

**Notice of Public Meeting  
November 5, 2013  
8:30 a.m.  
HR Conference Rm.  
District Office**

## **AGENDA**

### **I. WRITTEN AND ORAL COMMUNICATION**

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

### **II. ACTION ITEMS**

#### **A. Approval of Eligibility List**

Pg. 2            1. Office Specialist

#### **B. Approval of Minutes**

Pg. 3            1. October 8, 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  
OFFICE SPECIALIST  
Written Exam 10/7/13**

No.	First	Last	Written	Written @ 75%	App	App @ 25%	Prom/Vet	Overall
<b>PROMOTIONAL</b>								
1st	Grace	Chase						
2nd	Nichole	Harris						
3rd	Yvonne	Wilson						
4th	Kathryn	Brannon						
5th	Emily	Aguilar						
6th	Gay	Swaine						
<b>OPEN</b>								
1st	Shelly	Moses						
2nd	María	Guerrero						
3rd	Tina	Tran						
4th	Monique	Meza						
5th	Sina	Evans						
6th	Caryn	Dates						
7th	Jolene	Saks						
8th	Nancy	Tchiev						
9th	Angelica	Vega						
10th	Geraldine	Gomez						
10th	Susan	Fowler						
11th	Yvette	Barnett						
12th	Tina	Warbington						
12th	Janet	Perez						
13th	Latasha	Myers						
13th	Maria	Villalobos						
14th	Marjorie	Mack						
14th	Maria	Morales						
15th	Nuvia	Magdaleno						
16th	Elizabeth	Thornhill						
16th	Celene	Mendez						
17th	Angela	Carter						
18th	Fidel	Hernandez						
19th	Tammy	Ives						
20th	Regina	Irving-Singleton						

**Scoring:**

Written: 75%  
App: 25%

Type of Exam:

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

Date of Cer  
Expiration [

**Manhattan Beach Unified School District**  
**PERSONNEL COMMISSION MINUTES**

October 8, 2013

The meeting was called to order at 9:00 a.m.

Attendees:

Commissioners: Charles Southey ( by telephone )and Cynthia Strand

Absent: Vida Holguin

District Staff: Patricia Jaffe, Interim Director, Human Resources, Monica Ford, HR Technician, Anna Frankel, HR Technician

CSEA Representatives: None

**I. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners:
  - 1. None
- B. Administration:
  - 1. None
- C. Employees:
  - 1. None.
- D. Citizens:
  - 1. None

**II. ACTION ITEMS**

- A. Approval of Eligibility Lists:
  - Campus Security Staff
  - Instructional Assistant, Special Education, IBI
    - 1.Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
- B. Approval of Minutes of October 4, 2013
  - 1.Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

**III. ADJOURNMENT**

The meeting was adjourned at 9:02 a.m.