



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**July 9, 2025**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 9, 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 July 9, 2025

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**July 9, 2025**

### **PERSONNEL COMMISSIONERS:**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 9, 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 July 9, 2025

G.06 Approval of Minutes for Regular Meeting on June 11, 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>
Administrative Assistant	5
Custodian	24
Instructional Assistant – Physical Education	4
Maintenance Supervisor	4
Occupational Therapist	3
Paraeducator 1	2
Paraeducator 3	2

C.02 Advanced Step Placement:  
Brandyi Phillips in the classification of Chief Communications Officer at Range M-64, Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- None

**IV. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**V. DISCUSSION ITEMS:**

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

- No Discussion Items

**VI. INFORMATION ITEMS:**

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

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

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

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

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

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

**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)

**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 was held on **Wednesday, June 11, 2025**, at **4:33 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 4:33 p.m.

**G.02 Roll Call:** Commissioners Robinson and Tarazi 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: June 11, 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: May 14, 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		✓	✓			

**Motion to Approve Special Meeting Minutes: May 29, 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 congratulated 2025 graduates and promoting students. Ms. Younan attended graduation at Olympic High School last week and will attend a promotion ceremony at Lincoln Middle School on June 12, 2025. Director Kahn also had the pleasure of attending a promotion ceremony at Will Rogers Learning Community on June 10, 2025.**
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on May 14, 2025.**
  - **Oral exams were administered for Sports Facility Attendant, Chief Communications Officer, Bilingual Community Liaison, Instructional**

**Assistant – Physical Education, the Paraeducator series, and Administrative Assistant.**

- **Performance exams were held for Administrative Assistant, Gardener, and Maintenance Supervisor.**
- **Written exams were administered for the ESSA equivalency exam.**
- **Final selection interviews occurred for Instructional Assistant – Music, Chief Communications Officer, Director, Fiscal and Business Services, the Paraeducator series, Technology Support Assistant, and Sports Facility Attendant.**
- **The newly opened recruitments include Occupational Therapist and Cafeteria Worker II.**
- **The continuous recruitments remain open for Swimming Instructor/Lifeguard, Campus Monitor, Paraeducator 1 and 3, and Bus Driver.**

**All continuous recruitments will be closed at the end of June. They will be reopened in July for the new fiscal year, in order to refresh algorithms within several job search websites that post the Personnel Commission vacancies.**

**Additionally, new salary schedules with two (2) range adjustment will also help with recruitments, as they will be reopened with higher compensation.**

- **Director Kahn commended Ms. Cindy Johnston for leading the summer school classified staffing.**  
**Director Kahn congratulated Ms. Julie Younan on completing her first executive level recruitment for Chief Communications Officer.**
- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims from the EDD Office. They have received 1 request, which was completed by the Personnel Commission staff since the last regular meeting in May.**
- **The staff also received 30 employment verifications since the last regular Personnel Commission meeting.**
- **Regarding the Personnel Commissioner recruitment, Director Kahn informed the Personnel Commission that the selection interviews will take place on June 18, 2025, with stake holders throughout the District participating on the panel.**

**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
  - **None**

**G.10 Public Comments:**

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

- **None**

**II. CONSENT CALENDAR:**

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

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

<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
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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

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

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

**REPORT AND DISCUSSION**

- **None**

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Transportation Supervisor

**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.**
- **Following a recent hiring of Director, Transportation, which was the District's former Transportation Supervisor, a new vacancy for this position occurred.**
- **In anticipation of recruitment, staff reviewed the classification specification, in order to align and be consistent with the recently revised Director, Transportation class spec.**
- **Director Kahn pointed out that the revisions took place within the Experience category, reducing it from three (3) to two (2) years, while making it exclusive to school bus driving, but also clarifying the dispatching and routing experience- either in a commercial or school setting.**
- **Other revisions were made for consistency and formatting.**

- 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  
**It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- **No scheduling conflicts at this time.**
- **Director Kahn stated that it has been a practice to possibly adjust the April meeting date in consideration of spring break.**

**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 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
- I.07 Classified Employees Appreciation Celebration Winners

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
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.

- **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: 4:45 p.m.**

Submitted by:

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

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, July 9, 2025

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

SUBJECT: Advanced Step Placement – Brandyi Phillips

Hire Date: 07/01/2025

ASP Request Submitted: 07/01/2025

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Chief Communications Officer	<b>Employee:</b> Brandyi Phillips	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Bachelor’s degree in mass communications, journalism, public relations, marketing, English, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation.	<ul style="list-style-type: none"> <li>• Brandyi Phillips has a Master of Science in Management.</li> </ul>	1 level of education above the required level = <b>1 Step Advance</b> (Max Allowed)
<b>Experience:</b> Three (3) years of experience managing the strategic communication activities of an organization, including implementing organization-wide communication strategies, managing crisis communications, and overseeing multimedia communications.	<ul style="list-style-type: none"> <li>• Brandyi Phillips has over twelve (12) years of communications experience.</li> </ul>	3 (3-year periods) of experience above the required level = <b>2 Step Advance</b> (Max Allowed)
<b>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</b>		

**DIRECTOR’S COMMENTS:**

Brandyi Phillips’ education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-64 at Step A is \$131,772/annually, while Step D is \$152,832/annually.

**DIRECTOR’S RECOMMENDATION:**

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

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

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### III. Action Items:

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

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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**

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**VI. Information Items:**

Report – Open Requisitions

Open Requisitions (7/3/2025)

Req Number	Req Title	Department	Position Type	FTE
25-191	ACCOMPANIST	LINCOLN MIDDLE SCHOOL	Vac	62.5
25-157	ADMINISTRATIVE ASSISTANT	HUMAN RESOURCES	New	100
25-176	ADMINISTRATIVE ASSISTANT	FACILITY USE DEPARTMENT	Vac	100
25-192	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
25-194	ADMINISTRATIVE ASSISTANT	PURCHASING/WAREHOUSE	New	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
25-195	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
25-124	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-125	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
25-193	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	New	50
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
25-180	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100
26-001	CUSTODIAN	FACILITY USE DEPARTMENT	New	50
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5

Report – Open Requisitions

24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
25-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
25-178	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	75
25-182	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	75
25-183	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	75
25-115	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
25-120	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	100
25-186	LICENSED VOCATIONAL NURSE (LVN)	STUDENT SERVICES	New	100
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
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
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

Report – Open Requisitions

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
25-18	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
25-187	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	56.25
25-189	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
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
25-052	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
25-089	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75

Report – Open Requisitions

25-090	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	New	75
25-108	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-128	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
25-129	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
25-131	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
25-190	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	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
26-003	SKILLED MAINTENANCE WORKER	MAINTENANCE	Vac	100
25-132	SWIMMING INSTRUCTOR/LIFEGUARD	SANTA MONICA HIGH SCHOOL	Vac	100
25-170	Transportation Supervisor	TRANSPORTATION	Vac	100

## Filled Requisitions (7/3/2025)

Req Number	Req Title	Department	Date of Accepted Job Offer
25-096	ADMINISTRATIVE ASSISTANT	OPERATIONS	7/1/2025
25-142	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	6/23/2025
25-181	Director, Fiscal and Business Services	BUSINESS SERVICES	6/23/2025
25-185	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	6/23/2025
26-002	GARDENER	GROUNDS	7/3/2025
25-147	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	6/23/2025
25-174	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	6/24/2025
25-155	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	6/18/2025
25-165	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	6/16/2025
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	6/12/2025
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	6/11/2025
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	6/11/2025
25-051	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	6/11/2025
25-127	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	6/12/2025
25-184	SENIOR OFFICE SPECIALIST	STUDENT SERVICES	6/30/2025
25-121	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	6/6/2025
25-169	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	6/17/2025
25-196	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	7/3/2025

**Classified Personnel – Merit  
6/24/25**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Phillips, Brandy Superintendent's Office	Chief Communications Officer 8 Hrs/12 Mo/Range: M-64 Step: A	7/1/25
Reynaga, Stephanie FNS-Rogers LC	Cafeteria Worker I 3.5 Hrs/10 Mo/Range: 17 Step: C	5/27/25

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Cruz, Gerardo Fiscal & Business Services	Assistant Superintendent, Business & Fiscal Services 8 Hrs/12 Mo/Range: 008 Step: A From: Director, Fiscal & Business Services: 8 Hrs/12 Mo	6/1/25

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Streeper, Sarah Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 39 Step: F	6/9/25-6/13/25

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Jackson, Sheralynn Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25
Reuther, Theresa Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25
Sandoval, Noelle Educational Services-Rogers LC	Administrative Assistant 5 Hrs/Day	6/19/25-7/18/25
Sullivan, Diane Educational Services-Malibu ES	Administrative Assistant 5 Hrs/Day	6/19/25-7/18/25
Walker, Christine Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25
Zaheer, Anila Special Education	Paraeducator 1 4.25 Hrs/Day	6/19/25-7/18/25

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Andersen, Lisa Human Resources	Senior Administrative Assistant [overtime; Human Resources projects]	5/1/25-6/30/25
Carrillo, Nestor Santa Monica HS	Campus Security Officer [overtime; school events]	4/1/25-6/30/25
Eby, David Educational Services	Physical Activities Specialist [additional hours; professional development]	1/2/25-6/13/25
Furbush, Herbert Operations-Adams MS	Custodian [overtime; school event]	5/1/25-5/5/25
Gutierrez, Joselito Maintenance	Locksmith [overtime; District projects]	5/12/25-6/30/25
Gutierrez, Nallely Adams MS	Bilingual Community Liaison [overtime; interpretation for AVID meeting]	3/18/25

Oyenoki, Daniel Educational Services	Physical Activities Specialist [additional hours; professional development]	1/2/25-6/13/25
Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator 3 [overtime; overnight field trip supervision]	4/23/25-4/30/25
Ruiz, Juliana Operations-Adams MS	Custodian [overtime; school event]	5/2/25-5/5/25
Sarvey, Roxana Special Ed-Adams MS	Paraeducator 3 [additional hours; student support]	2/1/25-2/28/25
Uto, Riko Educational Services	Physical Activities Specialist [additional hours; professional development]	1/2/25-6/13/25

**PROFESSIONAL GROWTH**

Burrell, Catherine Santa Monica HS	Swimming Instructor/Lifeguard	<b><u>EFFECTIVE DATE</u></b> 6/1/25
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**LEAVE OF ABSENCE (PAID)**

Dominguez-Morales, Yanet Education Technology Services	Senior Technology Support Assistant Intermittent FMLA	<b><u>EFFECTIVE DATE</u></b> 4/21/25-4/21/26
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**DISQUALIFICATION FROM PROBATION**

QH8301764 Special Education	Paraeducator 3	<b><u>EFFECTIVE DATE</u></b> 6/17/25
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**WORKING OUT OF CLASS**

Pannu, Jessica Grounds	Gardener From: Custodian	<b><u>EFFECTIVE DATE</u></b> 4/21/25-5/30/25
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**RESIGNATION**

Padilla Lopez, Carolina SMASH	Campus Monitor	<b><u>EFFECTIVE DATE</u></b> 6/12/25
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Webster, Ryan Special Ed-Adams MS	Paraeducator 3	6/12/25
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**DECEASED**

Orozco, Abel Grounds	Gardener	<b><u>EFFECTIVE DATE</u></b> 5/11/25
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**Classified Personnel – Non-Merit  
6/24/25**

**COACHING ASSISTANT**

		<b><u>EFFECTIVE DATE</u></b>
Bennett, Matthew	Santa Monica HS	8/1/25-6/30/26
Howard, Robert, Jr.	Middle School Athletic Program	5/29/25-6/13/25
Kroon, Eric	Middle School Athletic Program	5/19/25-6/13/25
Murphy, Dominique	Middle School Athletic Program	5/28/25-6/13/25
Shiling, April	Middle School Athletic Program	5/29/25-6/13/25

**TECHNICAL SPECIALIST – LEVEL III**

		<b><u>EFFECTIVE DATE</u></b>
Bordal, Finn	Santa Monica HS [Orchestra Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/22/25-6/12/25
Parise, Christopher	Santa Monica HS [Orchestra Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/22/25-6/12/25
Shetzen, Eric	Santa Monica HS [Orchestra Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/22/25-6/12/25
Smith, Patrick	Santa Monica Alternative School House [Art Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/21/25-6/11/26

**STUDENT WORKER – WORKABILITY**

		<b><u>EFFECTIVE DATE</u></b>
Rodriguez, Paola	Special Education	4/28/25-12/31/28

**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	

# Board of Education Meeting Agenda Items Timeline

**2025-26**

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

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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## VII. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

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

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

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

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**X. Closed Session:**

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**XI. Adjournment:**