

REVISED AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

1. Approval of Minutes – February 4, 2014

B. Administration

C. Employees

D. Citizens

II. ACTION ITEMS

A. Approval of Eligibility lists:

1. Operations Crew Leader (Nights)
2. Student Attendance Clerk
3. Instructional Assistant, Special Education, IBI
4. Clerical Assistant

III. MEETING SCHEDULE

IV. 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 MINUTES

February 4, 2014

The meeting was called to order at 8:34a.m.

Attendees:

Commissioners: Vida Holguin, Cynthia Strand and Charley Southey

Absent: None

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

CSEA Representatives: Alice Wise and Rod Jorgensen

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration:

1. Another pending employee discipline packets may be provided to the commissioners after February 12, 2014's School Board Meeting.

C. Employees:

1. None

D. Citizens:

1. None

II. ACTION ITEMS

A. Approval of Minutes of January 10, 2014

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

B. Review *Merit System : Rules and Regulations of the Classified Service- 3rd Draft*

1. Reviewed the LAUSD Nepotism Law and Rule for insertion into Merit System as Rule 8.05, Pg. 17. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

2. Rule 5.06, Pg. 11 was discussed at length and a final decision was made to add "Including but not limited to Rule 8.05." to the end of the first paragraph. The second paragraph along with A-F was also

deleted from Rule 5.06. Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

3. Pg. 18, asterisk amended to *Refer to Articles 3, 5 and 6, respectively, of the Master Agreement between MBUSD and CSEA. Another asterisk was added as *Refer to Articles 9, 8 and 11, respectively, of the Master Contract between MBUSD and MBUTA. Ms. Holguin motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

C. Approval of Job Descriptions

1. Food Service Assistant I and II – Pg. 2, under Knowledge of, add “Speak English at a conversational level” and under Ability to, add “Understand and follow oral and written directions in English.” Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
2. Satellite Kitchen Operator I – Salary range discussed and Commissioners felt the salary appeared to be low for this position. Ms. Holguin requests the board to do a salary study. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

III. MEETING SCHEDULE

Next regular meeting is scheduled for March 4, 2013, 8:30am. A special meeting between now and then may be requested by HR for approval of eligibility lists to hire.

IV. ADJOURNMENT

The meeting was adjourned at 9:29 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List

**Operations Crew Leader (Nights)
Written Exam 8/26/13 and 12/16/13**

No.	First	Last	Written	Written @ 100%	Prom/ Vet	Overall
OPEN & PROMOTIONAL						
1st	Matthew	Otte				
2nd	John D.	Maher				
3rd	Yvonne	Wilson				
4th	Phillip	Rodriguez				
5th	Jason	Vavao				

Scoring:

Written:

100%

Date of Certification:

Expiration Date:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
STUDENT ATTENDANCE CLERK
Written Exam 02/07/14, Application Screening 02/07/14**

No.	First	Last	Written Exam	Written @ 75%	Apps Screen	Apps Screen @ 25%	Prom/Vet	Overall
1	Monica	Marquez						
2	Gay	Swaine						
3	Joanne	Fryml						
4	Yvonne	Wilson						
5	Luz	Carrillo						
6	Michelle	Dominguez						
7	Deneane	Ratchford						
8	Lisa	Stewart						
9	Leigh	Ikemiya						
10	Edgard	Flores						
11	Barbara	Ruiz						
12	Megan	Monroy						
13	Caryn	Dates						
14	Therrin	Mallard						
15	LaVon	Green						
16	Kimberly	Brandes						
17	Rita	Madaos						
18	Dante	Anton						
19	Christine	Schrialdi						
20	Erin	Shamburg						
21	Claudia	Apolinar						
22	Kimberly	Dyer						
23	Liestina	Legan						
24	Dario	Gaballo						
25	Stephanie	Fong						
26	Katherine	Kvitfeldtsen						
27	Graciela	Sainz						
28	Nichole	Harris						
29	Davis	Cheraki						
30	Michael	Williams						
31	Yazmin	Zamudio						
32	Karina	Salinas						
33	Otis	Hall						
34	Lisa	Kersenboom						
36	Gloria	Omolafe						
35	Jessica	Alvarez						
37	Miriam	Higareda						
38	Esther	Luna						
39	Carlos	Turner						
40	Jasmine	Thomas						
41	Leslie	Hattingh						
42	Jessica	Felix						
43	Anthony	Ortega-Jiminez						
44	Emily	Aguilar						

75%
25%

Scoring:

Written Exam:
Application Screen:

Type of Exam:

- Open
- Open & Promotional
- Promotional

Date of Certification:

Expiration Date:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exams 6/7/13, 9/18/13, 1/27/14, Oral Exams 7/8/13, 10/3/13, 02/06/14**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Expires
OPEN									
1	Tiffany	Allen							
2	Jessica	Adimari							
3	Laurelle	Fox							
4	Julie	Caldwell							9/26/2014
5	Alicia	Pacheco							9/26/2014
6	Karen	Ralls							10/8/2014
7	Angelica	Ewell							

Scoring:

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

Type of Exam:

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

Expiration Date:
see dates above

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Clerical Assistant
Test Date 02/7/14**

No.	First	Last	Written	Written @ 75%	App.	App. @ 25%	Prom/Vet	Overall
OPEN & PROMOTIONAL								
1	Dorothy	Fair						
2	Christine	Schiraldi						
3	Angela	Guerra						
4	Lindsey	Hurling						
5	Kathryn	Brannon						
6	Maria	Adair						
7	Lori	Kotero						
8	Peggy	Moreno						
9	Cynthia	Carrasco						
10	Christopher	Green						
11	Deneane	Ratchford						
12	Deirdre	Heimer						
13	Jainelle	Cryer						
14	Caryn	Dates						
15	Amelita	Ocampo						
16	Barbara	Ruiz						
17	Marisa	Buckner						
18	Charlie	Sparkle						
19	Kimberly	Brandes						
20	Janette	Caballero						
21	Dante	Anton						
22	Marisa	Reichardt						
23	Beatriz	Medina						
24	Maryann	Gonzales						
25	Victoria	Limon						
26	Kyrston	Reyes						
27	Kelsey	Reynolds						
28	Diana	Enriquez-Romero						
29	Miranda	Gumbs						
30	Jesselle	Herrera						

Scoring:

Written: 75%
App/Resume: 25%

Type of Exam:

Open
 Open & Promotional
 Promotional

Date of Certification:

Expiration Date:

Approved: