



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**February 12, 2025**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, February 12, 2025**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4<sup>th</sup> 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 February 12, 2025

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

- G.06 Approval of Minutes for Regular Meeting on January 15, 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)

**February 12, 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, February 12, 2025**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4<sup>th</sup> Street, Santa Monica, CA.

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

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

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on February 12, 2025
- G.06 Approval of Minutes for Regular Meeting on January 15, 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):

<u>Classification</u>	<u># Eligible</u>
Campus Monitor	7
Campus Security Officer	3
Paraeducator 1	2
Paraeducator 3	1
Production Kitchen Coordinator	6
Systems Analyst	7

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Community & Public Relations Officer

**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)
  - January 23, 2025
  - February 6, 2025I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - January 23, 2025
  - February 6, 2025I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2024 - 2025I.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, March 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)

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 was held on **Wednesday, January 15, 2025**, at **4:36 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> 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 4:36 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:** January 15, 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:** December 11, 2024

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

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

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments and Updates
  - On Director Kahn's behalf, Ms. Younan, Personnel Analyst, expressed the Personnel Commission's deepest sympathies to everyone affected by the devastating fires in Los Angeles.  
She thanked all the firefighters and first responders for their tireless work to protect our beloved cities.  
Ms. Younan also expressed her gratitude to the District's cafeteria workers for providing meals to students and their families as well as to custodial staff for preparing school sites for safe return of our students.
  - Ms. Younan expressed deepest sympathies to our SMMUSD family for the loss of Mrs. Sylvia Kerkotchian, the District employee and educator of 20 years, who passed away after her courageous battle with cancer.
  - Ms. Younan congratulated Dr. Douglas Meza, the new Assistant Superintendent, Human Resources, on his new role and wished him all the best.
  - Ms. Younan updated the Personnel Commission on exams, and selection interviews administered since the last regular meeting on December 11, 2024.
  - Final selection interviews took place for Bus Driver, Cafeteria Worker I, Campus Monitor, Human Resources Technician, Instructional Assistant – Classroom, and the Paraeducator series.

- Exams were administered for Administrative Assistant, Senior Administrative Assistant - Confidential, and the Paraeducator series.
- The staff received 9 employment verifications since the last regular Personnel Commission meeting in December.
- The Personnel Commission staff processed 9 EDD unemployment claims.
- Ms. Younan announced that the Personnel Commission vacant Human Resources Technician position was filled, and the new employee has an appointment with the Human Resources staff for on-boarding.
- Commissioner Tate inquired about the Personnel Commissioner recruitment status.  
Ms. Younan stated that the recruitment is still active, receiving new views of the classification specification, but no new applications have been submitted at this time.

#### **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 expressed her gratitude to the District for a prompt and effective response to the wildfires emergency.
- She acknowledged all the community members and District employees who had been directly impacted by the tragedy.
- Commissioners Robinson and Tate congratulated Dr. Meza on his new position as the Assistant Superintendent, Human Resources.

#### **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. Douglas Meza, Assistant Superintendent, Human Resources, expressed his gratitude to all District employees who contributed to a successful school opening in the week of January 13, 2025. He also acknowledged the families who were impacted by the wildfires.
  - Dr. Meza informed the Personnel Commission about the Board of Education next regular meeting on January 23, 2025.
  - As a result of the wildfires, the District was closed from January 8 to January 10, 2025. Additionally, Roosevelt Elementary School had to stay closed on January 13, 2025, as the area was under the evacuation orders. Unfortunately, all Malibu schools remain closed.
  - The District arranged several food centers to provide meals to approximately 300 students and their families.
  - District custodial staff worked tirelessly over the past weekend to clean school sites and prepare Santa Monica schools for opening.



- The District and SEIU, Local 99, signed memorandum of understanding for essential workers compensation to recognize the unique challenges they had to face during the January 2025 wildfires.  
The memorandum includes essential worker definition, compensation for on-site work (January 8-10, 2025), on-site weekend work (January 11-12, 2025), and criteria for essential worker status.
- Commissioner Tate asked how students will make up the lost instructional days when schools were closed due to the wildfires.  
Dr. Meza stated that the California governor signed an executive order addressing this issue on January 14, 2025. The District will review it and develop the best strategy for students to successfully complete the current school year.

#### **G.10 Public Comments:**

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

- **None**

## **II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligible</u>
Administrative Assistant	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

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-03. 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)
  - 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.

- 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	✓		✓			

**The meeting was adjourned in memory of Sylvia Kerkotchian, Teacher on a Special Assignment – Educational Technology, who passed away on January 6, 2025.**

**TIME ADJOURNED: 4:48 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

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## II. Consent Calendar:

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

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### III. Action Items:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION**

### **Regular Meeting: February 12, 2025**

#### **AGENDA ITEM NO: III.A.01**

Classification Specification Revision: Community & Public Relations Officer

#### **BACKGROUND INFORMATION:**

An upcoming vacancy is expected in this classification and the classification specification was reviewed for potential revisions in anticipation of recruitment.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Met with the former Deputy Superintendent, Dr. Mark Kelly, Superintendent, Dr. Antonio Shelton, and current Community & Public Relations Officer, Gail Pinsker to review class spec and proposed revisions
- Incorporated feedback and distributed revised class spec for review

#### **ANALYSIS & FINDINGS:**

Based on the information gathered, the recommended changes are summarized as follows:

- Revise job title to align with industry standard
- Revise Basic Function for clarity
- Revise Experience to include specific experience and supervisory experience
- Revise Additional Requirements/Information to include accreditation as desirable
- Revise Duties for clarity and to remove redundancies
- Include duties related to managing the website, overseeing production of multimedia content, and supervising staff
- Revise Supervision to clarify type of supervision received and type of staff supervision is exercised over
- Revise Knowledge for clarity
- Replace Abilities with Core Competencies
- Revise Working Conditions for clarity

#### **DIRECTOR'S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Community & Public Relations Officer classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Management
<b>JOB TITLE</b>	Community & Public Relations Officer
<b>SALARY RANGE</b>	M62

**CLASSIFICATION DESCRIPTION**  
**BARGAINING UNIT: Non-Represented**  
**CLASS CODE: 510918**

## **COMMUNITY & PUBLIC RELATIONS OFFICER** **CHIEF COMMUNICATIONS OFFICER**

### **BASIC FUNCTION:**

Under administrative the direction, of the Superintendent, the Community and Public Relations Officer Chief Communications Officer plans, organizes, coordinates, develops, implements, and oversees District-wide communication, marketing, and public relations strategies, the comprehensive communications program, collaborates with leadership within and across organizations, manages crisis communications, and coordinates the production of multimedia material to provide information and strengthen engagement within the district and community while also supervising staff, and for both internal and external audiences, which includes elements of community relations, media relations, publications, school/business partnerships and community education; provides professional and technical support, assistance and guidance to district administrators and managers in communications matters; and coordinates marketing, social networking, special events, services, programs and other district or assigned community related activities. The Community and Public Relations Officer will work within the framework of the Educational Code, District philosophy, and District policy as adopted by the Board of Education and do related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

This position utilizes expertise in public speaking, public/media relations, and social media marketing. The position requires clear and effective oral and written communication skills for all types of audiences. The Community & Public Relations Officer meets frequently with senior staff, management, school site staff, and the community in order to provide these groups with accurate and timely information.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

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. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

#### **EXPERIENCE:**

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. One (1) year of supervisory experience is required. Supervisory experience may be, but need not be, acquired concurrently.

### **ADDITIONAL REQUIREMENTS/INFORMATION:**

- A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required
- The ability to speak, translate, and/or interpret from English to Spanish is highly desirable

- APR accreditation is highly desirable

*~~Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.~~*

## REPRESENTATIVE DUTIES:

Task Statement	Code
<p><del>Develops, implements, and directs an annual, systematic district communication plan to effectively communicate district priorities, projects and goals to the staff, media and the public.</del></p> <ul style="list-style-type: none"> <li>• <u>Develops, implements, and evaluates comprehensive, integrated communication strategies used to establish and advance the District's mission, vision, and goals</u></li> <li>• <u>Develops, implements, and evaluates comprehensive, integrated marketing and public relations strategies used to increase public awareness and support of District programs and services</u></li> <li>• <u>Develops, implements, and evaluates strategy, content, and direction of District's websites</u></li> </ul>	CPRO-1
<p><del>Conducts any necessary collection and interpretation of data to support the communication plan.</del></p> <ul style="list-style-type: none"> <li>• <u>Develops, distributes, and collects surveys and questionnaires to gather qualitative and quantitative data regarding District programs and climate within the community</u></li> <li>• <u>Analyzes and interprets qualitative and quantitative data to inform and support communication strategies and District programs and initiatives</u></li> </ul>	CPRO-2
<p><del>Develops and coordinates policies and procedures regarding all district public relations matters, which includes district media relations, community relations, intra-district communications, promotional functions, special events, marketing, and selected publications.</del></p> <ul style="list-style-type: none"> <li>• <u>Develops, implements, and evaluates rules, policies, processes, and procedures related to District communications, marketing, and public relations</u></li> </ul>	CPRO-3
<p><del>Assists the district in its obligation to provide internal and external audiences with accurate and timely information, which includes media releases (written and oral), publications, records requests and other related communications or requests.</del></p> <ul style="list-style-type: none"> <li>• <u>Creates, reviews, and oversees the distribution of a variety of communications including, but not limited to, press releases, speeches, brochures, public reports, presentations, social media posts, videography, and emergency messaging</u></li> </ul>	CPRO-4
<p><del>Develops, implements, and maintains a district wide strategic media plan and provides commensurate training, support and assistance to administrators and management regarding the district's comprehensive communication program.</del></p> <ul style="list-style-type: none"> <li>• <u>Develops material and facilitates training for employees throughout the District on matters related to communication, marketing, and public relations</u></li> </ul>	CPRO-5
<p><del>Develops graphic materials to assist in all types of presentations for departments and/or sites.</del></p>	CPRO-6



Task Statement	Code
<p>Attends meetings of the Board of Education and community/staff advisory committee meetings and other community meetings as required.</p> <ul style="list-style-type: none"> <li>• <u>Attends, participates, and represents the District's interests at a variety of functions including, but not limited to, executive cabinet, conferences, hearings, public meetings, workshops, productions, and committees</u></li> </ul>	CPRO-7
<p>Represents district as the media spokesperson and maintains effective working relations with media on all matters concerning the district.</p> <ul style="list-style-type: none"> <li>• <u>Serves a spokesperson with media by conducting outreach to outlets and responding to inquiries on behalf of the District</u></li> <li>• <u>Serves as liaison between District and outside agencies to generate support and develop partnerships</u></li> </ul>	CPRO-8
<p>Directs and leads communications projects as assigned and develops projects to be completed to carry out the district's comprehensive communication plan.</p>	CPRO-9
<p>Directs and coordinates the timely and accurate development, production and dissemination of district publications, reports and related media.</p>	CPRO-10
<p>Collaborates, supports and advises district administrators and management regarding appropriate public relations methods, procedures and actions, which include assistance in creating outreach materials for district events, responding to requests from the media and related items.</p> <ul style="list-style-type: none"> <li>• <u>Provides support, guidance, clarification, and direction to District staff, executive leadership, and board members on matters related to communication, marketing, and public relations</u></li> </ul>	CPRO-11
<p>Assists in the development, recommendation, and administration of a department budget for the purpose of ensuring services are delivered in conformance with district objectives and within budget parameters.</p> <ul style="list-style-type: none"> <li>• <u>Establishes department budget and plans, monitors, and tracks expenditures</u></li> </ul>	CPRO-12
<p>Attends training workshops and professional development as approved.</p>	CPRO-13
<p>Monitors local, state, and national legislation as it relates to educational issues and informs the superintendent regarding the implications to the District.</p> <ul style="list-style-type: none"> <li>• <u>Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices</u></li> <li>• <u>Composes and distributes communications to District staff related to new and/or revised laws, regulations, and procedures</u></li> </ul>	CPRO-14
<p>Generates and assists other staff with generating media materials and provides news contact information.</p>	CPRO-15
<ul style="list-style-type: none"> <li>• <u>Selects, trains, evaluates, and supervises staff</u></li> </ul>	GEN-1

Task Statement	Code
Performs other <u>related</u> duties as assigned-	

**NOTE: The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.**

#### **SUPERVISION MATRIX:**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Superintendent
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Superintendent
Given to:	None
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervisory expectations</i>
Collaborators:	Superintendent with input from Senior Administrators
Given to:	None

#### **SUPERVISION**

**Administrative direction is received from the Superintendent. Supervision is exercised over office, technical, and business service staff.**

#### **KNOWLEDGE AND ABILITIES JOB REQUIREMENTS**

##### **KNOWLEDGE OF:**

- ~~Principles and practices of public relations and social media marketing.~~
- **Principles, practices, and trends of mass communication**
- **Principles, practices, and trends of public relations**
- **Principles, practices, and trends of marketing**
- **Principles, practices, and trends of crisis communication**
- **Principles of public policy development and the legislative process**
- ~~Methods and techniques of writing, editing, designing and publishing.~~
- ~~Media relations, which includes print, broadcast and social media.~~
- ~~Parent and public involvement in a school district environment.~~
- ~~Methods of project and process control, budgeting, and cost analysis and prediction.~~
- **Principles of budget management**
- **Principles of survey creation and data collection**
- ~~Organization and management principles.~~
- ~~Microsoft suite (Excel, Word, Publisher, PowerPoint, Outlook, etc.) and other software and applications used for publishing electronic and print media.~~
- **Word processing, spreadsheet, and email software**
- **Video, photo, and audio editing software**
- **Desktop and web publishing software**

- ~~Effective techniques of supervision, training, coaching, conflict resolution and motivation of employees.~~
- ~~Public speaking and instructional techniques.~~
- ~~Clear and effective oral and written communication skills for all types of audiences.~~
- ~~School and district policies, rules and regulations.~~
- **Principles, terminology, and trends of public education**
- **Principles and practices of planning and maintaining web-based content**
- **Methods and equipment used in photography and video production**
- **Trends in social media and audio/visual production**
- **Principles and practices of recordkeeping and maintaining documentation**
- **Principles and terminology of employment laws, codes, and regulations**
- **Principles and practices of employee supervision and evaluation**

#### **ABILITY TO:**

- ~~Effectively plan, organize, direct, coordinate and assign activities to meet district goals and objectives.~~
- ~~Work collaboratively with administrators, committees and employees to accomplish common goals and objectives.~~
- ~~Complete multiple priorities with short deadlines.~~
- ~~Conduct and participate in meetings, conferences, professional development and other trainings.~~
- ~~Assist in budget development for a district wide program and monitor expenditures to operate within budget constraints.~~
- ~~Compile data to prepare complex reports.~~
- ~~Set priorities based on district communications needs and successfully complete tasks in a timely manner.~~
- ~~Work cooperatively, efficiently and effectively with other departments, school sites and organizations to ensure compliance with district communications.~~
- ~~Work effectively and efficiently without close supervision.~~
- ~~Understand and carry out verbal and written directions.~~
- ~~Read, write and speak English with sufficient comprehension to perform duties accurately and competently.~~
- ~~Train, work effectively and work cooperatively with individuals from diverse backgrounds.~~
- ~~Work non-traditional and/or extended hours, including evening and weekend meetings.~~
- ~~Communicate positively and effectively, orally and in writing, with the media, district staff, students and various community partners.~~

#### **CORE COMPETENCIES:**

- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Decision Making – Choosing optimal courses of action in a timely manner**
- **Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity**
- **Influencing – Affecting or changing others' positions and opinions**
- **Innovation – Imagining and devising new and better ways of doing things**
- **Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness**
- **Managing Performance – Ensuring superior individual and group performance**
- **Oral Communication – Engaging effectively in dialogue**
- **Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries**
- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives**
- **Presentation Skill – Formally delivering information to groups**
- **Relationship Building – Establishing rapport and maintaining mutually productive relationships**
- **Writing – Communicating effectively in writing**

## **MINIMUM QUALIFICATIONS**

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### ***EDUCATION:***

~~Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, English, Broadcasting or a closely related field~~

### ***EXPERIENCE:***

~~A combination or equivalence of: Four (4) years of management experience coordinating high level public relations matters and the complex administrative operations of a Superintendent or Chief Executive Officer.~~

### ***LICENSES AND OTHER REQUIREMENTS:***

- ~~• Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards.~~
- ~~• Bilingual (Spanish/English) highly desirable~~

## **WORKING CONDITIONS:**

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### ***ENVIRONMENT:***

~~Indoor office setting~~

**This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work may be performed off-site visiting outside agencies, District facilities and/or school sites.**

### ***PHYSICAL DEMANDS:***

~~Employees in this position must be able to hear and speak to exchange information in person or on the telephone and to make presentations; see to read, prepare, and proofread documents; manual dexterity of hands and fingers to operate a computer keyboard and other office equipment; lifting light objects.~~

~~(Consideration of reasonable accommodations will be given)~~

**Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to review work materials and operate a computer. Uses far visual acuity at 20 feet or more to observe presentations and performances. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces.**

## **CLASSIFICATION ESTABLISHED:**

**July 08, 2014**

## **REVISED:**

**January 22, 2015**

**PROPOSED: February 12, 2025**



## CHIEF COMMUNICATIONS OFFICER

### BASIC FUNCTION

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Under administrative direction, the Chief Communications Officer plans, develops, implements, and oversees District-wide communication, marketing, and public relations strategies, collaborates with leadership within and across organizations, manages crisis communications, and coordinates the production of multimedia material to provide information and strengthen engagement within the district and community while also supervising staff.

### MINIMUM QUALIFICATIONS

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#### *EDUCATION:*

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. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

#### *EXPERIENCE:*

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. One (1) year of supervisory experience is required. Supervisory experience may be, but need not be, acquired concurrently.

#### *ADDITIONAL REQUIREMENTS/INFORMATION:*

- A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required
- The ability to speak, translate, and/or interpret from English to Spanish is highly desirable
- APR accreditation is highly desirable

### REPRESENTATIVE DUTIES

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- Develops, implements, and evaluates comprehensive, integrated communication strategies used to establish and advance the District's mission, vision, and goals
- Develops, implements, and evaluates comprehensive, integrated marketing and public relations strategies used to increase public awareness and support of District programs and services
- Develops, implements, and evaluates strategy, content, and direction of District's websites
- Develops, implements, and evaluates rules, policies, processes, and procedures related to District communications, marketing, and public relations
- Provides support, guidance, clarification, and direction to District staff, executive leadership, and board members on matters related to communication, marketing, and public relations
- Creates, reviews, and oversees the distribution of a variety of communications including, but not limited to, press releases, speeches, brochures, public reports, presentations, social media posts, videography, and emergency messaging
- Develops material and facilitates training for employees throughout the District on matters related to communication, marketing, and public relations

- Develops, distributes, and collects surveys and questionnaires to gather qualitative and quantitative data regarding District programs and climate within the community
- Analyzes and interprets qualitative and quantitative data to inform and support communication strategies and District programs and initiatives
- Attends, participates, and represents the District's interests at a variety of functions including, but not limited to, executive cabinet, conferences, hearings, public meetings, workshops, productions, and committees
- Serves as spokesperson with media by conducting outreach to outlets and responding to inquiries on behalf of the District
- Serves as liaison between District and outside agencies to generate support and develop partnerships
- Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
- Composes and distributes communications to District staff related to new and/or revised laws, regulations, and procedures
- Establishes department budget and plans, monitors, and tracks expenditures
- Selects, trains, evaluates, and supervises staff
- Performs related duties as assigned

**NOTE:** *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

## **SUPERVISION**

Administrative direction is received from the Superintendent. Supervision is exercised over office, technical, and business service staff.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- Principles, practices, and trends of mass communication
- Principles, practices, and trends of marketing
- Principles, practices, and trends of public relations
- Principles, practices, and trends of crisis communication
- Principles, terminology, and trends of public education
- Principles of public policy development and the legislative process
- Principles of survey creation and data collection
- Principles and practices of planning and maintaining web-based content
- Trends in social media and audio/visual production
- Methods and equipment used in photography and video production
- Word processing, spreadsheet, and email software
- Video, photo, and audio editing software
- Desktop and web publishing software
- Principles of budget management
- Principles and practices of recordkeeping and maintaining documentation
- Principles and terminology of employment laws, codes, and regulations
- Principles and practices of employee supervision and evaluation

### **CORE COMPETENCIES:**

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Customer Focus – Attending to the needs and expectation of customers
- Decision Making – Choosing optimal courses of action in a timely manner
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Influencing – Affecting or changing others' positions and opinions
- Innovation – Imagining and devising new and better ways of doing things
- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness
- Managing Performance – Ensuring superior individual and group performance
- Oral Communication – Engaging effectively in dialogue
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Presentation Skill – Formally delivering information to groups
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Writing – Communicating effectively in writing

## **WORKING CONDITIONS**

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### ***ENVIRONMENT:***

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Some work may be performed off-site visiting outside agencies, District facilities and/or school sites.

### ***PHYSICAL DEMANDS:***

Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to review work materials and operate a computer. Uses far visual acuity at 20 feet or more to observe presentations and performances. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces.

### **CLASSIFICATION ESTABLISHED:**

**July 08, 2014**

### **REVISED:**

**January 22, 2015**

**PROPOSED: February 12, 2025**

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**IV. Commissioner Training/Briefing:**



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**V. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (2/6/2025)

Req Number	Req Title	Department	Position Type	FTE
25-096	ADMINISTRATIVE ASSISTANT	OPERATIONS	Vac	100
25-097	ADMINISTRATIVE ASSISTANT	CHILD DEVELOPMENT SERVICES	New	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
25-069	CAFETERIA WORKER I	FS - JOHN ADAMS	New	68.75
25-102	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75
25-103	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
25-095	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	87.5
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
25-036	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
25-099	GARDENER	GROUNDS	Vac	100
25-107	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	75
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
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

# Report – Open Requisitions

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
25-016	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
25-104	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
25-105	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75

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25-106	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
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
24-153	PARAEDUCATOR-3	MCKINLEY 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
25-108	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	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
25-100	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
25-091	SYSTEMS ANALYST	INFORMATION SERVICES	Vac	100

**Filled Requisitions (2/6/2025)**

Req Number	Req Title	Department	Date of Accepted Job Offer
25-094	ACCOUNTING TECHNICIAN	FOOD & NUTRITION SERVICES	1/24/2025
25-040	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL	1/28/2025
25-028	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	1/30/2025
24-170	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	1/28/2025
24-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	1/28/2025
25-075	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	1/24/2025
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	1/10/2025
25-101	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	1/28/2025

**Classified Personnel – Merit  
1/23/25**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Barrick, William Facility Use	Technical Theater Technician 4 Hrs/12 Mo/Range: 39 Step: F	12/13/24
Brown, Ceora Roosevelt ES	Instructional Assistant – Classroom 3 Hrs/SY/ Range: 22 Step: A	1/6/25
Chiasson, Gilles Facility Use	Facility Use Manager 8 Hrs/12 Mo/Range: M-52 Step: A	12/16/24
Combs, SaCoya Santa Monica HS	Instructional Assistant – Physical Education 4 Hrs/SY/ Range: 24 Step: A	1/8/25
Cuadra, Coral Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 15 Step: D	1/6/25
Doyle, Shaun Human Resources	Human Resources Specialist 8 Hrs/12 Mo/Range: 40 Step: A	1/6/25
Dunbar, Robyn Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 39 Step: F	12/4/24
Encinas, Erik Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 39 Step: F	1/6/25
Garcia, Rosa Facility Use	Audience Service Coordinator 4 Hrs/12 Mo/Range: 42 Step: A	12/18/24
Mendoza, Denisse Edison LA	Campus Monitor 2.33 Hrs/SY/Range: 15 Step: D	12/2/24
Smith, Emmerson Facility Use	Sports Facility Attendant 3 Hrs/12 Mo/Range: 28 Step: A	12/7/24

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Overton, Christopher Education Technology Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 42 Step: A From: Paraeducator 3: 8 Hrs/10 Mo	1/6/25
Suezo, Aida Purchasing	Senior Buyer 8 Hrs/12 Mo/Range: 45 Step: A From: Administrative Assistant: 8 Hrs/12 Mo	1/6/25

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Brito, Maria Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24
Buendia, Carolina Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24
Campos, Mercedes Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24
Dawson, Kiva Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24

Gomez, Aida Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24
Morales Mendez, Prisma Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24
Nielson, Maria Rogers LC	Senior Office Specialist 8 Hrs/Day	7/29/24-6/30/25
Villagomez, Alice Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24
Yeh, Wendy Child Development Services	Children's Center Assistant 2 Not to exceed: 130 Hrs	7/22/24-8/19/24

**TEMP/ADDITIONAL ASSIGNMENTS**

Avalos, Mario Maintenance	Plumber [overtime; district projects]	7/1/24-6/30/25
Baghoomian, Edwin Maintenance	HVAC Technician [overtime; district projects]	7/1/24-6/30/25
Brown, Murphy Operations	Custodian [overtime; district projects]	7/1/24-6/30/25
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; student support]	8/22/24-6/12/25
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator 3 [overtime; student support]	8/22/24-6/12/25
Bunayog, Jesse Fiscal & Business Services	Accountant [overtime; fiscal projects]	7/1/24-6/30/25
Carrillo, Rigoberto Maintenance	HVAC Technician [overtime; district projects]	7/1/24-6/30/25
Davis, Jeffery Maintenance	Carpenter [overtime; district projects]	7/1/24-6/30/25
Dela Paz, Luzviminda Facility Improvement Projects	Accounting Technician [overtime; FIP fiscal projects]	7/1/24-6/30/25
Everage, Askia Santa Monica HS	Student Outreach Specialist [overtime; student support]	8/19/24-6/12/25
Fair, James Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; student support]	8/19/24-6/12/25
Fair, James Special Ed-Santa Monica HS	Paraeducator 3 [overtime; student support]	8/19/24-6/12/25
Fair, James Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; bus supervision]	8/22/24-6/12/25
Fuentes, Mario Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/24-6/30/25
Garcia, Claudia FNS-Lincoln MS	Site Food Services Coordinator [additional hours; cafeteria support]	9/2/24-6/12/25



Garcia, Quirenia FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	11/7/24-6/17/25
Garrett, Christine Human Resources	Human Resources Technician [overtime; Human Resources projects]	7/22/24-6/30/25
Gondo, Janet Special Ed-Grant ES	Paraeducator 1 [additional hours; overnight field trip supervision]	5/29/24-5/31/24
Gondo, Janet Special Ed-Grant ES	Paraeducator 1 [overtime; overnight field trip supervision]	5/29/24-5/31/24
Gonzalez, Gary Maintenance	Plumber [overtime; district projects]	7/1/24-6/30/25
Guevara Perez, Norma FNS-Malibu HS	Cafeteria Worker I [additional hours; cafeteria support]	11/12/24-6/17/25
Harris, Eddie Operations-Santa Monica HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Hedges, Eric Maintenance	Low Voltage Technician [overtime; district projects]	7/1/24-6/30/25
Hernandez, Hector Maintenance	Carpenter [overtime; district projects]	7/1/24-6/30/25
Hernandez, Steven Malibu MS/HS	Campus Security Officer [overtime; school events support]	7/1/24-6/30/25
Jackson, Sheralynn Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; student support]	8/19/24-6/12/25
Jackson, Sheralynn Special Ed-Santa Monica HS	Paraeducator 1 [overtime; student support]	8/19/24-6/12/25
Jackson, Sheralynn Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; bus supervision]	8/22/24-6/12/25
Jala, Ariel Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Jimenez, Osvaldo Operations	Custodian [overtime; district projects]	7/1/24-6/30/25
Jimenez, Paul Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/24-6/30/25
Magee, Bianca Santa Monica HS	Instructional Assistant – Physical Education [overtime; student PE activities]	8/22/24-6/12/25
Martinez, Santiago Education Technology Services	Technology Support Assistant [overtime; district projects]	7/15/24-6/30/25
Melendrez, Omar Maintenance	HVAC Technician [overtime; district projects]	7/1/24-6/30/25
Miller, Melvyn Santa Monica HS	Campus Security Officer [overtime; school events support]	8/22/24-6/12/25
Molina, Carla Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/24-6/30/25

Parker, Calvin Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; student support]	8/19/24-6/12/25
Parker, Calvin Special Ed-Santa Monica HS	Paraeducator 3 [overtime; student support]	8/19/24-6/12/25
Parker, Calvin Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; bus supervision]	11/13/24-6/12/25
Perez, Graciela Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Perez, Maria Operations-Santa Monica HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Plascencia, Henry Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/24-6/30/25
Reyes, Pedro Maintenance	Low Voltage Technician [overtime; district projects]	7/1/24-6/30/25
Ridley, Tisha Food & Nutrition Services	Site Food Services Coordinator [overtime; cafeteria support]	11/14/24-6/17/25
Rodriguez, Maria Operations-Santa Monica HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Rodriguez, Rolando Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Rosa, Lucy Santa Monica HS	Instructional Assistant – Physical Education [overtime; student PE activities]	8/22/24-6/12/25
Sanchez, Michael Transportation	Vehicle and Equipment Mechanic [overtime; technical support]	11/4/24-6/17/25
Shanley, Scott Santa Monica HS	Campus Security Officer [additional hours; school events support]	8/22/24-6/12/25
Shanley, Scott Santa Monica HS	Instructional Assistant – Physical Education [additional hours; student PE activities]	8/22/24-6/12/25
Stamper, Christopher Operations	Custodian [overtime; district projects]	7/1/24-6/30/25
Strahn, Yvonne Educational Services	Administrative Assistant [overtime; LCAP DCC/PAC clerical support]	10/1/24-6/13/25
Strahn, Yvonne Educational Services	Administrative Assistant [overtime; DELAC clerical support]	10/1/24-6/13/25
Taylor, Candice Operations-Santa Monica HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Trimble, Timothy Maintenance	Plumber [overtime; district projects]	7/1/24-6/30/25
Venable, Mark Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/24-6/30/25
Villa, Alejandro Maintenance	Metal Worker [overtime; district projects]	7/1/24-6/30/25

Washington, Harelle Maintenance	HVAC Technician [overtime; district projects]	7/1/24-6/30/25
West, Malcolm Maintenance	Skilled Maintenance Worker [overtime; district projects]	7/1/24-6/30/25
Yarber-Williams, Steven Food & Nutrition Services	Stock and Delivery Clerk [overtime; cafeteria support]	8/15/24-6/12/25
Young, Abigail Special Ed-Grant ES	Paraeducator 3 [additional hours; overnight field trip supervision]	5/29/24-5/31/24
Young, Abigail Special Ed-Grant ES	Paraeducator 3 [overtime; overnight field trip supervision]	5/29/24-5/31/24

#### **SUBSTITUTES**

McClung, Vitty Webster ES	Campus Monitor	<b><u>EFFECTIVE DATE</u></b> 12/2/24-6/12/25
Yadegari, Sholeh Rogers LC	Instructional Assistant - Classroom	9/2/24-6/12/25

#### **CHANGE IN ASSIGNMENT**

Medina, Elvia FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/10 Mo From: 3 Hrs/10 Mo/FNS-Santa Monica HS	<b><u>EFFECTIVE DATE</u></b> 1/7/25
Mendez, Margarita Edison LA	Campus Monitor 3.98 Hrs/SY From: 2.5 Hrs/SY/Edison LA	12/2/24
Mendoza, Denisse Edison LA	Campus Monitor 2.33 Hrs/SY From: 2 Hrs/SY/Edison LA	12/2/24
Yadegari, Shiva Franklin ES	Campus Monitor 3 Hrs/SY From: 2 Hrs/SY/Franklin ES	10/8/24

#### **INVOLUNTARY TRANSFER**

Davis, Jonathan Special Ed-Adams MS Pre-School	Paraeducator 3 4.5 Hrs/10 Mo From: 4.5 Hrs/10 Mo/Special Ed-Washington West	<b><u>EFFECTIVE DATE</u></b> 8/15/24
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#### **VOLUNTARY TRANSFER**

Tamte, Gilda Edison LA	Instructional Assistant - Bilingual 5.5 Hrs/SY From: 6 Hrs/SY/Edison LA	<b><u>EFFECTIVE DATE</u></b> 12/2/24
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#### **PROFESSIONAL GROWTH**

Friedman, Talia Special Education	Occupational Therapist	<b><u>EFFECTIVE DATE</u></b> 1/1/25
Reyes-Jimenez, Roxana Human Resources	Senior Office Specialist	1/1/25

**LEAVE OF ABSENCE (PAID)**Aspron, Alexandra  
Malibu HSBilingual Community Liaison  
Medical/FMLA/CFRA**EFFECTIVE DATE**

11/12/24-12/24/24

Baldwin, Julian  
SMASHElementary Library Coordinator  
Pregnancy Disability (Maternity)/FMLA

3/3/25-4/25/25

Solis, David  
Special Ed-Santa Monica HSParaeducator 1  
Intermittent FMLA

12/12/24-6/12/25

**LEAVE OF ABSENCE (UNPAID)**Zaheer, Anila  
Special Ed-Santa Monica HSParaeducator 1  
Personal**EFFECTIVE DATE**

12/2/24-12/13/24

**CHANGE IN CLASSIFICATION SALARY RANGE**Senior Administrative Assistant – Confidential From: Range 40  
To: Range 44**EFFECTIVE DATE**

2/1/25

Assistant to the Superintendent

From: Range 47  
To: Range 48

2/1/25

**DISQUALIFICATION FROM PROBATION**

MT5923479

Senior Office Specialist

**EFFECTIVE DATE**

12/20/24

**RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT**Mock, Christopher  
Human Resources/SEIU

Chief Steward

**EFFECTIVE DATE**

7/1/24-6/30/25

**ABOLISHMENT OF POSITION**Administrative Assistant  
8 Hrs/12 Mo/Santa Monica HS**EFFECTIVE DATE**

7/1/24

Electrician  
8 Hrs/12 Mo/Maintenance

3/1/24

Health Office Specialist  
6 Hrs/10 Mo/Student Services

5/8/24

Health Office Specialist  
6 Hrs/10 Mo/Student Services

6/17/24

Human Resources Technician  
8 Hrs/12 Mo/Human Resources

7/22/24

Instructional Assistant - Classroom  
3 Hrs/SY/McKinley ES

5/31/24

Instructional Assistant - Classroom  
3 Hrs/SY/McKinley ES

5/31/24

Paraeducator 1  
6 Hrs/10 Mo/Special Ed-Edison LA

6/6/24

Paraeducator 1  
6 Hrs/10 Mo/Special Ed-Lincoln MS

7/19/24

Paraeducator 1 6 Hrs/10 Mo/Special Ed-Malibu HS	8/23/23
Paraeducator 1 6 Hrs/10 Mo/Special Ed-McKinley ES	1/3/23
Paraeducator 1 6 Hrs/10 Mo/Special Ed-Roosevelt ES	3/2/23
Paraeducator 2 7.5 Hrs/10 Mo/Special Ed-Lincoln MS	8/19/24
Paraeducator 3 8 Hrs/10 Mo/Special Ed-Santa Monica HS	8/15/24

**RESIGNATION**

Díaz, Christopher  
Purchasing

Senior Buyer

**EFFECTIVE DATE**

12/11/24

MJ9471412  
Special Education

Paraeducator 3

2/28/25

Maidenberg, Justin  
Facility Use

Sports Facility Attendant

11/26/24

Ramos, Margaret  
Lincoln MS

Instructional Assistant - Bilingual

12/22/24

Watts, Anne  
Special Ed-Adams MS

Paraeducator 1

12/20/24

Whitesell, Lori  
Facility Use

Audience Service Coordinator

12/31/24

Willie, Kyrie  
Special Ed-Grant ES

Paraeducator 1

1/6/25

**RETIREMENT**

Andersen, Lisa  
Human Resources

Senior Administrative Assistant

**EFFECTIVE DATE**

6/30/25

Blasi, Marisa  
Special Ed-Santa Monica HS

Paraeducator 1

6/17/25

Boyd, Katherine  
Operations-Santa Monica HS

Custodian

6/30/25

Brito, Salvador  
Transportation

Bus Driver

6/17/25

Burrell, Catherine  
Santa Monica HS

Swimming Instructor/Lifeguard

6/12/25

Canady, Melody  
Business & Fiscal Services

Assistant Superintendent, Business & Fiscal Services

6/30/25

Casillas, Alfredo  
Special Ed-Santa Monica HS

Paraeducator 1

12/31/24

Conrad, Wei-Jin  
Webster ES

Instructional Assistant - Classroom

6/12/25

Cooper, Raymond Santa Monica HS	Campus Security Officer	6/30/25
Cortez, Marlene Food & Nutrition Services	Accounting Technician	3/31/25
Davis, Lenora Transportation	Bus Driver	6/17/25
De La Rosa, Johanna Santa Monica HS	Bilingual Community Liaison	6/17/25
Elie, Latrice Transportation	Bus Driver	6/17/25
Escobar, Victoria FNS-Rogers LC	Cafeteria Worker II	6/12/25
Flores, Maria Roosevelt ES	Senior Office Specialist	5/2/25
Gheewala, Mehrun CDS-McKinley ES	Children's Center Assistant 2	6/12/25
Gomez, Jose FNS-Santa Monica HS	Production Kitchen Coordinator	12/11/24
Jackson, Michael Grounds	Gardener	12/20/24
Jones, Chancy Santa Monica HS	Campus Security Officer	6/30/25
Keller, Jeffrey Santa Monica HS	Student Outreach Specialist	6/17/25
Kretin, Dennis Maintenance	Maintenance Supervisor	6/30/25
Leitzgen, Koeun Lincoln MS	Accompanist	6/12/25
Lucas, Ralph McKinley ES	Instructional Assistant - Classroom	6/12/25
Mangum, Don Santa Monica HS	Campus Security Officer	6/30/25
Martinez, Santiago Education Technology Services	Technology Support Assistant	6/30/25
Mastroianni, Virginia Special Ed-Grant ES	Paraeducator 1	6/12/25
Papp, Elizabeth Malibu HS	Senior Administrative Assistant	6/30/25
Peoples, Jeffrey Operations-McKinley ES	Custodian	12/31/24

Pinsker, Gail Superintendent's Office	Community & Public Relations Officer	6/30/25
Rodrigues, Sara Special Ed-Rogers LC	Paraeducator 1	6/17/25
Romero-Hernandez, Silvia Child Development Services	Administrative Assistant	6/30/25
Savage, Stephanie Santa Monica HS	Senior Office Specialist	6/17/25
Strahn, Yvonne Educational Services	Administrative Assistant	6/30/25
Tenison, Laura Special Ed-Grant ES	Paraeducator 3	6/17/25
Vila, Florinda Rogers LC	Bilingual Community Liaison	6/17/25
Ward, Victor Operations-Rogers LC	Custodian	6/30/25
Wilkinson, Gregory Santa Monica HS	Instructional Assistant – Physical Education	6/12/25
Winzey, Fidel Food & Nutrition Services	Stock and Delivery Clerk	6/17/25
Yashar, Azita Special Ed-Lincoln MS	Paraeducator 1	6/12/25

**Classified Personnel – Merit**  
**2/6/25**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Barker-Caballero, Guy Educational Services	Translator/Interpreter 8 Hrs/12 Mo/Range: 37 Step: A	1/15/25
Maldonado, Susana Malibu ES	Instructional Assistant – Classroom 6 Hrs/SY/ Range: 22 Step: A	1/21/25
Tello, Rachel Malibu ES	Instructional Assistant – Classroom 6 Hrs/SY/ Range: 22 Step: A	1/21/25

**TEMP/ADDITIONAL ASSIGNMENTS**

Alderete, Nohemi Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Alvarez, Susana Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	7/1/24-6/12/25
Brown, Shawn Operations-Lincoln MS	Custodian [overtime; school events support]	10/25/24-6/30/25
Burdick, Barton Facility Use	Equipment Operator/Sports Facilities [overtime; Facility Use events support]	11/1/24-6/30/25
Burrell, Catherine Santa Monica HS	Campus Security Officer [overtime; school events support]	8/19/24-6/30/25
Burris, Chelsea Educational Services	Senior Administrative Assistant [overtime; clerical support]	7/1/24-6/30/25
Cabrera, Ana Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Cabrera, Ana Food and Nutrition Services	Cafeteria Worker I [overtime; cafeteria support]	8/15/24-6/17/25
Carrillo, Ivan Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	7/1/24-6/12/25
Cisneros, Yolanda FNS-Grant ES	Cafeteria Worker II [additional hours; cafeteria support]	8/15/24-6/17/25
Cisneros, Yolanda FNS-Grant ES	Cafeteria Worker II [overtime; cafeteria support]	8/15/24-6/17/25
Collins, Barry Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	7/1/24-6/12/25
Dunbar, Robyn Facility Use	Technical Theater Technician [overtime; Facility Use events support]	12/4/24-6/30/25
Garcia, Rosa Facility Use	Audience Services Coordinator [additional hours; Facility Use events support]	12/18/24-6/30/25
Garcia, Rosa Facility Use	Audience Services Coordinator [overtime; Facility Use events support]	12/18/24-6/30/25



Gomez, Denise Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Gutierrez, Nallely Lincoln MS	Bilingual Community Liaison [overtime; translations]	8/22/24-6/12/25
Levy, Robin Special Ed-Malibu HS	Paraeducator 3 [overtime; bus supervision]	8/22/24-6/12/25
Miller, Melvyn Adams MS	Campus Security Officer [overtime; school events support]	7/31/24-6/12/25
Mosaad, Eman Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Perez, Graciela Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/24-6/30/25
Rickard, Renee Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	7/1/24-6/12/25
Rosa, Lucy Facility Use	Instructional Assistant – Physical Education [overtime; Facility Use events support]	11/20/24-6/30/25
Shanley, Scott Santa Monica HS	Campus Security Officer [additional hours; school events support]	7/1/24-6/30/25
Shanley, Scott Santa Monica HS	Campus Security Officer [overtime; school events support]	7/1/24-6/30/25
Smith, Christopher Santa Monica HS	Campus Security Officer [additional hours; school events support]	9/19/24-6/30/25
Torres, Leslie Student Services-Adams MS	Health Office Specialist [additional hours; health office assistance]	8/22/24-6/12/25
Torres, Leslie Student Services-Adams MS	Health Office Specialist [overtime; health office assistance]	8/22/24-6/12/25
West, Alyssa Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Youssef, Sandy Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25

#### **SUBSTITUTES**

Portillo, Cristina  
Child Development Services

Children's Center Assistant 3

#### **EFFECTIVE DATE**

9/4/24-6/30/25

Sernas-Gomez, Angelica  
McKinley ES

Campus Monitor

10/2/24-6/12/25

#### **PROFESSIONAL GROWTH**

Gonzalez, Gary  
Maintenance

Plumber

#### **EFFECTIVE DATE**

2/1/25

Martin, Lorena  
Adult Education

Administrative Assistant

1/1/25

Motoyama Hughes, Patricia Special Education	Special Education Specialist	1/1/25
Ortega Garcia, Ismael Santa Monica HS	Licensed Vocational Nurse	2/1/25
Rusk-Kosa, Matthew Special Ed-Roosevelt ES	Paraeducator 3	2/1/25

**LEAVE OF ABSENCE (PAID)**

Jones, Mashawnda Special Ed-Lincoln MS	Paraeducator 3 Intermittent FMLA	<b><u>EFFECTIVE DATE</u></b> 1/6/25-3/6/25
Mack, Taylor Special Ed-SMASH	Paraeducator 3 Medical/FMLA/CFRA	1/15/25-2/14/25

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**  
(39-MONTH MEDICAL REEMPLOYMENT LIST)

QJ1273961 Special Education	Paraeducator 1	<b><u>EFFECTIVE DATE</u></b> 2/4/25
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**DISQUALIFICATION FROM PROBATION**

CS5106112 Food and Nutrition Services	Cafeteria Worker I	<b><u>EFFECTIVE DATE</u></b> 1/24/25
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**RETURN TO PREVIOUS CLASSIFICATION**

Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator 3 6.5 Hrs/10 Mo From: Senior Office Specialist 8 Hrs/10 Mo/Santa Monica HS	<b><u>EFFECTIVE DATE</u></b> 12/23/24
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**WORKING OUT OF CLASS**

Gomez, Denise FNS-Malibu Sites	Cafeteria Worker II From: Cafeteria Worker I	<b><u>EFFECTIVE DATE</u></b> 11/1/24-6/17/25
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**ABOLISHMENT OF POSITION**

	Paraeducator 1 6.5 Hrs/10 Mo/Special Ed-Santa Monica HS	<b><u>EFFECTIVE DATE</u></b> 12/1/24
	Paraeducator 1 6.5 Hrs/10 Mo/Special Ed-Santa Monica HS	12/13/24
	Stock and Delivery Clerk 8 Hrs/10 Mo/Purchasing	7/1/25

**RE-ELECTION TO THE BOARD OF EDUCATION**

Kean, Jon Board of Education	Board Member	<b><u>EFFECTIVE DATE</u></b> 12/12/24-12/15/28
Leon-Vazquez, Maria Board of Education	Board Member	12/11/24-12/15/28
Smith, Jennifer Board of Education	Board Member	12/11/24-12/15/28

**APPOINTMENT OF COMMISSIONER-RENEWAL**

Robinson, Lauren                      Personnel Commissioner  
Personnel Commission

**EFFECTIVE DATE**

12/1/24-11/30/27

**RESIGNATION**

De La Rosa, Christopher              Campus Security Officer  
Santa Monica HS

**EFFECTIVE DATE**

1/29/25

**Classified Personnel – Non-Merit**  
**1/23/25**

**COACHING ASSISTANT**

Jackson Cheatham, Julian	Santa Monica HS	12/6/24-6/30/25
Nichols, Kristena	Santa Monica HS	12/05/24-6/30/25

**TECHNICAL SPECIALIST – LEVEL III**

Chiang, Fuchou	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Manno, Mechele	Adams MS [Visual Arts Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	12/2/24-6/30/25
Martinez, Yolanda	Franklin ES [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	9/16/24-11/22/24
Mindlin, Felix	Lincoln MS [Flute/Saxophone Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	12/17/24-6/12/25
Parise, Christopher	Lincoln MS [Percussion Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	11/1/24-6/12/25
Rasmussen, Matthew	Lincoln MS [Coach] - Funding: Arts & Music in Schools (AMS) - Proposition 28	11/1/24-6/12/25
Shinogle, Ellen	Lincoln MS [Trumpet Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	11/1/24-6/12/25
Walker, Amanda	Lincoln MS [Clarinet Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	11/1/24-6/12/25

**Classified Personnel – Non-Merit  
2/6/25**

**AVID TUTOR**

Barikhan, Cecilia	Adams MS	8/22/24-6/30/25
Morales, Jade	Adams MS	8/22/24-6/30/25

**COACHING ASSISTANT**

Aguilar, Celene	Middle School Athletic Program	12/1/24-6/13/25
Anderson, Liam	Malibu MS/HS	11/1/24-6/12/25
Aparicio, Angel	Middle School Athletic Program	12/1/24-6/13/25
Armendariz, Richard	Santa Monica HS	11/13/24-6/30/25
Arnell, Niko	Middle School Athletic Program	12/1/24-6/13/25
Arreola, Anthony	Santa Monica HS	1/7/25-6/30/25
Courseault, Aaron	Santa Monica HS	10/23/24-6/30/25
Goldberg, Hayden	Malibu MS/HS	11/1/24-6/12/25
Goosen, David	Malibu MS/HS	11/1/24-6/12/25
Halualani, Mike	Malibu MS/HS	11/1/24-6/12/25
Hamilton, Jerrel	Malibu MS/HS	11/1/24-6/12/25
Jones, Eugene	Santa Monica HS	11/25/24-6/30/25
Kravits, William	Middle School Athletic Program	12/1/24-6/13/25
LaBorde, Michael	Santa Monica HS	1/7/25-6/30/25
Maalouf, Roy	Santa Monica HS	11/25/24-6/30/25
Miller, Richard	Malibu MS/HS	11/1/24-6/12/25
Nunez, Cesar	Malibu MS/HS	11/1/24-6/12/25
Pierson, Jenna	Middle School Athletic Program	8/25/24-6/13/25
Reveles, Ernest	Middle School Athletic Program	10/8/24-6/13/25
Richards, James	Santa Monica HS	12/20/24-6/30/25
Robarts, Bridget	Middle School Athletic Program	12/1/24-6/13/25
Shryane, Vrlled	Malibu MS/HS	11/1/24-6/12/25
Smith, Christopher	Santa Monica HS	11/25/24-6/30/25
Stevenson, Shanna	Santa Monica HS	1/7/25-6/30/25
Vasquez, Angel	Santa Monica HS	10/16/24-6/30/25
Waterford Bailey, Elzemarco	Middle School Athletic Program	12/1/24-6/13/25

**TECHNICAL SPECIALIST – LEVEL II**

Chiang, Fuchou	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	7/31/24-6/12/25
Parise, Christopher	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	7/31/24-6/12/25
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	7/31/24-6/12/25

Shinogle, Ellen	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	7/31/24-6/12/25
Smith, Patrick	McKinley ES [Art Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	9/2/24-6/12/25

**TECHNICAL SPECIALIST – LEVEL III**

Bordal, Finn	Educational Services [Dream Strings Music Instructor] - Funding: Gifts	8/22/24-6/30/25
Culcasi, Nathan	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
McCrary, Collin	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Reis, Stephen	Educational Services [Dream Strings Music Instructor] - Funding: Gifts	8/22/24-6/30/25
Reis, Stephen	Educational Services [Dream Strings Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Sleugh, Byron	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25

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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2024</b>			
July 10, 2024	4:30 p.m.	Board Room – District Office	
August 20, 2024 <del>August 14, 2024</del>	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	
<b>2025</b>			
January 15, 2025 <del>January 8, 2025</del>	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) <del>7/18/24 (Th)</del>	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 <sup>st</sup> 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 <sup>nd</sup> 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.



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## VII. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

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**VIII. Next Regular Personnel Commission Meeting:**

Wednesday, March 12, 2025, at 4:30 p.m. – *District Office Board Room*

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**IX. Public Comments for Closed Session Items Only:**

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## **X. Closed Session:**

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**XI. Adjournment:**