

Notice of Public Meeting
September 26, 2013
8:30 a.m.
Board Room
District Office

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

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

II. ACTION ITEMS

A. Approval of Eligibility Lists

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1. Food Services Assistant I
2. Accountant
3. Student Attendance Clerk
4. Instructional Assistant, Special Education, IBI
5. Library Media Specialist
6. School Office Manager
7. EDP/Preschool Assistant
8. Occupational Therapist
9. Instructional Assistant, Special Education
10. Instructional Assistant, Instrumental Music
11. Systems Technician
12. Human Resources Technician

B. Approval of Minutes

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2. July 15, 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
FOOD SERVICE ASSISTANT I
Test Date 8/12/13**

No.	First	Last	Written	Prom/Vet	Overall	Status
OPEN						
1st(Tie)	Pete	Ortega				
1st(Tie)	Debra	Brown				
1st(Tie)	Raquel	Giron				
2nd(Tie)	Miguel	Chase				
2nd(Tie)	Eugenia	Gardner				
3rd(Tie)	Evangelina	Carrera				
3rd(Tie)	Sandy	Ferguson				
3rd(Tie)	Jacqueline	Wolford				
3rd(Tie)	Maria	Cano				
3rd(Tie)	Edward	Castro				
4th	Sharon	Murphy				
5th(Tie)	Ann	Centimano				
5th(Tie)	Rhoda	Sims				
5th(Tie)	Dominique	Weakley				
6th	Bayette	Davis-Diassy				
7th	Kara	Watkins				
8th(Tie)	Bridgett	Bender				
8th(Tie)	Desiree	Johnson				
8th(Tie)	Vesta	Troope				
8th(Tie)	Gia	Young				
9th(Tie)	Darla	Abbitt				
9th(Tie)	Benny	Hernandez				
9th(Tie)	Evelyn	Ramirez				
9th(Tie)	Yasantwa	Watson				
10th(Tie)	Edith	Lira				
10th(Tie)	Nachelle	Robinson				
11th	John	Whitney				
12th(Tie)	Kerry	Brown				
12th(Tie)	Melinda	Burnette				
13th	Maria	Corazon				
14th	Dewey	Oates				
15th(Tie)	Isela	Alba				
15th(Tie)	Laura	Orrante				

Scoring:
Written: 100%
App/Resume:

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

Date of Certification:
Expiration Date:
Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Accountant**

Test Date 7-2-13 Oral Interviews 7-17-13

No.	First	Last	Phone#	Written	Written @ 60%	Oral	Oral @ 30%	App	App @ 10%	Prom /Vet	Overall	Status
Open												
1st	Sotheary	Hul										
2nd	Lolita	Dampier										
3rd	Candace	Hayward										
4th	Mary	Stevens										
5th	Christophe	Browning										

Scoring:
Written: 60%
Oral: 30%
App: 10%

Date of Certification:

Expiration Date:

Approved: _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
STUDENT ATTENDANCE CLERK**

Written Exam 07/17/2013, Application Screening 07/23/2013

No.	First	Last	Written Exam	Written @ 75%	Apps Screen	Apps Screen @ 25%	Prom/Vet	Overall	Status
PROMOTIONAL									
1st	Robin	Viveros							
2nd	Isabel	Giovati							
3rd	Yvonne	Wilson							
4th	Aida	Rodriguez							

Scoring:

Written Exam: 75%
Application Screen: 25%

Type of Exam:

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

Date of Certification:

Expiration Date:
Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exam 06/07 & 10/2013, Oral Exam 07/08/2013**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/V et	Overall	Status
OPEN											
1st	Dane	De eLa Cruz									
2nd	Korye	Finn									8/28/2013
3rd	Jessica	Gacad									
4th	Julie	Caldwell									
5th	Alicia	Pacheco									
6th	Daniel	Levin									8/28/2013
7th	Crystal	Calder									

Scoring:

Written: 30%
Oral: 60%
App: 10%

Type of Exam:

() Open
(X) Open and Promotional
() Promotional

Date of Certification:

Expiration Date: See status date
Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Library Media Specialist
Test Date 7/16/13**

No.	First	Last	Written	Written @ 75%	App	App @ 25%	Prom/ Vet	Overall	Status
OPEN									
1st	Julia	Domroy							
2nd	Kyra	Hydock							
3rd	Franklin	White							
4th	Erika	Miguel							
5th	Maria	Desco							
5th	Chelsie	Koppenhaver							
6th	Kristen	Morell							
7th	Renelita	Riva							
8th	Margaret	Phung							
9th	Erin	Cassidy							
10th	Michele	Robinson							
11th	Jennifer	Miller							
12th	Fran-Eller	Goore							
13th	Francesca	McDaniel							
14th	Alberto	Mena							
15th	Chontali	Herod-Kirk							
16th	Irene	White							
17th	Michael	Skalski							

Scoring:

Written: 75%
App: 25%

Type of Exam:

Open
 Open & Promotional
 Promotional

Date of certification: 7/18/13

Expiration date: 7/18/14

Approved: _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
SCHOOL OFFICE MANAGER**

Written Exam 6-28-13 and 7-22-13, Tech Exam 7/10/13 and 7/29/13 Oral Exam 8/1/13

No.	First	Last	Street	Zip	Phone#	Written
OPEN & PROMOTIONAL						
1st	Lisa	Armstrong				
2nd	Julienne	Challender				
3rd	Robin	Viveros				
4th	Latoya	Washington Brown				
5th	Jolene	Saks				

Scoring:

Written: 50%
Tech: 20%
Oral: 30%

Type of Exam:

() Open
(X) Open & Promotion
() Promotional

Date of Certification:

Expiration Date:

Approved:

Manhattan Beach Unified School District
 Personnel Commission
 Manhattan Beach Unified School District
 Personnel Commission

Eligibility List
 EDP/PRESCHOOL ASSISTANT
 Written Exam 08/01/2013

No.	First	Last	Contact #	Written	Written @ 75%	App	App @ 25%	Prom/Vet
OPEN & PROMOTIONAL								
1st	Erica	Schatz						
2nd	Sharon	Shambaug						
3rd	Ariene	Villania						
4th	Carol	McKeown						
5th	Alison	Amar						
6th	Cheyla	Jaimes						
7th	Marianne	Vu						
8th	Daniel	Auton						
9th	Nancy	Nunez						
10th	Vanessa	Sandoval						
11th	Dakota	Dillinger						
12th	Yesenia	Luna						
13th	Angelica	Vega						
15th	Emily	Aguilar						
16th	Iris	Sanchez						
17th	Sena	Kwon						
18th	Dana	Mau-White						
19th	Brande	Boone						
20th	Melissa	Loza						

Scoring:
 Written: 75%
 App: 25%

Type of Exam:
 Open
 Open and Promotional
 Promotional

**Date of Ce
 Expiration
 Approved:**

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
OCCUPATIONAL THERAPIST**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet
OPEN									
1st	Sara (Mar	Williams							
2nd	Caroline	Fisher							
3rd	Lindsay	Farris							

Scoring:

Written: 30%
Oral: 60%
App: 10%

Type of Exam:

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

Date of certification:

Expiration date:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education
Test Date: Ongoing**

No.	First	Last	Contact #	Written	Written @ 75%	App	App @ 25%	Prom/ Vet	Overall	Status
1st	Karen	Lesko								
2nd	Joy	McKenzie								
3rd	Richard	Oliver								
3rd	Deborah	Robinson								
4th	Megan	Monroe								
5th	Patricia	Paredes								
6th	Teri	Anderson								
7th	Emily	Aguilar								
8th	Carol	McKeown								
9th	Stephen	Kelley								
10th	Sina	Evan								
11th	Britnee	Martin								
12th	Silvia	Salas								
13th	Tera	Stoneberg								
14th	Tamara	Hernandez								
15th	Stacey	Johnson								
16th	Joy	Steers								
17th	Margarita	Macias								
18th	Matthew	Recasino								
19th	Arthur	Williams								
20th	Rebecca	Williams								
21st	Alyssa	Peterson								
22nd	Victor	Domnikov								
23rd	Loan	Hoang								
24th	Mehreen	Shahzad								
25th	Elizabeth	Winokur								
26th	Sherie Rene	Marrazzo								
27th	Ontario	Alexander								

Scoring:

Written: 75%

App/Resume: 25%

Type of Exam:

Open

Open & Promotional

Promotional

Date of Certification:

Expiration Date: See status date

Approved _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA - INSTRUMENTAL MUSIC
Written Exam 08/12/13 Performance Exam 8/19/13**

No.	First	Last	Written	Written @ 30%	Perf.	Perf. @ 60%	App	App @ 10%
OPEN								
1st	Julia	Barnett						
2nd	Christopher	Estrada						
3rd	Jessica	Jones						
4th	Sadoc	Garcia						

Scoring:

Written: 30%
Performance: 60%
App: 10%

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Systems Technician**

Written Exam 08/21/13, Performance Exam 09/10/13, Oral Exam 09/13/13

No.	First	Last	Written	Written @ 30%	Perf.	Perf. @ 40%	Oral	Oral @ 30%	Prom/Vet	Overall	Status
PROMOTIONAL											
1st	Christina	Lee									
OPEN											
1st	Stephen	Ramirez									
2nd	Joe	Stone									

Scoring:

Written: 30%
Performance: 40%
Oral: 30%

Type of Exam:

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

Date of Certification:

Expiration Date:
Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Human Resources Technician
Written Exam 8/19/13, Writing Sample 9/12/13 Oral Exam 9/16/13**

No.	First	Last	Written	Written @ 40%	Writing Exercise	Writing Exercise @25%	Oral	Oral @ 25%	App
OPEN									
1st	Marissa	Martinez							
2nd	Angelica	Medeiros							
3rd	Maria	Villalobos							

Scoring:

Written: 40%
Written Exercise 25%
Oral: 25%
App: 10%

Type of Exam:

Open
 Open & Promotional
 Promotional

Date of Certification:

Expiration Date:
Approved _____

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

July 15, 2013

The meeting was called to order at 9:20 a.m.

Attendees:

Commissioners: Charles Southey, Vida Holguin and Cindy Strand

District Staff: Dr. Brett Geithman, Executive Director of Human Resources, Monica Ford, HR Technician

CSEA Representatives: Rod Jorgensen

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Ms. Strand had some technical difficulties in viewing Ms. Ford's email with the Agenda attached and the email list had unnecessary names on it.

B. Administration:

1. None

C. Employees:

1. Julie Limbach Jones, Library Media Specialist (LMS), Pacific Elementary reports the Library Media Specialist position has 16 identical duties on job description to that of the Computer Lab "Specialist". The salary range difference is LMS 16 to CLS 24. Few jobs have the word Specialist attached to them with a salary as low as LMS. Limbach Jones requests District investigate other districts' similar positions/salary range. Ms. Holguin notes there should only be 5 or 6 essential duties but questions why so many.

D. Citizens:

1. None

II. ACTION ITEMS

- A. Approval of Job Descriptions/ Library Media Specialist/ Student Attendance Clerk
 - 1. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners the final draft of Library Media Specialist Job Description with corrections of typos and redundancies, she also requested salary range changed so that it is commensurate with duties.
 - 2. Approval of Student Attendance Clerk Job Description with correction to the italics, motioned by Ms. Holguin, seconded by Mr. Southey and unanimously approved by the Commissioners.

- B. Approval of Minutes of June 13, 2013
 - 1. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

III. ADJOURNMENT

The meeting was adjourned at 10:03 a.m.