



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

December 10, 2025

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 10, 2025**, 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 10, 2025

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
Nina Prasad							

- G.06 Approval of Minutes for Regular Meeting on November 12, 2025

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
Nina Prasad							

- 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 10, 2025

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Nina Prasad, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 10, 2025**, 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 10, 2025
- G.06 Approval of Minutes for Regular Meeting on November 12, 2025

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

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

II. **CONSENT CALENDAR:**

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

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

Classification

Eligible

Campus Monitor	4
Instructional Assistant – Physical Education	7
Paraeducator 1	3
Stock and Delivery Clerk	6

- C.02 Advanced Step Placement:
Stephanie Bojorquez in the classification of Cafeteria Worker II at Range A-23, Step C
- C.03 Advanced Step Placement:
Treshawna Browder in the classification of Campus Security Officer at Range A-31, Step C

- C.04 Advanced Step Placement:
Crystal Gonzalez in the classification of Supervisor, Transportation at Range M-47, Step C
- C.05 Advanced Step Placement:
Travon Jamar in the classification of Custodian at Range A-30, Step C
- C.06 Advanced Step Placement:
Hanbyeol Kang in the classification of Accompanist at Range A-37, Step D
- C.07 Advanced Step Placement:
Julia Moreno in the classification of Human Resources Technician at Range A-37, Step B
- C.08 Advanced Step Placement:
Dora Sundin in the classification of Cafeteria Worker II at Range A-23, Step C
- C.09 Advanced Step Placement:
Alan Tatum in the classification of Stock and Delivery Clerk at Range A-34, Step B

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)
- November 20, 2025

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - November 20, 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
Disciplinary Hearing	Closed Session	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 14, 2026, 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 12, 2025

PERSONNEL COMMISSIONERS:

Mrs. Nina Prasad, Mrs. Lauren Robinson, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, November 12, 2025**, at **4:40 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 4:40 p.m.

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Phillip Tate		✓		✓			
Nina Prasad	✓			✓			

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 12, 2025

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson				✓			
Phillip Tate		✓		✓			
Nina Prasad	✓			✓			

G.06 Motion to Approve Regular Meeting Minutes: October 8, 2025

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson		✓		✓			
Phillip Tate	✓			✓			
Nina Prasad						✓	

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 8, 2025.
 - Written exams were administered for Stock and Delivery Clerk as well as the Paraprofessionals ESSA equivalency exam.
 - Performance exams were administered for Accompanist; Cafeteria Worker I and Gardener.
 - Oral exams were held for Administrative Assistant; Senior Office Specialist; Supervisor, Transportation; Paraeducator series; and Instructional Assistant – Bilingual.
 - Final selection interviews took place for Bus Driver; Physical Activities Specialist; Human Resources Technician; Campus Monitor; Swimming Instructor/Lifeguard; Paraeducator series; Administrative Assistant; Custodian; Senior Office Specialist; Supervisor, Transportation; Accompanist and Cafeteria Worker I.
 - Director Kahn stated that 29 classified positions have been filled since the last Personnel Commission meeting in October.
 - Director Kahn noted that the Human Resources Technician position in the Personnel Commission was also filled. The new colleague will start in her role in December.

- A couple of these selections resulted in promotions. Mrs. Sabrina Kachurka was promoted from Cafeteria Worker II to Senior Office Specialist, and Ms. Roxana Reyes-Jimenez, who worked as a Senior Office Specialist, accepted an Administrative Assistant position in Food and Nutrition Services.
- The newly opened recruitments include Locksmith; Physical Activities Specialist – bilingual, Spanish speaking; Certified Occupational Therapy Assistant; Lead Custodian and Instructional Assistant – Physical Education.
- Bus Driver was reopened as continuous and Campus Monitor and Paraeducator series remain open continuously.
- Director Kahn updated the Personnel Commission on staff processing 7 EDD unemployment claims from the EDD Office.
- The staff also received 6 employment verifications since the last regular Personnel Commission meeting.
- The District is planning to utilize an employment verification platform, Verifent, for both classified and certificated staff.
- Director Kahn expressed his gratitude to Ms. Julie Younan, Personnel Analyst, and Mr. Morales, Human Resources Technician, for coordinating and administering an extensive testing session for the Cafeteria Worker I and II positions.
They will be conducting a performance test for Stock and Delivery Clerk on Saturday, November 15, 2025.

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

Mrs. Melissa Winter, Director of Human Resources, expressed her gratitude to the Personnel Commission for their collaborative and productive partnership with the Human Resources department filling classified vacancies.

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission

members may not engage in discussion of issues raised during “Public Comments” except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. **CONSENT CALENDAR:**

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

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

Classification

Eligible

Accompanist	3
Administrative Assistant	7
Cafeteria Worker I	12
Campus Monitor	9
Gardener	3
Instructional Assistant – Bilingual	6
Paraeducator 1	2
Paraeducator 3	4
Supervisor, Transportation	4
Swimming Instructor/Lifeguard	1

List Extension

Children’s Center Assistant 1	4
Children’s Center Assistant 2	2

C.02 Advanced Step Placement:

Danielle Agbede in the classification of Paraeducator 3 at Range A-32, Step B

C.03 Advanced Step Placement:

Denise De Sequera in the classification of Accounting Technician at Range A-37, Step F

C.04 Advanced Step Placement:

Dinora Duarte in the classification of Instructional Assistant - Bilingual at Range A-26, Step F

C.05 Advanced Step Placement:

Sean Dundin in the classification of Paraeducator 3 at Range A-32, Step C

C.06 Advanced Step Placement:

Sarah Lampi in the classification of Instructional Assistant - Classroom at Range A-24, Step D

- C.07 Advanced Step Placement:
Katie Malley in the classification of Instructional Assistant - Classroom at Range A-24, Step D
- C.08 Advanced Step Placement:
Brianna Salas in the classification of Instructional Assistant - Classroom at Range A-24, Step B
- C.09 Advanced Step Placement:
Peyton Tenison in the classification of Instructional Assistant - Classroom at Range A-24, Step B
- C.10 Advanced Step Placement:
LeMarr Ware-Hodnett in the classification of Paraeducator 3 at Range A-32, Step C
- C.11 Advanced Step Placement:
Xiaohui Yang in the classification of Instructional Assistant - Classroom at Range A-24, Step B
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-11. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Phillip Tate		✓	✓			
Nina Prasad	✓		✓			

REPORT AND DISCUSSION

- **None**

III. COMMISSIONER TRAINING/BRIEFING:

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

- **None**

IV. 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.

- D.01 Position Study Results:
Anthony Walker, Employee Benefits Technician

REPORT AND DISCUSSION

- **Director Kahn presented an overview of the updated Position Study report for the Personnel Commissioners.**
- **Director Kahn provided background information, the rationale, the methodology, and the analysis.**

- Director Kahn elaborated on Mr. Walker's role on the health and benefit committee, including the level of his responsibility.
- After Director Kahn reviewed and compared specific duties listed on the current Employee Benefits Technician classification specification, he concluded that Mr. Walker is working within the scope of his current classification.
- Director Kahn presented his findings related to the interrelationship between the Risk Manager and Employee Benefits Technician classification specifications.
- Director Kahn explained the methodology for determining an internal alignment of classifications within a specific job family. There is no internal alignment issue regarding Employee Benefits Technician, Risk Manager, and Director, Risk Management.
- A discussion occurred that involved the Personnel Commissioners and Director Kahn.
- Commissioner Robinson read Mr. Walker's statement addressed to the Personnel Commission.
- Director Kahn reiterated that the Risk Manager classification is separate and distinct from the Employee Benefits Technician with higher level responsibilities expected of the Risk Manager than what is listed in the Employee Benefits Technician classification specification.

V. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Denial of Position Study Appeal:

Anthony Walker, Employee Benefits Technician

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				✓			
Phillip Tate		✓		✓			
Nina Prasad	✓			✓			

REPORT AND DISCUSSION

- None

A.02 Certification from Another Class List: Chief Communications Officer to Communications Specialist

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				✓			
Phillip Tate		✓		✓			
Nina Prasad	✓			✓			

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the certification from Chief Communications Officer to Communications Specialist.
- Due to an existing Communications Specialist vacancy, the active from Chief Communications Officer Eligibility List will be used to fill the position and expedite the hiring process.
There are several candidates who express interest in this opportunity.
- The level of minimal qualifications and the level of assessment are at a higher level than is expected for Communications Specialist.
- Commissioner Prasad inquired about the process of establishing an Eligibility List.
Director Kahn provided a detailed description of recruitment steps leading to the establishment of the Chief Communications Officer Eligibility List.
- Ms. Phillips, Chief Communications Officer, listed the differences in minimal qualifications and salaries between the two class specifications.
- The Communications Specialist will support the Facility Improvement Projects.

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 7, 2025
 - October 23, 2025
 - November 6, 2025
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 7, 2025
 - October 23, 2025
 - November 6, 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
Disciplinary Hearing	Closed Session	TBD

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, December 10, 2025, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Phillip Tate		✓	✓			
Nina Prasad	✓		✓			

TIME ADJOURNED: 5:21 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Nina Prasad							
Lauren Robinson							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 10, 2025

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Stephanie Bojorquez

Hire Date: 09/16/2025

ASP Request Submitted: 10/25/2025

BACKGROUND INFORMATION:

Classification Title: Cafeteria Worker II	Employee: Stephanie Bojorquez	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or recognized equivalent.	Stephanie Bojoquez meets education requirements.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> One (1) year of experience preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school, including some experience preparing sales reports and daily cash deposits.	Stephanie Bojoquez has over nine (9) years of experience preparing and serving large quantities of food.	4 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C		

DIRECTOR'S COMMENTS:

Stephanie Bojoquez' experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-23, Step A is \$18.62/hour, while Step C is \$20.54/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Stephanie Bojoquez at Range A-23, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 10, 2025

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Treshawna Browder

Hire Date: 11/10/2025

ASP Request Submitted: 11/10/2025

BACKGROUND INFORMATION:

Classification Title: Campus Security Officer	Employee: Treshawna Browder	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent.	• Treshawna Browder meets the education requirement.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> One (1) year of professional experience in the field of law enforcement or security.	• Treshawna Browder has over six (6) years of security experience.	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Treshawna Browder's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$22.65/hour, while Step C is \$24.97/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Treshawna Browder at Range A-31, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Philip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 10, 2025

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Gonzalez, Crystal

Hire Date: 12/01/2025

ASP Request Submitted: 12/02/2025

BACKGROUND INFORMATION:

Classification Title: Supervisor, Transportation	Employee: Crystal Gonzalez	Calculation of Advanced Step Recommendation
<u>Education:</u> A high school diploma or recognized equivalent.	Crystal Gonzalez meets education requirements.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Two (2) years of experience operating a school bus, including one (1) year of experience routing and dispatching school buses or commercial vehicles. Routing and dispatching experience may be, but need not be, acquired concurrently.	Crystal Gonzalez has over 16 years of experience related to operating a school bus and routing and dispatching school buses.	7 (2-year periods) of experience above the required level = 2 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Crystal Gonzalez' experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-47 at Step A is \$89,208/year, while Step C is \$98,448/year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Crystal Gonzalez at Range M-47, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Nina Presad							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 10, 2025

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Travon Jamar

Hire Date: 12/01/2025

ASP Request Submitted: 12/01/2025

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Travon Jamar	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent.	Travon Jamar meets the education requirement.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	Travon Jamar has over fourteen (14) years of custodial experience.	7 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Travon Jamar's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-30 at Step A is \$22.11/hour, while Step C is \$24.38/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Travon Jamar at Range A-30, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
Nina Persad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 12, 2025

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Hanbyeol Kang

Hire Date: 11/13/2025

ASP Request Submitted: 11/13/2025

BACKGROUND INFORMATION:

Classification Title: Accompanist	Employee: Hanbyeol Kang	Calculation of Advanced Step Recommendation
<u>Education:</u> None	Hanbyeol Kang has a Bachelor of Arts in Composition.	2 levels of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> One (1) year of experience as a piano accompanist for soloists or groups of vocalists.	Hanbyeol Kang has over four (4) years of experience as a piano accompanist for soloists or groups of vocalists.	3 (1-year periods) of experience above the required level = 2 Step Advance (Max Allowed).
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Hanbyeol Kang's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-37 at Step A is \$26.23 while Step D is \$30.36

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Hanbyeol Kang at Range A-37, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 10, 2025

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Julia Moreno

Hire Date: 12/01/2025

ASP Request Submitted: 12/01/2025

BACKGROUND INFORMATION:

Classification Title: Human Resources Technician	Employee: Julia Moreno	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or its recognized equivalent.	Julia Moreno meets education requirements.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Two (2) years of experience performing clerical functions that include entering, maintaining, and reconciling records within an electronic database and two (2) years of experience interacting with the public to provide direction and support. Experience with the public may be, but need not be, acquired concurrently.	Julia Moreno has over four (4) of clerical experience including maintain records and interacting with the public above the min qualification.	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Julia Moreno's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-37 at Step A is \$26.23/hour, while Step B is \$27.55/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Julia Moreno at Range A-37, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Nina Presad							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 10, 2025

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Dora Sundin

Hire Date: 12/01/2025

ASP Request Submitted: 12/02/2025

BACKGROUND INFORMATION:

Classification Title: Cafeteria Worker II	Employee: Dora Sundin	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or recognized equivalent.	Dora Sundin meets education requirements.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> One (1) year of experience preparing and serving large quantities of food in a commercial food operation such as a restaurant, hospital or school, including some experience preparing sales reports and daily cash deposits.	Dora Sundin has over 6 years of experience preparing and serving large quantities of food.	3 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Dora Sundin's experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-23, Step A is \$18.62/hour, while Step C is \$20.54/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Dora Sundin at Range A-23, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 10, 2025

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Alan Tatum

Hire Date: 12/01/2025

ASP Request Submitted: 12/01/2025

BACKGROUND INFORMATION:

Classification Title: Stock and Delivery Clerk	Employee: Alan Tatum	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or its equivalent	Alan Tatum meets the education requirement.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> One year of experience performing related duties in mail, warehousing or delivery.	Alan Tatum has over three (3) years of stock and delivery experience.	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Alan Tatum's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-34 at Step A is \$24.38/hour, while Step B is \$25.61/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alan Tatum's at Range A-34, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Nina Presad							
Phillip Tate							

12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

16.4 ADVANCED STEP PLACEMENT

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Nina Prasad							
Lauren Robinson							
Phillip Tate							

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (12/5/2025)

Req Number	Req Title	Department	Position Type	FTE
26-104	BUS DRIVER	TRANSPORTATION	Vac	87.5
26-131	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	37.5
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
25-054	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	28.13
25-118	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
25-136	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
26-009	CAMPUS MONITOR	MALIBU ELEMENTARY SCHOOL	Vac	25
26-012	CAMPUS MONITOR	SMASH (ALTERNATIVE) SCHOOL	New	37.5
26-013	CAMPUS MONITOR	SMASH (ALTERNATIVE) SCHOOL	New	37.5
26-039	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	0.125
26-059	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.0038
26-080	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	12.5
26-091	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	12.5
26-111	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	New	12.5
26-132	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
25-114	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	Vac	100
26-107	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	New	50
26-118	CHILDREN'S CENTER ASSISTANT-1	CDS - WILL ROGERS	Vac	43.75
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
26-081	CHILDREN'S CENTER ASSISTANT-2	CDS - MCKINLEY	Vac	43.75
26-106	CHILDREN'S CENTER ASSISTANT-2	CDS - MCKINLEY	New	18.75
26-110	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	New	18.75
26-136	COMMUNICATIONS SPECIALIST	FACILITY IMPROVEMENT PROJECTS	Vac	100
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5

Report – Open Requisitions

26-082	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	New	37.5
26-137	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
26-015	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	37.5
26-079	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	27.5
26-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	75
26-085	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	New	62.5
26-094	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	76
26-113	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	75
26-041	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	JOHN ADAMS MIDDLE SCHOOL	Vac	0.75
26-127	LEAD CUSTODIAN	OPERATIONS	New	100
26-128	LEAD CUSTODIAN	OPERATIONS	Vac	100
26-133	LOCKSMITH	MAINTENANCE	Vac	100
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75
25-014	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
25-041	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
25-050	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-082	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
25-105	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
25-106	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
25-189	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
26-020	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
26-021	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
26-031	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
26-032	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-033	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75

Report – Open Requisitions

26-034	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-035	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-036	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
26-042	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
26-043	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
26-044	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
26-067	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
26-097	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
26-114	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	New	75
26-120	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75
26-121	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
26-122	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
26-134	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	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
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
25-087	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-129	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
25-144	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-175	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
25-190	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
26-022	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-023	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-024	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
26-026	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
26-045	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-046	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-047	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-048	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
26-049	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
26-051	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75
26-052	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75

Report – Open Requisitions

26-053	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
26-068	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	75
26-069	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
26-070	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
26-098	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	74
26-109	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
26-115	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
26-129	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-130	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	75
26-135	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
26-123	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100

Filled Requisitions (12/5/2025)

Req Number	Req Title	Department	Date of Accepted Job Offer
25-160	BUS DRIVER	TRANSPORTATION	11/12/2025
25-060	CAFETERIA WORKER I	FS - GRANT	11/12/2025
26-064	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	11/12/2025
26-087	CAFETERIA WORKER I	FS - SMASH	11/12/2025
26-116	CAFETERIA WORKER II	FS - FRANKLIN	11/19/2025
26-117	CAFETERIA WORKER II	FS - SANTA MONICA HIGH	11/19/2025
26-090	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	11/25/2025
26-119	CUSTODIAN	FRANKLIN ELEMENTARY SCHOOL	11/19/2025
26-124	CUSTODIAN	OPERATIONS	11/19/2025
26-125	GARDENER	GROUNDS	11/14/2025
26-126	GARDENER	GROUNDS	11/14/2025
26-028	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	12/4/2025
26-093	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	11/25/2025
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	11/24/2025
23-231	PARAEDUCATOR-1	CDS - LINCOLN	11/24/2025
26-138	STOCK AND DELIVERY CLERK	FOOD & NUTRITION SERVICES	12/1/2025

Classified Personnel – Merit
11/20/25

NEW HIRES

		<u>EFFECTIVE DATE</u>
Brown, Maaliyah Franklin ES	Campus Monitor 2 Hrs/SY/ Range: 17 Step: C	11/5/25
De Sequera, Denise Fiscal & Business Services	Accounting Technician 8 Hrs/12 Mo/Range: 37 Step: A	11/3/25
Dundin, Sean Special Ed-Franklin ES	Paraeducator 3 6 Hrs/10 Mo/Range: 32 Step: A	10/23/25
Marinez, Victoria Rogers LC	Instructional Assistant – Classroom 3 Hrs/SY/ Range: 24 Step: A	11/3/25
Orozco-Diaz, Alejandro Roosevelt ES	Campus Monitor 0.8 Hr/SY/ Range: 17 Step: C	11/3/25
Sivaraj, Deepan Transportation	Bus Driver 7 Hrs/10 Mo/Range: 36 Step: E	10/23/25
Witherspoon, Colbie Santa Monica HS	Instructional Assistant – Physical Education 6 Hrs/SY/ Range: 26 Step: A	10/23/25

PROMOTION

		<u>EFFECTIVE DATE</u>
Smith, Darlene FNS-Roosevelt ES	Cafeteria Worker II 7 Hrs/10 Mo/Range: 21 Step: E From: Cafeteria Worker I: 3 Hrs/10 Mo	10/22/25
West, Malcolm Maintenance	Skilled Maintenance Worker 8 Hrs/12 Mo/Range: 39 Step: E From: Lead Custodian: 8 Hrs/12 Mo	10/21/25

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Gutierrez, Adriana McKinley ES	Physical Activities Specialist 6 Hrs/Day	8/19/25

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Bonilla, Leroy Operations-Santa Monica HS	Custodian – Night Shift [overtime; school events support]	8/21/25-6/30/26
Brown, Shawn Operations-Santa Monica HS	Custodian – Night Shift [overtime; school events support]	8/21/25-6/30/26
Esquivel, Sandra Educational Services	Campus Monitor [additional hours; childcare for the Parent Academy]	10/18/25
Furbush, Herbert Operations-Santa Monica HS	Custodian – Night Shift [overtime; school events support]	8/21/25-6/30/26
Gomez-Perez, Armando Education Technology Services	Technology Support Assistant [overtime; technical support]	10/1/25-6/30/26
Jimenez, Osvaldo Facility Use	Custodian – Night Shift [overtime; Facility Use events support]	7/1/25-6/30/26

Kachurka, Sabrina Food & Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/14/25-6/16/26
Kachurka, Sabrina Food & Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/14/25-6/16/26
Luneva, Elena Educational Services	Campus Monitor [additional hours; childcare for the Parent Project]	9/22/25-12/8/25
Luneva, Elena Educational Services	Campus Monitor [additional hours; childcare for the Parent Academy]	10/18/25
Morales, Stephany Special Education	Administrative Assistant [overtime; clerical support]	7/1/25-6/30/26
Nunez, Maria Educational Services	Campus Monitor [additional hours; childcare for the Parent Academy]	10/18/25
Overton, Christopher Education Technology Services	Technology Support Assistant [overtime; technical support]	10/1/25-6/30/26
Patterson, Pete Education Technology Services	Technology Support Assistant [overtime; technical support]	7/1/25-6/30/26
Price, Christopher Education Technology Services	Audio-Visual Technician [overtime; technical support]	10/1/25-6/30/26
Stamper, Christopher Operations-Santa Monica HS	Custodian – Night Shift [overtime; school events support]	8/21/25-6/30/26
Tahmasian, Wright Education Technology Services	Technology Support Assistant [overtime; technical support]	10/1/25-6/30/26
West, Malcolm Maintenance	Skilled Maintenance Worker [overtime; district projects]	10/21/25-6/30/26

SUBSTITUTES

EFFECTIVE DATE

Gunning, Daisy Special Education	Paraeducator 1	7/1/25-6/11/26
Homami, Christina Human Resources	Senior Office Specialist	10/28/25-6/30/26
Perez, Carmen Franklin ES	Campus Monitor	8/21/25-6/11/26
Shih, Jennifer CDS-Franklin ES	Children's Center Assistant 2	8/20/25-6/11/26
Taraneh, Amirehsani Child Development Services	Children's Center Assistant 2	8/20/25-6/11/26
Tenison, Peyton Franklin ES	Campus Monitor	10/21/25-6/11/26

VOLUNTARY TRANSFER

9EFFECTIVE DATE

Gutierrez, Adrianna McKinley ES	Physical Activities Specialist 6 Hrs/SY From: 3 Hrs/SY/Edison LA	11/3/25
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Mendez, Margarita
Edison LA

Campus Monitor
3.5 Hrs/SY
From: 3.98 Hrs/SY/Edison LA

11/3/25

LEAVE OF ABSENCE (PAID)

Holloway, Shirlene

FNS-Santa Monica HS

Cafeteria Worker I

Medical/FMLA/CFRA

EFFECTIVE DATE

10/2/25-4/2/26

Madry, Tyrone

Special Ed-Santa Monica HS

Paraeducator 3

Intermittent FMLA

9/1/25-9/1/26

McClung, Vitty

Franklin ES

Senior Office Specialist

Medical/FMLA/CFRA

10/28/25-11/4/25

Nixon, Robert

Operations-Roosevelt ES

Custodian - Night Shift

Medical/FMLA/CFRA

9/10/25-10/5/25

LEAVE OF ABSENCE (UNPAID)

Santillan, Miriam

McKinley ES

Instructional Assistant - Classroom

FMLA/CFRA

EFFECTIVE DATE

10/20/25-11/5/25

WORKING OUT OF CLASS

Benjamin, Venecia

FNS-Malibu HS

Production Kitchen Coordinator

From: Cafeteria Worker II

EFFECTIVE DATE

9/1/25-10/31/25

Kachurka, Sabrina

FNS-Santa Monica HS

Production Kitchen Coordinator

From: Cafeteria Worker II

9/3/25-9/11/25

RETIREMENT

Nolen, Henry

FNS-Franklin ES

Cafeteria Worker II

EFFECTIVE DATE

10/24/25

Classified Personnel – Non-Merit
11/20/25

COACHING ASSISTANT

		<u>EFFECTIVE DATE</u>
Cantrell, David	Santa Monica HS	10/31/25-6/30/26
Condoll, Aaron	Santa Monica HS	10/7/25-6/30/26
Dixon, Maxine	Middle School Athletic Program	10/31/25-6/30/26
Fee, Rachel	Middle School Athletic Program	10/31/25-6/30/26
Miller, Richard	Malibu MS/HS	11/1/25-6/11/26
Nichols, Kristena	Santa Monica HS	10/8/25-6/30/26
Nunez, Cesar	Malibu MS/HS	11/1/25-6/11/26
Quong, Theodore	Santa Monica HS	10/14/25-6/30/26
Stevenson, Shanna	Santa Monica HS	10/8/25-6/30/26
Vasquez, Angel	Santa Monica HS	10/14/25-6/30/26

TECHNICAL SPECIALIST – LEVEL I

		<u>EFFECTIVE DATE</u>
Beatty, Alexander	Webster ES [Coding Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	10/22/25-6/11/26
Torres, Isabela	Lincoln MS [Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	9/22/25-6/12/26

TECHNICAL SPECIALIST – LEVEL III

		<u>EFFECTIVE DATE</u>
De Gallo, Jacqueline	Edison LA [Spanish Music Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	10/7/25-6/11/26
Parise, Christopher	Lincoln MS [Percussion Instructor] - Funding: Gifts	9/1/25-6/19/26
Senchuk, Peter	Lincoln MS [Brass Instructor] - Funding: Gifts	9/1/25-6/19/26

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2025 – 2026**

Date	Time	Location	Notes
2025			
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	
2026			
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: A	7/3/25	7/7/25	7/8/25	7/11/25	7/11/25
8/14/25 (Th)	Format: A	7/31/25	8/4/25	8/5/25	8/8/25	8/8/25
8/28/25 (Th)	Format: B	8/14/25	8/18/25	8/19/25	8/22/25	8/22/25
9/4/25 (Th)	Format: A	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	9/4/25	9/8/25	9/9/25	9/12/25	9/12/25
10/9/25 (Th)	Format: A Malibu City Hall	9/25/25	9/29/25	9/30/25	10/3/25	10/3/25
10/23/25 (Th)	Format: B	10/9/25	10/13/25	10/14/25	10/17/25	10/17/25
11/6/25 (Th)	Format: A Malibu City Hall	10/23/25	10/27/25	10/28/25	10/31/25	10/31/25
11/20/25 (Th)	Format: B	11/6/25	11/10/25	11/12/25 (W)	11/14/25	11/14/25
12/11/25 (Th)	<i>Special Mtg: 1st Interim</i>	11/26/25	12/1/25	12/2/25	12/5/25	12/5/25
12/18/25 (Th)	Format: A	12/4/25	12/8/25	12/9/25	12/12/25	12/12/25
WINTER BREAK: 12/22/25 – 1/2/26						
1/22/26 (Th)	Format: A	1/8/26	1/12/26	1/13/26	1/16/26	1/16/26
2/5/26 (Th)	Format: A Malibu City Hall	1/22/26	1/26/26	1/27/26	1/30/26	1/30/26
2/19/26 (Th)	Format: B	2/5/26	2/9/26	2/10/26	2/13/26	2/13/26
3/5/26 (Th)	Format: A	2/19/26	2/23/26	2/24/26	2/27/26	2/27/26
3/11/26 (W)	<i>Special Mtg: 2nd Interim</i>	2/25/26	3/2/26	3/3/26	3/6/26	3/6/26
3/18/26 (W)	Format: B Malibu City Hall	3/5/26	3/9/26	3/10/26	3/13/26	3/13/26
SPRING BREAK: 3/30/26 – 4/10/26						
4/23/26 (Th)	Format: A	4/9/26	4/13/26	4/14/26	4/17/26	4/17/26
5/7/26 (Th)	Format: A Malibu City Hall	4/23/26	4/27/26	4/28/26	5/1/26	5/1/26
5/20/26 (W)	Format: B	5/7/26	5/11/26	5/12/26	5/15/26	5/15/26
6/4/26 (Th)	Format: A	5/21/26	5/26/26	5/26/26	5/29/26	5/29/26
6/18/26 (Th)	<i>Special Mtg: LCAP & 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	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	



VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Disciplinary Hearing	Closed Session	TBD

VIII. Next Regular Personnel Commission Meeting:

Wednesday, January 14, 2026, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: