



**PERSONNEL COMMISSION MEETING  
AGENDA**

**June 11, 2025**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, June 11, 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 June 11, 2025

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

- G.06 Approval of Minutes for Regular Meeting on May 14, 2025

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

Approval of Minutes for Special Meeting on May 29, 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)

**June 11, 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, June 11, 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 June 11, 2025
- G.06 Approval of Minutes for Regular Meeting on May 14, 2025  
Approval of Minutes for Special Meeting on May 29, 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>
Bilingual Community Liaison	8
Campus Monitor	5
Chief Communications Officer	6
Director, Fiscal and Business Services	3
Gardener	2
Paraeducator 1	5
Paraeducator 3	4
Senior Buyer	8
Sports Facility Attendant	1

List Extension

Library Assistant	13
-------------------	----

C.02 Advanced Step Placement:  
Joselito Gutierrez in the classification of Locksmith at Range A-41, Step D

C.03 Advanced Step Placement:  
Claudia Selvas in the classification of Instructional Assistant - Bilingual at  
Range A-24, Step C

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:  
Transportation Supervisor

A.02 Personnel Commission's Twelve-Month Calendar of Events:  
Consideration/Approval of dates and time for the regular Personnel Commission  
meetings in fiscal year 2025-2026

**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)
  - May 15, 2025
  - June 5, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board  
Agenda)
  - May 15, 2025
  - June 5, 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, July 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)

**May 14, 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, May 14, 2025**, at **4:37 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> Street, Santa Monica, CA 90401.

- ❖ **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 4:37 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		✓	✓			

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

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

- None

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.05 Motion to Approve Agenda: May 14, 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: April 23, 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 acknowledged the Classified Employee Appreciation party, held on May 14, 2025 to honor the District classified staff. The Classified School Employee Week will officially begin on May 19, 2025.**  
Director Kahn expressed his gratitude to Ms. Julie Younan for her leadership organizing the festivities. He also thanked the rest of the Personnel Commission staff for their contribution preparing and hosting the party.  
Director Kahn thanked all the managers and principals for their generous donations.  
Director Kahn informed the Personnel Commission about the 400 classified employees who participated in the gift card drawing. He congratulated to the 115 classified employees who won a prize.
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on April 23, 2025.**
  - **Oral exams were held for Health Office Specialist, Chief Communications Officer, the Paraeducator series, and Director, Fiscal and Business Services.**
  - **Written exams were held for Bilingual Community Liaison.**
  - **Performance exams were administered for Administrative Assistant and concluded for Chief Communications Officer.**
  - **Final selection interviews were held for Custodian, the Paraeducator series, Instructional Assistant – Physical Education, and Health Office Specialist.**
  - **The newly opened recruitments include Custodian and Middle Schools Sports Coordinator.**

- The continuous recruitments remain open for Swimming Instructor/Lifeguard, Campus Monitor, Paraeducator 1 and 3, and Bus Driver.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have received 5 requests – 4 audits processed by Payroll and 1 claim completed by the Personnel Commission staff since the last regular meeting in April.
- The staff also received 22 employment verifications since the last regular Personnel Commission meeting.
- Regarding the Personnel Commissioner recruitment, Director Kahn updated the Personnel Commission on the interview panel, comprised of the outgoing Personnel Commissioner Tarazi and Dr. Douglas Meza as the District representative. SEIU and PTA have been contacted with a request for their representatives.

#### **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.

- On behalf of the entire Personnel Commission, Commissioner Robinson expressed her gratitude to all District classified employees for their hard work and dedication.
- Commissioner Tarazi expressed her appreciation to the District classified staff. She enjoyed attending the festivities and talking to employees of different classifications and from various school sites as well as the District Office.
- Commissioner Tate expressed his thankfulness to all classified employees for their commitment to the students in the District.

#### **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 hosting the classified employee party.
  - Dr. Meza also thanked the staff for filling a lot of vacancies. Some of them were created by employees who took the great opportunity of the Supplemental Employee Retirement Program.
  - Dr. Meza updated the Personnel Commission on the regular Board of Education meeting on May 15, 2025 and the special meeting on May 28, 2025, where the School Plan for Student Achievement (SPSA) will be shared for the next school year with school board members, district and school administrators, and community focusing on the instructional plan, specific to each school site.

- **Commissioner Tate inquired about the Pali High School sharing facilities with our District.**  
**Dr. Meza stated that Mr. Carrey Upton, Chief Operations Officer, has been working with the Pali High School’s administration. The school has been using the Historic Belmar Park as well as some of the District facilities at either discounted or no cost.**

**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>
Campus Monitor	9
Health Office Specialist	8
Paraeducator 1	2

C.02 Advanced Step Placement:  
 Regine Linhares in the classification of Administrative Assistant at Range A-35, Step B

C.03 Advanced Step Placement:  
 Linda Lock in the classification of Instructional Assistant - Classroom at Range A-22, Step C

C.04 Advanced Step Placement:  
 Jasper Stringfellow in the classification of Paraeducator 1 at Range A-24, Step C  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-04. The motion passed.**

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

**REPORT AND DISCUSSION**

- None

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Public Hearing: Fiscal Year 2025-2026 Proposed Personnel Commission Budget  
**It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2025-2026* as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **Mr. Gerardo Cruz stated that there are no variations in the staff’s salaries and benefits presented at the Discussion session on the 2025-2026 Personnel Commission budget on April 23, 2025 and now. All the staffing assumptions were finalized before the last month meeting.**

**It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2025-2026* as submitted. The motion passed.**

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

- A.02 Adoption: Fiscal Year 2025-2026 Proposed Personnel Commission Budget  
**It was moved and seconded to adopt the Fiscal Year 2025-2026 Proposed Personnel Commission Budget as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- 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)
  - May 1, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - May 1, 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, June 11, 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.**

<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		✓	✓			

**TIME ADJOURNED: 5:01 p.m.**

Submitted by:

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



**SPECIAL PERSONNEL COMMISSION MEETING  
MINUTES**

Electronically Recorded (AUDIO ONLY)

**May 29, 2025**

**PERSONNEL COMMISSIONERS:**

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

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, May 29, 2025**, at **1:03 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 Special Meeting of the Personnel Commission was called to order at 1:03 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	✓		✓			

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

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.04 Motion to Approve Agenda: May 29, 2025**

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

<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	✓		✓			

**G.05 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. ACTION ITEMS:**

These items are presented for ACTION at this time.

**A.01 Classification Revision:**

**Assistant Superintendent, Business and Fiscal Services**

**It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

<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	✓		✓			

**REPORT AND DISCUSSION**

- **Commissioner Tate inquired about revisions to the Education category, specifically adding a requirement for Master’s degree.**
- **Director Kahn provided a brief rationale for this addition.**  
**It is a senior management position; hence the recruitment is approached differently than with other classifications. There is no exam process, so all candidates who meet minimum qualifications are advanced to the District leadership for a final selection.**  
**The District leadership is seeking candidates with Master’s degree, given the complexity of the role, and the type of experiences and knowledge gained through a Master’s versus a Bachelor’s program.**  
**Director Kahn stated that both, the outgoing and the incoming Assistant Superintendents possess Master’s degree.**

- Director Kahn recommended this revision in order to reflect the District's desire to integrate these qualifications.

III. **NEXT REGULAR PERSONNEL COMMISSION MEETING:**  
 Wednesday, June 11, 2025 at 4:30 p.m. – *District Office Board Room*

IV. **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: 1:09 p.m.**

Submitted by:

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

---

## II. Consent Calendar:

<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, June 11, 2025

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

SUBJECT: Advanced Step Placement – Joselito Gutierrez

Hire Date: 05/12/2025

ASP Request Submitted: 05/12/2025

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Locksmith	<b>Employee:</b> Joselito Gutierrez	<b>Calculation of Advanced Step Recommendation</b>
<b>Experience:</b> One (1) year experience as a journey level locksmith performing full range of skilled work. Journey level is defined by Department of Consumer Affairs Contractors State License Board as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.	<ul style="list-style-type: none"> <li>Joselito Gutierrez has over sixteen (16) years of journey-level locksmith experience above the minimum requirement.</li> </ul>	8 (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max Allowed)
<b>Difficulty of Recruitment:</b> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	<ul style="list-style-type: none"> <li>Most recent recruitment has less than 3 ranks of eligible candidates and the position has been vacant since 2023.</li> </ul>	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <b>1 Step Advance</b> (Max Allowed)
<b>Total Advanced Steps: 2 (Experience) + 1 (Difficulty) = 3 Advanced Steps = STEP D</b>		

**DIRECTOR’S COMMENTS:**

Joselito Gutierrez’s prior work experience exceeds the minimum requirements specified for this classification and less than three ranks were available to select from demonstrating a difficulty of recruitment. Pay rate at salary Range A-41 at Step A is \$28.93/hour, while Step D is \$33.49/hour.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Joselito Gutierrez at Range A-41, 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						
Philip Tate						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

# PERSONNEL COMMISSION

## Regular Meeting: Wednesday, June 11, 2025

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

SUBJECT: Advanced Step Placement – Claudia Selvas

Hire Date: 03/17/2025

ASP Request Submitted: 05/17/2025

### BACKGROUND INFORMATION:

<b>Classification Title:</b> Instructional Assistant -Bilingual	<b>Employee:</b> Claudia Selvas	<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>Claudia Selvas has a bachelor's degree in accounting.</li> </ul>	1 level of education above the required level = <b>1 Step Advance</b> (Max Allowed)
<b><u>Licenses and Other Requirements:</u></b> <ul style="list-style-type: none"> <li>Must be fluent in Spanish in reading, writing and speaking.</li> </ul>	<ul style="list-style-type: none"> <li>Claudia Selvas meets language requirement.</li> </ul>	0 level of other requirements above the required level = <b>0 Step Advance</b>
<b><u>Difficulty of Recruitment:</u></b> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	<ul style="list-style-type: none"> <li>Most recent recruitment has less than 3 ranks of eligible candidates.</li> </ul>	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <b>1 Step Advance</b> (Max Allowed)
<b><u>Total Advanced Steps: 1 (Education) + 1 (Difficulty) = Advanced Step = STEP C</u></b>		

### DIRECTOR'S COMMENTS:

Claudia Selvas' education exceeds the minimum requirements specified for this classification and less than three ranks were available to select from demonstrating a difficulty of recruitment. Pay rate at salary Range A-24 at Step A is \$19.09/hour, while Step C is \$21.06/hour.

### DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Claudia Selvas at Range A-24, Step C 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							

#### 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, June 11, 2025

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

Classification Specification Revision: Transportation Supervisor

#### **BACKGROUND INFORMATION:**

Following a recent class spec revision and recruitment for Director, Transportation, a vacancy now exists for Transportation Supervisor. In anticipation of recruitment, staff reviewed the class spec to align and be consistent with the recent Director, Transportation revisions.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Met with current Assistant Superintendent, Business & Fiscal Services, Ms. Melody Canady, incoming Assistant Superintendent, Business & Fiscal Services, Mr. Gerardo Cruz, and Director, Transportation, Mr. Steven Carrillo, to review the existing class spec
- Met with Mr. Cruz and Mr. Carrillo review proposed revisions and incorporate feedback

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

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

- o Revise title formatting for consistency
- o Revise Basic Function for clarity and consistency
- o Revise Experience to reduce years of experience from three (3) to two (2) but have experience exclusive to school bus driving while clarifying dispatching and routing experience can be in commercial or school setting
- o Revise Additional Requirements/Information for consistency with bus driving requirements
- o Revise Duties to be consistent with language used in Director, Transportation class spec
- o Revise Supervision for clarification and consistency
- o Revise Knowledge for clarification and consistency
- o Replace Abilities with Competencies for clarification and consistency
- o Revise Working Conditions for consistency

#### **DIRECTOR’S RECOMMENDATION:**

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Transportation Supervisor classification specification as provided.

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



PERSONNEL COMMISSION KEY STATS	
<b>JOB TITLE</b>	Transportation Supervisor/Dispatcher
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUB FAMILY</b>	Transportation
<b>SUPERVISOR TITLE</b>	Director of Transportation
<b>SALARY RANGE</b>	M45

**CLASSIFICATION DESCRIPTION**  
**BARGAINING UNIT: Non-Represented**  
**CLASS CODE: 521311**

**TRANSPORTATION SUPERVISOR/DISPATCHER SUPERVISOR,**  
**TRANSPORTATION**

**BASIC FUNCTION:**

~~Under the Direction of the Director of Transportation, assist in the planning, scheduling, coordination, supervision, and evaluation of the District's student bus transportation services; supervise and evaluate the performance of assigned personnel.~~ **Under general direction, plans, coordinates, and oversees the routing, scheduling, and daily transportation of students while also supervising and evaluating the performance of assigned staff.**

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

**A high school diploma or recognized equivalent.**

**EXPERIENCE:**

**Two (2) years of experience operating a school bus, including one (1) year of experience routing and dispatching school buses or commercial vehicles. Routing and dispatching experience may be, but need not be, acquired concurrently.**

**ADDITIONAL REQUIREMENTS/INFORMATION:**

- **Valid California Class A or B driver license with P & S endorsement**
- **No restrictions except for any combination of 0, 1, or 6**
- **If restriction 6 is listed, must provide a valid first aid certificate**
- **California Special Driver Certificate (School Bus)**
- **Valid medical examiner's certificate**
- **This classification is subject to alcohol/controlled substances tests**
- **California DMV driving record no more than 30 days old must be submitted with application**
- **Valid status as a state-certified school bus driver instructor is preferred**

*~~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
Direct and perform dispatching duties including answering telephones, monitoring two-way radios, assigning routes and vehicles, delivering pertinent information to drivers, and related activities. <b><u>Coordinate the dispatch, operation, and storage of vehicles and equipment used for student transportation</u></b>	TSD-1
Perform route ride-along evaluations and related safety activities, evaluating safety of school bus stops, routes, etc. <b><u>Coordinate the inspection, service, and repair of vehicles and equipment used for student transportation</u></b>	TSD-2
Assist in planning, scheduling, and coordinating student bus transportation for regular and special education activities and services, including athletic events and field trips, bus reservations, and route changes. <b><u>Works with outside vendors to schedule student transportation for activities including, but not limited to, athletic events and field trips</u></b>	TSD-3
Supervise and evaluate performance of assigned staff; assist with interviewing and selecting employees; recommend transfers, reassignment, termination, and disciplinary actions. <b><u>Selects, trains, evaluates, and supervises staff</u></b>	TSD-4
Prepare and maintain a variety of logs and reports, such as vehicle maintenance and mileage reports, breakdowns, incidents, safety and traffic violation reports; prepare correspondence and maintain communications with drivers, staff, school and District personnel, parents, teachers, and others. <b><u>Composes and distributes information bulletins and other communications to District staff related to transportation</u></b>	TSD-5
<b><u>Updates and maintains records related to inventory, supplies, equipment, and work orders</u></b>	
<b><u>Prepares transportation related reports for District use and county, state, and/or federal reporting requirements</u></b>	
Ensure departmental compliance with applicable traffic, safety, and student transportation laws, codes, rules, and regulations. <b><u>Reviews various transportation related data, records, and reports for accuracy and to ensure compliance with legal and procedural requirements</u></b>	TSD-6
Respond to questions and complaints from parents, District personnel, and the public; investigate complaints; resolve conflicts; and refer unresolved conflicts to the Director of Transportation. <b><u>Provides support, guidance, clarification, and direction to parents, community members, and District staff on matters related to transportation</u></b>	TSD-7
Plan and conduct regular safety inspections of District buses and vans to ensure safe and efficient operations.	TSD-8
Conduct accident, incident, and facility investigations; analyze situations and prepare and submit required reports. <b><u>Conducts investigations of complaints, incidents, and accidents to collect data, determine cause, and implement corrective actions</u></b>	TSD-9
Assist and instruct personnel on dispatch and other departmental procedures.	TSD-10
Operate vans, and heavy and light buses on a substitute and relief basis. <b><u>Operates a school bus to transport students on an as needed basis</u></b>	TSD-11
Lead the operations of the Transportation Department in the absence of the Director.	TSD-12
Attend and conduct a variety of meetings as assigned. <b><u>Represents District's transportation interests at functions including, but not limited to, conferences, Board meetings, workshops, and committees</u></b>	TSD-13
Perform <u>s</u> related duties as assigned.	GEN-1

**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:	Director of Transportation
Given to:	Bus Drivers
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Transportation
Given to:	Bus Drivers, Vehicle and Equipment Mechanic, Lead Vehicle and Equipment Mechanic
<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Chief Operations Officer
Given to:	Bus Drivers

**General direction is received from higher level management. Supervision is exercised over operations support staff.**

**KNOWLEDGE AND ABILITIES JOB REQUIREMENTS**

**KNOWLEDGE OF:**

- ~~Vehicle safety standards and practices.~~
- ~~Safe driving practices and techniques.~~
- ~~General geography of Santa Monica and Malibu.~~
- ~~DMV, CHP, and other related laws, rules and regulations.~~
- ~~First aid procedures~~
- ~~Principles and practices of administration and supervision.~~
- ~~Standard vehicle maintenance and repair inspection procedures.~~
- ~~Record keeping techniques.~~
- ~~Interpersonal skills using tact, patience, and courtesy.~~

- **Federal, state, and local laws, codes, and regulations pertaining to student transportation**
- **Principles, practices, and techniques of accident investigation**
- **Principles, practices, and techniques of routing and dispatching**
- **Principles and practices of bus maintenance and repair**
- **Principles, practices, and techniques of inspections**
- **Principles and practices of employee supervision and evaluation**
- **Principles and terminology of employment laws, codes, and regulations**
- **Word processing, spreadsheet, and record management software**

**ABILITY TO:**

- ~~Assist in the planning, scheduling, coordination, supervision, and evaluation of the District's student bus transportation services.~~
- ~~Supervise and evaluate the performance of assigned personnel.~~
- ~~Work independently with little direction.~~
- ~~Interpret, apply, and explain applicable laws, rules, regulations, policies, and procedures.~~

- ~~Read and understand maps.~~
- ~~Communicate effectively (orally and in writing).~~
- ~~Establish and maintain cooperative and effective working relationships with others.~~

**CORE COMPETENCIES:**

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Customer Focus – Attending to the needs and expectations of customers**
- **Fact Finding – Obtaining facts and data pertaining to an issue or question**
- **Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity**
- **Informing – Proactively obtaining and sharing information**
- **Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations**
- **Managing Performance - Taking responsibility for improving the effectiveness of others**
- **Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards**

**MINIMUM QUALIFICATIONS**

*EDUCATION:*

~~A high school diploma or it's recognized equivalent.~~

*EXPERIENCE:*

~~Three (3) years of full-time paid experience driving a bus, van or shuttle, which includes at least one (1) year driving a school bus. One (1) year of experience performing scheduling and dispatching duties.~~

*LICENSES AND OTHER REQUIREMENTS:*

~~Valid California Class A or B driver's license with passenger endorsement; Special Driver's Certificate for a School Bus; restriction 0,1,6, or any combination.~~

~~Note: A First Aid Certificate is required if restriction 6 is listed. A current medical examination certificate (as required by DMV); incumbents are required to maintain a sufficient number of training hours as prescribed by law; and a current H6 DMV print out must be presented prior to hire.~~

**WORKING CONDITIONS:**

*ENVIRONMENT:*

~~Office environment. May be required to operate a school bus, in various road and weather conditions. Work may require exposure to noise.~~ **The work involves moderate risks or discomforts that require special safety precautions. Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Will be temporarily exposed to irritants such as exhaust fumes when inspecting vehicles. Will be temporarily exposed to moving mechanical parts such as a motor when inspecting vehicles. Frequently works in an indoor, climate-controlled environment. Works within a school bus when assigned to operate or inspect a vehicle.**

*PHYSICAL DEMANDS:*

~~Hearing and speaking to exchange information and make presentations; seeing to read a variety of materials; dexterity of hands and fingers to operate a computer keyboard; pushing or pulling doors; bending at the waist, kneeling, or crouching; lifting moderately heavy objects; and sitting for extended periods of time.~~ **The work requires some physical exertion. Remains in a stationary position to perform desk work. Sits for prolonged periods to operate a vehicle. Exchanges information in large group settings.**

Communicates verbally over a radio for dispatching. 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 inspect vehicles and operate a computer. Uses far visual acuity at 20 feet or more to observe the environment. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces. Grasps and grips in order to push and pull vehicle doors.

**HAZARDS:**

~~Driving a vehicle during adverse weather conditions. Limited exposure to diesel and other fuels, petroleum products.~~

**~~DUTIES APPROVED~~**

**~~BOARD OF EDUCATION:~~**

~~Not yet presented to BOE for approval~~

**CLASSIFICATION APPROVED**

**PERSONNEL COMMISSION:**

February 14, 2017

**CLASSIFICATION ESTABLISHED:**

**February 14, 2017**

**REVISED:**

**PROPOSED June 11, 2025**



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: Non-Represented  
CLASS CODE: 521311

## **SUPERVISOR, TRANSPORTATION**

### **BASIC FUNCTION**

---

Under general direction, plans, coordinates, and oversees the routing, scheduling, and daily transportation of students while also supervising and evaluating the performance of assigned staff.

### **MINIMUM QUALIFICATIONS**

---

*EDUCATION:*

A high school diploma or recognized equivalent.

*EXPERIENCE:*

Two (2) years of experience operating a school bus, including one (1) year of experience routing and dispatching school buses or commercial vehicles. Routing and dispatching experience may be, but need not be, acquired concurrently.

*ADDITIONAL REQUIREMENTS/INFORMATION:*

- Valid California Class A or B driver license with P & S endorsement
- No restrictions except for any combination of 0, 1, or 6
- If restriction 6 is listed, must provide a valid first aid certificate
- California Special Driver Certificate (School Bus)
- Valid medical examiner's certificate
- This classification is subject to alcohol/controlled substances tests
- California DMV driving record no more than 30 days old must be submitted with application
- Valid status as a state-certified school bus driver instructor is preferred

### **REPRESENTATIVE DUTIES**

---

- Coordinate the dispatch, operation, and storage of vehicles and equipment used for student transportation
- Coordinate the inspection, service, and repair of vehicles and equipment used for student transportation
- Works with outside vendors to schedule student transportation for activities including, but not limited to, athletic events and field trips
- Selects, trains, evaluates, and supervises staff
- Composes and distributes information bulletins and other communications to District staff related to transportation
- Updates and maintains records related to inventory, supplies, equipment, and work orders
- Prepares transportation related reports for District use and county, state, and/or federal reporting requirements
- Reviews various transportation related data, records, and reports for accuracy and to ensure compliance with legal and procedural requirements
- Provides support, guidance, clarification, and direction to parents, community members, and District staff on matters related to transportation

- Conducts investigations of complaints, incidents, and accidents to collect data, determine cause, and implement corrective actions
- Operates a school bus to transport students on an as needed basis
- Represents District's transportation interests at functions including, but not limited to, conferences, Board meetings, workshops, and committees
- 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**

---

General direction is received from higher level management. Supervision is exercised over operation support staff.

## **JOB REQUIREMENTS**

---

### **KNOWLEDGE:**

- Federal, state, and local laws, codes, and regulations pertaining to student transportation
- Principles, practices, and techniques of accident investigation
- Principles, practices, and techniques of routing and dispatching
- Principles and practices of bus maintenance and repair
- Principles, practices, and techniques of inspections
- Principles and practices of employee supervision and evaluation
- Principles and terminology of employment laws, codes, and regulations
- Word processing, spreadsheet, and record management software

### **CORE COMPETENCIES:**

- Professional & Technical Expertise – Applying technical subject matter to the job
- Customer Focus – Attending to the needs and expectations of customers
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Managing Performance - Taking responsibility for improving the effectiveness of others
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards

## **WORKING CONDITIONS**

---

### **ENVIRONMENT:**

The work involves moderate risks or discomforts that require special safety precautions. Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites. Will be temporarily exposed to irritants such as exhaust fumes when inspecting vehicles. Will be temporarily exposed to moving mechanical parts such as a motor when inspecting vehicles. Frequently works in an indoor, climate-controlled environment. Works within a school bus when assigned to operate or inspect a vehicle.

### **PHYSICAL DEMANDS:**

The work requires some physical exertion. Remains in a stationary position to perform desk work. Sits for prolonged periods to operate a vehicle. Exchanges information in large group settings. Communicates verbally over a radio for dispatching. 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 inspect vehicles and operate a computer. Uses far visual acuity at 20 feet or more to observe the environment. Walks between areas of an office, school site, or facility to observe the environment. May walk across uneven surfaces. Grasps and grips in order to push and pull vehicle doors.

**CLASSIFICATION ESTABLISHED:  
February 14, 2017**

**REVISED:  
PROPOSED June 11, 2025**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, June 11, 2025**

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

SUBJECT: Personnel Commission’s Twelve-Month Calendar of Events for 2025-2026

**BACKGROUND INFORMATION:**

Personnel Commission meetings have historically taken place on the second Wednesday of each month with adjustments made for holidays or special circumstances. A calendar of scheduled meeting dates for the 2025-2026 fiscal year following the same pattern is provided.

**DIRECTOR’S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commissioners approve the proposed calendar dates with adjustment as needed.

<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  
MEETING CALENDAR  
2025 – 2026**

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

---

---

**IV. Commissioner Training/Briefing:**

---

---

**V. Discussion Items:**

---

---

**VI. Information Items:**

Report – Open Requisitions

Open Requisitions (6/6/2025)

Req Number	Req Title	Department	Position Type	FTE
25-096	ADMINISTRATIVE ASSISTANT	OPERATIONS	Vac	100
25-139	ADMINISTRATIVE ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
25-157	ADMINISTRATIVE ASSISTANT	HUMAN RESOURCES	New	100
25-176	ADMINISTRATIVE ASSISTANT	FACILITY USE DEPARTMENT	Vac	100
25-142	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	Vac	100
25-158	BUS DRIVER	TRANSPORTATION	Vac	87.5
25-159	BUS DRIVER	TRANSPORTATION	Vac	87.5
25-160	BUS DRIVER	TRANSPORTATION	Vac	87.5
25-103	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-135	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-161	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
25-163	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	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
25-149	CAFETERIA WORKER II	ROOSEVELT ELEMENTARY SCHOOL	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
25-136	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
25-141	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	6
25-164	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	6
25-124	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-125	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-172	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	Vac	100
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
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

Report – Open Requisitions

25-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
25-147	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	75
25-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
25-174	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-178	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	75
25-155	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-115	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
25-120	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	100
25-165	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	75
25-148	Maintenance Supervisor	MAINTENANCE	Vac	100
25-156	Middle School Sports Coordinator	DISTRICT-WIDE	New	100
25-171	Middle School Sports Coordinator	DISTRICT-WIDE	New	100
25-179	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	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
24-105	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

Report – Open Requisitions

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
25-016	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
25-082	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
25-143	PARAEDUCATOR-1	SPECIAL EDUCATION	Vac	75
25-166	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
25-167	PARAEDUCATOR-1	LINCOLN MIDDLE 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
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
25-030	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-051	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-052	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-084	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

Report – Open Requisitions

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
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
25-144	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-153	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
25-168	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
25-175	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
25-100	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
25-112	SENIOR OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	100
25-145	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100
25-154	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
25-132	SWIMMING INSTRUCTOR/LIFEGUARD	SANTA MONICA HIGH SCHOOL	Vac	100
25-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
25-170	Transportation Supervisor	TRANSPORTATION	Vac	100

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

Req Number	Req Title	Department	Date of Accepted Job Offer
25-140	ADMINISTRATIVE ASSISTANT	STUDENT SERVICES	5/23/2025
25-162	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	5/15/2025
25-119	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	5/19/2025
25-177	CHIEF COMMUNICATIONS OFFICER	DISTRICT-WIDE	5/29/2025
25-099	GARDENER	GROUNDS	6/5/2025
25-138	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	5/22/2025
24-152	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	6/2/2025
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	5/9/2025
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	5/9/2025
25-121	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	6/6/2025

**Classified Personnel – Merit  
5/15/25**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Haywood, Alexis Franklin ES	Administrative Assistant 8 Hrs/10 Mo+10 Days/Range: 35 Step: A	4/25/25
Linhares, Regine Student Services	Administrative Assistant 8 Hrs/12 Mo/Range: 35 Step: A	4/23/25
Lock, Linda Malibu ES	Instructional Assistant – Classroom 3 Hrs/SY/ Range: 22 Step: A	4/21/25
Martinez, Ana Transportation	Bus Driver 7 Hrs/10 Mo/Range: 34 Step: F	5/12/25
Moore, Jamal Operations-McKinley ES	Custodian 8 Hrs/12 Mo/Range: 28 Step: A	5/1/25
Rubio, Lily Grant ES	Campus Monitor 1.5 Hrs/SY/Range: 15 Step: D	4/21/25

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Carrillo, Steven Transportation	Director, Transportation 8 Hrs/12 Mo/Range: M-59 Step: A From: Transportation Supervisor/Dispatcher: 8 Hrs/12 Mo	4/1/25
Miranda, Cristy Human Resources	Senior Administrative Assistant - Confidential 8 Hrs/12 Mo/Range: 44 Step: A From: Administrative Assistant: 8 Hrs/12 Mo	4/14/25

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Doyle, Shaun Human Resources	Human Resources Specialist [overtime; Human Resources projects]	3/3/25-6/30/25
Ferrer, Marichris FNS-Lincoln MS	Cafeteria Worker I [additional hours; cafeteria support]	3/24/25-6/17/25
Levy, Robin Special Ed-Malibu MS/HS	Paraeducator 3 [overtime; after hours field trip supervision]	3/1/25-6/12/25
Pullard, Alexis Special Ed-Lincoln MS	Paraeducator 3 [additional hours; bus supervision]	3/27/25-6/12/25
Sandoval, Noelle Franklin ES	Administrative Assistant [overtime; clerical support]	3/17/25-4/30/25

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Reynaga, Stephanie Food & Nutrition Services	Cafeteria Worker I	4/29/25

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Brandoli, Alexandra Edison LA	Instructional Assistant - Bilingual 3.5 Hrs/SY From: 3 Hrs/SY/Edison LA	8/25/23

**VOLUNTARY TRANSFER**

Brito, Maria  
Special Ed-McKinley ES

Paraeducator 1  
6 Hrs/10 Mo  
From: 6 Hrs/10 Mo/Special Ed-Webster ES

**EFFECTIVE DATE**

3/20/25

**PROFESSIONAL GROWTH**

Avalos, Marien  
Student Services

Administrative Assistant

**EFFECTIVE DATE**

4/1/25

Walker, Anthony  
Human Resources

Employee Benefits Technician

4/1/25

**LEAVE OF ABSENCE (PAID)**

Flores, Maria  
Roosevelt ES

Senior Office Specialist  
Personal

**EFFECTIVE DATE**

5/19/25-6/17/25

Holloway, Shirlene  
FNS-Santa Monica HS

Cafeteria Worker I  
Medical/FMLA/CFRA

4/3/25-10/1/25

Kahaleuahi, Joan  
Special Ed-Lincoln MS

Paraeducator 1  
Intermittent FMLA

12/1/24-6/17/25

**LEAVE OF ABSENCE (UNPAID)**

Alexander, Lewis  
Special Ed-Santa Monica HS

Paraeducator 1  
Intermittent FMLA

**EFFECTIVE DATE**

4/28/25-4/28/26

Lopez, Saby  
Operations

Custodian  
Intermittent FMLA

1/29/25-5/7/25

Morales, Steve  
Operations-Edison LA

Custodian  
Military

4/12/25-5/9/25

**WORKING OUT OF CLASS**

Carrillo, Steven  
Transportation

Director, Transportation  
From: Transportation Supervisor/Dispatcher

**EFFECTIVE DATE**

1/1/25-3/31/25

Linskey, Kenneth  
Franklin ES

Administrative Assistant  
From: Instructional Assistant – Classroom

3/11/25-4/24/25

Tarver, Olajuwon  
Operations

Lead Custodian  
From: Custodian

3/17/25-6/30/25

Villa Maria  
FNS-Adams MS

Site Food Services Coordinator  
From: Cafeteria Worker I

11/14/24-3/14/25

**RESIGNATION**

Bomberg, Seely  
Special Ed-Roosevelt ES

Paraeducator 3

**EFFECTIVE DATE**

3/21/25

**RETIREMENT**

Flores, Maria  
Roosevelt ES

Senior Office Specialist

**EFFECTIVE DATE**

6/17/25

Revised from BOE 1-23-25: 5/2/25

Jenson, Diane  
Special Ed-Malibu ES

Paraeducator 1

6/17/25

**Classified Personnel – Merit  
6/5/25**

**NEW HIRES**

Gutierrez, Joselito Maintenance	Locksmith 8 Hrs/12 Mo/Range: 41 Step: A	<b><u>EFFECTIVE DATE</u></b> 5/12/25
------------------------------------	--	---

**TEMP/ADDITIONAL ASSIGNMENTS**

Dela Paz, Luzviminda Fiscal Services	Accounting Technician [overtime; fiscal projects]	<b><u>EFFECTIVE DATE</u></b> 7/1/24-6/30/25
Gondo, Janet Special Ed-Grant ES	Paraeducator 1 [additional hours; overnight field trip supervision]	2/3/25-2/5/25
Gondo, Janet Special Ed-Grant ES	Paraeducator 1 [overtime; overnight field trip supervision]	2/3/25-2/5/25
Grant, Carolyn Educational Services	Campus Monitor [additional hours; Parent Academy childcare]	5/17/25-6/12/25
Jones, Eugene Facility Use	Instructional Assistant – Physical Education [additional hours; Facility Use events support]	4/1/25-6/30/25
Jones, Eugene Facility Use	Instructional Assistant – Physical Education [overtime; Facility Use events support]	4/1/25-6/30/25
Luneva, Elena Educational Services	Campus Monitor [additional hours; Parent Academy childcare]	5/17/25-6/12/25
Madsen, Karla Student Services-Franklin ES	Health Office Specialist [additional hours; medical documentation processing]	2/18/25-3/31/25
Medina, Elvia FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	5/5/25-6/17/25
Medina, Elvia FNS-Santa Monica HS	Cafeteria Worker I [overtime; cafeteria support]	5/5/25-6/17/25
Miranda, Cristy Facility Use	Senior Administrative Assistant [overtime; Facility Use support]	4/14/25-6/30/25
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator 3 [overtime; overnight field trip supervision]	4/23/25-4/30/25
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator 3 [additional hours; overnight field trip supervision]	4/23/25-4/30/25
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator 3 [overtime; overnight field trip supervision]	4/23/25-4/30/25
Tarver, Olajuwon Operations	Lead Custodian [overtime; district projects]	3/1/25-6/30/25

**SUBSTITUTES**

Constantino, Tasha Child Development Services	Children’s Center Assistant 1	<b><u>EFFECTIVE DATE</u></b> 11/4/24-6/30/25
--	-------------------------------	---

Gutierrez, Claudia Food & Nutrition Services	Cafeteria Worker I	5/15/25-6/17/25
<b><u>CHANGE IN ASSIGNMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Abd, Nabila FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/10 Mo From: 3 Hrs/10 Mo/FNS-Santa Monica HS	5/1/25
<b><u>VOLUNTARY TRANSFER</u></b>		<b><u>EFFECTIVE DATE</u></b>
Cervantes, Jose Operations-Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Malibu HS	5/9/25
Terry, Isaura CDS-Business Office	Administrative Assistant 8 Hrs/12 Mo From: 8 Hrs/10+10 Mo/Webster ES	3/3/25
<b><u>PROFESSIONAL GROWTH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Plascencia, Henry Maintenance	Skilled Maintenance Worker	6/1/25
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator 1	6/1/25
<b><u>LEAVE OF ABSENCE (PAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator 3 Medical/FMLA/CFRA	4/7/25-5/7/25
Davis, Jeffrey Maintenance	Carpenter Intermittent FMLA	3/18/25-9/17/25
Ihim, Nnaemeka Operations-Lincoln MS	Custodian CFRA	5/12/25-8/1/25
Plascencia, Henry Maintenance	Skilled Maintenance Worker Medical/FMLA/CFRA	5/12/25-6/2/25
Sammann, Kevin Transportation	Bus Driver Medical/FMLA/CFRA	4/5/25-5/4/25
<b><u>LEAVE OF ABSENCE (UNPAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Morales, Steve Operations-Edison LA	Custodian Military	5/12/25-6/20/25
<b><u>WORKING OUT OF CLASS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Gonzalez Ortiz, Luz FNS-McKinley ES	Cafeteria Worker II From: Cafeteria Worker I	4/21/25-6/17/25
<b><u>RESIGNATION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Brufsky, Caroline Malibu ES	Instructional Assistant - Classroom	6/12/25
Chacon, Claudia FNS-Franklin ES	Cafeteria Worker I	5/8/25

Gunning, Daisy Special Ed-Rogers LC	Paraeducator 1	6/12/25
Krenik, Sarah Special Education	Occupational Therapist	6/12/25
Lazoff, Alyssa Lincoln MS	Library Assistant	5/2/25
Lucas, Ralph McKinley ES	Campus Monitor	6/12/24
Martinez, Rosa Food Services	Cafeteria Worker I	5/22/25

**Classified Personnel – Non-Merit  
5/15/25**

**AVID TUTOR**

Garcia, Jasmine	Olympic HS	4/21/25-6/30/25 7/1/25-7/18/25
-----------------	------------	-----------------------------------

**COACHING ASSISTANT**

Bowen, Lydia	Middle School Athletic Program	4/3/25-6/13/25
Crooms, Darnell	Middle School Athletic Program	3/10/25-6/13/25
Gruskin, Matthew	Malibu MS/HS	4/22/25-6/12/25
Stevens, Jesse	Middle School Athletic Program	3/28/25-6/13/25

**TECHNICAL SPECIALIST – LEVEL II**

Bush, Jackson	Adams MS [Theater Technician] - Funding: Arts & Music in Schools (AMS) - Proposition 28	3/15/25-6/30/25
Bush, Jackson	Facility Use [Permit and Production Coordinator] - Funding: Permits	4/24/24-6/30/25
Gist, Steven	Facility Use [Permit and Production Coordinator] - Funding: Permits	4/24/24-6/30/25
Gotler, Ronald	Facility Use [Permit and Production Coordinator] - Funding: Permits	4/24/24-6/30/25
Nguyen, Jacob	Facility Use [Permit and Production Coordinator] - Funding: Permits	4/24/24-6/30/25
Schenker, Allison	Facility Use [Permit and Production Coordinator] - Funding: Permits	4/24/24-6/30/25
Sperry, Adam	Facility Use [Permit and Production Coordinator] - Funding: Permits	4/24/24-6/30/25

**TECHNICAL SPECIALIST – LEVEL III**

Douglas, Virginia	Lincoln MS [Vocal Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	<b><u>EFFECTIVE DATE</u></b> 4/4/25-6/30/25
-------------------	---	--

Sullivan, Melissa

Franklin ES

3/3/25-6/12/25

[Musical Theater Instructor]

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

**Classified Personnel – Non-Merit  
6/5/25**

**COACHING ASSISTANT**

Lupi, Paul	Santa Monica HS	4/24/25-6/30/25
Reveles, Ernest	Middle School Athletic Program	3/1/25-6/13/25
Stevens, Jesse	Middle School Athletic Program	3/1/25-6/13/25

**TECHNICAL SPECIALIST – LEVEL II**

Bush, Jackson	Adams MS [Theater Technician] - Funding: Arts & Music in Schools (AMS) - Proposition 28	5/2/25-6/30/25
---------------	---	----------------

**TECHNICAL SPECIALIST – LEVEL III**

Quave, Wesley	Lincoln MS [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	<b><u>EFFECTIVE DATE</u></b> 3/20/25-6/30/25
---------------	---	---

**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 23, 2025 <del>April 9, 2025</del>	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, July 9, 2025, at 4:30 p.m. – *District Office Board Room*

---

---

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

---

**X. Closed Session:**

---

**XI. Adjournment:**