMATION:

Classification Title: Campus Security Officer	Employee: Jaime Jones	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none">Jaime Jones meets the education requirement.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> One (1) year of professional experience in the field of law enforcement or security.	<ul style="list-style-type: none">Jaime Jones has over five (5) years of security experience.	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Jaime Jones' work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$22.65/hour, while Step C is \$24.97/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jaime Jones at Range A-31, 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							
Philip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 13, 2025

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Cristy Miranda

Hire Date: 04/14/2025

ASP Request Submitted: 06/09/2025

BACKGROUND INFORMATION:

Classification Title: Senior Administrative Assistant – Confidential	Employee: Cristy Miranda	Calculation of Advanced Step Recommendation
<u>Education:</u> Equivalent to completion of high school	<ul style="list-style-type: none">• Cristy Miranda meet the minimum requirements	0 level of education above the required level =0 Step Advance
<u>Experience:</u> Five or more years of varied administrative secretarial and clerical support experience.	<ul style="list-style-type: none">• Cristy Miranda has over thirteen (13) years of varied clerical experience.	1 (5-year periods) of experience above the required level =1 Step Advance
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none">• Most recent recruitment has less than 3 ranks of eligible candidates.	Less than 3 ranks and concluded challenge of finding alternative qualified applicants =1 Step Advance (Max Allowed)
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Cristy Miranda's work experience exceeds the minimum requirements specified for this classification and this recruitment meets the standard for difficulty as demonstrated by having less than three (3) candidates on the list. Pay rate at salary Range C-46 at Step A is \$6,019/monthly, while Step C is \$6,637/monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cristy Miranda at Range C-46, Step C on the Classified Confidential Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 13, 2025

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Brandyi Phillips

Hire Date: 07/01/2025

Original ASP Request Submitted: 07/01/2025

Revised Request Received: 07/10/2025

BACKGROUND INFORMATION:

Classification Title: Chief Communications Officer	Employee: Brandyi Phillips	Calculation of Advanced Step Recommendation
<u>Education:</u> Bachelor's degree in mass communications, journalism, public relations, marketing, English, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation.	<ul style="list-style-type: none">• Brandyi Phillips has a Master of Science in Management.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Three (3) years of experience managing the strategic communication activities of an organization, including implementing organization-wide communication strategies, managing crisis communications, and overseeing multimedia communications.	<ul style="list-style-type: none">• Brandyi Phillips has over twelve (12) years of communications experience.	4 (3-year periods) of experience above the required level 2 Step Advance (Max Allowed)
<u>Prior Salary:</u> The candidate provided a recent paystub demonstrating that their hourly or monthly rate exceeded step A of the classification's salary range.	<ul style="list-style-type: none">• Brandyi Phillips' prior salary as Management and Program Analyst with National Institute of Standards and Technology was \$195,200 annually.	The closest step that exceeds the prior by at least 5% is step F = 5 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) + 5 (Prior Salary) = 8 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Brandyi Phillips previously had an advanced step placement approved at the July 09, 2025 Personnel Commission meeting. The approval was based on the same education and experience listed above but did not include previous compensation due to California Labor Code Section 432.3. Following approval, Brandyi Phillips volunteered information regarding previous salary and furnished evidence of most recent prior compensation at a rate higher than the classification's starting salary. Pay rate at salary Range M-64 at Step A is \$131,772/annually, while Step F is \$160,284/annually.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revised Advanced Step Placement for Brandyi Phillips at Range M-64, Step F on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Philip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 13, 2025

AGENDA ITEM NO:II.C.07

SUBJECT: Advanced Step Placement – Joseph Walters

Hire Date: 07/14/2025

ASP Request Submitted: 07/14/2025

BACKGROUND INFORMATION:

Classification Title: Technology Support Assistant	Employee: Joseph Walters	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or recognized equivalent.	<ul style="list-style-type: none"> Joseph Walters meets education requirement. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> One (1) year of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices.	<ul style="list-style-type: none"> Joseph Walters has over fifteen (15) years of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices. 	2 (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 Step = STEP C		

DIRECTOR'S COMMENTS:

Joseph Walters' experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-44 at Step A is \$31.14/hour, while Step C is \$34.33/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joseph Walters at Range A-44, 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							
Phillip Tate							
Nina Prasad							

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							

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (8/8/2025)

Req Number	Req Title	Department	Position Type	FTE
25-191	ACCOMPANIST	LINCOLN MIDDLE SCHOOL	Vac	62.5
25-157	ADMINISTRATIVE ASSISTANT	HUMAN RESOURCES	New	100
26-004	ADMINISTRATIVE ASSISTANT	MAINTENANCE	Vac	100
26-019	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	Vac	100
25-158	BUS DRIVER	TRANSPORTATION	Vac	87.5
25-159	BUS DRIVER	TRANSPORTATION	Vac	87.5
25-160	BUS DRIVER	TRANSPORTATION	Vac	87.5
25-103	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	37.5
25-135	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	37.5
25-161	CAFETERIA WORKER I	FS - FRANKLIN	Vac	37.5
25-163	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	43.75
25-195	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	43.75
26-008	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
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
26-009	CAMPUS MONITOR	MALIBU ELEMENTARY SCHOOL	Vac	25
26-010	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
26-011	CAMPUS MONITOR	SMASH (ALTERNATIVE) SCHOOL	Vac	20.06
26-012	CAMPUS MONITOR	SMASH (ALTERNATIVE) SCHOOL	New	37.5
26-013	CAMPUS MONITOR	SMASH (ALTERNATIVE) SCHOOL	New	37.5
25-114	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-193	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	New	50
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
26-005	CUSTODIAN	OPERATIONS	Vac	0.3

Report – Open Requisitions

26-006	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
26-028	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	New	75
25-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
25-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
25-178	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	75
25-182	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	75
25-183	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	75
26-014	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
26-015	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	37.5
26-016	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	New	62.5
26-017	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	62.5
26-018	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	62.5
26-029	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37
26-030	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New	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
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
23-173	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
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-005	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	56.25
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25

Report – Open Requisitions

25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-032	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-033	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-041	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
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
25-105	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
25-166	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
25-167	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
25-189	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
26-020	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
26-021	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
26-031	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
26-032	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-033	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-034	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-035	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-036	PARAEDUCATOR-1	SANTA MONICA HIGH 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
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
25-077	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-087	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-108	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-128	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
25-129	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
25-144	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-153	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
25-168	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
25-190	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75

Report – Open Requisitions

26-022	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-023	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-024	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
26-025	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75
26-026	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
25-154	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
26-007	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100
26-037	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
26-038	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	Vac	50
26-003	SKILLED MAINTENANCE WORKER	MAINTENANCE	Vac	100
25-132	SWIMMING INSTRUCTOR/LIFEGUARD	SANTA MONICA HIGH SCHOOL	Vac	100
25-170	Transportation Supervisor	TRANSPORTATION	Vac	100

Filled Requisitions (8/8/2025)

Req Number	Req Title	Department	Date of Accepted Job Offer
25-139	ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	7/7/2025
25-176	ADMINISTRATIVE ASSISTANT	FACILITY USE DEPARTMENT	7/14/2025
25-194	ADMINISTRATIVE ASSISTANT	PURCHASING/WAREHOUSE	7/21/2025
24-110	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	7/11/2025
25-095	CAFETERIA WORKER II	FS - WILL ROGERS	7/11/2025
25-149	CAFETERIA WORKER II	FS - ROOSEVELT	8/8/2025
25-124	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	7/23/2025
25-125	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	7/28/2025
25-172	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	7/30/2025
25-180	CUSTODIAN	MALIBU HIGH SCHOOL	7/16/2025
26-001	CUSTODIAN	FACILITY USE DEPARTMENT	7/16/2025
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	7/8/2025
25-186	LICENSED VOCATIONAL NURSE (LVN)	STUDENT SERVICES	8/8/2025
25-148	Maintenance Supervisor	MAINTENANCE	7/28/2025
25-156	Middle School Sports Coordinator	DISTRICT-WIDE	7/22/2025
25-171	Middle School Sports Coordinator	DISTRICT-WIDE	7/22/2025
25-179	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	7/11/2025
25-006	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	7/10/2025
25-083	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	7/10/2025
25-126	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	7/10/2025
25-052	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	7/10/2025
25-090	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	8/5/2025
25-175	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	7/10/2025
26-027	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	8/5/2025
25-100	SENIOR BUYER	PURCHASING/WAREHOUSE	7/23/2025
25-112	SENIOR OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	7/25/2025
25-145	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	7/18/2025
25-196	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	7/3/2025

**Classified Personnel – Merit
7/15/25**

LIMITED TERM

Bahir, Adam
Facility Use

Technical Theater Technician
8 Hrs/12 Mo/Range: 39 Step: F

EFFECTIVE DATE

6/9/25-6/13/25

Berger, Jakob
Facility Use

Technical Theater Technician
8 Hrs/12 Mo/Range: 39 Step: F

6/9/25-6/13/25

RE-STATEMENT

Sebastiani, Guido
Grounds

Gardener
8 Hrs/12 Mo/Range: 30 Step: F

EFFECTIVE DATE

6/5/25

SUMMER ASSIGNMENTS

Alvarez, Malissa
Child Development Services

Children's Center Assistant 1
Not to exceed: 360 Hrs

EFFECTIVE DATE

6/16/25-8/15/25

Aquino, Gilda
Child Development Services

Children's Center Assistant 2
Not to exceed: 360 Hrs

6/16/25-8/15/25

Ayala Quintana, Magdalena
Educational Services-Lincoln MS

Health Office Specialist
4 Hrs/Day

6/19/25-7/18/25

Barajas, Maria
Adult Education

Senior Office Specialist
8 Hrs/Day

6/23/25-7/24/25

Barber, Tyjuan
Transportation

Bus Driver
5 Hrs/Day

6/23/25-7/18/25

Benjamin, Venecia
FNS-Lincoln MS

Cafeteria Worker II
Not to exceed: 8 Hrs/Day

6/19/25-7/21/25

Brackett, Kimberly
Child Development Services

Children's Center Assistant 2
Not to exceed: 360 Hrs

6/16/25-8/15/25

Brown, Steve
Transportation

Bus Driver
6 Hrs/Day

6/23/25-7/18/25

Bustamante, Angelica
Operations

Custodian
8 Hrs/Day

6/23/25-8/20/25

Cabrera, Ana
Child Development Services

Children's Center Assistant 2
Not to exceed: 360 Hrs

6/23/25-8/15/25

Cabrera, Jennifer
Child Development Services

Children's Center Assistant 2
Not to exceed: 360 Hrs

6/16/25-8/15/25

Calvert, Cheryl
Educational Services-Malibu ES

Instructional Assistant - Classroom
Not to exceed: 80 Hrs

6/19/25-7/18/25

Carbajal, Patricia
Child Development Services

Children's Center Assistant 2
Not to exceed: 360 Hrs

6/16/25-8/15/25

Cardenas, Justin
Transportation

Bus Driver
5.5 Hrs/Day

6/23/25-7/18/25

Castaneda, Laura Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Chapman, Vicki Educational Services-Malibu ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Chawla, Simren Special Education	Occupational Therapist 6 Hrs/Day	6/19/25-8/15/25
Cisneros, Yolanda Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Cruz, Carmen Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Cruz-Aguilar, Julia Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Cueva, Sandra Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Daniels, Delone Special Education	Paraeducator 2 4.25 Hrs/Day	6/19/25-7/18/25
Daniels, Delone Operations	Custodian 8 Hrs/Day	6/30/25-8/20/25
Dee Ann, Toni Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Diaz, Delfina Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Duarte, Melissa Santa Monica HS	Student Outreach Specialist Not to exceed: 15 Hrs	8/7/25-8/11/25
Eby, David Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Everage, Askia Santa Monica HS	Student Outreach Specialist 4 Hrs/Day	6/19/25-7/25/25
Everage, Askia Santa Monica HS	Student Outreach Specialist Not to exceed: 15 Hrs	8/7/25-8/11/25
Fair, James Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Fargnoli, Cathy Maintenance	Senior Office Specialist 8 Hrs/Day	6/18/25-8/13/25
Fernandez, Angelica Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Fernandez Pineda, Mario Transportation	Bus Driver 6 Hrs/Day	6/23/25-7/18/25
Friedman, Talia Special Education	Occupational Therapist 6 Hrs/Day	6/19/25-8/15/25
Garcia, Claudia FNS-Santa Monica HS	Production Kitchen Coordinator Not to exceed: 8 Hrs/Day	6/18/25-8/13/25

Garcia, Quirenia Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/23/25-8/15/25
Gershuni, Katherine Santa Monica HS	Health Office Specialist 4 Hrs/Day	6/19/25-7/25/25
Godinez, Lorena Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Gomez, Aida Educational Services-Rogers LC	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Gomez, Denise Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/23/25-8/15/25
Gonzalez, Cecilia Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Gonzalez, Ramona Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Grant, Carolyn Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/23/25-8/15/25
Griffis, Crystal Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Griffis, Denise Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Guevara Perez, Norma FNS-Malibu HS	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-8/13/25
Gutierrez, Nallely Malibu ES	Bilingual Community Liaison Not to exceed: 10 Hrs	6/19/25-7/18/25
Gutierrez, Nallely Educational Services-Rogers LC	Bilingual Community Liaison Not to exceed: 20 Hrs	6/19/25-7/18/25
Gutierrez, Nallely Educational Services-Lincoln MS	Bilingual Community Liaison Not to exceed: 20 Hrs	6/19/25-7/18/25
Gutierrez, Nallely Santa Monica HS	Bilingual Community Liaison Not to exceed: 20 Hrs	6/19/25-7/25/25
Gutierrez, Nallely Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/23/25-8/15/25
Gutierrez, Rosa Transportation	Bus Driver 5 Hrs/Day	6/23/25-7/18/25
Hernandez, Rita Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Jackson, Latasha Special Education	Paraeducator 2 4.25 Hrs/Day	6/19/25-7/18/25

Johnson, Jeremy Transportation	Bus Driver 5 Hrs/Day	6/23/25-7/18/25
Kachurka, Sabrina Food & Nutrition Services	Production Kitchen Coordinator Not to exceed: 8 Hrs/Day	6/18/25-8/13/25
Kachurka, Sabrina Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs/Day	6/23/25-8/13/25
Kukor, Nadia Educational Services-Rogers LC	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Lopez Velazco, Sarah Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Lozano, Jasmine Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Lyles, Michelle Special Education	Paraeducator 3 4.5 Hrs/Day	6/18/25-7/25/25
Lyles, Michelle Operations	Custodian 8 Hrs/Day	6/30/25-8/20/25
Maclearn, Jessica Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25
Manzano, Elva Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Martino, Jesica Special Education	Occupational Therapist 6 Hrs/Day	6/19/25-8/15/25
Matta, Faten Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Matta, Faten Educational Services-Lincoln MS	Campus Monitor Not to exceed: 66.5 Hrs	6/19/25-7/18/25
McCord, Deborah Transportation	Bus Driver 5.25 Hrs/Day	6/23/25-7/18/25
McGowan, Zakesha Transportation	Bus Driver 5.25 Hrs/Day	6/23/25-7/18/25
McKeever, Marissa Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25
McKeever, Marissa Operations	Custodian 8 Hrs/Day	6/30/25-8/20/25
Medina, Elvia Food & Nutrition Services	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-7/21/25
Miller, Brenda Educational Services-Malibu ES	Health Office Specialist 4 Hrs/Day	6/19/25-7/14/25
Minasyan, Anahit Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Moore, Sandra Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs/Day	6/19/25-7/21/25

Morales Mendez, Prisma Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Moreno, Rosa Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Morgan, Sadrica Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Moya, Kimberly Transportation	Bus Driver 5.57 Hrs/Day	6/23/25-7/18/25
Myrieckes, Carla Educational Services-Malibu ES	Health Office Specialist 4 Hrs/Day	6/19/25-7/14/25
Newman, Pasley Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Nguyen, Chieu-Quan Operations	Custodian 8 Hrs/Day	6/30/25-8/20/25
Ockner, Sari Special Education	Occupational Therapist 6 Hrs/Day	6/19/25-8/15/25
Orozco, Cecilia Food & Nutrition Services	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-7/21/25
Ortiz Ortiz, Alma Food & Nutrition Services	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-7/21/25
Oyenoki, Daniel Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Padilla, Elizabeth Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Palmore, Renata Food & Nutrition Services	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-7/21/25
Perez, Grace Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Pernell, Barbara Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Pui Tse, Yin Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Quiroz, Timothy Food & Nutrition Services	Production Kitchen Coordinator Not to exceed: 8 Hrs/Day	6/18/25-8/13/25
Ramirez, Armida Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Razon-McMillan, Monica Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Richards, Ingrid Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Ridley, Tisha Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25

Riley, Martelle Transportation	Bus Driver 7 Hrs/Day	6/23/25-7/18/25
Robinson, Atiya Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25
Rodriguez, Cecilia Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Rodriguez, Frances Child Development Services	Children's Center Assistant 3 Not to exceed: 360 Hrs	6/16/25-8/15/25
Roller, Yolanda Special Education	Paraeducator 2 4.25 Hrs/Day	6/19/25-7/18/25
Rosales, Ana Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/23/25-8/15/25
Rosas, Rosemarie Food & Nutrition Services	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-7/21/25
Rubio, Lily Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/23/25-8/15/25
Salazar, Maria Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Sampson, Claudia Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Santino, Susan Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Satterfield, Jesse Operations	Custodian 8 Hrs/Day	6/30/25-8/20/25
Shih, Jennifer Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Silvestre, Ernestina Transportation	Bus Driver 6 Hrs/Day	6/23/25-7/18/25
Smith, Brian Transportation	Bus Driver 4.75 Hrs/Day	6/23/25-7/18/25
Smith, Darlene Food & Nutrition Services	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-7/21/25
Soong, Angela Special Education	Certified Occupational Therapy Assistant 6 Hrs/Day	6/23/25-7/18/25
Striff, Jill Special Education	Occupational Therapist 6 Hrs/Day	6/19/25-8/15/25
Syposs, Michelle Special Education	Paraeducator 3 4.25 Hrs/Day	6/23/25-7/18/25
Taylor, Waynesiha Operations	Custodian 8 Hrs/Day	6/25/25-8/20/25
Tello, Rachel Educational Services-Malibu ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25

Theobald, Kaitlin Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Thompson, Isiah Operations	Custodian 8 Hrs/Day	6/16/25-8/20/25
Trujillo, Sandy Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Turner, Gearl Transportation	Bus Driver 5 Hrs/Day	6/23/25-7/18/25
Uto, Rika Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Vasquez, Angel Operations	Custodian 8 Hrs/Day	6/23/25-8/20/25
Velasquez, Jose Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs/Day	6/25/25-6/27/25
Vielman, Miriam Food & Nutrition Services	Cafeteria Worker I Not to exceed: 8 Hrs/Day	6/18/25-7/21/25
Vila, Carolina Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/19/25-7/18/25
Villa, Paola Food & Nutrition Services	Production Kitchen Coordinator Not to exceed: 8 Hrs/Day	6/18/25-8/13/25
Villa, Paola Food & Nutrition Services	Cafeteria Worker II Not to exceed: 8 Hrs/Day	6/25/25-6/27/25
Villagomez, Alice Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/23/25-8/15/25
Walker, Sharon Transportation	Bus Driver 6.75 Hrs/Day	6/23/25-7/18/25
Wallace, Kymberlee Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25
Walsh, Leslie Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/16/25-8/15/25
Williams, Monica Special Education	Paraeducator 3 4.25 Hrs/Day	6/19/25-7/18/25
Winger, Nidra Educational Services-Malibu ES	Health Office Specialist 4 Hrs/Day	6/19/25-7/14/25
Winger, Nidra Malibu MS/HS	Health Office Specialist 4 Hrs/Day	6/19/25-7/25/25
Yadegari, Shiva Educational Services-Lincoln MS	Campus Monitor Not to exceed: 66.5 Hrs	6/19/25-7/18/25
Yates, Kathy Transportation	Bus Driver 6 Hrs/Day	6/23/25-7/18/25
Yeh, Wendy Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25

TEMP/ADDITIONAL ASSIGNMENTS**EFFECTIVE DATE**

Awayan, Joel Educational Services	Administrative Assistant [overtime; Reclassification Ceremony]	5/31/25
Barker-Caballero, Guy Educational Services	Translator/Interpreter [overtime; interpreting at Parent Academy]	5/17/25-6/30/25
Barrett, Kenny Facility Improvement Projects	Technology Support Assistant [overtime; FIP assignments]	7/1/25-6/30/26
Carrillo, Ivan Special Ed-Lincoln MS	Paraeducator 3 [additional hours; student support for choir practice]	5/20/25
Cortez, Maria Educational Services	Campus Monitor [additional hours; child care for Parent Academy]	5/17/25-6/13/25
Higgins, Shaun Special Ed-Lincoln MS	Paraeducator 3 [overtime; field trip supervision]	6/2/25
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; student support in a.m. class]	3/3/25-6/12/25
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; FIP assignments]	7/1/25-6/30/26
Montes, April Student Services	Administrative Assistant [overtime; assistance with new staff training]	7/1/25-8/30/25
Pullard, Alexis Special Ed-Lincoln MS	Paraeducator 3 [additional hours; field trip supervision]	6/2/25
Pullard, Alexis Special Ed-Lincoln MS	Paraeducator 3 [overtime; field trip supervision]	6/2/25
Salazar, Maria Educational Services	Bilingual Community Liaison [overtime; interpretation at Parent Project Culmination meetings]	5/12/25-6/13/25

SUBSTITUTES**EFFECTIVE DATE**

Hughes, Donald Facility Use	Technical Theater Technician	6/18/25-6/30/25
Shanley, Scott Santa Monica HS	Campus Security Officer	8/18/25-6/11/26
Smith, Christopher Santa Monica HS	Campus Security Officer	7/1/25-6/30/26
Tatum, Alan Food & Nutrition Services	Stock and Delivery Clerk	7/1/25-6/30/26

CHANGE IN ASSIGNMENT**EFFECTIVE DATE**

Yarber-Williams, Stephen Food & Nutrition Services	Stock and Delivery Clerk 8 Hrs/12 Mo From: 7 Hrs/12 Mo/Food & Nutrition Services	6/18/25
---	--	---------

VOLUNTARY TRANSFER**EFFECTIVE DATE**

Davis, Luke Santa Monica HS	Campus Security Officer 8 Hrs/11 Mo From: 8 Hrs/11 Mo/Lincoln MS	7/1/25
--------------------------------	--	--------

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Burrell, Catherine Santa Monica HS	Swimming Instructor/Lifeguard	6/1/25
Hernandez, Jessica Edison LA	Bilingual Community Liaison	7/1/25
Jauregui, Jorge Education Technology Services	Technology Support Assistant	7/1/25
Lozano, Jasmine Santa Monica HS	Senior Office Specialist	7/1/25
Zaheer, Anila Special Ed-Santa Monica HS	Paraeducator 1	7/1/25

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Brown, Shawn Operations-Lincoln MS	Custodian Intermittent FMLA	6/9/25-12/10/25

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Rodriguez, Maria Operations-Santa Monica HS	Custodian Personal	6/26/25-8/8/25

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Bravo, Richards Grounds	Gardener From: Custodian	6/2/25-6/30/25
Gomez, Luis Operations	Lead Custodian From: Custodian	1/28/25-6/12/25
Lacson, Andrew Fiscal & Business Services	Director, Fiscal & Business Services From: Assistant Director, Fiscal & Business Services	6/1/25-7/31/25
Linskey, Kenneth Franklin ES	Senior Office Specialist From: Instructional Assistant – Classroom	4/25/25-6/12/25
Taylor, Candice Operations	Lead Custodian From: Custodian	6/16/25-6/30/25 7/1/25-11/11/25

RESIGNATION

		<u>EFFECTIVE DATE</u>
Aparicio, Maria Special Ed-Lincoln MS	Paraeducator 1	4/4/25
Fields, April Roosevelt ES	Campus Monitor	6/12/25
Plascencia, Henry Maintenance	Skilled Maintenance Worker	6/11/25
Ramos, Asuncion Special Ed-Rogers LC	Paraeducator 1	6/17/25

Classified Personnel – Non-Merit
7/15/25

COACHING ASSISTANT

Reveles, Ernest

Santa Monica HS

EFFECTIVE DATE

8/1/25-6/30/26

TECHNICAL SPECIALIST – LEVEL II

Santillan Morales, Samantha

McKinley ES

[Art Instructor]

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

EFFECTIVE DATE

9/1/25-6/11/26

TECHNICAL SPECIALIST – LEVEL III

Hughes, Donald

Facility Use

[Technical Theater Technician]

- Funding: Permits

EFFECTIVE DATE

6/18/25-6/30/25

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2025 – 2026**

Date	Time	Location	Notes
2025			
July 9, 2025	4:30 p.m.	Board Room – District Office	
August 13, 2025	4:30 p.m.	Board Room – District Office	
September 10, 2025	4:30 p.m.	Testing Room – District Office	
October 8, 2025	4:30 p.m.	Board Room – District Office	
November 12, 2025	4:30 p.m.	Board Room – District Office	
December 10, 2025	4:30 p.m.	Board Room – District Office	
2026			
January 14, 2026	4:30 p.m.	Board Room – District Office	
February 11, 2026	4:30 p.m.	Board Room – District Office	
March 11, 2026	4:30 p.m.	Testing Room – District Office	
April 8, 2026	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 13, 2026	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 10, 2026	4:30 p.m.	Board Room – District Office	

Board of Education Meeting Agenda Items Timeline

2025-26

*Agenda items (including attachments) are due
two weeks prior to the board meeting date (unless otherwise noted).*

Board Meeting Date	Comments	Full Agenda Items Due	Exec. Cabinet Review	Agenda Planning	Any Minor, Final Changes Due (morning)	Agenda Published (noon)
7/15/25 (Tu)	Format: A	7/3/25	7/7/25	7/8/25	7/11/25	7/11/25
8/14/25 (Th)	Format: A	7/31/25	8/4/25	8/5/25	8/8/25	8/8/25
8/28/25 (Th)	Format: B	8/14/25	8/18/25	8/19/25	8/22/25	8/22/25
9/4/25 (Th)	Format: A	8/21/25	8/25/25	8/26/25	8/29/25	8/29/25
9/10/25 (W)	<i>Special Mtg: Unaudited Actuals</i>	8/28/25	9/2/25	9/2/25	9/5/25	9/5/25
9/18/25 (Th)	Format: B	9/4/25	9/8/25	9/9/25	9/12/25	9/12/25
10/9/25 (Th)	Format: A Malibu City Hall	9/25/25	9/29/25	9/30/25	10/3/25	10/3/25
10/23/25 (Th)	Format: B	10/9/25	10/13/25	10/14/25	10/17/25	10/17/25
11/6/25 (Th)	Format: A Malibu City Hall	10/23/25	10/27/25	10/28/25	10/31/25	10/31/25
11/20/25 (Th)	Format: B	11/6/25	11/10/25	11/12/25 (W)	11/14/25	11/14/25
12/11/25 (Th)	<i>Special Mtg: 1st Interim</i>	11/26/25	12/1/25	12/2/25	12/5/25	12/5/25
12/18/25 (Th)	Format: A	12/4/25	12/8/25	12/9/25	12/12/25	12/12/25
WINTER BREAK: 12/22/25 – 1/2/26						
1/22/26 (Th)	Format: A	1/8/26	1/12/26	1/13/26	1/16/26	1/16/26
2/5/26 (Th)	Format: A Malibu City Hall	1/22/26	1/26/26	1/27/26	1/30/26	1/30/26
2/19/26 (Th)	Format: B	2/5/26	2/9/26	2/10/26	2/13/26	2/13/26
3/5/26 (Th)	Format: A	2/19/26	2/23/26	2/24/26	2/27/26	2/27/26
3/11/26 (W)	<i>Special Mtg: 2nd Interim</i>	2/25/26	3/2/26	3/3/26	3/6/26	3/6/26
3/18/26 (W)	Format: B Malibu City Hall	3/5/26	3/9/26	3/10/26	3/13/26	3/13/26
SPRING BREAK: 3/30/26 – 4/10/26						
4/23/26 (Th)	Format: A	4/9/26	4/13/26	4/14/26	4/17/26	4/17/26
5/7/26 (Th)	Format: A Malibu City Hall	4/23/26	4/27/26	4/28/26	5/1/26	5/1/26
5/20/26 (W)	Format: B	5/7/26	5/11/26	5/12/26	5/15/26	5/15/26
6/4/26 (Th)	Format: A	5/21/26	5/26/26	5/26/26	5/29/26	5/29/26
6/18/26 (Th)	<i>Special Mtg: LCAP & Budget Public Hearings</i>	6/4/26	6/8/26	6/9/26	6/12/26	6/12/26
6/23/26 (Tu)	Format: B	6/11/26	6/15/26	6/16/26	6/18/26 (Th)	6/18/26 (Th)

Meeting "A"	Meeting "B"
1. Closed Session	1. Closed Session
2. Commendations/Recognitions	2. Commendations/Recognitions
3. Public Comments on Agenda Items	3. Supt. Report
4. Study Session	4. Public Comments on Agenda Items
5. Communications	5. Consent Calendar
6. Supt. Report	6. Study Session
7. Consent Calendar	7. Discussion Items
8. Discussion Items	8. Major Items
9. Major Items	9. Information Items
10. Information Items	10. General Public Comments
11. General Public Comments	



VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Disciplinary Hearing	Closed Session	9/10/25
Position Study Appeal	Discussion & Action Item	9/10/25

VIII. Next Regular Personnel Commission Meeting:
Wednesday, September 10, 2025, at 9:00 a.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: