

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

Notice of Public Meeting  
October 6, 2015  
8:30 a.m.  
1<sup>st</sup> floor conference room  
District Office

## **AGENDA**

### **I. CALL TO ORDER**

1. Approval of Minutes
  - a. August 4, 2015

### **II. WRITTEN AND ORAL COMMUNICATION**

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

### **III. ACTION ITEMS**

- A. Approval of Eligibility Lists:
  1. Occupational Therapy
  2. Instructional Assistant, IBI
  3. Instructional Assistant, Instrumental Music
  4. Instructional Assistant, Special Education

### **IV. MEETING SCHEDULE**

1. Regularly scheduled meeting Tuesday, November 3, 2015, 8:30am at District Office, first 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, Carolyn Seaton, 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**

August 4, 2015

The meeting was called to order at 3:38.p.m.

Attendees:

<u>Commissioners:</u>	Cynthia Strand and Vida Holguin
<u>Absent:</u>	None
<u>District Staff:</u>	Carolyn Seaton, Executive Director, Human Resources, Megan Atkins, Executive Director, Student Services and, Monica Ford, HR Technician
<u>CSEA Representatives:</u>	Margie Espinoza
<u>Employees:</u>	Rod Jorgensen and Mary Sara Williams

**I. CALL TO ORDER**

1. Approval of Minutes-June 11, 2015

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

**II. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners: None
- B. Administration: Mrs. Seaton shared some news about the New Employee Orientation being held on August 24, 2015 and the Board of Trustees reception to be held at the first Board meeting of the school year on September 2, 2015.
- C. Employees: Mary Sara Williams presented a PowerPoint Presentation that was an appeal to the Commissioners for additional Occupational Therapist Staff.
- D. Citizens: None Present

**III. ACTION ITEMS**

A. Approval of Eligibility Lists:

1. EDP/Preschool Assistant

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

2. EDP Preschool Teacher

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

3. Accounting Specialist  
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
4. Instructional Assistant- Special Education  
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
5. Instructional Assistant- Special Education- IBI  
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
6. Food Service Assistant I  
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

#### **IV. MEETING SCHEDULE**

Next regular meeting is scheduled for Tuesday, September 1, 2015, 8:30am.

**V. ADJOURNMENT-**The meeting was adjourned at 4:55pm.

## Eligibility List OCCUPATIONAL THERAPIST

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Status
	Elisa	Gomez									
	Donna	Ahdoot									
	Robyn	Tsik									

OPEN

**Scoring:**

Written: 30%

Oral: 60%

App: 10%

Type of Exam:

( ) Open

(X) Open & Promotional

( ) Promotional

Date of certification:

Expiration date:

**IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION**  
**Written Exams 7/2, 7/6, 7/20, 7/30 Oral Exams 7/23, 7/30**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Expires
OPEN											
1	Nilofar	Tahery									
2	Jose	Ubod									2/3/2016
3	Lisa	Kersenboom									2/3/2016

**Scoring:**

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

**Type of Exam:**

Open  
 Open and Promotional  
 Promotional

**Certification Date:**

**Expiration Date:**

Manhattan Beach Unified School District  
Personnel Commission

Eligibility List  
IA - INSTRUMENTAL MUSIC

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 20	App	App @ 10%
OPEN								
1	Jeremy	Miller						
2	Justin	Schwartz						
3	James	Lapiana						

**Scoring:**

Written: 30%  
Oral: 20%  
App: 10%

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**Manhattan Beach Unified School District  
Personnel Commission**

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

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%
<b>39 Month Rehire</b>						
	Lisa	Stewart				
<b>Open &amp; Promotional</b>						
1	Jenae	Waterfield				
2	Katherine	Sue				
3	Antionette	Gonsalves				
4	Karla	Spencer				
5	Tehmina	Fleiz				
6	Melissa	Austin				
7	Ethel	Arias				
8	Michelle	Flores				
9	Guadalupe	Serna				
10	Kathy	Brannon				
11	Sherry	Peterson				
12	Rebecca	Lopez				
13	Shawna	Mercias				

**Scoring:**

Written: 40%  
/Resume: 20%  
Oral: 40%

**Type of Exam:**

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