



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

September 09, 2026

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 09, 2026**, 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 September 09, 2026

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

- G.06 Approval of Minutes for Regular Meeting on August 12, 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)

September 09, 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 **Wednesday, September 09, 2026**, 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 September 09, 2026
- G.06 Approval of Minutes for Regular Meeting on August 12, 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

Cafeteria Worker I	5
Campus Monitor	6
Health Office Specialist	10
Paraeducator 1	2
Paraeducator 3	9
Payroll Specialist	3

C.02 Advanced Step Placement: Vivian Alcalay in the classification of Paraeducator 1 at Range A-26, Step D

C.03 Advanced Step Placement:

Carol Alvarado in the classification of Paraeducator 1 at Range A-26, Step F

- C.04 Advanced Step Placement:
Tracey Collins in the classification of Senior Office Specialist at Range A31, Step C
- C.05 Advanced Step Placement:
Mychal Cooper in the classification of Paraeducator 3 at Range A-32, Step D
- C.06 Advanced Step Placement:
Kamaljeet Ghatora in the classification of Paraeducator 3 at Range A-32, Step C
- C.07 Advanced Step Placement:
Macey Gormely in the classification of Paraeducator 3 at Range A-32, Step B
- C.08 Advanced Step Placement:
Maria Martinez Perez in the classification of Paraeducator 3 at Range A-32, Step D
- C.09 Advanced Step Placement:
Jennifer Whitehall in the classification of Board Certified Behavior Analyst at Range A-62, Step D
- C.10 Advanced Step Placement:
Alexandra Williams in the classification of Paraeducator 1 at Range A-26, Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 New Classification:
Manager, Information Services

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

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Public Employee Performance Evaluation: Director of Classified Personnel	Closed Session	October 14, 2026

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 14, 2026, at 4:30 p.m. – *District Administrative Offices*

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 _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

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. 70-280.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded

August 12, 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 was held on **Wednesday, August 12, 2026**, at **4:30 p.m.** in the **District Administrative Offices – Board Room**: 1717 4th Street, Santa Monica, CA 90401.

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:41 p.m.
- G.02 Roll Call:** Commissioners Robinson, Prasad, and Tate were present.
- G.03 Pledge of Allegiance:** Commissioner Robinson led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
- None

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

G.05 Motion to Approve Agenda: August 12, 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: June 10, 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.07 Motion to Approve Regular Meeting Minutes: July 08, 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.08 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 welcomed the Personnel Commission to the August 2026 meeting, noting that district departments are focused on supporting school sites in preparation for the start of the school year.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting.
 - License verifications were held for Bus Driver.
 - Written exams took place for the ESSA equivalency test and Accountant.
 - Oral exams were held for the Paraeducator series, Campus Security Officer, Instructional Assistant – Bilingual, and Health Office Specialist.
 - Selection interviews were held for Cafeteria Worker I; Bus Driver; Paraeducator series; Speech Language Pathology Assistant; and Campus Monitor.
 - Director Kahn recognized promotional achievements, including Ms. Peaches Davis, who promoted from Custodian to Supervisor, Custodian; Mr. Donte Jackson, who promoted from Lead Custodian to Supervisor, Custodian; and Ms. Susana Maldonado, who promoted from Instructional Assistant – Classroom to Paraeducator 3.

- Audience Services Coordinator and Technical Theater Coordinator have been opened as continuous recruitments for limited-term positions to address immediate needs. Campus Monitor, Certified Occupational Therapy Assistant, the Paraeducator series, and Speech Language Pathology Assistant remain open as continuous recruitments.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims, noting six (6) claims responded to, along with 21 employment verification requests received.
- Director Kahn reported that staff attended the District Management Retreat, expressing gratitude to Dr. Stacy Williamson and the Educational Services team for coordinating the event, which brought together district managers, including five (5) new Supervisor, Custodians.
- Director Kahn noted the upcoming District Convocation scheduled for Monday, August 17th.

G.09 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.10 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
 - Board of Education representative, Dr. Douglas Meza, Assistant Superintendent of Human Resources, provided an update on preparations for the opening of the 2026-2027 school year, highlighting extensive summer cleaning of school sites, facility improvements, and the opening of new building spaces.
 - An invitation was extended to the Personnel Commission to attend the August 17, 2026 convocation featuring the Superintendent's address and vision for the upcoming school year.
 - Dr. Meza addressed correspondence received from SEIU regarding the proposed Senior HVAC Technician classification and stated the HVAC Technicians were provided time during their work hours on July 22, 2026 to review and submit feedback on proposed revisions. No concerns were submitted during the feedback period.
 - Support was provided for approving the Senior HVAC Technician class spec and support was provided to working with the union to address any concerns and committed to delaying the opening of the recruitment by one (1) week.

G.11 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
Accountant	7
Bus Driver	2
Campus Monitor (Exam Number: 570000-26-01)	2
Campus Monitor (Exam Number: 570000-27-01)	8
Campus Security Officer	3
Instructional Assistant - Bilingual	5
Paraeducator 1	2
Paraeducator 3 (Exam Number: 550715-26-01)	2
Paraeducator 3 (Exam Number: 550715-27-01)	1
Speech Language Pathology Assistant	2
EXTENSION: Chief Communication Officer	6

C.02 Advanced Step Placement:

Don King in the classification of Supervisor, Custodian at Range M-33, Step E

C.03 Advanced Step Placement:

Luis Melena in the classification of Supervisor, Custodian at Range M-33, Step E

C.04 Advanced Step Placement:

Alberto Mendez in the classification of Supervisor, Custodian at Range M-33, Step E

C.05 Advanced Step Placement:

Takari Rogers in the classification of Supervisor, Custodian at Range M-33, Step E

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-02. 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.

A.01 New Classification:
Senior HVAC Technician

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

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

REPORT AND DISCUSSION

- Personnel Commission staff presented the background and development process for the proposed Senior HVAC Technician classification, requested by Chief Operations Officer, Mr. Carey Upton.
- The new classification encompasses higher-level duties, including integrating HVAC components into building automation systems, analyzing data within building management systems, programming automation sequences, overseeing central plant and chilled water systems, and providing lead direction to HVAC technicians and other skilled trades personnel.
- Development of the classification specification involved consultation with Mr. Upton, Director of Maintenance and Operations, Mr. Glen Infuso, Maintenance Supervisor, Mr. Adrian Rios, Assistant Superintendent, Human Resources, Dr. Douglas Meza, and Assistant Superintendent, Business Services, Mr. Gerardo Cruz, and subject matter expert Mr. Parker Tompkins, Account Manager at Trane.
- The proposed classification specification was shared with SEIU for review and feedback.
- Salary alignment was evaluated using the Low Voltage Technician classification, Range 51, as a baseline within the same job family. Factoring in a three-range differential, consistent with the relationship between the Vehicle and Equipment Mechanic and Lead Vehicle and Equipment Mechanic classifications, staff recommended placing the Senior HVAC Technician on Range 54 of Salary Schedule A.
- Staff noted a typographical error in the written report's recommendation section which stated Range 43 and confirmed the correct recommendation is Range 54.
- Mr. Upton presented historical context regarding the District's HVAC infrastructure and the complexity of systems at the secondary schools that include the use of Building Management Systems. The District aims to establish two (2) new Senior HVAC Technician positions to oversee these complex systems while current HVAC Technicians continue to manage

standard systems throughout the remaining 60-70% of classrooms that require less complex HVAC work.

- Mr. Upton reported that lacking this higher level classification has cost the district over one million dollars in outside contracting fees and establishing this classification will reduce cost by at least \$600,000 and addressing concerns previously raised by SEIU regarding contracted labor.
- Commissioner Robinson clarified that the district would be willing to wait one week to open recruitment based on Dr. Meza's report on behalf of the board and Mr. Upton confirmed and reinforced the importance of opening the recruitment.
- Commissioner Prasad asked Mr. Upton how many current HVAC Technicians are employed and Mr. Upton confirmed it is three (3).
- Mr. Manny Rangel, Special Projects Director at SEIU Local 99, spoke on the item as public comment. Mr. Rangel stated that unit members had not been adequately consulted to provide direct feedback prior to the proposal being placed on the agenda noting that sending a survey was insufficient.
- Mr. Rangel emphasized the essential role of HVAC Technicians and how integral their input is in the development of such a classification and their lack of input warrants this item being tabled until SEIU meets with its members and gets their perspective.
- Commissioner Prasad asked for clarification from Mr. Rangel on if SEIU has received feedback from its members. Mr. Rangel confirmed that they have provided feedback and some has been shared with the PC Director, Mr. Kahn. However, Mr. Rangel believes there continues to be a need to engage with current HVAC Technicians.
- Commissioners Robinson and Prasad asked for the nature of the feedback received from the employees. Mr. Kahn characterized the nature of the concerns as disagreements over the need of having a Senior HVAC Technician classification rather than increasing the responsibilities and compensation of the existing HVAC Technician classification.
- Commissioner Prasad asked if the survey was the only tool used in this process and Mr. Kahn provided clarification on the use of the survey as a first step but, with no feedback or concerns provided, no additional steps were then taken. However, with concerns raised, Mr. Kahn did conclude that the HVAC Technician class spec revisions would not move forward but the Senior HVAC Technician, which was already approved by the BOE and received no concerns based on the language of the class spec, would move forward.
- Mr. Rangel stated that current members' insight has not been taken into consideration and therefore warrants the item being tabled.
- Commissioner Tate asked Mr. Kahn to confirm that the concerns being raised were related to whether the Senior HVAC Technician should be established rather than the content of the class spec. Mr. Kahn confirmed.
- Commissioner Robinson asked Mr. Kahn if language can be changed in the future if revisions to HVAC Technician occur and Mr. Kahn confirmed changes can be made accordingly.
- Commissioner Tate asked Mr. Kahn if the BOE already approved the classification of Senior HVAC Technician and Mr. Kahn confirmed it had been.

- Commissioner Tate asked Mr. Kahn if the survey sent was for HVAC Technician or Senior and Mr. Kahn clarified that the HVAC Technician revisions were shared with incumbents in that classification and it is not a practice to share revisions or language of one classification with those outside of it, even if related.
- Commissioner Tate stated the cease and desist letter from SEIU referred to the collective bargaining agreement and asked what role the CBA has in the development of a new classification. Mr. Kahn referred to Dr. Meza.
- Commissioner Prasad stated that it is not within our scope to determine whether the classification should or should not exist since it already has been approved by the BOE and only the HVAC Technician revisions are subject to feedback from incumbents. Mr. Kahn agreed.
- Commissioner Tate asked if a recruitment started and a change to the class spec occurred, how would those changes impact the recruitment. Mr. Kahn stated that only select features of the class spec being changed would impact the recruitment, most notably the minimum qualifications or competencies.
- Dr. Meza clarified that mechanisms do exist for such disagreements and the district will engage in them.
- Mr. Rangel stated concerns over not including incumbents' perspectives and the Commissioners stated his comment is understood.
- Commissioner Tate proposed to amend the recommendation to include direction to the district to continue to engage in conversation with SEIU and bring any necessary revisions back in September.

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)
 - June 23, 2026
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 23, 2026

- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2026 - 2027
- I.06 Board of Education Meeting Schedule
 - 2026 – 2027

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 09, 2026, at 4:30 p.m. – *District Administrative Offices – Personnel Commission Testing 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.

TIME ADJOURNED: 5:32 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 9, 2026

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Vivian Alcalay

Hire Date: 08/13/2026

ASP Request Submitted: 08/14/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Vivian Alcalay	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	Vivian Alcalay has a Master's Degree in Multicultural Education.	2 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Vivian Alcalay has over twelve (12) years of experience with school-aged children.	6 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR'S COMMENTS:

Vivian Alcalay's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$20.05/hour, while Step D is \$23.22/hour.

DIRECTOR'S RECOMMENDATION:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 9, 2026

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Carol Alvarado

Hire Date: 8/13/2026

ASP Request Submitted: 8/13/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Carol Alvarado	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	Carol Alvarado meets the minimum requirements.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> None	Carol Alvarado has 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>Prior Salary:</u> The candidate provided a recent paystub demonstrating that their hourly or monthly rate exceeded step A of the classification's salary range.	Carol Alvarado's prior salary as a Recreational Assistant was \$25.00/hour.	The closest step that exceeds the prior pay by at least 5% is Step F = 3 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) +3 (Prior Salary) = 5 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Carol Alvarado prior experience and salary exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$20.05/hour, while Step F is \$25.61/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Carol Alvarado at Range A-26, Step F 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, September 9, 2026

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Tracey Collins

Hire Date: 08/13/2026

ASP Request Submitted: 08/22/2026

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Tracey Collins	Calculation of Advanced Step Recommendation
<u>Education:</u> A high school diploma or recognized equivalent.	Tracey Collins meets the minimum educational requirements.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Two or more years of varied office support experience.	Tracey Collins has over twenty years of varied office support experience.	10 (2-year period) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advance Steps = Step C		

DIRECTOR'S COMMENTS:

Tracey Collins' 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 \$24.98/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Tracey Collins 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							
Nina Prasad							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 9, 2026

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Mychal Cooper

Hire Date: 08/13/2026

ASP Request Submitted: 08/13/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Mychal Cooper	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	Mychal Cooper has a Bachelor's Degree in Social Work.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Mychal Cooper has over six (6) years of experience with school-aged children.	3 (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:

Mychal Cooper's education and experience exceed the minimum requirements specified for this classification. Pay rate a salary Range A-32 at Step A is \$23.22/hour, while Step D is \$26.90/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Mychal Cooper 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: Wednesday, September 09, 2026

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Kamaljeet Ghatora

Hire Date: 08/13/2026

ASP Request Submitted: 08/26/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Kamaljeet Ghatora	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	Kamaljeet Ghatora has a Master's Degree in Business Administration.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Kamaljeet Ghatora meets the minimum requirements.	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	Most recent recruitment had less than 3 ranks of eligible candidates that accepted opportunity to participate in selection interview.	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max Allowed)
Starting Step: 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Kamaljeet Ghatora's experience exceeds the minimum requirements specified for this classification and this recruitment meets the standard for difficulty as demonstrated by having less than three (3) candidates participate in the selection interview. Pay rate at salary range A-32, step A is \$23.22/hour, whereas step C is \$25.61/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kamaljeet Ghatora 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 Persad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2026

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Macey Gormley

Hire Date: 08/13/2026

ASP Request Submitted: 08/20/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Macey Gormely	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	Macey Gormely meets the minimum requirements.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> None	Kamaljeet Ghatora meets the minimum requirements.	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	Most recent recruitment had less than 3 ranks of eligible candidates that accepted opportunity to participate in selection interview.	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max Allowed)
Starting Step: 0 (Education) + 0 (Experience) + 1 (Difficulty) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

This recruitment meets the standard for difficulty as demonstrated by having less than three (3) candidates participate in the selection interview. Pay rate at salary range A-32, step A is \$23.22/hour, whereas step B is \$24.38/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Macey Gormely at Range A-32, 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							
Phillip Tate							
Nina Persad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 9, 2026

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Maria Martinez Perez

Hire Date: 08/13/2026

ASP Request Submitted: 08/13/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 3	Employee: Maria Martinez Perez	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	Maria Martinez Perez has a Bachelor's Degree in Psychology.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Maria Martinez Perez has over twelve (12) years of experience with school-aged children.	6 (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:

Maria Martinez Perez's education and experience exceed the minimum requirements specified for this classification. Pay rate a salary Range A-32 at Step A is \$23.22/hour, while Step D is \$26.90/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Maria Martinez Perez 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: Wednesday, September 09, 2026

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Jennifer Whitehall

Hire Date: 08/13/2026

ASP Request Submitted: 08/18/2026

BACKGROUND INFORMATION:

Classification Title: Board Certified Behavior Analyst	Employee: Jennifer Whitehall	Calculation of Advanced Step Recommendation
<u>Education:</u> Master's degree with graduate level coursework in behavior analysis from an institution of higher learning recognized by the council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.	Jennifer Whitehall meets the minimum qualifications with a Master's degree in Applied Behavior Analysis	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Two years of experience providing behavior analytic services to Special Education students in a public K-12 education environment, including developing, implementing, modifying, and monitoring behavior intervention plans.	Jennifer Whitehall has over six (6) years of full-time experience providing behavior analytic services to Special Education students in a public K-12 education environment	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	Most recent recruitment has less than 3 ranks of eligible candidates.	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max Allowed)
Starting Step: 0 (Education) + 2 (Experience) + 1 (Difficulty) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Jennifer Whitehall's experience exceeds the minimum requirements specified for this classification and this recruitment meets the standard for difficulty as demonstrated by having less than three (3) candidates participate in the selection interview. Pay rate at salary range A-62, step A is \$8,376/month, whereas step D is \$9,698/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jennifer Whitehall at Range A-62, 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 Persad							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 9, 2026

AGENDA ITEM NO: II.C.10

SUBJECT: Advanced Step Placement – Alexandra Williams

Hire Date: 08/13/2026

ASP Request Submitted: 08/25/2026

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Alexandra Williams	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	Alexandra Williams has a Bachelor's Degree in Political Science.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	Alexandra Williams has over two (2) years of experience 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:

Alexandra Williams' education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$20.05/hour, while Step C is \$22.11/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alexandra Williams at Range A-26, 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							

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							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 09, 2026

AGENDA ITEM NO: III.A.01

Establish New Classification: Manager, Information Services

BACKGROUND INFORMATION:

Director, Educational Technology, Ms. Bertha Roman, requested the establishment of a classification that is responsible for overseeing information services within the district as it relates to managing the network infrastructure, integration of data systems, and electronic security measures while also supervising assigned staff.

METHODOLOGY:

Staff conducted the following activities:

- Met with Ms. Roman to review request and needs of the department
- Provided Ms. Roman with classification specification for review and incorporated feedback

ANALYSIS & FINDINGS:

Using internal alignment, staff recommends placing the Manager, Information Services (MIS) 20% above the Senior Network Engineer (A-62, \$8,376 - \$10,694/month), the highest-level classification supervised by the MIS. The closest range to this differential on the management salary schedule is M-60 (\$10,451 - \$12,736.74/month).

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve:

1. The Manager, Information Services classification specification as provided
2. Designate the classification as FLSA Exempt
3. Recommendation to place Manager, Information Services on range M-60

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
CLASS CODE: TBD

MANAGER, INFORMATION SERVICES

BASIC FUNCTION

Under administrative direction, oversees information services operations related to district-wide network infrastructure, software systems, and technology security measures by establishing policies, managing projects, supervising staff, and utilizing security tools and techniques.

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree in computer science, information systems, information technology or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Or

An associate's degree or equivalent number of college units (60 semester units or 90 quarter units) including at least 15 semester or 22.5 quarter units in computer science, information technology, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation and a Cisco Certified Network Associate (CCNA) (router/switching) certification, Microsoft Certified Solutions Expert (MCSE) certification, or other industry recognized and reputable network related certification.

EXPERIENCE:

Three (3) years of experience troubleshooting, configuring, testing, and maintaining networks, information systems, and cyber security systems in an enterprise environment with no less than 1,500 staff and five (5) sites, including one (1) year in a lead capacity providing direction.

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required
- Certification in the CITE Technology Management Advancement Program (TMAP) is highly desirable
- Experience working within a public agency is highly desirable

- This classification may be assigned to work non-standard hours and weekends

REPRESENTATIVE DUTIES

- Recommends, develops, implements, and evaluates policies, procedures, and practices related to information services including, but not limited to, network infrastructure, software systems, and electronic security measures
- Establishes goals, objectives, standards, and specifications for information services projects
- Plans, monitors, and tracks expenditures and budgets related to information services projects
- Coordinates, prepares, and reviews analyses, studies, and other related documents and reports for District use and county, state, and/or federal reporting requirements
- Researches and interprets applicable laws, codes, rules, and regulations to evaluate impact they will have on existing policies, procedures, and practices
- Coordinates and conducts the identification, investigation, and confirmation of electronic security threats and incidents
- Coordinates and conducts the containment and eradication of electronic security threats and incidents
- Coordinates and conducts the recovery from electronic security incidents by restoring systems, services, and data
- Coordinates and conducts electronic discovery and computer forensic investigations
- Oversees and coordinates the installation, upgrade, troubleshooting, repair, configuration, testing, and maintenance of network infrastructure hardware, applications, and protocols
- Provides support and guidance to District staff by identifying needs, investigating errors, answering questions, and providing guidance on meeting needs related to information systems
- Serves as liaison between District and external agencies, including law enforcement, by providing requested material and addressing questions related to adherence of laws, rules, regulations, and procedures
- Attends, participates, and represents the district's interests at a variety of functions including, but not limited to, cabinet, conferences, hearings, public meetings, workshops, and committees
- Plans, coordinates, and conducts presentations, workshops, committees, and trainings related to information services for staff, board members, and external stakeholders

- Develops, revises, and distributes guides, manuals, and documents related to information services
- Establishes goals, objectives, and productivity standards for staff
- Selects, trains, evaluates, and supervises staff
- Performs related duties as assigned

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

SUPERVISION

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

JOB REQUIREMENTS

KNOWLEDGE:

- Principles, practices, terminology, and trends of network planning, design, and engineering.
- Principles, practices, terminology, and trends of information technology security.
- Principles and practices of recordkeeping and maintaining documentation.
- Principles and practices of employee supervision and evaluation
- Principles and terminology of employment laws, codes, and regulations
- Principles, practices, and techniques of network disaster recovery.
- Principles, practices, and techniques of data recovery.
- Principles, practices, and techniques of electronic security incident response
- Principles, practices, and techniques of digital forensic investigation
- Principles and practices of LAN/WLAN/WAN and TCP/IP operations.
- Principles and practices of VOIP operations.
- Federal, state, and local laws, codes, and regulations pertaining to information systems

CORE COMPETENCIES:

- Attention to Detail - Focusing on the details of work content, work steps, and final work products
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Customer Focus – Attending to the needs and expectation of customers

- Industry Monitoring - Grasping the external political, economic, competitive, and social factors affecting the industry
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Managing Performance – Ensuring superior individual and group performance
- Professional & Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring that projects are on-time, on-budget, and achieve their objectives
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification within an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee may be required to work at varied heights and in restrictive areas when working on networking equipment. Travels by car to visit sites.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials as well as observe projects being installed at a distance. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting, carrying, and connecting cables and equipment that typically weigh less than twenty (20) pounds.

CLASSIFICATION ESTABLISHED:

PROPOSED: September 09, 2026

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Report – Open Requisitions

Open Requisitions (9/2/2026)

Req Number	Req Title	Department	Position Type	FTE
26-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
26-074	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	43.75
26-175	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
26-177	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	37.5
26-009	CAMPUS MONITOR	MALIBU ELEMENTARY SCHOOL	Vac	25
26-039	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	0.125
26-059	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.0038
26-179	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	34.38
27-002	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	12.5
27-022	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5
26-107	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	New	50
27-023	CHILDREN'S CENTER ASSISTANT-2	CDS - ROOSEVELT	New	43.75
27-024	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	New	18.75
26-155	CUSTODIAN	OPERATIONS	Vac	100
26-191	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	0.5
26-192	CUSTODIAN	OPERATIONS	Vac	1
26-194	CUSTODIAN	OPERATIONS	New	1
27-014	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100
27-015	CUSTODIAN	OPERATIONS	Vac	30
27-020	CUSTODIAN	MALIBU ELEMENTARY SCHOOL	New	100
26-181	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	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
27-025	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5
26-141	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	New	0.19
26-183	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5
26-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	New	25
27-006	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
27-007	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
27-021	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5

Report – Open Requisitions

23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE 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
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
26-033	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
26-114	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
26-147	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75
26-171	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
25-087	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
25-144	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
26-026	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
26-048	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
26-069	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
26-070	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	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

Report – Open Requisitions

26-149	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
26-167	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
26-168	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	New	75
26-173	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
26-184	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
26-196	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	0.75
27-026	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	75
27-027	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	75
27-028	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	75
27-029	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	75
26-159	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	Vac	81.25

Filled Requisitions (9/2/2026)

Req Number	REQ TITLE	Department	Date of Accepted Job Offer
27-001	ACCOUNTANT	FISCAL SERVICES	8/14/2026
26-152	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	8/21/2026
26-153	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	8/21/2026
27-009	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	8/26/2026
27-010	CHIEF COMMUNICATIONS OFFICER	DISTRICT-WIDE	8/7/2026
27-018	CUSTODIAN	ROOSEVELT ELEMENTARY SCHOOL	8/17/2026
26-195	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	9/2/2026
27-003	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/27/2026
27-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/27/2026
27-005	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	8/17/2026
27-011	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/26/2026
27-012	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/25/2026
27-016	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/27/2026
26-146	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	8/11/2026
26-185	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	8/6/2026
27-008	PAYROLL SPECIALIST	FISCAL SERVICES	8/25/2026
27-017	PAYROLL SPECIALIST	FISCAL SERVICES	8/25/2026
27-019	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	8/18/2026
27-013	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	8/31/2026
27-001	ACCOUNTANT	FISCAL SERVICES	8/14/2026
26-152	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	8/21/2026

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Public Employee Performance Evaluation: Director of Classified Personnel	Closed Session	10/14/26

VIII. Next Regular Personnel Commission Meeting:
Wednesday, October 14, 2026, at 4:30 p.m. – *District Administrative
Offices*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

The Commission adjourned to closed session at _____ p.m.
pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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

XI. Adjournment: