



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

January 15, 2025

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 15, 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 January 15, 2025

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

- G.06 Approval of Minutes for Regular Meeting on December 11, 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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

January 15, 2025

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 15, 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 January 15, 2025
- G.06 Approval of Minutes for Regular Meeting on December 11, 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>
Administrative Assistant	10
Bus Driver	4
Campus Monitor	4
Instructional Assistant - Bilingual	1
Paraeducator 1	3
Paraeducator 3	5

C.02 Advanced Step Placement: Gilles Chiasson in the classification of Facility Use Manager at Range M-52, Step C

C.03 Advanced Step Placement:
Eric Morones in the classification of Instructional Assistant - Music at Range A-24, 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)
 - December 19, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - December 19, 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, February 12, 2025, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

December 11, 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 **Wednesday, December 11, 2024**, at **4:33 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 4:33 p.m.

G.02 Roll Call: Commissioners Robinson, Tarazi 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: Dr. Kelly led all in attendance in the Pledge of Allegiance.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: December 11, 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: November 13, 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
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on November 13, 2024.**
 - **Oral exams were administered for Instructional Assistant – Classroom, Human Resources Technician. Pre-recorded interviews were collected for Administrative Assistant.**
 - **Performance exams were held for Cafeteria Worker I and Translator/Interpreter.**
 - **Written tests were administered for the ESSA equivalency exam.**
 - **Final selection interviews took place for Audience Services Coordinator, Senior Buyer, Bus Driver, Instructional Assistant – Classroom, and Campus Monitor.**
 - **The newly opened recruitments include Campus Security Officer and Production Kitchen Coordinator.**
 - **The continuous recruitments include Campus Monitor, the Paraeducator series, Bus Driver, and Personnel Commissioner. Regarding the Personnel Commissioner recruitment, staff will passively receive applications, and also work with the PTA and the Board of Education for additional outreach.**
 - **The Personnel Commission staff processed 2 EDD unemployment claims.**

- The staff received 6 employment verifications since the last regular Personnel Commission meeting in November.
- Director Kahn informed the Personnel Commission about the number of District employees retiring this school year as a result of the early retirement incentive.
Director Kahn is working with the District to develop recruitment strategies, timelines, and priorities to address classified vacancies.
Director Kahn expressed his gratitude and appreciation working with Dr. Kelly, and wished him all the best in his retirement.
- Director Kahn thanked Ms. Younan for her role in the pre-meeting holiday festivities.

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.

- Personnel Commissioners expressed their appreciation working with Dr. Kelly and wished him all the best in his retirement.
- They also expressed their gratitude for the pre-meeting holiday festivities, having a chance to spend some unofficial non-business time with the Personnel Commission staff.

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
 - Dr. Kelly informed the Personnel Commission about the closure of Malibu school sites due to a wildfire. Webster Elementary School, being the closest to the fire, sustained damage, so it is unlikely it will re-open before the winter break.
There is a possibility of opening the other Malibu schools on Friday, and re-locating Webster Elementary School students and staff to Malibu Elementary School.
 - Dr. Kelly informed the Personnel Commission about the Board of Education activities in December.
 - At the special meeting on December 12, 2024, the Board will hear a presentation from auditors who have finalized the audit of the 2023-2024 budget.
 - Dr. Kelly explained the process for excusing instruction days from the 180 school days mandate due to natural disaster.
 - At the same meeting, the Board will hear a presentation on the first Interim Report, in order to be updated on the state of the District's budget from July 1, 2024 to October 31, 2024.

- Dr. Kelly stated that the Board will also elect its president and vice-president and adopt the Board meeting calendar for the 2025-2026 school year.
- Dr. Kelly informed the Personnel Commission about the regular December 19, 2024, Board of Education meeting agenda addressing a property purchase.
- Dr. Kelly updated the Personnel Commission on the supplemental employee retirement plan's participation of approximately 60 employees. Dr. Kelly also decided to retire after 37.5 years in the field of education.
- Dr. Kelly expressed his appreciation working with the Commissioners and the Personnel Commission staff.

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.

- Dr. Tore Haug-Warberg, a visitor from Norway, provided his observations regarding the District's efficient and yet personable conduct. He compared the processes to the ones at his university.

II. CONSENT CALENDAR:

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

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

Classification

Eligible

Cafeteria Worker I	3
Campus Monitor	2
Human Resources Technician	17
Instructional Assistant - Classroom	3
Translator/Interpreter	8

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01. 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 Classification Revision:

Director of Transportation

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

- **Director Kahn provided a brief background for the revisions of this classification specification.**
- **Due to an existing vacancy, the classification specification was revised to meet the contemporary standards.**

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)
 - November 21, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - November 21, 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, January 8, 2025 at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- 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: 4:57 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, January 15, 2025

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Gilles Chiasson

Hire Date: 12/16/2024

ASP Request Submitted: 12/17/2024

BACKGROUND INFORMATION:

Classification Title: Facility Use Manager	Employee: Gilles Chiasson	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from an accredited college or university with a Bachelor's degree in business administration, facility management, theater management or a related field.	<ul style="list-style-type: none"> Gilles Chiasson has a BFA in musical Theater 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Three (3) years of recent paid experience in facility supervision/permitting or operation of a public assembly facility (e.g., convention center, hotel, or theater), including at least two (2) years of supervisory experience.	<ul style="list-style-type: none"> Gilles Chiasson has over 32 years of experience in facility supervision/permitting or operation of public assembly facilities, with 19 of those years including supervisory experience 	=9 (3-year period) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 2 (Experience) = 2 Advanced Steps		

DIRECTOR'S COMMENTS:

Gilles Chiasson's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-52 at Step A is \$97,975/year, while Step C is \$108,165/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve two (2) Advanced Steps Placements for Gilles Chiasson at Range M-52, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 15, 2025

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Eric Morones

Hire Date: 10/28/2024

ASP Request Submitted: 12/13/2024

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Music	Employee: Eric Morones	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none">• Must have a high school diploma or its recognized equivalent and• completed 48 units at an institution of higher learning (with some college coursework related to music); OR• Obtained an Associate's (or higher) degree, with some college coursework related to music; AND• Must pass the district's qualifying written examination	<ul style="list-style-type: none">• Eric Morones has a Bachelor of Arts Degree in Communications with a minor in Music.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> <ul style="list-style-type: none">• Some experience working with children in an organized setting and some experience working in an organized music setting.	<ul style="list-style-type: none">• Eric Morones has over three years of experience working with children in an organized setting and working in an organized music setting	= 1 (2-year period) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 1(Education) + 1 (Experience) = 2 Advanced Steps		

DIRECTOR'S COMMENTS:

Eric Morones' education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$19.09/hour, while Step C is \$21.06/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve two (2) Advanced Steps Placements for Eric Morones at Range A-24, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

12.2.4 SALARY ON EMPLOYMENT

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

16.4 ADVANCED STEP PLACEMENT

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

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

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

III. Action Items:

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (1/10/2025)

Req Number	Req Title	Department	Position Type	FTE
25-094	ACCOUNTING TECHNICIAN	FOOD & NUTRITION SERVICES	Vac	100
25-040	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	100
24-168	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	Vac	37.5
24-196	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-043	CAFETERIA WORKER I	FS - WILL ROGERS	Vac	37.5
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
25-095	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	87.5
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
25-028	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.22
25-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
25-054	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	28.13
25-056	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	35.75
25-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
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
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
25-075	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50

Report – Open Requisitions

22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-004	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-005	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	56.25
25-006	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75
25-014	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
25-015	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
25-016	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
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
25-067	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-082	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
25-083	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75

Report – Open Requisitions

22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-030	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-051	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-052	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-077	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-084	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	New	75
25-085	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
25-086	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-087	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-088	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-089	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-090	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	New	75
25-074	PRODUCTION KITCHEN COORDINATOR	SANTA MONICA HIGH SCHOOL	Vac	100
25-092	SENIOR ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
25-068	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	HUMAN RESOURCES	Vac	100
25-091	SYSTEMS ANALYST	INFORMATION SERVICES	Vac	100

Filled Requisitions (1/10/2025)

Req Number	Req Title	Department	Date of Accepted Job Offer
22-207	BUS DRIVER	TRANSPORTATION	12/19/2024
24-175	BUS DRIVER	TRANSPORTATION	12/19/2024
25-032	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	1/6/2025
25-059	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	1/6/2025
25-060	CAFETERIA WORKER I	FS - GRANT	1/6/2025
25-064	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	1/6/2025
25-069	CAFETERIA WORKER I	FS - JOHN ADAMS	1/6/2025
25-072	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	12/18/2024
25-093	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	12/19/2024
25-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	12/17/2024
25-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	12/17/2024
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	1/9/2025
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	1/10/2025
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	1/9/2025
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	1/9/2025
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	1/10/2025
25-065	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	1/9/2025
24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	12/5/2024
24-121	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	12/6/2024

**Classified Personnel – Merit
12/19/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Aparicio, Maria Special Ed-Lincoln MS	Paraeducator 1 6 Hrs/10 Mo/Range: 24 Step: A	11/7/24
Berrett, Mary McKinley ES	Instructional Assistant – Classroom 3.5 Hrs/SY/ Range: 22 Step: A	11/19/24
Foster, James CDS-Adams MS Preschool	Paraeducator 1 4.5 Hrs/10 Mo/Range: 24 Step: A	10/21/24
Garcia, Quirenia FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/10 Mo/Range: 17 Step: C	11/7/24
Guevara Perez, Norma FNS-Malibu MS/HS	Cafeteria Worker I 5 Hrs/10 Mo/Range: 17 Step: C	11/12/24
Maravilla, Oscania Human Resources	Human Resources Specialist - Confidential 8 Hrs/12 Mo/Range: 40 Step: F	12/1/24
Tejeda, Alyssa Adams MS	Instructional Assistant - Bilingual 6 Hrs/SY/Range: 24 Step: A	11/18/24

PROMOTION

		<u>EFFECTIVE DATE</u>
Jones, Eugene, Jr. Adams MS	Instructional Assistant – Physical Education 6 Hrs/SY/Range: 24 Step: A From: Campus Monitor: 2 Hrs/SY	11/25/24
Kyle, Yvonne Purchasing	Director, Purchasing 8 Hrs/12 Mo/Range: 61 Step: B From: Senior Buyer: 8 Hrs/12 Mo	11/1/24
Sernas-Gomez, Angelica McKinley ES	Instructional Assistant – Classroom 3.5 Hrs/SY/Range: 22 Step: C From: Campus Monitor: 2.86 Hrs/SY	10/1/24

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Barnes, Brian Roosevelt ES	Physical Activities Specialist 6 Hrs/SY/Range: 30 Step: C	9/9/24
De Los Santos Arrazola, Jasmine Special Ed-Santa Monica HS	Paraeducator 2 6.5 Hrs/10 Mo/Range: 29 Step: E	11/12/24
Thompson, Nichole Special Ed-Lincoln MS	Paraeducator 3 6 Hrs/10 Mo/Range: 30 Step: B	10/1/24

TEMP/ADDITIONAL ASSIGNMENTS

Collins, Barry Special Ed-Lincoln MS	Paraeducator 3 [additional hours; bus supervision]	9/1/23-6/12/24
Garcia, Claudia FNS-Lincoln MS	Site Food Services Coordinator [additional hours; cafeteria support]	8/15/24-6/17/25
Gomez, Cynthia Special Ed-Rogers LC	Paraeducator 1 [additional hours; student support]	10/1/24-6/12/25

Griffis, Crystal Santa Monica HS	Instructional Assistant – Physical Education [overtime; athletic program support]	8/22/24-6/30/25
Liu, Ningmo Facility Use	Technical Theater Coordinator [overtime; Facility Use events support]	10/28/24-6/30/25
Macon, Phillip Operations	Custodian [overtime; district projects]	7/1/24-6/30/25
Maravilla, Oscania Human Resources	Human Resources Specialist - Confidential [overtime; Human Resources projects]	11/18/24-6/30/25
McAlpin, Michael Adams MS	Campus Security Officer [overtime; school events support]	7/31/24-6/12/25
Molina, Carla Operations-Malibu MS/HS	Custodian [overtime; school sponsored events]	7/1/24-6/30/25
Rams, Florencia Special Education	Bilingual Community Liaison [overtime; interpreting at IEP meetings]	10/1/24-6/12/25
Taylor, Inelle Santa Monica HS	Campus Security Officer [overtime; school events support]	8/22/24-6/12/25
Walker, Christine Special Ed-Malibu MS/HS	Paraeducator 1 [additional hours; student support]	11/1/24-6/12/25

SUBSTITUTES

EFFECTIVE DATE

Burleigh, David Personnel Commission	Campus Security Officer	11/8/24-6/30/25
Burleigh, David Facility Use	Campus Security Officer	11/18/24-6/30/25
Hendricks, David Operations	Custodian	11/13/24-6/30/25
Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant 2	9/3/24-6/30/25
Jimenez, Maria Child Development Services	Children's Center Assistant 2	11/21/24-6/30/25
Ramos, Margarita Special Education	Paraeducator 1	11/8/24-6/12/25
Santillan Morales, Samantha Special Education	Paraeducator 1	12/2/24-6/12/25
Sernas, Angelica McKinley ES	Instructional Assistant – Classroom	8/21/24-6/12/25
Solis, Jose Operations	Custodian	11/8/24-6/30/25

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Torres, Corina Roosevelt ES	Instructional Assistant – Classroom 6 Hrs/SY From: 3 Hrs/SY/Roosevelt ES	8/21/24
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VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Beik, Arvin Education Technology Services	Systems Analyst 4 Hrs/12 Mo From: 8 Hrs/12 Mo/Education Technology Services	11/4/24
Mandic, Elvira Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY From: 6 Hrs/SY/Roosevelt ES	10/1/24
Morales Mendez, Prisma Roosevelt ES	Instructional Assistant - Classroom 3.6 Hrs/SY From: 6 Hrs/SY/Roosevelt ES	10/1/24

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Maclearn, Jessica Special Ed-Adams MS	Paraeducator 1	12/1/24
McKeever, Marissa Special Ed-Adams MS	Paraeducator 1	12/1/24

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Gonzalez Ortiz, Luz FNS-McKinley ES	Cafeteria Worker I FMLA	11/4/24-11/17/24
Hartley, Taj Leihua Facility Use	Event Operations Supervisor Medical/FMLA/CFRA	11/18/24-11/26/24
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator 3 Medical/FMLA/CFRA	11/8/24-11/29/24
Villegas, Yvonne Special Ed-Lincoln MS	Paraeducator 1 Intermittent FMLA	10/31/24-4/12/25
Williams, Monica Lincoln MS	Senior Office Specialist Medical/FMLA/CFRA	10/24/24-11/10/24

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Morales, Steve Operations-Edison LA	Custodian Military	11/14/24-11/30/24

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

	<u>EFFECTIVE DATE</u>
(39-MONTH MEDICAL REEMPLOYMENT LIST) MG0772821 Grounds	12/10/24

DISQUALIFICATION FROM PROBATION

	<u>EFFECTIVE DATE</u>
MS3733871 Food and Nutrition Services	Cafeteria Worker I 12/13/24
KN8792950 Operations	Custodian 11/22/24

SUSPENSION WITHOUT PAY

	<u>EFFECTIVE DATE</u>
YU7463443 Facility Use	1/8/25; 1/29/25; 2/4/25; 2/19/25

GW7423067 Maintenance		1/14/25
GT9016872 Special Education	Paraeducator 1	1/8/25; 1/22/25; 2/4/25; 2/20/25
MN3649111 Maintenance		1/8/25
UM4413420 Transportation		1/8/25; 1/29/25; 2/11/25
BE3176402 Maintenance		1/14/25; 1/15/25; 1/16/25
ND8227112 Maintenance		1/9/25; 1/16/25; 1/23/25
EP9619610 Maintenance		1/7/25; 1/28/25
MR907090 Transportation		1/28/25; 2/5/25
UF5250127 Maintenance		1/29/25
UW1115031 Maintenance		1/30/25

WORKING OUT OF CLASS

EFFECTIVE DATE

Diaz, Christopher Purchasing	Director, Purchasing Higher Level Duties From: Senior Buyer	7/8/24-10/31/24
Jackson, Donte Operations	Plant Supervisor From: Lead Custodian	9/23/24-9/30/24
Ridley, Tischa FNS-Santa Monica HS	Production Kitchen Coordinator From: Site Food Services Coordinator	11/14/24-6/17/25
Smith, Darlene FNS-Roosevelt ES	Cafeteria Worker II From: Cafeteria Worker I	11/1/24-11/26/24
Venable, Mark Maintenance	Locksmith From: Skilled Maintenance Worker	11/7/24-3/25/25
Villa, Maria FNS-Malibu HS	Cafeteria Worker II From: Cafeteria Worker I	8/15/24-11/13/24
Villa, Maria FNS-Malibu HS	Production Kitchen Coordinator From: Cafeteria Worker I	9/23/24-9/27/24
Villa, Maria FNS-Adams MS	Site Food Services Coordinator From: Cafeteria Worker I	11/14/24-6/17/25
Walker, Cyntiann FNS-Franklin ES	Cafeteria Worker II From: Cafeteria Worker I	11/14/24-6/30/25

ABOLISHMENT OF POSITION**EFFECTIVE DATE**

Accounting Technician 8 Hrs/12 Mo/Fiscal Services	5/1/24
Cafeteria Worker/Transporter 5.5 Hrs/SY/Food and Nutrition Services	12/16/23
Instructional Assistant - Classroom 3.6 Hrs/SY/Roosevelt ES	10/16/23
Paraeducator 3 6.5/SY/Special Ed-Santa Monica HS	10/6/23

Classified Personnel – Non-Merit
12/19/24

COACHING ASSISTANT

Maalouf, Roy	Santa Monica HS	11/6/24-6/30/25
Quong, Theodore	Santa Monica HS	11/14/24-6/30/25
Reinhold, Nicholas	Malibu MS/HS	11/20/24-6/12/25

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

Date	Time	Location	Notes
2024			
July 10, 2024	4:30 p.m.	Board Room – District Office	
August 20, 2024 August 14, 2024	4:30 p.m.	Board Room – District Office	
September 11, 2024	4:30 p.m.	Testing Room – District Office	
October 9, 2024	4:30 p.m.	Board Room – District Office	
November 13, 2024	4:30 p.m.	Board Room – District Office	
December 11, 2024	4:30 p.m.	Board Room – District Office	
2025			
January 15, 2025 January 8, 2025	4:30 p.m.	Board Room – District Office	
February 12, 2025	4:30 p.m.	Board Room – District Office	
March 12, 2025	4:30 p.m.	Board Room – District Office	
April 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, February 12, 2025, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: