



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

April 16, 2026

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, April 16, 2026**, at **9:00 a.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 April 16, 2026

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

- G.06 Approval of Minutes for Regular Meeting on March 11, 2026

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)

April 16, 2026

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 **Thursday, April 16, 2026**, at **9:00 a.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 April 16, 2026
- G.06 Approval of Minutes for Regular Meeting on March 11, 2026

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	3
Elementary Library Coordinator	17
Paraeducator 1	6
Paraeducator 3	6
Technical Theater Coordinator	13

List Extension

Facility Use Manager	6
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C.02 Advanced Step Placement:

Athena Alderman in the classification of Paraeducator 3 at Range A-32, Step D

- C.03 Advanced Step Placement:
Kate Boyack in the classification of Paraeducator 1 at Range A-26, Step B
- C.04 Advanced Step Placement:
Brian Garcia in the classification of Skilled Maintenance Worker at Range A-39, Step C
- C.05 Advanced Step Placement:
Priscilla Leon in the classification of Paraeducator 3 at Range A-32, Step C
- C.06 Advanced Step Placement:
Cynthia Solis in the classification of Library Assistant at Range A-32, 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.

- D.01 Proposed Budget – Personnel Commission Fiscal Year 2026/27 - First Reading

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)
- March 18, 2026
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- March 18, 2026
- 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
Adoption of Budget - Fiscal Year 2026-2027	Second Reading	May 13, 2026
Classified School Employees Appreciation Week		May 2026

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 13, 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:

The Commission adjourned to closed session at _____ a.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING:

Employee #: EP9619610

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in 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.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

March 11, 2026

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, March 11, 2026, at 4:33 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 4:33 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: March 11, 2026

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: February 11, 2026

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 February 11, 2026.
 - Written exams were administered for Elementary Library Coordinator and ESSA equivalency for Paraprofessionals.
 - Oral exams were held for the Paraeducator series, Children's Center Assistant, Elementary Library Coordinator, Instructional Assistant – Bilingual, and ratings have begun for Technical Theater Coordinator.
 - Final selection interviews took place for the Paraeducator series, and Campus Monitor at several school sites.
 - The newly opened recruitment is for Supervisor, Custodian.
 - Bus Driver, Campus Monitor, the Paraeducator series, Certified Occupational Therapy Assistant, and Speech Language Pathology Assistant remain open continuously.
 - Director Kahn stated that 11 classified positions have been filled since the last Personnel Commission meeting in February. It included 5 Campus Monitor vacancies for 4 different school sites.
 - Director Kahn updated the Personnel Commission on staff processing 4 EDD unemployment claims from the EDD Office. Two of them were for Payroll to complete.

- The staff also received 15 employment verifications since the last regular Personnel Commission meeting,
- Director Kahn informed the Personnel Commission about a meeting with Human Resources to discuss and implement a process to ensure compliance with Senate Bill 848. This state law requires educational agencies to contact a candidate's previous educational employers and ask whether the candidate was ever the subject of any credible allegations of egregious misconduct. Staff have been crafting and reviewing language to be added to the employment application to ensure that all qualified previous employers have been listed for contact when the candidate is selected. Staff will guide candidates through this new process, if requested.

Director Kahn expressed his gratitude to Human Resources for their role in operationalizing this process since outreach to those agencies will become a part of onboarding.

Commissioner Tate inquired about a reply to these questions about egregious misconduct.

Director Kahn stated that Human Resources will be responsible for both sections- requesting the information as well as providing it to other educational agencies. The Personnel Commission does not have information about employees' conduct on the job.

The Human Resources staff will utilize an employment verification platform, Verifent, for this process.

Director Kahn also noted that the Senate Bill 848 defines egregious conduct.

It is another layer of background checks.

G.08 Personnel Commissioner Comments/Reports:

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

- **None**

G.09 Communications:

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

- SEIU Report
 - **None**
- Board of Education Report
 - **None**

G.10 Public Comments:

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

except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. **CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligible</u>
Campus Monitor	4
Elementary Library Coordinator	16
Instructional Assistant - Bilingual	5
Paraeducator 1	2

C.02 Advanced Step Placement:

Eliza Costa-Uyematsu in the classification of Paraeducator 3 at Range A-32, Step C

C.03 Advanced Step Placement:

Gayatri Gunasekaran in the classification of Instructional Assistant – Classroom at Range A-24, Step B

C.04 Advanced Step Placement:

Andy Kenareki in the classification of Communications Specialist at Range A-53, Step F

C.05 Advanced Step Placement:

Gilbert Sanchez in the classification of Instructional Assistant – Physical Education at Range A-26, Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-05. The motion passed.

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

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)
 - February 19, 2026
 - March 3, 2026
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 19, 2026
 - March 3, 2026
- 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	April 16, 2026

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Thursday, April 16, 2026, at 9:00 a.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: 4:45 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: Thursday, April 16, 2026

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Athena Alderman

Hire Date: 03/03/2026

ASP Request Submitted: 03/11/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Athena Alderman	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: - Completed 48 units at an institution of higher learning OR - Obtained an Associate's (or higher) degree OR - Obtain a passing score on the District's Instructional Assistance (ESSA) written examination	Athena Alderman has a BA in Liberal Studies.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Athena Alderman has over four (4) years of experience working with school-aged children.	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Athena Alderman's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-32 at Step A is \$23.22/hour, while Step D is \$26.89/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Athena Alderman at Range A-32, 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: Thursday, April 16, 2026

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Kate Boyack

Hire Date: 03/09/2026

ASP Request Submitted: 03/27/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Kate Boyack	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: - Completed 48 units at an institution of higher learning OR - Obtained an Associate's (or higher) degree OR - Obtain a passing score on the District's Instructional Assistance (ESSA) written examination	Kate Boyack has a BA in Communication Disorders.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Kate Boyack meets the minimum requirement.	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = STEP B</u>		

DIRECTOR'S COMMENTS:

Kate Boyack's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$20.05/hour, while Step B is \$21.06/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kate Boyack at Range A-26, 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							
Philip Tate							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, April 16, 2026

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Brian Garcia

Hire Date: 03/23/2026

ASP Request Submitted: 03/23/2026

BACKGROUND INFORMATION:

Classification Title: Skilled Maintenance Worker	Employee: Brian Garcia	Calculation of Advanced Step Recommendation
Education: None	Brian Garcia meets the minimum qualifications for education.	0 level of education above the required level 0 Step Advance
Experience: Three (3) years of experience in general construction, maintenance, custodial, or repair work.	Brian Garcia has over eleven (11) years of maintenance/handyman experience.	2 (3-year periods) of experience above the required level 2 Step Advance (Max Allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C		

DIRECTOR'S COMMENTS:

Brian Garcia's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-39 at Step A is \$4,775/monthly, while Step C is \$5,264/monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Brian Garcia at Range A-39, Step C on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Nina Prasad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, April 16, 2026

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Priscilla Leon

Hire Date: 03/09/2026

ASP Request Submitted: 03/09/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Priscilla Leon	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: - Completed 48 units at an institution of higher learning; OR - Obtained an Associate's (or higher) degree, OR - Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness	Priscilla Leon has a Master's Degree in applied Behavior Analysis	2 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Priscilla Leon has over three (3) years of experience working with school-aged children	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u>		

DIRECTOR'S COMMENTS:

Priscilla Leon's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-32 at Step A is \$23.22/hour, while Step C is \$25.61/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Priscilla Leon at Range A-32, 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: Thursday, April 16, 2026

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Cynthia Solis

Hire Date: 08/14/2025

ASP Request Submitted: 08/19/2025

BACKGROUND INFORMATION:

Classification Title: Library Assistant	Employee: Cynthia Solis	Calculation of Advanced Step Recommendation
<u>Education:</u> Two (2) years college-level course work.	Cynthia Solis has a BA in English Literature	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> One (1) year of paraprofessional or responsible clerical experience in a library or media center. <i>Experience may substitute for education on a year-for-year basis. A Bachelor's degree may substitute for the experience requirement.</i>	Cynthia Solis meets experience requirement	0 (2-year periods) of experience above the required level = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Cynthia Solis' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-32 at Step A is \$23.22 while Step B is \$24.38.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cynthia Solis at Range A-32, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Nina Prasad							
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:



PERSONNEL COMMISSION

Regular Meeting: Thursday, April 16, 2026

AGENDA ITEM NO: V.D.01

SUBJECT: Proposed Budget – Personnel Commission FY 2026-2027 – First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission's FY 2026-2027 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2026.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 13, 2026.

Attached to this item is a document that contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.

2026-2027 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2024-2025		2025-2026		2026-2027	Change from 25-26 to Proposed
		Budget	Actuals	Budget	Actuals	Proposed	
		(dollars only)	(dollars only)	(dollars only)	as of 4/7/26	(dollars only)	\$+/-
2000	Classified Salaries	\$521,055	\$524,989	\$543,294	\$399,156	\$590,818	\$47,524
2314	Director	\$170,665	\$170,031	\$178,145	\$133,608	\$183,356	\$5,211
2317	Supervisors (Analyst)	\$116,479	\$116,545	\$127,553	\$93,419	\$130,894	\$3,341
2319	Commission Members (3)	\$1,800	\$1,500	\$1,800	\$1,000	\$1,800	\$0
2410	HR Technicians/Admin. Assistant	\$231,911	\$236,913	\$235,696	\$171,128	\$274,768	\$39,072
2430	Clerical Hourly	\$100	\$0	\$0	\$0	\$0	\$0
2440	Clerical Overtime	\$100	\$0	\$100	\$0	\$0	(\$100)
2460	Clerical Sub	\$0	\$0	\$0	\$0	\$0	\$0
3000	Employee Benefits	\$293,806	\$284,482	\$323,701	\$223,717	\$354,557	\$30,856
3212	Public Employee Retirement System	\$140,432	\$140,247	\$145,157	\$105,994	\$150,079	\$4,922
3312	Social Security	\$32,188	\$32,016	\$33,573	\$24,326	\$36,631	\$3,058
3332	Medicare	\$7,554	\$7,488	\$7,852	\$5,689	\$9,802	\$1,950
3412	Health/Welfare	\$86,437	\$77,331	\$108,852	\$66,879	\$118,585	\$9,733
3512	Unemployment Insurance	\$261	\$259	\$271	\$196	\$295	\$24
3612	Workers Compensation	\$20,422	\$20,580	\$21,227	\$15,647	\$30,715	\$9,488
3712	Other Post-Employment Benefits	\$6,512	\$6,562	\$6,769	\$4,985	\$8,450	\$1,681
3912	Cash in Lieu	\$0	\$0	\$0	\$0	\$0	\$0
4000	Supplies and Equipment	\$5,904	\$4,823	\$7,500	\$1,056	\$3,500	(\$4,000)
4310	General Supplies and Materials	\$2,500	\$1,421	\$2,500	\$1,056	\$2,500	\$0
4400	Non-Capitalized Equipment	\$3,404	\$3,402	\$5,000	\$0	\$1,000	(\$4,000)
5000	Operating Expenses	\$42,821	\$28,825	\$44,725	\$25,083	\$42,200	(\$2,525)
5210	Mileage Reimbursement	\$100	\$87	\$100	\$20	\$100	\$0
5220	Conference/Travel Expense	\$596	\$875	\$2,500	\$26	\$2,500	\$0
5300	Dues and Memberships	\$1,500	\$1,100	\$1,500	\$0	\$1,500	\$0
5640	Repair by Vendor	\$0	\$0	\$0	\$0	\$0	\$0
5650	Maintenance Agreement	\$3,500	\$125	\$2,500	\$111	\$2,000	(\$500)
5710	Direct Cost Transfer-Intrafund	\$125	\$0	\$125	\$0	\$100	(\$25)
5802	Independent Contractors/Consultant	\$0	\$0	\$0	\$0	\$0	\$0
5810	Advertising	\$0	\$0	\$2,000	\$0	\$1,000	(\$1,000)
5820	Legal	\$10,000	\$0	\$5,000	\$0	\$5,000	\$0
5890	Other Operating Expenses	\$27,000	\$26,638	\$31,000	\$24,927	\$30,000	(\$1,000)
5910	Postage for Mail	\$0	\$0	\$0	\$0	\$0	\$0
6000	Equipment	\$0	\$0	\$0	\$0	\$0	\$0
6400	New Equipment	\$0	\$0	\$0	\$0	\$0	\$0
2000-3000 Subtotal		\$814,861	\$809,471	\$866,995	\$622,873	\$945,375	\$78,380
4000-6000 Subtotal		\$48,725	\$33,648	\$52,225	\$26,139	\$45,700	(\$6,525)
TOTAL		\$863,586	\$843,119	\$919,220	\$649,012	\$991,075	\$71,855
Approx. % Change In Budget From Prior Year		17.97%		6.05%		7.82%	

PERSONNEL COMMISSION

Merit System Workshop

TOPIC	PC Budget Authority and Process
THE BASICS	- The PC shall prepare a proposed budget for approval by the County Superintendent - The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal - If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount
REFERENCES	1) Education Code - 45253 2) Merit Rules - 2.4.1

Procedure for PC Budget Approval at SMMUSD

- The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
- The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
- The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
- The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
 - The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
 - Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
- Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
- After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
- The County Superintendent approves or rejects the proposed budget.
 - If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
 - If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

SEE LEGAL BREAKDOWN ON FOLLOWING PAGE

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments (a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training]. (b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action. (c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.	• The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent. • The PC budget may include funding for staff development • The PC shall conduct a public hearing regarding its budget by May 30th each year. • The PC shall invite Board members and District administrators to express feedback on the budget. • The PC shall approve and submit its proposed budget to the county superintendent. • If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission. • After the public hearing, he/she shall either reject or amend the proposed budget. • If there is no agreement, the budget of the previous year will serve as the proposed budget.

VI. Information Items:

Report – Open Requisitions

Open Requisitions (4/8/2026)

Req Number	Req Title	Department	Position Type	FTE
25-158	BUS DRIVER	TRANSPORTATION	Vac	87.5
26-164	BUS DRIVER	TRANSPORTATION	Vac	87.5
26-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
26-074	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	43.75
26-139	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	43.75
26-140	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	43.75
26-175	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
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
26-059	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.0038
26-111	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	New	12.5
26-152	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	25
26-153	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	25
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
26-155	CUSTODIAN	OPERATIONS	Vac	100
26-165	ELEMENTARY LIBRARY COORDINATOR	WEBSTER ELEMENTARY SCHOOL	Vac	87.5
26-176	FACILITY USE MANAGER	FACILITY USE DEPARTMENT	Vac	100
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
26-137	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
26-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	62.5
26-127	LEAD CUSTODIAN	OPERATIONS	New	100
26-128	LEAD CUSTODIAN	OPERATIONS	Vac	100
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75

Report – Open Requisitions

24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
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
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
26-034	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
26-067	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	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
26-142	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
26-146	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75
26-147	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75
26-158	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
26-171	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU 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

Report – Open Requisitions

26-026	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	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
26-053	PARAEDUCATOR-3	MALIBU ELEMENTARY 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
26-135	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
26-144	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-148	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	75
26-149	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-162	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75
26-167	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
26-168	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	New	75
26-172	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	75
26-173	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
26-159	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	Vac	81.25
26-145	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	Vac	100

Filled Requisitions (4/8/2026)

Req Number	Req Title	Department	Date of Accepted Job Offer
26-104	BUS DRIVER	TRANSPORTATION	3/13/2026
26-154	CAFETERIA WORKER I	FS - ROOSEVELT	3/26/2026
26-160	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	3/26/2026
26-170	CAFETERIA WORKER I	FS - JOHN ADAMS	3/26/2026
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	3/23/2026
26-039	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	3/13/2026
26-169	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	3/26/2026
26-166	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	3/26/2026
26-156	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	3/27/2026
26-032	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	4/1/2026
26-033	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	3/31/2026
26-143	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	4/1/2026
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	3/27/2026
26-024	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	3/27/2026
26-045	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	3/27/2026
26-046	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	3/31/2026
26-130	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	3/27/2026

Classified Personnel – Merit
3/18/26

NEW HIRES

		<u>EFFECTIVE DATE</u>
Costa-Uyematsu, Eliza Special Ed-Adams MS	Paraeducator 3 6 Hrs/10 Mo/Range: 32 Step: A	2/17/26
Gallardo Aceves, Elisa Edison LA	Campus Monitor 2 Hrs/SY/ Range: 17 Step: D	2/23/26
Gunasekaran, Gayatri Malibu ES	Instructional Assistant – Classroom 6 Hrs/SY/ Range: 24 Step: A	2/19/26
Hill, Queenicia Special Ed-Rodgers LC	Paraeducator 1 4.5 Hrs/10 Mo/Range: 26 Step: A	3/3/26

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Alvarez, Malissa CDS-SMASH	Children's Center Assistant 1 [additional hours; student support]	8/20/25-6/11/26
Avina, Fernando Grounds	Lead Grounds Person [overtime; district projects]	7/1/25-6/30/26
Benitez, Jesus Facility Improvement Projects	Facilities Technician [overtime; FIP projects]	7/1/25-6/30/26
Curry Blue, Kimberley Business Services	Senior Administrative Assistant - Confidential [overtime; FOC meetings support]	9/1/25-6/30/26
Davis, Jalynn Human Resources	Senior Office Specialist [overtime; Human Resources projects]	7/1/25-6/30/26
Garcia, Claudia FNS-Lincoln MS	Site Food Services Coordinator [additional hours; cafeteria support]	8/14/25-6/17/26
Garcia, Claudia FNS-Lincoln MS	Site Food Services Coordinator [overtime; cafeteria support]	8/14/25-6/17/26
Givens, Jason Facility Use	Custodian – Day Shift [overtime; Facility Use events support]	1/26/26-6/30/26
Gutierrez, Nallely Santa Monica HS	Bilingual Community Liaison [overtime; student and community support]	8/12/25-6/11/26
Jala, Ariel Operations-Malibu MS/HS	Custodian – Day Shift [overtime; school sponsored events support]	8/15/25-6/30/26
Nazarenko, Saichon FNS-Grant ES	Cafeteria Worker I [additional hours; cafeteria support]	12/8/25-6/19/26
Noor, Hilal FNS-Lincoln MS	Cafeteria Worker I [additional hours; cafeteria support]	2/2/26-6/17/26

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Brown, Maaliyah Personnel Commission	Campus Security Officer	2/12/26-6/30/26

Brown, Maaliyah Santa Monica HS	Campus Security Officer	2/12/26-6/11/26
Gonzalez, Teresa Roosevelt ES	Instructional Assistant-Classroom	10/22/25-6/11/26
Marin, Juan Operations	Custodian – Night Shift	7/1/25-6/30/26
Sedeno De Pablo, Henry Facility Use	Custodian – Day & Night Shift	7/1/25-6/30/26
Solis, Robert Facility Use	Custodian – Day & Night Shift	7/1/25-6/30/26

CHANGE IN ASSIGNMENT

Azzaritti, Annie McKinley ES	Instructional Assistant – Classroom 3.5 Hrs/SY From: 3 Hrs/SY/McKinley ES
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EFFECTIVE DATE

8/21/25

LEAVE OF ABSENCE (PAID)

Pannu, Jessica Operations-Edison LA	Custodian – Day Shift Medical/FMLA/CFRA
Richards, Ingrid FNS-Santa Monica HS	Cafeteria Worker I Medical/FMLA/CFRA
Yeh, Wendy Special Ed-Grant ES	Paraeducator 1 Medical/FMLA/CFRA

EFFECTIVE DATE

2/15/26-2/25/26

10/3/25-1/28/26

1/1/26-1/1/27

LEAVE OF ABSENCE (UNPAID)

Yates, Kathy Transportation	Bus Driver Medical/FMLA/CFRA
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EFFECTIVE DATE

2/10/26-8/10/26

PROFESSIONAL GROWTH

Preciado, Daniel Lincoln MS	Campus Security Officer
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EFFECTIVE DATE

3/1/26

DISQUALIFICATION FROM PROBATION

JE9570134 Special Education	Paraeducator 1
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EFFECTIVE DATE

3/10/26

WORKING OUT OF CLASS

Sebastiani, Guido Grounds	Equipment Operator/Tree Trimmer From: Gardener
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EFFECTIVE DATE

2/11/26-5/12/26

ABOLISHMENT OF POSITION

Paraeducator 1 6 Hrs/10 Mo/Special Ed-Adams MS	1/16/25
Paraeducator 1 4.5 Hrs/10 Mo/Special Ed-Rogers LC	8/14/25
Paraeducator 3 6 Hrs/10 Mo/Special Ed-Roosevelt ES	11/27/24

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

7/10/25

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

7/10/25

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

GN2701015

Facility Use

Sports Facility Attendant

EFFECTIVE DATE

3/13/26

Classified Personnel – Non-Merit
3/18/26

COACHING ASSISTANT

		<u>EFFECTIVE DATE</u>
Adams, Daryl	Malibu MS/HS	8/1/25-6/11/26
Diaz, Chris	Santa Monica HS	1/5/26-6/30/26
Hamilton, Jerrel	Malibu MS/HS	8/1/25-6/11/26
Kramer, Quinton	Malibu MS/HS	8/1/25-6/11/26

TECHNICAL SPECIALIST – LEVEL I

		<u>EFFECTIVE DATE</u>
Walker, Christine	Malibu MS/HS [Theater Production Assistant] - Funding: Arts & Music in Schools (AMS) - Proposition 28	2/2/26-6/11/26

TECHNICAL SPECIALIST – LEVEL II

		<u>EFFECTIVE DATE</u>
Abastillas, Francis	Santa Monica HS [Percussion Technician – SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/25-6/30/26
Gonzalez, Juan	Santa Monica HS [Color Guard Instructor] - Funding: Formula & Old Tier III	7/1/25-6/11/26
Moreno, Fabian	McKinley ES [Art Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	1/27/26-6/12/26
Ramirez, Maite	Adams MS [Art Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	2/1/26-6/11/26

TECHNICAL SPECIALIST – LEVEL III

		<u>EFFECTIVE DATE</u>
Delgado, Lance	Santa Monica HS [Marching Percussion Coordinator – SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/25-6/30/26
Douglas, Virginia	Lincoln MS [Vocal Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/25/25-6/12/26
Gittleman, Marni	SMASH [Visual Art Instructor] - Funding: Arts & Music in Schools (AMS) - Proposition 28	8/25/25-6/11/26

**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
Adoption of Budget - Fiscal Year 2026-2027	Second Reading	May 13, 2026
Classified School Employees Appreciation Week		May 2026

VIII. Next Regular Personnel Commission Meeting:
Wednesday, May 13, 2026, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

The Commission adjourned to closed session at _____ a.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING:
Employee #: EP9619610

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

XI. Adjournment: