



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

December 11, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 11, 2024**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on December 11, 2024

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

- G.06 Approval of Minutes for Regular Meeting on November 13, 2024

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

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

December 11, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 11, 2024**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on December 11, 2024
- G.06 Approval of Minutes for Regular Meeting on November 13, 2024

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

- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
 - General Comments and Updates

- G.08 Personnel Commissioner Comments/Reports:
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- G.09 Communications:
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
 - SEIU Report
 - Board of Education Report

- G.10 Public Comments:
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Cafeteria Worker I	3
Campus Monitor	2
Human Resources Technician	17
Instructional Assistant - Classroom	3
Translator/Interpreter	8

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Director of Transportation

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)
 - November 21, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - November 21, 2024
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 8, 2025, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

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)

November 13, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, November 13, 2024, at 4:36 p.m.** in the **District Administrative Offices – Personnel Commission Department:** 1717 4th Street, Santa Monica, CA 90401.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:36 p.m.

G.02 Roll Call: Commissioners Robinson, Tarazi and Tate were present.

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

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: November 13, 2024

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

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

G.06 Motion to Approve Regular Meeting Minutes: October 9, 2024

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on October 9, 2024.**
 - **Oral exams were administered for Instructional Assistant – Physical Education, Campus Security Officer, Audience Services Coordinator, Facilities Use Manager, and the Paraeducator series.**
 - **Review of pre-recorded materials for Human Resources Technician is currently under way.**
 - **Performance exams were held for Custodian. New performance exams are scheduled for Translator/Interpreter and Administrative Assistant this week.**
 - **Written tests were administered for Human Resources Technician as well as the ESSA equivalency exam.**
 - **Final selection interviews took place for Audience Services Coordinator, Director of Purchasing, Sports Facility Attendant, Instructional Assistant – Physical Education, Instructional Assistant – Music, Technology Support Assistant, Campus Monitor, the Paraeducator series, and Bus Driver.**
 - **The newly opened recruitments include Production Kitchen Coordinator, Senior Administrative Assistant-Confidential, Systems**

Analyst, Administrative Assistant, and Instructional Assistant – Classroom, for Malibu Sites only.

- **Outside of extending the Personnel Commission recruitment till December 1, 2024, Campus Monitor, the Paraeducator series, and Bus Driver remain open for continuous recruitments.**
- **The Personnel Commission staff processed 3 EDD unemployment claims.**
- **The staff received 15 employment verifications since the last regular Personnel Commission meeting in October.**
- **Director Kahn informed the Personnel Commission about the staff working with Human Resources to learn about upcoming vacancies from this year’s early retirement incentive.**
- **Director Kahn updated the Personnel Commission on staff’s professional development. Ms. Younan, Personnel Analyst, participated in a week-long seminar focused on developing written exams, organized by Western Region Intergovernmental Personnel Assessment Council.**
- **Commissioner Tarazi inquired about the number of eligible candidates for the Personnel Commissioner vacancy.**

Director Kahn stated that there are two (2) eligible candidates at this time.

There are about 1000 views of this position’s posting.

Director Kahn will meet with Ms. Pinsker, the District’s Communication Officer, to discuss new ways to advertise and distribute information about this recruitment.

In addition, Director Kahn has scheduled a meeting with the Santa Monica Daily Press to advertise this position in their newspaper.

Commissioner Tate asked about the disqualification factors in the application process. Director Kahn stated that they relate to the applicants’ residency- they have to reside in Santa Monica or Malibu, in order to be considered.

G.08 Personnel Commissioner Comments/Reports:

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

- **None**

G.09 Communications:

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

- **SEIU Report**
 - **None**
- **Board of Education Report**
 - **Dr. Meza provided a Board of Education Report regarding Malibu Unification. The Los Angeles County Committee on School District Organization scheduled two public hearings, on November 8 and**

November 13, 2024, to review and discuss the petitions by the City of Malibu to form Malibu Unified School District.

The City of Malibu team and a SMMUSD Board of Education subcommittee try to resolve three (3) agreements:

Revenue Sharing Agreement- outlines the distribution of existing and projected revenues between SMMUSD and the successor educational entities;

Operational Transfer Agreement- details the allocation of staffing, operational processes and resources;

and Join Powers Agreement- establishes a shared entity responsible for overseeing and implement the agreements governing the planned division of SMMUSD.

After these hearings, the County Committee has 120 days to act upon the 2017 City of Malibu petition.

It is a SMMUSD position that the petition must be denied by the County Committee as staff have already concluded that it does not meet 8 of the 9 criteria for separation.

- Dr. Meza informed the Personnel Commission about the next regular Board of Education meeting that will take place on November 21, 2024.
- The Board will approve a mobile phone policy and administrative regulation that was discussed at the November 7, 2024 regular meeting.
- The policy reflects new law, which authorizes boards to limit or prohibit student use of smartphones while at school.
- Dr. Francisco Dussan, Director of Student Services, continues working with high schools' administrations to develop an administrative regulation applying to grades 9-12.
- Commissioner Tarazi inquired about the rationale for high school students' access to their smartphones.
- Dr. Meza stated that high school students use their smartphones as instructional tools with several educational applications.
- Dr. Meza informed the Personnel Commission about Measures QS and MM passing in the general election 2024. These bond measures will be used for school facilities improvement.
- Dr. Meza notified the Personnel Commission about Commissioner Robinson's re-appointment that will be approved by the Board of Education on November 21, 2024.
- Dr. Meza congratulated Jennifer Smith, Jon Kean, and Maria Leon-Vazquez for their re-election to the Board of Education.

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>
Audience Services Coordinator	7
Bus Driver	2
Campus Monitor	5
Custodian	15
Director, Purchasing	5
Facility Use Manager	6
Instructional Assistant – Physical Education	9
Paraeducator 1	4
Paraeducator 3	1
Technology Support Assistant	17

C.02 Advanced Step Placement:
Joel Awayan in the classification of Administrative Assistant at Range A-35, Step D

C.03 Advanced Step Placement:
Jacob Cupp in the classification of Paraeducator 1 at Range A-24, Step B

C.04 Advanced Step Placement:
James Foster in the classification of Paraeducator 1 at Range A-24, Step B

C.05 Advanced Step Placement:
Vidya Madiraju in the classification of Senior Office Specialist at Range A-29,
3 Advanced Steps Placement

C.06 Advanced Step Placement:
Angelica Malone in the classification of Administrative Assistant at Range A-35, Step B

C.07 Advanced Step Placement:
Erik Ran in the classification of Swimming Instructor/Lifeguard at Range A-25, Step C

C.08 Advanced Step Placement:
Jorge Rojo in the classification of Electrician at Range A-43, Step B
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-08. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- **None**

IV. COMMISSIONER TRAINING/BRIEFING:

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

- **None**

V. DISCUSSION ITEMS:

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

- **None**

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - October 10, 2024
 - October 24, 2024
 - November 7, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 10, 2024
 - October 24, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, December 11, 2024 at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

- **No Closed Session**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:51 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

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

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: December 11, 2024

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Director of Transportation

BACKGROUND INFORMATION:

A vacancy exists in this classification and the classification specification was reviewed for potential revisions in anticipation of recruitment.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Deputy Superintendent, Dr. Mark Kelly, and Director of Human Resources, Dr. Douglas Meza, to review the class spec on behalf of Assistant Superintendent, Business & Fiscal Services, Melody Canady.
- Reviewed comparable classifications from the following agencies: Garden Grove USD, Hacienda La Puente USD, Long Beach USD, Madera USD, Newport-Mesa USD, and Poway USD.

ANALYSIS & FINDINGS:

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

- o Revise job title to align with current format
- o Revise Basic Function for clarity
- o Revise Minimum Qualifications to separate Education and Experience
- o Revise Experience to include experience at a level of overseeing a function within transportation services and supervisory experience
- o Revise Additional Requirements/Information to remove school bus driver licenses and certifications as a requirement and instead use as a preferred qualification
- o Revise Duties for clarity and to remove mention of Assistant Director
- o Revise Supervision to clarify type of supervision received and type of staff supervision is exercised over
- o Revise Knowledge for clarity
- o Replace Abilities with Core Competencies
- o Revise Working Conditions for clarity

DIRECTOR'S RECOMMENDATION:

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

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

SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR-_i TRANSPORTATION

BASIC FUNCTION:

~~Under the direction of the Assistant Superintendent of Business and Fiscal Services, plan, organize and direct the Transportation services of the District including Home-to-School, Special Education, extra-curricular and other busing activities; supervise and evaluate the performance of assigned staff. Under administrative direction, plans, organizes, establishes, monitors, and directs operations related to transportation within the District while also supervising and evaluating the performance of assigned staff.~~

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Three (3) years of experience overseeing and coordinating administrative functions related to transportation services, including one (1) year of supervisory experience. Supervisory experience may be, but need not be, acquired concurrently.

ADDITIONAL REQUIREMENTS/INFORMATION:

- **A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required.**
- **A valid California Class A or B driver license with P & S endorsement is highly desirable.**

REPRESENTATIVE DUTIES:

~~Plan, organize and direct the Transportation services of the District including Home-to-School, Special Education, extra-curricular and other busing activities such as field trips; prepare, implement and modify various bus routes and schedules; dispatch bus drivers on routes and field trips. **E**~~

~~Arrange for coverage of absent drivers; drive buses as needed to cover absences. **E**~~

~~Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. **E**~~

~~Oversee the training program administered by the Assistant Director. **E**~~

~~Maintain and review records related to driver training, bus mileage/passenger reports, fuel, bus conditions, field trips and other records; assure compliance with CHP regulations, and make recommendations for vehicle and equipment replacement program. **E**~~

~~Receive and respond to District personnel, parent and student complaints regarding buses, routes, bus stops and personnel. **E**~~

~~Investigate and prepare forms and reports on bus accidents and make recommendations as needed; inspect the facility for storm water monitoring group to assure proper storm water run-off. **E**~~

~~Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist as needed in the formulation and development of policies, procedures and programs. **E**~~

~~Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; prepare correspondence. **E**~~

~~Oversee the operation of the Mechanical Division; oversee the mechanical supply inventory; review all mechanical invoices prior to payment. **E**~~

~~Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with outside organizations including the DMV, CHP and others to discuss drivers, vehicles, laws and related transportation matters. **E**~~

~~Develop and prepare the annual preliminary budget for the Transportation department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review invoices prior to payments and make decisions regarding major repair work of District vehicles. **E**~~

~~Maintain and review preventive maintenance program for school buses and District vehicles and equipment; oversee the new mandates on the diesel and gasoline emission. **E**~~

~~Operate a computer and other office equipment as assigned; operate District vehicle and a two-way radio. **E**~~

~~Attend and conduct a variety of meetings as assigned.~~

~~Performs related duties as assigned.~~

- **Direct and coordinate the dispatch, operation, and storage of vehicles and equipment used for student transportation**
- **Direct and coordinate the inspection, service, and repair of vehicles and equipment used for student transportation**

- Provides support, guidance, clarification, and direction to District staff, senior management, and board members on matters related to transportation
- Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
- Develops, implements, and evaluates rules, policies, processes, and procedures related to District's transportation program
- Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, and procedures
- Conducts and manages investigations of complaints, incidents, and accidents to collect data, determine cause, and implement corrective actions
- Reviews and develops specifications for transportation related contracts
- Serves as liaison between District and outside agencies including, but not limited to, the DMV, CHP, and City of Santa Monica to generate support and develop partnerships
- Represents District's transportation interests at functions including, but not limited to, conferences, Board meetings, workshops, and committees
- Develops, monitors, and maintains the budget for the Transportation Department
- Reviews, approves, and tracks expenditures related to transportation
- Plans, coordinates, and conducts presentations, workshops, committees, and trainings related to transportation for District staff and external stakeholders
- Develops and revises guides, manuals, and related transportation documents
- Updates and maintains records related to inventory, supplies, equipment, and work orders
- Composes and distributes informational material to the general public related to District's transportation program
- Reviews various transportation related data, records, and reports for accuracy and to ensure compliance with legal and procedural requirements
- Prepares transportation related reports for District use and county, state, and/or federal reporting requirements
- Selects, trains, evaluates, and supervises staff
- Performs related duties as assigned

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

SUPERVISION:

~~Supervision is received from the Assistant Superintendent of Business and Fiscal Services.~~

~~Supervision is exercised over the Assistant Director Transportation and other transportation staff.~~

Administrative direction is received from a senior cabinet level position. Supervision is exercised over management level, operational support, and clerical staff.

KNOWLEDGE AND ABILITIES: JOB REQUIREMENTS

KNOWLEDGE OF:

~~Planning, organization and direction of the Transportation Department.
Applicable laws, codes, regulations, policies and procedures.
Policies, rules and regulations related to pupil transportation.
Storm water rules and regulations.
Accident investigation procedures, techniques and forms.
Driver training practices and methods.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy~~

KNOWLEDGE:

- **Federal, state, and local laws, codes, and regulations pertaining to student transportation**
- **Principles, practices, and trends in 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 budget development, monitoring expenses, and forecasting**
- **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:

~~Plan, organize and administer the Transportation programs of the District
Supervise and evaluate the performance of assigned staff.
Plan bus routes and schedules.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective relationship with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.~~

~~Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct maintenance of a variety of reports and files related to assigned activities.~~

CORE COMPETENCIES:

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Business Process Analysis – Defining, assessing, and improving operational processes and workflow**
- **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**

EDUCATION AND EXPERIENCE:

~~——— Any combination equivalent to: graduation from high school supplemented by college-level course work in a related field and five years of increasingly responsible transportation experience.~~

LICENSES AND OTHER REQUIREMENTS:

~~——— Valid California Class B driver's license with passenger endorsement.
Valid Medical Examiners Certificate.
Unrestricted California School Bus Driver Certificate.~~

WORKING CONDITIONS:**ENVIRONMENT:**

~~Office environment.
——— Driving a vehicle to conduct work.~~

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. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

PHYSICAL ABILITIES:

- 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 bus doors.
- Bending at the waist, kneeling or crouching.
- Lifting moderately heavy objects.
- Sitting for extended periods of time.

HAZARDS:

- Driving a vehicle during adverse weather conditions.

PHYSICAL DEMANDS:

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to 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:

Unknown

REVISED:

PROPOSED: December 11, 2024



DIRECTOR, TRANSPORTATION

BASIC FUNCTION

Under administrative direction, plans, organizes, establishes, monitors, and directs operations related to transportation within the District while also supervising and evaluating the performance of assigned staff.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Three (3) years of experience overseeing and coordinating administrative functions related to transportation services, including one (1) year of supervisory experience. Supervisory experience may be, but need not be, acquired concurrently.

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required.
- A valid California Class A or B driver license with P & S endorsement is highly desirable.

REPRESENTATIVE DUTIES

- Direct and coordinate the dispatch, operation, and storage of vehicles and equipment used for student transportation
- Direct and coordinate the inspection, service, and repair of vehicles and equipment used for student transportation
- Provides support, guidance, clarification, and direction to District staff, senior management, and board members on matters related to transportation
- Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
- Develops, implements, and evaluates rules, policies, processes, and procedures related to District's transportation program
- Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, and procedures
- Conducts and manages investigations of complaints, incidents, and accidents to collect data, determine cause, and implement corrective actions
- Reviews and develops specifications for transportation related contracts
- Serves as liaison between District and outside agencies including, but not limited to, the DMV, CHP, and City of Santa Monica to generate support and develop partnerships
- Represents District's transportation interests at functions including, but not limited to, conferences, Board meetings, workshops, and committees
- Develops, monitors, and maintains the budget for the Transportation Department
- Reviews, approves, and tracks expenditures related to transportation
- Plans, coordinates, and conducts presentations, workshops, committees, and trainings related to transportation for District staff and external stakeholders
- Develops and revises guides, manuals, and related transportation documents

- Updates and maintains records related to inventory, supplies, equipment, and work orders
- Composes and distributes informational material to the general public related to District's transportation program
- Reviews various transportation related data, records, and reports for accuracy and to ensure compliance with legal and procedural requirements
- Prepares transportation related reports for District use and county, state, and/or federal reporting requirements
- Selects, trains, evaluates, and supervises staff
- Performs related duties as assigned

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

SUPERVISION

Administrative direction is received from a senior cabinet level position. Supervision is exercised over management level, operational support, and clerical staff.

JOB REQUIREMENTS

KNOWLEDGE:

- Federal, state, and local laws, codes, and regulations pertaining to student transportation
- Principles, practices, and trends in 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 budget development, monitoring expenses, and forecasting
- 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
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- 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. Frequently works in an indoor, climate-controlled environment. Requires frequent travel by car.

PHYSICAL DEMANDS:

The work requires some physical exertion. Remains in a stationary position to perform desk work. Exchanges information in large group settings. Uses hands, wrists, and fingers repetitively to type and operate office equipment. Rotates the head right or left from a neutral position to review work materials. Uses near visual acuity at 20 inches or less to 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:

Unknown

REVISED:

PROPOSED: December 11, 2024

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (11/06/2024)

Req Number	Req Title	Department	Position Type	FTE
25-040	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	100
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-175	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-168	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	Vac	37.5
24-196	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-032	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50
25-043	CAFETERIA WORKER I	FS - WILL ROGERS	Vac	37.5
25-059	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	37.5
25-060	CAFETERIA WORKER I	FS - GRANT	Vac	37.5
25-064	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	43.75
25-069	CAFETERIA WORKER I	FS - JOHN ADAMS	New	68.75
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
25-028	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.22
25-034	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.19
25-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
25-054	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	28.13
25-056	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	35.75
25-072	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.19
25-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-170	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5

Report – Open Requisitions

24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
25-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
25-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
25-075	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
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
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-004	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-005	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	56.25
25-006	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25

Report – Open Requisitions

25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75
25-014	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
25-015	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
25-016	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-041	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
25-050	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-062	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75
25-067	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
25-030	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-051	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-052	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-065	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	78.13
25-077	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-074	PRODUCTION KITCHEN COORDINATOR	SANTA MONICA HIGH SCHOOL	Vac	100
25-068	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	HUMAN RESOURCES	Vac	100

Filled Requisitions (12/6/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-167	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	11/18/2024
25-055	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	11/19/2024
25-024	FACILITY USE MANAGER	FACILITY USE DEPARTMENT	11/21/2024
25-080	HUMAN RESOURCES SPECIALIST	HUMAN RESOURCES	11/26/2024
25-073	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/21/2024
25-076	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	11/19/2024
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	12/4/2024
25-037	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	JOHN ADAMS MIDDLE SCHOOL	11/8/2024
24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	12/5/2024
24-121	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	12/6/2024

**Classified Personnel – Merit
11/21/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Duran, Samantha Malibu MS/HS	Senior Office Specialist 8 Hrs/10 Mo/Range: 29 Step: A	10/28/24
Jones, Eugene, Jr. Franklin ES	Campus Monitor 2 Hrs/SY/Range: 15 Step: D	10/16/24
Liu, Ningmo Facility Use	Technical Theater Coordinator 8 Hrs/12 Mo/Range: 46 Step: A	10/28/24
Morones, Eric Santa Monica HS	Instructional Assistant - Music 3 Hrs/SY/Range: 24 Step: A	10/28/24
Rokhlin, Rimma Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 15 Step: D	11/4/24
Sanchez, Michael Transportation	Vehicle & Equipment Mechanic 8 Hrs/12 Mo/Range: 40 Step: A	11/4/24
Williams, Roger Special Ed-Santa Monica HS	Paraeducator 1 6 Hrs/10 Mo/Range: 24 Step: A	11/4/24

PROMOTION

		<u>EFFECTIVE DATE</u>
Ramos, Margarita Rogers LC	Senior Office Specialist 4 Hrs/10 Mo/Range: 29 Step: B From: Paraeducator I: 6 Hrs/10 Mo	11/4/24

ADDITIONAL ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Ramirez, David Edison LA	Campus Monitor 1 Hr/SY/Range: 15 Step: D Current Classification: Instructional Assistant - Bilingual: 3.5 Hrs/SY	10/1/24

TEMP/ADDITIONAL ASSIGNMENTS

Abd, Nabila FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	10/30/24-6/17/25
Abd, Nabila FNS-Santa Monica HS	Cafeteria Worker I [overtime; cafeteria support]	10/30/24-6/17/25
Brown, Shawn Operations-MS Athletic Program	Custodian [overtime; MS athletic program support]	9/20/24-6/13/25
Cabrera, Ana FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	10/30/24-6/17/25
Cabrera, Ana FNS-Santa Monica HS	Cafeteria Worker I [overtime; cafeteria support]	10/30/24-6/17/25
Cobb, Rufus Operations-Santa Monica HS	Custodian [overtime; school projects]	7/1/24-6/30/25
Colvin, Lovell, Jr. Operations-MS Athletic Program	Custodian [overtime; MS athletic program support]	9/20/24-6/13/25

Cooper, Raymond Lincoln MS	Campus Security Officer [overtime; Halloween festival support]	10/25/24
Diaz Gomez, Angel Education Technology Services	Technology Support Assistant [overtime; district projects]	7/15/24-6/30/25
Escobar, Victoria FNS-Franklin ES	Cafeteria Worker II [additional hours; cafeteria support]	8/15/24-6/17/25
Escobar, Victoria FNS-Franklin ES	Cafeteria Worker II [overtime; cafeteria support]	8/15/24-6/17/25
Furbush, Herbert, III Operations-MS Athletic Program	Custodian [overtime; MS athletic program support]	9/20/24-6/13/25
Gutierrez, Nallely Special Education	Bilingual Community Liaison [overtime; interpreting at parent meetings]	8/22/24-6/12/25
Herrera, Zenon Maintenance	Facilities Technician [overtime; district projects]	7/1/24-6/30/25
Herring, Areole Facility Use	Technology Support Assistant [overtime; Facility Use events support]	10/1/24-6/30/25
Hughes, Michael Santa Monica HS	Campus Security Officer [additional hours; school events support]	7/1/24-6/30/25
Hughes, Michael Facility Use	Campus Security Officer [additional hours; Facility Use events support]	8/1/24-6/30/25
Jackson, Donte Operations-Santa Monica HS	Lead Custodian [overtime; school projects]	7/1/24-6/30/25
Jelks, Curtis MS Athletic Program	Campus Security Officer [overtime; MS athletic program support]	9/20/24-6/13/25
MacLearn, Matthew Malibu MS/HS	Campus Security Officer [overtime; school events support]	8/26/24-6/12/25
Maidenberg, Justin Facility Use	Sports Facility Attendant [additional hours; Facility Use events support]	10/5/24-6/30/25
Maidenberg, Justin Facility Use	Sports Facility Attendant [overtime; Facility Use events support]	10/5/24-6/30/25
Maravilla, Oscania Human Resources	Human Resources Specialist [overtime; Human Resources projects]	9/4/24-6/30/25
McAlpin, Michael MS Athletic Program	Campus Security Officer [overtime; MS athletic program support]	9/20/24-6/13/25
McGrath, Kathleen Adams MS	Administrative Assistant [additional hours; clerical support]	9/23/24-2/5/25
Miller, Melvyn MS Athletic Program	Campus Security Officer [overtime; MS athletic program support]	9/20/24-6/13/25
Orozco, Abel Grounds-Santa Monica HS	Gardener [overtime; school projects]	7/1/24-6/30/25
Preciado, Daniel MS Athletic Program	Campus Security Officer [overtime; MS athletic program support]	9/20/24-6/13/25

Ridley, Tischa Facility Use	Site Food Services Coordinator [additional hours; Facility Use events support]	10/1/24-6/30/25
Ridley, Tischa Facility Use	Site Food Services Coordinator [overtime; Facility Use events support]	10/1/24-6/30/25
Smith, Dunnell Lincoln MS	Campus Security Officer [overtime; Halloween festival support]	10/25/24

SUBSTITUTES

Lo Greco, Vincent Operations	Custodian	<u>EFFECTIVE DATE</u> 7/1/24-6/30/25
Ramos, Margarita Human Resources	Senior Office Specialist	11/4/24-6/30/25
Serrano, Elva Operations	Custodian	10/16/24-6/30/25

PROFESSIONAL GROWTH

Fuentes, Mario Maintenance	Skilled Maintenance Worker	<u>EFFECTIVE DATE</u> 12/1/24
-------------------------------	----------------------------	-----------------------------------------

CHANGE IN ASSIGNMENT

De La Rosa, Christopher Santa Monica HS	Campus Security Officer 8 Hrs/11 Mo From: 6 Hrs/11 Mo/Santa Monica HS	<u>EFFECTIVE DATE</u> 10/1/24
--------------------------------------------	-----------------------------------------------------------------------------	-----------------------------------------

LATERAL TRANSFER IN LIEU OF LAYOFF

Leon Reyes, Fabian Special Ed-Edison LA	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Edison LA	<u>EFFECTIVE DATE</u> 8/15/24
--------------------------------------------	---------------------------------------------------------------------------------------------	-----------------------------------------

VOLUNTARY TRANSFER

Alvarado, Miguel Facility Use-Lincoln MS	Sports Facility Attendant 6 Hrs/12 Mo From: 3 Hrs/12 Mo/Elementary School Sites	<u>EFFECTIVE DATE</u> 10/24/24
Bikhet, Mary FNS-Lincoln MS	Cafeteria Worker I 3 Hrs/10 Mo From: 3 Hrs/10 Mo/FNS-Santa Monica HS	10/1/24
Walker, Cyntiann FNS-Franklin ES	Cafeteria Worker I 3 Hrs/10 Mo From: 3 Hrs/10 Mo/FNS-Santa Monica HS	8/27/24

LEAVE OF ABSENCE (PAID)

Mock, Christopher Human Resources	Chief Steward Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 9/18/24-11/18/24
Plascencia, Henry Maintenance	Skilled Maintenance Worker Medical/FMLA/CFRA	10/16/24-12/31/24
Smith, Brian Transportation	Bus Driver Intermittent FMLA	8/13/24-2/15/25

LEAVE OF ABSENCE (UNPAID)Morales, Steve
Operations-Edison LACustodian
Military**EFFECTIVE DATE**

9/30/24-11/13/24

WORKING OUT OF CLASSGaglione, Lisa
Lincoln MSAdministrative Assistant
From: Senior Office Specialist**EFFECTIVE DATE**

10/21/24-12/29/24

Gomez, Denise
FNS-Edison LACafeteria Worker II
From: Cafeteria Worker I

10/1/24-10/30/24

Venable, Mark
MaintenanceLocksmith
From: Skilled Maintenance Worker

7/1/24-11/6/24

Yoshioka, Mike
Lincoln MSAdministrative Assistant
From: Senior Office Specialist

10/21/24-12/29/24

ABOLISHMENT OF POSITIONAccountant
8 Hrs/12 Mo/Facility Improvement Projects**EFFECTIVE DATE**

10/5/24

RESIGNATIONDiaz, Vicente
Special Ed-McKinley ES

Paraeducator 3

EFFECTIVE DATE

11/7/24

Flores, Nancy
Student Services-Grant ES

Health Office Specialist

10/2/24

Fuentes, Natalie
Roosevelt ES

Instructional Assistant - Classroom

12/20/24

Hakopian, Cynthia
Malibu ES

Instructional Assistant - Classroom

10/11/24

**Classified Personnel – Non-Merit
11/21/24**

AVID TUTOR

Preza, Citlaly	Santa Monica HS	9/22/24-6/30/25
----------------	-----------------	-----------------

COACHING ASSISTANT

Adams, Daryl	Malibu MS/HS	10/14/24-6/12/25
Aguilar, Celine	Middle School Athletic Program	10/24/24-6/13/25
Brown, Waverly	Malibu MS/HS	10/29/24-6/12/25
Davis, Cory	Malibu MS/HS	10/30/24-6/12/25
Diaz Rodriguez, Christopher	Santa Monica HS	10/16/24-6/30/25
Fearon, Jamen	Santa Monica HS	10/23/24-6/30/25
Fearon, Michael	Santa Monica HS	10/23/24-6/30/25
Fernandez, Jared	Santa Monica HS	10/7/24-6/30/25
Garcia, Chris	Santa Monica HS	10/16/24-6/30/25
Guerra, Juan	Santa Monica HS	10/7/24-6/30/25
Pritchard, Jonathan	Santa Monica HS	10/16/24-6/30/25
Sandoval, Christopher	Santa Monica HS	10/16/24-6/30/25
Smith, Christopher	Santa Monica HS	10/18/24-6/30/25
Stevenson, Shanna	Santa Monica HS	10/7/24-6/30/25
Vasquez, Angel	Santa Monica HS	10/16/24-6/30/25

TECHNICAL SPECIALIST – LEVEL I

Salazar, Paola	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	9/5/24-6/12/25
----------------	-----------------------------------------------------------------------------	----------------

TECHNICAL SPECIALIST – LEVEL III

Bordal, Finn	Santa Monica HS [Viola Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Mollo, Michael	Educational Services [Music Composition Fellowship Program] - Funding: Measure “R”	9/16/24-6/30/25

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

Date	Time	Location	Notes
2024			
July 10, 2024	4:30 p.m.	Board Room – District Office	
August 20, 2024 August 14, 2024	4:30 p.m.	Board Room – District Office	
September 18, 2024 September 11, 2024	4:30 p.m.	Testing Room – District Office	
October 9, 2024	4:30 p.m.	Board Room – District Office	
November 13, 2024	4:30 p.m.	Board Room – District Office	
December 11, 2024	4:30 p.m.	Board Room – District Office	
2025			
January 8, 2025	4:30 p.m.	Board Room – District Office	
February 12, 2025	4:30 p.m.	Board Room – District Office	
March 12, 2025	4:30 p.m.	Board Room – District Office	
April 9, 2025	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 14, 2025	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 11, 2025	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2024-25

Closed Session begins at 4:30 p.m. (subject to change)

Public Meetings begin at 5:30 p.m. (subject to change)

Meeting Date	Meeting Location	Meeting Format		Additional Notes
		“A”	“B”	
7/24/24 (W) 7/18/24 (Th)	DO & Zoom	X		
8/1/24 (Th)	DO & Zoom	X		
8/15/24 (Th)	DO & Zoom		X	
9/5/24 (Th)	DO & Zoom	X		
9/11/24 (W)	DO & Zoom			Special Meeting: 2023-24 Unaudited Actuals Note: Wednesday
9/19/24 (Th)	DO & Zoom		X	
10/10/24 (Th)	DO & Zoom	X		
10/24/24 (Th)	DO & Zoom		X	
11/7/24 (Th)	DO & Zoom	X		
11/21/24 (Th)	DO & Zoom		X	
12/12/24 (Th)	DO & Zoom			Special meeting, 2024-25 1 st Interim Budget
12/19/24 (Th)	DO & Zoom	X		
1/23/25 (Th)	DO & Zoom	X		
2/6/25 (Th)	DO & Zoom	X		
2/20/25 (Th)	DO & Zoom		X	
3/6/25 (Th)	DO & Zoom	X		
3/13/25 (Th)	DO & Zoom			Special Meeting: 2024-25 2 nd Interim Budget
3/19/25 (W)	DO & Zoom		X	Note: Wednesday
4/3/25 (Th)	DO & Zoom	X		
5/1/25 (Th)	DO & Zoom	X		
5/15/25 (Th)	DO & Zoom		X	
6/5/25 (Th)	DO & Zoom	X		
6/18/25 (W)	DO & Zoom			Special Meeting: 2025-26 Public Hearings for Budget and LCAP
6/26/25 (Th)	DO & Zoom		X	

Locations marked “DO & Zoom” will be held at the district office and via Zoom webinar.
 Locations marked “M” will be at a location in Malibu TBD.
 Format A meetings have a section for communication updates from student board members, union leaders, and the PTA Council President.

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, January 8, 2025, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: