

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

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

II. ACTION ITEMS

A. Approval of Eligibility List

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- 1. Registrar

B. Approval of Minutes

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- 2. September 26, 2013

III. 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. Brett Geithman, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824.

Manhattan Beach Unified School District
Personnel Commission

Eligibility List
REGISTRAR

Test Date 9/17/13 Oral Interviews 9/27/13

No.	First	Last	Written	Written @ 50%	Oral	Oral @ 50%	Prom/Vet	Overall
OPEN & PROMOTIONAL								
1st	Rocio	Mendoza						
2nd	Sina	Evans						
3rd	Karla	Coleman						
4th	Elizabeth	Iniguez						
5th	Caryn	Dates						
6th	Veronica	Maese						
7th	Elizabeth	Navarro						

Scoring:

Written: 50%
Oral: 50%

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

September 26, 2013

The meeting was called to order at 8:31 a.m.

Attendees:

Commissioners: Charles Southey and Cynthia Strand

Absent: Vida Holguin

District Staff: Dr. Mike Matthews, Superintendent of Schools, Monica Ford, HR Technician

CSEA Representatives: None

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. None

B. Administration:

1. Dr. Matthews informed the board that Dr. Geithman will be out for a month due to illness and he will be substituting for him in today's meeting. Also, Anna Frankel, the new HR Technician- Classified will begin attending Personnel Commission meetings.

C. Employees:

1. None.

D. Citizens:

1. None

II. ACTION ITEMS

A. Approval of all Eligibility Lists:

- Food Service Assistant I
- Accountant
- Student Attendance Clerk
- Instructional Assistant, Special Education, IBI
- Library Media Specialist- The Commissioners asked that staff come to the October meeting with further information about this position and comparative job descriptions and salaries.
- School Office Manager
- EDP/Preschool Assistant
- Occupational Therapist

- Instructional Assistant, Special Education
- Instructional Assistant, Instrumental Music
- Systems Technician
- Human Resources Technician

1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

B. Approval of Minutes of July 15, 2013

1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

III. ADJOURNMENT

The meeting was adjourned at 8:50 a.m.