

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266**

Notice of Public Meeting
January 12, 2023
4:00 p.m.
1st Floor Conference Room, District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
1. December 8, 2022

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners
B. Administration
C. Employees
D. Citizens

III. ACTION ITEMS

- A. Personnel Commissioner Candidate Interview
B. Approval of eligibility lists:
 - Benefits & Risk Manager
 - Food & Nutrition Assistant
 - Grounds Maintenance Worker
 - Instructional Assistant-Health & Student Care
 - Instructional Assistant-Intensive Behavioral Instruction
 - Instructional Assistant-Special Education
 - Library Resource Specialist
 - Office Specialist

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting will be Thursday, February 9, 2023, 4:00 p.m. at the District Office in the 1st Floor Conference Room.

V. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Dr. Tom Stekol, Assistant Superintendent of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5912 OR Fax (310) 303-3822.

Manhattan Beach Unified School District

PERSONNEL COMMISSION MINUTES

December 8, 2022

Regular Personnel Commission Meeting, 4:00 p.m. – District Office, via Zoom and 1st Floor Conference Room

Generated by Charlene Lawrence on Friday, December 9, 2022

Attendees:

Commissioners: Vida Holguin and Charles Southey

District Staff: Dr. Tom Stekol, Assistant Superintendent of Human Resources, Betty Vicuna (Human Resources Technician), and Charlene Lawrence (Executive Assistant)

CSEA: None

Citizens: None

I. CALL TO ORDER

- A. The meeting was called to order at 4:04 p.m. by Ms. Holguin.
- B. Approval of Minutes – Ms. Holguin motioned the approval of minutes from the November 3, 2022 regular meeting. The motion was seconded by Mr. Southey and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners -- Ms. Holguin stated that there is an applicant for the open Personnel Commissioner position and began the discussion about the Personnel Commissioner selection process. Dr. Stekol advised that the selection process should transpire at the next regular meeting and could be a ratification selection or an open interview. Ms. Holguin stated that a 10-15 minute interview would be preferable and Mr. Southey agreed. Dr. Stekol offered to assist with development and compilation of the questions for the applicant and the Commissioners agreed.
- B. Administration
 - a. Update on Benefits and Risk Manager search- Dr. Stekol informed the Commissioners that there are a couple of candidates for the position and the exam/interview process is advancing so there will be an update about the selection soon.
 - b. Future PC Meeting Time- Dr. Stekol opened the discussion about continuing with the afternoon meeting time. Mr. Southey stated that any schedule conflicts he might have will occur on a month-to-month basis and that he would provide a month to two-week notification should he have a schedule conflict. Dr. Stekol stated that ideally there would be a 48-hour notice when there is a schedule conflict and

suggested that the Commission maintain the current afternoon meeting time and the Commissioners agreed.

- C. Employees-None
- D. Citizens-None

III. ACTION ITEMS

- A. Approval of Personnel Commissioner Selection Process-The selection process will proceed with an open interview of the applicant at the next regularly scheduled meeting. Ms. Holguin motioned the approval of the Personnel Commissioner selection process. The motion was seconded by Mr. Southey and unanimously approved by the Commissioners.
- B. Approval of eligibility lists:
 - **Behavior Intervention Specialist** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.
 - **Custodian** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.
 - **Ground Supervisor/Noon Duty** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.
 - **Instructional Assistant-Computer Science** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.
 - **Instructional Assistant-Intensive Behavioral Instruction** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.
 - **Instructional Assistant-Physical Education** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.
 - **Office Specialist** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.
 - **Sports Facilities Attendant** - Ms. Holguin motioned to approve, seconded by Mr. Southey and approved unanimously by the Commissioners.

IV. MEETING SCHEDULE

- A. The next regularly scheduled meeting will be Thursday, January 12, 2023 at 4:00 p.m. in the 1st Floor Conference Room at the District Office.

- V. **ADJOURNMENT** -The meeting was adjourned at approximately 4:13 p.m.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Dr. Tom Stekol, Assistant Superintendent of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5912 OR Fax (310) 303-3822.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Benefits & Risk Manager
Performance Exam & Oral Interview both on 12/16/22
Position Location: District Office**

No.	First	Last	Written	Written @ 50%	Performance Exam Pass/Fail	Oral Exam	OE @ 50%	Prom/ Vet	Overall
PROMOTIONAL									
1	Carol	Gerken			Pass				
OPEN									
2	Emilia	Khalifeh			Pass				

Scoring:

Oral: 100%
Performance Exam: Pass/Fail

Date of Certification: 1/12/2023

Expiration Date: 12/16/2023

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
F & N ASSISTANT
Written Exam 12/21/22 & Interview Exam 1/4/23
LOCATION: Pennekamp**

No.	First	Last	Written	Written @ 50%	Oral	Oral @ 50%	Prom/Vet	Overall	Expires
PROMOTIONAL									
OPEN									
1	Enrique	Guadian		88%					

Scoring:
Written: 50%
Oral: 50%

Type of Exam:
(X) Open
() Open & Promotional
() Promotional

Date of Certification: 1/12/2023
Expiration Date: 12/12/2023
Approved:

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List
**Grounds Maintenance Worker
Performance Exam 12/6/22
Location - Mira Costa HS**

No.	First	Last	Written	Written @ 50%	Perf.	Perf. @ 50%	Prom/Vet	Overall
PROMOTIONAL								
OPEN								
1	Alexandro	Victoria						

Scoring

:

Performance: 50%

Oral: 50%

Type of Exam:

Open

Open &

Promotional

Promotional

Date of

Certification:

1/12/2023

Expiration Date:

12/6/2023

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Health & Student Care
Oral Exam 12/8/2022
Location: Pennekamp**

Overall	First	Last	Written	Written @ 50%	Oral	Oral @ 50%	Prom/Vet	Overall	Status
PROMOTIONAL									
OPEN									
1	Krystal	Owens							
Scoring:				Type of Exam:					
				X Open					
Oral: 100%				Open & Promotional					
				Promotional					
			Certification Date:	1/12/2023					
			Expiration Date:	12/8/2023					

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
INSTRUCTIONAL ASSISTANT - INTENSIVE BEHAVIORAL INSTRUCTION
VACANCIES - Mira Costa
Written Exam 12/12/22 Interview 12/22**

No.	Name	Written	Written @ 50%	Oral	Oral @ 50%	Prom/Vet	Overall	Expires
PROMOTIONAL								
OPEN								
1	Leah O'Dell		83%					

Scoring: Type of Exam:

Written: 50% (X) OPEN
 Oral: 50% () OPEN AND PROMOTIONAL
 () PROMOTIONAL

Certification Date: 1/12/2023
Expiration Date: 12/12/2023

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education
Oral Exam 12/2022**

Location: Preschool & Pacific

Overall	First	Last	Written	Written @ 50%	Oral	Oral @ 50%	Prom/ Vet	Overall
PROMOTIONAL								
OPEN								
1	Blanca	Fuentes						
1	Alexis	Silva-Campos						
1	Angela	Olmos						
1	Marcela	Fuentes						
Scoring:				Type of Exam:				
				X Open				
Oral: 100%				Open & Promotional				
				Promotional				
				Certification Date:	1/12/2023			
				Expiration Date:	12/1/2023			

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Library Resource Specialist
Oral Exam Date: 12/2022
Position Location - Robinson**

No.	First	Last	Written	Written @ 50%	Oral Exam	Oral Exam @ 50%	Prom/Vet	Overall	Status
PROMOTION									
OPEN									
1	Melanie	Barrows							
2	Miriam	Al-Arda							
3	Maria	Tagudena							
4	Michelle	Sampson							

Scoring:

Oral: 100%

Type of Exam:

- Open
- Open & Promotior
- Promotional

Date of certification: 1/12/23

Expiration date: 12/2023

Approved: _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
OFFICE SPECIALIST
Interviews 12/19/22 & 12/20/22
Vacancies: Grand View & Mira Costa**

No.	Name	Written	Written @ 50%	Oral	Oral @ 50%	Prom/Vet
PROMOTIONAL						
1	Michelle Flores					
2	Mary Jo Griss					
OPEN						
1	Shelle Gabrych					
2	Lisa Gaines					
3	Maria Morales					
4	Karen Roberson					
5	Tania Heise					

Scoring:

Oral: 100%

Type of Exam:

- () Open
- (X) Open & Promotional
- () Promotional

Date of Certification 1/12/2023

Expires 12/19/2023