



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**March 12, 2025**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 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 March 12, 2025

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

- G.06 Approval of Minutes for Regular Meeting on February 12, 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)

**March 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, March 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 March 12, 2025
- G.06 Approval of Minutes for Regular Meeting on February 12, 2025

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

- G.07 Report from the Director of Classified Personnel:  
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
- General Comments and Updates
- G.08 Personnel Commissioner Comments/Reports:  
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.
- G.09 Communications:  
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
- SEIU Report
  - Board of Education Report
- G.10 Public Comments:  
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

## II. **CONSENT CALENDAR:**

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

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

#### Classification

#### # Eligible

Assistant Superintendent, Business and Fiscal Services	16
Bus Driver	1
Cafeteria Worker I	10
Campus Monitor	9
Gardener	1
Paraeducator 1	2

### C.02 Advanced Step Placement: Shaun Doyle in the classification of Human Resources Specialist at Range A-40, Step C

- C.03 Advanced Step Placement:  
Susana Maldonado in the classification of Instructional Assistant - Classroom at  
Range A-22, Step B
- C.04 Advanced Step Placement:  
Christopher Morales Rodriguez in the classification of Human Resources Technician at  
Range A-35, Step C
- C.05 Advanced Step Placement:  
Caroline Rezende dos Santos in the classification of Accounting Technician at  
Range A-35, Step D
- C.06 Advanced Step Placement:  
Carolina Vila in the classification of Instructional Assistant - Bilingual at  
Range A-24, Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Maintenance Supervisor
- A.02 New Classification:  
Middle School Sports Coordinator

**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)
- February 20, 2025
  - February 27, 2025
  - March 6, 2025

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - February 20, 2025
  - March 6, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2024 - 2025
- I.06 Board of Education Meeting Schedule
  - 2024 – 2025

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, April 9, 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)

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 was held on **Wednesday, February 12, 2025**, at **4:30 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 4:30 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:** Commissioner Robinson led all in attendance in the Pledge of Allegiance.

**G.04 Report from Closed Session:**

- None

**G.05 Motion to Approve Agenda:** February 12, 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:** January 15, 2025

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

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

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

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

- General Comments and Updates
  - Director Kahn thanked Ms. Younan, Personnel Analyst, for providing the report on his behalf at the regular January Personnel Commission meeting.
  - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on January 15, 2025.
  - Written tests were held for the ESSA equivalency exam.
  - Oral exams were administered for Systems Analyst, Production Kitchen Coordinator, Campus Security Officer, and the Paraeducator series.
  - Pre-recorded interviews were collected for Director, Transportation.
  - Final selection interviews were held for Administrative Assistant, Accounting Technician, Instructional Assistant – Bilingual, Senior Office Specialist, the Paraeducator series, Systems Analyst, and Production Kitchen Coordinator.
  - The newly opened recruitments include Swimming Instructor/Lifeguard, Instructional Assistant – Classroom, and Assistant Superintendent, Business and Fiscal Services.
  - The continuous recruitments include Paraeducator, Bus Driver, Campus Monitor, and Personnel Commissioner.
  - The Personnel Commission staff processed 1 EDD unemployment claim.

- **Director Kahn informed the Personnel Commission about a new staff member, Mr. Christopher Morales Rodriguez, Human Resources Technician, who will start in his new role on February 13, 2025. Mr. Morales Rodriguez will be introduced in person to the Personnel Commission at the next regular meeting. He has an extensive experience related to personnel recruitments and selection, previously working for the City of Anaheim.**
- **Regarding the Personnel Commissioner recruitment, Director Kahn stated that he has been developing communication for SMMPTA to share the information through their network. He is also working with the Santa Monica Daily Press for an additional outreach.**
- **Director Kahn announced that Commissioner Robinson has been re-appointed by the State Superintendent of Public Instruction.**
- **Director Kahn expressed his gratitude and appreciation working with Dr. Meza in developing recruitment strategies and priorities to address upcoming classified vacancies as a result of the early retirement incentive.**
- **Director Kahn thanked Dr. Meza for his role in leading the process for developing MOU to address working out of class assignments within Maintenance and Operations. He also expressed his gratitude to SEIU for their role in the process assisting and developing a new fair and systematic approach to this matter. The signed MOU will be presented to the Personnel Commission at a future meeting.**

#### **G.08 Personnel Commissioner Comments/Reports:**

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

- **None**

#### **G.09 Communications:**

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

- SEIU Report
  - **None**
- Board of Education Report
  - **Dr. Douglas Meza, Assistant Superintendent, Human Resources, expressed his gratitude to the Personnel Commission for filling a lot of vacancies.**
  - **Dr. Meza also thanked Director Kahn for his valuable contribution in developing the MOU for working out of class.**
  - **Dr. Meza informed the Personnel Commission about the District's development of MOU for remote instruction as it would relate to the classified staff working at Malibu schools.**



The MOU for remote teaching and learning for the District certificated staff in Malibu has already been ratified by SMMCTA.

- Dr. Meza informed the Personnel Commission about the Board of Education meetings on February 20, February 27, and March 6, 2025.
- Commissioner Tarazi inquired about how students will make up the lost instructional days when schools were closed due to the wildfires.

Dr. Meza stated that the District is in a process of developing the best strategy for students to successfully complete the current school year. One solution may include extending the school year, which would have to be negotiated with the bargaining units as the school calendars are set for all District employees.

There is also a possibility of an optional summer school.

#### G.10 Public Comments:

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

- None

## II. CONSENT CALENDAR:

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

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

#### Classification

#### # Eligible

Campus Monitor	7
Campus Security Officer	3
Paraeducator 1	2
Paraeducator 3	1
Production Kitchen Coordinator	6
Systems Analyst	7

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:**

Community & Public Relations Officer

**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.
- Director Kahn pointed out that the name change from Community & Public Relations Officer to Chief Communications Officer.
- He also explained the role of this position as it is responsible for determining strategy for communication, public relations, marketing, and general communication within the District.
- The incumbent is a member of the Executive Cabinet.
- Due to an upcoming vacancy, the classification specification was revised to meet the contemporary standards.
- Nothing has been removed from the duties and responsibilities. More content was added for clarifications. The position is responsible for developing web content and managing all the District websites, social media, and public record requests.
- Managerial responsibilities have been integrated to clarify type of supervision received and given.
- The notable revision has occurred within the Minimum Qualification category as Experience was reduced from 5 to 3 years, which is more consistent with current industry standards.
- One year of supervisory experience is now required.
- The proposed revisions were presented to Dr. Mark Kelly, the former Deputy Superintendent, Dr. Antonio Shelton, the Superintendent, Ms. Gail Pinsker, the current Community & Public Relations Officer, and Dr. Meza for their feedback.
- Commissioner Tarazi inquired about the rationale for the title change. Director Kahn stated that the new title reflects the industry standard.
- He also added that the salary range remains the same.

**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)
  - January 23, 2025
  - February 6, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - January 23, 2025
  - February 6, 2025
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2024 - 2025
- I.06 Board of Education Meeting Schedule
  - 2024 – 2025

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
Wednesday, 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.

- 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: 4:47 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							



## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 12, 2025

#### **AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Shaun Doyle

Hire Date: 01/06/2025

ASP Request Submitted: 01/06/2025

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Human Resources Specialist	<b>Employee:</b> Shaun Doyle	<b>Calculation of Advanced Step Recommendation</b>
<p><b><u>Education:</u></b> Educational attainment equivalent to a High School Diploma, supplemented by 30 semester units or the equivalent of college-level coursework in Human Resources, Business, Public Administration, or a related field</p> <p><b><u>Education/Experience Equivalency:</u></b> Two (2) additional years of experience may be substituted for the college-level coursework requirement</p> <p>A Bachelor's Degree in a related field may substitute for two (2) years of the required experience</p>	<ul style="list-style-type: none"> <li>Shaun Doyle has a Bachelor of Science in Management which meets our educational requirement.</li> </ul>	<p>0 level of education above the required level = <b>0 Step Advance</b></p>
<p><b><u>Experience:</u></b> Four (4) or more years of increasingly responsible experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports.</p>	<ul style="list-style-type: none"> <li>Shaun Doyle has over five (5) years of human resources experience above the two (2) years substituted for his Bachelor's Degree.</li> </ul>	<p>2 (2-year periods) of experience above the required level <b>2 Step Advance</b> (Max Allowed)</p>
<p><b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</b></p>		

#### **DIRECTOR'S COMMENTS:**

Shaun Doyle's experience exceeds the starting salary exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-40 at Step A is \$28.24/hour, while Step C is \$31.14/hour.

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

It is recommended that the Personnel Commission approve Advanced Step Placement for Shaun Doyle at Range A-40, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 12, 2025

#### **AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Susana Maldonado

Hire Date: 01/21/2025

ASP Request Submitted: 01/22/2025

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Susana Maldonado	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"><li>Completed 48 units at an institution of higher learning; OR</li><li>Obtained an Associate's (or higher) degree; OR</li><li>Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li></ul>	<ul style="list-style-type: none"><li>Susana Maldonado meets the minimum requirements</li></ul>	<b>0</b> level of education above the required level = <b>0</b> Step Advance
<b><u>Experience:</u></b> <ul style="list-style-type: none"><li>Experience is a preferred qualification</li></ul>	<ul style="list-style-type: none"><li>Susana Maldonado has two (2) years of experience working with school aged children and young people.</li></ul>	<b>1</b> (2-year periods) of experience above the required level = <b>1</b> Step Advance
<b><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></b>		

#### **DIRECTOR'S COMMENTS:**

Susan Maldonado's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$18.18/hour, while Step B is \$19.09/hour.

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

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

<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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 12, 2025

#### **AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Christopher Morales Rodriguez

Hire Date: 02/13/2025

ASP Request Submitted: 02/19/2025

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Human Resources Technician	<b>Employee:</b> Christopher Morales Rodriguez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> High school diploma or its recognized equivalent.	<ul style="list-style-type: none"><li>Christopher Morales Rodriguez has a Master of Public Administration.</li></ul>	3 level of education above the required level = <b>1 Step Advance</b> (Max Allowed)
<b><u>Experience:</u></b> Two (2) years of experience performing clerical functions that include entering, maintaining, and reconciling records within an electronic database and two (2) years of experience interacting with the public to provide direction and support. Experience with the public may be, but need not be, acquired concurrently.	<ul style="list-style-type: none"><li>Christopher Morales Rodriguez has over three (3) of clerical experience including maintain records and interacting with the public above the min qualification.</li></ul>	1 (2-year periods) of experience above the required level = <b>1 Step Advance</b>
<b><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</u></b>		

#### **DIRECTOR'S COMMENTS:**

Christopher Morales Rodriguez education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-35 at Step A is \$24.97/hour, while Step C is \$27.55/hour.

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

It is recommended that the Personnel Commission approve Advanced Step Placement for Christopher Morales Rodriguez at Range A-35, 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, March 12, 2025

#### **AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Caroline Rezende dos Santos

Hire Date: 02/19/2025

ASP Request Submitted: 02/26/2025

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Accounting Technician	<b>Employee:</b> Caroline Rezende dos Santos	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Educational attainment equivalent to a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"><li>Caroline Rezende dos Santos has the equivalent of a Bachelor's degree in Economics.</li></ul>	1 level of education above the required level = <b>1 Step Advance</b>
<b><u>Experience:</u></b> Two (2) years of accounting clerk experience that includes processing accounts payable and/or reconciling accounts receivable.	<ul style="list-style-type: none"><li>Caroline Rezende dos Santos has over seven (7) years of accounting clerk experience that includes processing accounts payable and/or reconciling accounts receivable.</li></ul>	2 (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max Allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u></b>		

#### **DIRECTOR'S COMMENTS:**

Caroline Rezende dos Santos' education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-35 at Step A is \$24.97/hour, while Step D is \$28.93/hour.

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

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

<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							
Philip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 12, 2025

#### **AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Carolina Vila

Hire Date: 02/18/2025

ASP Request Submitted: 02/18/2025

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant -Bilingual	<b>Employee:</b> Carolina Vila	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness</li> </ul>	<ul style="list-style-type: none"> <li>Carolina Vila has a Master's Degree in Film and Television Production.</li> </ul>	3 level of education above the required level = <b>1 Step Advance</b> (Max Allowed)
<b><u>Preferred Experience:</u></b> <ul style="list-style-type: none"> <li>Six months paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Carolina Vila has over four (4) years of paid or verifiable, supervised volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people.</li> </ul>	2 (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max Allowed)
<b><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></b>		

#### **DIRECTOR'S COMMENTS:**

Carolina Vila's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$19.09/hour, while Step D is \$22.11/hour.

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

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

**Regular Meeting: Wednesday, March 12, 2025**

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

Classification Specification Revision: Maintenance Supervisor

### **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 Director of Maintenance and Operations, Glen Infuso, and Chief Operations Officer, Carey Upton, 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 Basic Function for clarity
- Revise Experience allowing for different pathways to qualification, ensuring that candidates with diverse backgrounds in skilled trades, leadership, and maintenance project management are eligible.
- Revise Experience to include lead experience
- Revise Additional Requirements/Information to include flexible hours and being on-call for emergencies
- Revise Duties for clarity and to remove redundancies
- 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 Maintenance Supervisor classification specification as provided.

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



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: Non-Represented  
CLASS CODE: 521307  
SALARY RANGE: M-45

## MAINTENANCE SUPERVISOR

### BASIC FUNCTION:

Under general direction from the Director of Maintenance and Operations, plans, assigns, supervises, and inspects the work of maintenance personnel engaged in the construction, repair, and maintenance of District buildings, properties, and equipment.

### MINIMUM QUALIFICATIONS

#### EDUCATION:

Graduation from high school or equivalent evidence of proficiency at the high school level.  
**A high school diploma or recognized equivalent.**

#### EXPERIENCE:

Three (3) years of experience as a journey level carpenter, electrician, HVAC technician, plumber, or metal worker performing general construction, repair, and maintenance of school or similar institutional facilities, buildings, or properties.

**Three (3) years of journey-level experience in a skilled trade, including one (1) year of lead experience, which may be acquired independently or concurrently with other relevant experience.**

#### Or

**Three (3) years of experience coordinating and overseeing maintenance projects, personnel, or contractors in the maintenance and repair of buildings and facilities, including related responsibilities.**

#### LICENSES AND OTHER REQUIREMENTS:

Must maintain a valid class "C" driver's license and be insurable by the District's carrier.

- **A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required.**
- **Incumbents are required to work flexible work schedules as well as be on-call for emergencies**

### REPRESENTATIVE DUTIES:

1. Organizes, plans, schedules, assigns, supervises, and inspects the work of Carpenters, Electricians, Glaziers, Heating and Air Conditioning Specialists, Metal Workers, Locksmiths, Painters, Plumbers, Maintenance Workers, Skilled Maintenance Workers, and other maintenance personnel as assigned in the performance of construction, repair, maintenance, and related duties.

**Supervises, plans, schedules, assigns, and inspects the work of skilled trades and maintenance personnel in the construction, repair, and maintenance of buildings, facilities, and associated infrastructure.**

2. Establishes and verifies job priorities and determines availability of maintenance personnel to assure that emphasis is kept on high priority work orders and that work is completed in a timely fashion.
3. Assures that work performed is in compliance with Building, Health and Safety, and Education Codes and other applicable federal, state, and local laws and regulations, **including Division of the State Architect.**
4. Determines best methods for completing work and reviews work procedures to assure that proper trade methods are used.
5. Prepares rough sketches and diagrams of required work; reads, interprets, instructs, and works from plans, blueprints, sketches, diagrams, drawing, and specifications.
6. Assists in defining standards of quality and quantity of work and assures that standards are met.
7. Estimates cost of material, equipment, supplies, and labor for routine repairs and maintenance of District buildings, properties, and equipment and recommends necessary expenditures.
8. Prepares and submits requisitions, **contract packages and other related procurement accounts** using best resources and prices for material, equipment, and supplies.
9. Inspects job sites prior to commencement of work and coordinates with site administrators to schedule best timing for scheduling work.
10. Schedules **Develop** regular preventive maintenance **plans** and assigns appropriate personnel to perform required work.
11. Inspects equipment and tools for safety and assures that assigned personnel use approved safety measures; arranges for necessary repairs and recommends the purchase of machinery and tools to maintain safe and efficient work production.
12. Maintains accurate, up-to-date inventories of shop equipment, tools, and stock materials and is responsible for their whereabouts.
13. Trains, instructs, and evaluates subordinates in the proper performance of assigned duties, safe and efficient work methods, appropriate care and use of equipment and tools, and recommends and assists in the selection of staff training to maintain and improve skills levels of maintenance personnel.
14. Responds promptly to maintenance-related emergencies using a district-provided cell phone, both during and outside of regular work hours.
15. **Manages low-voltage systems, recommends security solutions, and coordinates implementation with Education Technology Services and third-party vendors.**
16. **Works with the Facility Improvement Department on new construction and modernization projects, reviews plans, conducts walkthroughs, develops punch lists, and assumes facility maintenance.**
17. **Serves as a Maintenance Department's representative on the District's emergency response team.**
18. Performs **other** 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:**

Supervision is received from Director of Maintenance and Operations and is provided to assigned Maintenance and Operations department personnel.

**General direction is received from senior management in Maintenance and Construction and supervision is exercised over operations support staff.**

## **KNOWLEDGE AND ABILITIES**

### **JOB REQUIREMENTS**

#### **KNOWLEDGE OF:**

- Materials, tools, equipment, methods, and terminology used in the building, electrical, and mechanical trades
- ~~Methods for estimating project completion timelines~~
- **Project estimation methods for timeline completion**
- ~~Processes and sources for the procurement of building and mechanical trades materials~~
- **Procurement processes for building and mechanical trade materials**
- Principles and techniques **best practices** of supervision
- ~~Health and safety regulations and safe working practices, according to the California Division of State Architect (DSA) and Division of Occupational Safety and Health (Cal/OSHA)~~
- **Health and safety regulations, including those set by the California Division of State Architect (DSA) and Division of Occupational Safety and Health (Cal/OSHA)**
- ~~Applicable sections of Education, Building, Electrical, Health and Safety Codes, and other applicable laws and regulations~~
- **Relevant laws, codes, and regulations, including Education, Building, Electrical, and Health and Safety Codes**
- Basic record keeping **practices**

#### **CORE COMPETENCIES:**

- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**
- **Handling Conflict – Managing interpersonally strained situations**
- **Managing Performance – Taking responsibility for improving the effectiveness of others**
- **Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations**
- **Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards**

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives**

**ABILITY TO:**

- ~~Plan, organize, and schedule work in an efficient sequence and utilize assigned personnel effectively~~
- ~~Use District and departmental hardware and software~~
- ~~Keep abreast of new developments in the building, mechanical, and electrical trades and apply where practicable~~
- ~~Prepare clear, concise instructions and reports~~
- ~~Understand and carry out oral and written instructions~~
- ~~Establish and maintain effective working relationships with District administrators and employees, contractors, vendors, and the public~~

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ~~Indoor and outdoor environment~~
- ~~Driving a vehicle to conduct work~~

**The work involves moderate risks or discomforts that require special safety precautions. Will be exposed to outdoor weather conditions when inspecting facilities, utilities, grounds, and property. Will be temporarily exposed to irritants such as dust. May be exposed to constant or intermittent sounds of a level to cause marked distraction from HVAC units, compressors, or fire alarms. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.**

**PHYSICAL DEMANDS:**

- ~~Ability to safely lift, carry, push, and/or pull up to seventy (75) pounds~~
- ~~Frequent lifting and/or carrying of objects weighing up to fifty (50) pounds~~
- ~~Ability to bend, crawl, stoop, kneel, crouch, twist, turn, and climb up and down ladders, stairs, scaffolding, ramps, poles etc. of one or more stories above ground~~

**The work requires some physical exertion. Ascends and descends ladders to access roofs and ceiling crawl spaces. Stands, bends, stoops, and crawls to inspect and evaluate facilities, grounds, and property. Moves to and from various locations in the office or school sites on surfaces that may be inclined, uneven and/or rough to inspect and evaluate facilities, grounds, and property. Detects colors to distinguish wires within panels and equipment. Pushes and pulls aside objects up to 50 lbs. without assistance that are obstructing work areas. Positions self to inspect items and spaces that are underground, ground level, and on rooftops. Uses near visual acuity at 20 inches or less to read plans, specifications, diagrams, and schematics. Uses near visual acuity at 20 inches or less to observe installation, repairs, and maintenance and inspect utilities and property. Uses far visual acuity at 20 feet or more to inspect facilities,**

grounds, and property. Perceives distances to safely drive agency vehicles and navigate work spaces during inspections. Exchanges information with co-workers and customers regarding work-related matters. Uses hands, wrists, and fingers repetitively to type. Rotates the head right or left from a neutral position to review work materials and inspect worksite.

**HAZARDS:**

~~Incumbent will be exposed to working around machinery, moving vehicles, and construction sites and will frequently be required to work in inclement weather or under other onerous conditions, such as narrow spaces, dust, fumes, dampness, sewage, foul odors, etc. Incumbent may also be required to serve on the District's emergency response team and also be required to be on call back and standby duty outside of regular work hours.~~

**CLASSIFICATION ESTABLISHED:**

**UPDATED:**

Approved: September 7, 1993

Revised: January 5, 1994

Revised: March 10, 2009

Revised: November 12, 2014

Revised: October 10, 2018

**CLASSIFICATION ESTABLISHED:**

**September 7, 1993**

**REVISED:**

**January 5, 1994**

**March 10, 2009**

**November 12, 2014**

**October 10, 2018**

**PROPOSED March 12, 2025**

## **MAINTENANCE SUPERVISOR**

### **BASIC FUNCTION**

Under general direction, plans, assigns, supervises, and inspects the work of maintenance personnel engaged in the construction, repair, and maintenance of District buildings, properties, and equipment.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

A high school diploma or recognized equivalent.

#### **EXPERIENCE:**

Three (3) years of journey-level experience in a skilled trade, including one (1) year of lead experience, which may be acquired independently or concurrently with other relevant experience.

Or

Three (3) years of experience coordinating and overseeing maintenance projects, personnel, or contractors in the maintenance and repair of buildings and facilities, including related responsibilities.

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

- A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required.
- Incumbents are required to work flexible work schedules as well as be on-call for emergencies

### **REPRESENTATIVE DUTIES**

- Supervises, plans, schedules, assigns, and inspects the work of skilled trades and maintenance personnel in the construction, repair, and maintenance of buildings, facilities, and associated infrastructure.
- Establishes and verifies job priorities and determines availability of maintenance personnel to assure that emphasis is kept on high priority work orders and that work is completed in a timely fashion.
- Assures that work performed is in compliance with Building, Health and Safety, and Education Codes and other applicable federal, state, and local laws and regulations, including Division of the State Architect.
- Determines best methods for completing work and reviews work procedures to assure that proper trade methods are used.
- Prepares rough sketches and diagrams of required work; reads, interprets, instructs, and works from plans, blueprints, sketches, diagrams, drawing, and specifications.
- Assists in defining standards of quality and quantity of work and assures that standards are met.
- Estimates cost of material, equipment, supplies, and labor for routine repairs and maintenance of District buildings, properties, and equipment and recommends necessary expenditures.

- Prepares and submits requisitions, contract packages and other related procurement accounts using best resources and prices for material, equipment, and supplies.
- Inspects job sites prior to commencement of work and coordinates with site administrators to schedule best timing for scheduling work.
- Develop regular preventive maintenance plans and assigns appropriate personnel to perform required work.
- Inspects equipment and tools for safety and assures that assigned personnel use approved safety measures; arranges for necessary repairs and recommends the purchase of machinery and tools to maintain safe and efficient work production.
- Maintains accurate, up-to-date inventories of shop equipment, tools, and stock materials and is responsible for their whereabouts.
- Trains, instructs, and evaluates subordinates in the proper performance of assigned duties, safe and efficient work methods, appropriate care and use of equipment and tools, and recommends and assists in the selection of staff training to maintain and improve skills levels of maintenance personnel.
- Responds promptly to maintenance-related emergencies using a district-provided cell phone, both during and outside of regular work hours.
- Manages low-voltage systems, recommends security solutions, and coordinates implementation with Education Technology Services and third-party vendors.
- Works with the Facility Improvement Department on new construction and modernization projects, reviews plans, conducts walkthroughs, develops punch lists, and assumes facility maintenance.
- Serves as a Maintenance Department's representative on the District's emergency response team.
- Performs other 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**

General direction is received from senior management in Maintenance and Construction and supervision is exercised over operations support staff.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- Materials, tools, equipment, methods, and terminology used in the building, electrical, and mechanical trades
- Project estimation methods for timeline completion
- Procurement processes for building and mechanical trade materials
- Principles and best practices of supervision
- Health and safety regulations, including those set by the California Division of State Architect (DSA) and Division of Occupational Safety and Health (Cal/OSHA)
- Relevant laws, codes, and regulations, including Education, Building, Electrical, and Health and Safety Codes
- Basic record keeping practices

### **CORE COMPETENCIES:**

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Handling Conflict – Managing interpersonally strained situations
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives

## **WORKING CONDITIONS**

---

### ***ENVIRONMENT:***

The work involves moderate risks or discomforts that require special safety precautions. Will be exposed to outdoor weather conditions when inspecting facilities, utilities, grounds, and property. Will be temporarily exposed to irritants such as dust. May be exposed to constant or intermittent sounds of a level to cause marked distraction from HVAC units, compressors, or fire alarms. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

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

The work requires some physical exertion. Ascends and descends ladders to access roofs and ceiling crawl spaces. Stands, bends, stoops, and crawls to inspect and evaluate facilities, grounds, and property. Moves to and from various locations in the office or school sites on surfaces that may be inclined, uneven and/or rough to inspect and evaluate facilities, grounds, and property. Detects colors to distinguish wires within panels and equipment. Pushes and pulls aside objects up to 50 lbs. without assistance that are obstructing work areas. Positions self to inspect items and spaces that are underground, ground level, and on rooftops. Uses near visual acuity at 20 inches or less to read plans, specifications, diagrams, and schematics. Uses near visual acuity at 20 inches or less to observe installation, repairs, and maintenance and inspect utilities and property. Uses far visual acuity at 20 feet or more to inspect facilities, grounds, and property. Perceives distances to safely drive agency vehicles and navigate work spaces during inspections. Exchanges information with co-workers and customers regarding work-related matters. Uses hands, wrists, and fingers repetitively to type. Rotates the head right or left from a neutral position to review work materials and inspect worksite.

### **CLASSIFICATION ESTABLISHED:**

**September 7, 1993**

### **REVISED:**

**January 5, 1994**

**March 10, 2009**

**November 12, 2014**

**October 10, 2018**

**PROPOSED March 12, 2025**



## **PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, March 12, 2025**

### **AGENDA ITEM NO: III.A.02**

Establish New Classification: Middle School Sports Coordinator

### **BACKGROUND INFORMATION:**

Executive Director, Secondary/Malibu Pathway, Isaac Burgess, requested the development of a new classification responsible for overseeing the development, implementation, and operations of middle school athletic programs.

### **METHODOLOGY:**

Staff conducted the following activities:

- Met with Mr. Burgess and Assistant Superintendent, Human Resources, Dr. Douglas Meza, to review scope of duties and responsibilities
- Provided draft class spec for Mr. Burgess to review and incorporate feedback

### **ANALYSIS & FINDINGS:**

Staff finds the Middle School Sports Coordinator classification to meet the FLSA Administrative Exemption criteria and is eligible for Management status.

Staff did not find comparable classifications from like agencies to generate an external comparison of salaries. Using internal alignment, staff recommends comparing the classification to the Plant Supervisor which is also responsible for developing and preparing work schedules, providing training, evaluating the effectiveness of processes and procedures, visiting sites to observe work, preparing reports, managing inventory and equipment, and overseeing the general day-to-day operations of activities carried out by personnel.

Staff recommends placing Middle School Sports Coordinator on range M-43 (\$6,539.33 - \$7,965.50) to be aligned with Plant Supervisor.

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

The Director of Classified Personnel recommends that the Personnel Commission approve:

1. The Middle School Sports Coordinator classification specification as provided
2. Designating the Middle School Sports Coordinator as FLSA Exempt
3. Recommendation to place Middle School Sports Coordinator on range M-43

<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							



## MIDDLE SCHOOL SPORTS COORDINATOR

### BASIC FUNCTION

---

Under administrative direction, plans, implements, and coordinates the sports programs for middle schools in the district while ensuring student safety, promoting participation, and evaluating program effectiveness.

### MINIMUM QUALIFICATIONS

---

#### *EDUCATION:*

A high school diploma or recognized equivalent.

#### *EXPERIENCE:*

Three (3) years of experience coordinating a school age athletic program that includes developing calendars, assigning schedules, and tracking expenditures.

#### *ADDITIONAL REQUIREMENTS/INFORMATION:*

- A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required
- Travel between Malibu and Santa Monica school sites is required
- This position is expected to work late afternoons and evenings on a regular basis
- Athletic coaching experience is highly desirable

### REPRESENTATIVE DUTIES

---

- Develops, implements, and evaluates rules, policies, processes, and procedures related to middle school athletic programs
- Conducts site visits to evaluate compliance with objectives, goals, and standards
- Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
- Keeps and maintains the middle school athletic program calendar
- Plans, monitors, and tracks expenditures and budgets related to middle school athletic programs
- Establishes performance goals, objectives, and standards of middle school athletic programs
- Supports District staff and stakeholders by identifying and investigating areas of improvement, answering questions, and providing guidance on implementing middle school athletic programs
- Serves as liaison between District and outside agencies to generate support and develop partnerships
- Composes and distributes informational material to the general public related to District's middle school athletic programs
- Represents District's athletic and recreational interests at functions including, but not limited to, conferences, Board meetings, workshops, and committees
- Plans, coordinates, and conducts presentations, workshops, and trainings related to middle school athletic programs
- Collects data, updates records, and prepares reports on matters related to middle school athletic programs
- Develops and revises guides, manuals, and other related documents



- Updates and maintains records related to inventory, supplies, and equipment
- 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 higher level management. Responsibilities include providing lead direction to coaches. No supervision of other staff is exercised.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- Principles, practices, and procedures of operating safe athletic programs
- Federal, state and local laws pertaining to school age athletic programs
- Trends in school age athletic programs
- Principles and procedures of program design, assessment, and evaluation
- Principles and practices of budget management
- Principles and practices of recordkeeping and maintaining documentation
- Word processing, spreadsheet, and record management software

### **CORE COMPETENCIES:**

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Business Process Analysis - Defining, assessing, and improving operational processes and workflow
- Customer Focus – Attending to the needs and expectation of customers
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Informing – Proactively obtaining and sharing information
- Presentation Skill – Formally delivering information to groups
- 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
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

## **WORKING CONDITIONS**

### **ENVIRONMENT:**

The work involves a mix of working within an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances while also being exposed to moderate risks or discomfort that require special safety precautions due to being exposed to outdoor weather conditions when conducting site visits to observe programs.

### **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 programs. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces. Moves objects such as sports equipment and supplies weighing up to 25 pounds without assistance for purposes of inspection, inventory management, and distribution.

**CLASSIFICATION ESTABLISHED:**  
**PROPOSED March 12, 2025**

---

---

**IV. Commissioner Training/Briefing:**

---

---

**V. Discussion Items:**

---

---

**VI. Information Items:**

## Open Requisitions (3/6/2025)

Req Number	Req Title	Department	Position Type	FTE
25-096	ADMINISTRATIVE ASSISTANT	OPERATIONS	Vac	100
25-117	ADMINISTRATIVE ASSISTANT	WEBSTER ELEMENTARY SCHOOL	Vac	100
25-122	ADMINISTRATIVE ASSISTANT	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-101	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-168	CAFETERIA WORKER I	MALIBU 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
25-103	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-123	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
25-095	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	87.5
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
25-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
25-054	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	28.13
25-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
25-118	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
25-114	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-119	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-124	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-125	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
25-133	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
25-099	GARDENER	GROUNDS	Vac	100
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

Report – Open Requisitions

24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
25-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
25-115	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
25-120	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	100
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-004	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-005	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	56.25
25-006	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75
25-014	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

Report – Open Requisitions

25-050	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-062	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75
25-082	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
25-083	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75
25-105	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
25-106	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
25-111	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-126	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
25-130	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	New	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-010	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
25-127	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75



## Report – Open Requisitions

25-128	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
25-129	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
25-131	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	New	75
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
25-112	SENIOR OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	100
25-121	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	30
25-132	SWIMMING INSTRUCTOR/LIFEGUARD	SANTA MONICA HIGH SCHOOL	Vac	100

**Filled Requisitions (3/6/2025)**

Req Number	Req Title	Department	Date of Accepted Job Offer
25-097	ADMINISTRATIVE ASSISTANT	CHILD DEVELOPMENT SERVICES	2/13/2025
25-109	BUS DRIVER	TRANSPORTATION	3/5/2025
24-196	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	3/6/2025
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	2/25/2025
25-056	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	2/13/2025
25-107	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	2/26/2025
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	2/18/2025
25-067	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	3/6/2025
25-104	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	3/6/2025
25-074	PRODUCTION KITCHEN COORDINATOR	SANTA MONICA HIGH SCHOOL	2/20/2025
25-116	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	2/26/2025
25-091	SYSTEMS ANALYST	INFORMATION SERVICES	2/12/2025
25-113	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	2/28/2025

**Classified Personnel – Merit**  
**2/20/25**

**ADDITIONAL ASSIGNMENT**

Shanley, Scott  
Rogers LC

Campus Monitor  
1.75 Hr/SY/Range: 15 Step: D  
Current Classification:  
Instructional Assistant – Physical Education: 4 Hrs/SY

**EFFECTIVE DATE**

2/3/25

**TEMP/ADDITIONAL ASSIGNMENTS**

Buendia, Carolina  
Special Ed-McKinley ES

Paraeducator 3  
[additional hours; bus supervision]

12/2/24-6/12/25

Campos, Mercedes  
Special Ed-McKinley ES

Paraeducator 3  
[additional hours; bus supervision]

12/2/24-6/12/25

Encinas, Erik  
Facility Use

Technical Theater Technician  
[overtime; Facility Use events support]

1/6/25-6/30/25

Green, Donald  
Facility Use

Custodian  
[overtime; Facility Use events support]

9/16/24-6/30/25

Luneva, Elena  
Educational Services

Campus Monitor  
[additional hours; child care]

10/1/24-6/12/25

Smith, Emmerson  
Facility Use

Sports Facility Attendant  
[additional hours; Facility Use events support]

12/7/24-6/30/25

Smith, Emmerson  
Facility Use

Sports Facility Attendant  
[overtime; Facility Use events support]

12/7/24-6/30/25

**SUBSTITUTES**

Dee Ann, Toni  
Rogers LC

Campus Monitor

**EFFECTIVE DATE**

11/1/24-6/12/25

Orozco, Maria  
Rogers LC

Campus Monitor

11/1/24-6/12/25

**LEAVE OF ABSENCE (PAID)**

Savage, Stephanie  
Santa Monica HS

Senior Office Specialist  
Personal

**EFFECTIVE DATE**

1/13/25-6/17/25

**DISQUALIFICATION FROM PROBATION**

VJ1891192

Instructional Assistant – Physical Education

**EFFECTIVE DATE**

2/7/25

**WORKING OUT OF CLASS**

Reyes-Jimenez, Roxana  
Operations

Administrative Assistant  
From: Senior Office Specialist

**EFFECTIVE DATE**

1/14/25-4/11/25

**Classified Personnel – Merit  
2/27/25**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Cardenas, Justin Transportation	Bus Driver 7 Hrs/10 Mo/Range: 34 Step: F	2/3/25
Jimenez, Galilea Special Ed-SMASH	Paraeducator 3 6 Hrs/10 Mo/Range: 30 Step: A	2/3/25
Walker, Sharon Transportation	Bus Driver 7 Hrs/10 Mo/Range: 34 Step: F	2/3/25

**TEMP/ADDITIONAL ASSIGNMENTS**

Carrillo, Brenda Transportation	Administrative Assistant [overtime; clerical support]	1/17/25-6/30/25
Garcia, Rosa Facility Use	Audience Services Coordinator [additional hours; Facility Use events support]	12/18/24-6/30/25
Terry, Isaura Webster ES	Administrative Assistant [overtime; clerical support]	8/1/24-4/1/25

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Flores, Katherine Grant ES	Campus Monitor 3 Hrs/SY From: 2 Hrs/SY/Grant ES	8/22/24

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Aspron, Alexandra Malibu HS	Bilingual Community Liaison Medical/FMLA/CFRA	12/25/24-3/31/25
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator 3 Medical	12/17/24-2/17/25
Islas, Gloria FNS-Santa Monica HS	Cafeteria Worker I Medical/FMLA/CFRA	1/2/25-4/15/25

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Hendricks, David Transportation	Bus Driver	1/14/25

**RETIREMENT**

		<b><u>EFFECTIVE DATE</u></b>
Wishart, William Facility Use	Media Services Coordinator	6/30/25

**Classified Personnel – Merit**  
**3/6/25**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Armendariz, Danielle Special Ed-Malibu MS	Paraeducator 3 6.25 Hrs/10 Mo/Range: 30 Step: A	2/12/25
Brode, Terese Rogers LC	Instructional Assistant – Classroom 3 Hrs/SY/ Range: 22 Step: A	2/18/25
Hart, Michael FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/10 Mo/Range: 17 Step: C	2/11/25
Martin, Alan Special Ed-Malibu MS	Paraeducator 1 6 Hrs/10 Mo/Range: 24 Step: A	2/11/25
Morales Rodriguez, Christopher Personnel Commission	Human Resources Technician 8 Hrs/12 Mo/Range: 35 Step: A	2/13/25
Vila, Carolina Santa Monica HS	Instructional Assistant – Bilingual 3 Hrs/SY/ Range: 24 Step: A	2/18/25

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Montes, Linda Lincoln MS	Administrative Assistant 8 Hrs/12 Mo/Range: 35 Step: E From: Paraeducator 3: 6 Hrs/10 Mo	2/12/25

**TEMP/ADDITIONAL ASSIGNMENTS**

Barker-Caballero, Guy Educational Services	Translator/Interpreter [overtime; simultaneous interpretation/translations]	1/23/25-6/30/25
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator 3 [overtime; bus supervision]	1/27/25-6/12/25
Gutierrez, Nallely Santa Monica HS	Bilingual Community Liaison [overtime; school events support]	1/7/25-6/12/25

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Green, Joseph Operations	Custodian	2/13/25-6/30/25
Whitesell, Lori Facility Use	Audience Services Coordinator	1/1/25-6/30/25

**VOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Lozano, Jasmine Santa Monica HS	Senior Office Specialist 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Franklin ES	2/12/25

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Martin, Elena Santa Monica HS	Senior Administrative Assistant	2/1/25
O'Brien, Diane Santa Monica HS	Administrative Assistant	3/1/25

Taylor, Inelle  
Malibu HS

Campus Security Officer

3/1/25

**LEAVE OF ABSENCE (PAID)**

Fearon, Mark, II  
Special Ed-Franklin ES

Paraeducator 1  
Medical/FMLA/CFRA

**EFFECTIVE DATE**

2/6/25-4/1/25

Gilbert, Eileen  
Santa Monica HS

Administrative Assistant  
Medical/FMLA/CFRA

2/7/25-2/28/25

Kahaleuahi, Joan  
Special Ed-Lincoln MS

Paraeducator 1  
Intermittent FMLA

2/3/25-5/6/25

**RESCIND DISQUALIFICATION FROM PROBATION**

VJ1891192

Instructional Assistant – Physical Education

**EFFECTIVE DATE**

2/7/25

BOE: 2/20/25

**WORKING OUT OF CLASS**

Cervantes, Jose  
Operations

Lead Custodian  
From: Custodian

**EFFECTIVE DATE**

2/3/25-4/30/25

Fuentes, Mario  
Maintenance

Locksmith  
From: Skilled Maintenance Worker

1/2/25-5/14/25

Gomez, Luis  
Operations

Lead Custodian  
From: Custodian

1/28/25-4/25/25

Jackson, Donte  
Operations

Plant Supervisor  
From: Lead Custodian

1/20/25-1/29/25

Leon, Oscar  
Maintenance

Maintenance Supervisor  
From: Plant Supervisor

2/11/25-6/30/25

Sandoval Perez, Alejandro  
Operations

Lead Custodian  
From: Custodian

1/28/25-2/1/25

Suaste, Eduardo  
Maintenance

Skilled Maintenance Worker  
From: Lead Custodian

1/27/25-6/6/25

West, Malcolm  
Maintenance

Skilled Maintenance Worker  
From: Lead Custodian

1/27/25-6/6/25

**ABOLISHMENT OF POSITION**

Paraeducator 3  
6 Hrs/10 Mo/Special Ed-Franklin ES

**EFFECTIVE DATE**

2/28/25

**RESIGNATION**

Combs, Sacoya  
Santa Monica HS

Instructional Assistant – Physical Education

**EFFECTIVE DATE**

2/7/25

**Classified Personnel – Non-Merit  
2/20/25**

**AVID TUTOR**

Morales, Jade	Santa Monica HS	1/23/25-6/30/25
---------------	-----------------	-----------------

**COACHING ASSISTANT**

Burdick, Barton	Santa Monica HS	1/16/25-6/30/25
Campbell, Leigh	Santa Monica HS	1/16/25-6/30/25
Collins, Rodney	Middle School Athletic Program	1/24/25-6/13/25
Knotts, Jennifer	Santa Monica HS	1/16/25-6/30/25

**TECHNICAL SPECIALIST – LEVEL III**

Chiang, Fuchou	Adams MS [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/22/24-6/30/25
Ganz, Maureen	Malibu ES [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	1/27/25-6/30/25
Parise, Christopher	Adams MS [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/22/24-6/30/25
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/22/24-6/30/25
Shinogle, Ellen	Adams MS [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/22/24-6/30/25

**Classified Personnel – Non-Merit**  
**3/6/25**

**COACHING ASSISTANT**

Cosentino, Josephina	Malibu MS	12/1/24-6/13/25
Haworth, Nigel	Santa Monica HS	2/14/25-6/30/25
Sandoval, Christopher	Santa Monica HS	2/14/25-6/30/25

**TECHNICAL SPECIALIST – LEVEL II**

Bordal, Finn	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	8/22/24-6/12/25
Rettig, Elizabeth	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	8/22/24-6/12/25

**TECHNICAL SPECIALIST – LEVEL III**

Copperfield, Cassandra	Malibu ES [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	2/11/25-6/30/25
Raiher, Andrew	Educational Services [Music Composition Fellowship Program] - Funding: Measure “R”	2/12/25-6/30/25



**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.

---

## VII. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

---

---

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

Wednesday, April 9, 2025, at 4:30 p.m. – *District Office Board Room*

---

---

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

---

## **X. Closed Session:**

---

**XI. Adjournment:**