

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

**Notice of Public Meeting
August 4, 2015
3:30 p.m.
1st floor conference room
District Office**

AGENDA

I. CALL TO ORDER

- 1. Approval of Minutes**
 - June 11, 2015

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners**
- B. Administration**
- C. Employees- Occupational Therapists to present information regarding Staffing Rations and Student Services.**
- D. Citizens**

III. ACTION ITEMS

- A. Approval of Eligibility List:**
 1. EDP Assistant
 2. EDP/Preschool Teacher
 3. Accounting Specialist
 4. Instructional Assistant – Special Education
 5. Instructional Assistant – IBI
 6. Food Service Assistant

IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, September 1, 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

June 11, 2015

The meeting was called to order at 8:36a.m.

Attendees:

Commissioners: Cynthia Strand, Charles Southey, and Vida Holguin

Absent: None

District Staff: Carolyn Seaton, Executive Director, Human Resources,
Monica Ford, HR Technician

CSEA Representatives: Rod Jorgensen

Employees: None present

I. CALL TO ORDER

1. Approval of Minutes-June 2, 2015

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

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: None

C. Employees: Rod Jorgensen shared with the Commissioners the news that the new evaluation process for classified employees will go to the next board meeting in July for approval.

D. Citizens: None

III. ACTION ITEMS

A. Approval of Job Description:

1. Accounting Specialist

Ms. Holguin suggested inserting a new paragraph under essential duties that clarifies how different Accounting Specialist focus on different areas of the job description. This paragraph was added.

The Accounting Specialist will focus on a subset of duties included in this job description such as accounting functions related to a specific business services area. In addition to that, other language was updated with modern terminology and typographical errors were noted and corrected by recorder.

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

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, July 7, 2015, 8:30am.

V. ADJOURNMENT-The meeting was adjourned at 8:55am.

**Manhattan Beach Unified School District
Personnel Commission**

**ELIGIBILITY LIST
EDP/PRESCHOOL ASSISTANT**

Written Exam 6/4/15, 7/2/15 Oral Exam 6/30/15, 7/17/15

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 35%	App	App @ 25%
OPEN & PROMOTIONAL								
1	JUANA	MADRIGAL						
2	TIFFANY	BROOKS						
3	JULIA	BARNETT						
4	CYNTHIA	VOYLES						
5	CLAUDIA	MURILLO						
6	YOLANDA	CHAIDEZ						

Scoring:

Written: 40%
App: 25%
Oral 35%

Type of Exam:

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

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Accounting Specialist**

Test Date: Written 7/16/15 Performance 7/21/15 Oral 7/27/15

No.	First	Last	Written	Written @ 30%	Performance Exam	PE @ 30%	Oral Exam	OE @ 20%	App
OPEN									
1	Deshanta	Garcia							
2	Sheila	Walters							
3	Claudia	Castillo							

Scoring:

Written: 30%
 Performance Exam 30%
 Oral: 20%
 App/Resume: 20%

Date of Certification:

Expiration Date:

Approved: _____

**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%	App
39 Month Rehire							
	Lisa	Stewart					
Open & Promotional							
1	Chenae	Mathias					
2	Miguel	Chase					
3	Cindy	Deleon					
4	Ramona	Colbert					
5	Juania	Avina					
6	Jessica	Palacois					
7	Tina	Parmar					
8	Maria	Martenson					
9	Lydia	Stevenson					
10	Shayla	Malauulu					
11	Michell	Kang					
12	Sonia	Sierras					
13	Debra	Saul					
14	Guadalupe	Serna					
15	Kathy	Brannon					

Scoring:

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

Type of Exam:

Open
 Open & Promotional
 Promotional

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											
3	Makenna	Laughlin									
1	Timothy	Lowery									
2	Kirkland	Washington									
4	Jose	Ubod									2/3/2016
5	Camille	Tenerife									
6	Jay	Nunez									
7	Karen	Acosta									
8	Lisa	Kersenboom									2/3/2016

Scoring:

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

Type of Exam:

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

Certification Date:

Expiration Date:

Manhattan Beach Unified School District
Personnel Commission

Eligibility List

FOOD SERVICE ASSISTANT I

Test Date: Written Exam 5/14/15,6/23/15,7/2/15,7/14/15,7/20/15 Oral Exam 5/29/15,7/15/15,

No.	First	Last	Written	Written @ 30%	Oral	Oral @30%	App	App @ 10%	Prom/Vet	Overall	Expires
OPEN											
1	Lorena	Fajardo									
2	Rudy	Renteria									
3	Nadia	Aktifi									6/2/2016
4	Antwon	McDade									
5	Josie	Arroyo-Martinez									
6	Aida	Lopez									2/3/2016

Scoring: Type of Exam:

Written: 30% (X) Open

App/Resume: () Open & Promotional

Oral: 30% () Promotional

Date of Certification:

Expiration Date:

Approved: