

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

Notice of Public Meeting
December 6, 2016
9:15 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. November 1, 2016

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of eligibility lists:
 - EDP/Preschool Assistant
 - Food Service Assistant I
 - IA Special Education- Intensive Behavioral Instruction
 - Instructional Assistant - Special Education
 - School Operations Team Leader

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, January 10, 2016, 9:15 a.m. at the 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, Brian Lucas, Assistant Superintendent 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

November 1, 2016

The meeting was called to order at 9:15 a.m.

Attendees:

Commissioners: Vida Holguin and Cynthia Strand

Absent: Charles Southey

District Staff: Brian Lucas, Assistant Superintendent, Human Resources,
Anna Frankel, Human Resources Technician, and Maria
Villalobos, Human Resources Technician

CSEA Representatives: None

Employees: None

I. CALL TO ORDER

1. Approval of Minutes- October 4, 2016
2. Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: Ms. Holguin requested for HR to seek alternative options for approving an eligibility list.
- B. Administration: Mr. Lucas informed the Commissioners the RFP Reclassification Study deadline was extended and now have a second firm interested.
- C. Employees: None
- D. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 1. IA Special Education-Intensive Behavioral Instruction.
Ms. Holguin motioned to approved, seconded by Mr. Strand and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, December 6, 2016, 9:15 a.m.

V. ADJOURNMENT-The meeting was adjourned at 9:20 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**ELIGIBILITY LIST
EDP/PRESCHOOL ASSISTANT
Written Exam 10/25/16 & 11/18/16 Oral Exam 10/26/16 & 11/28/16**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 35%	App	App @ 25%	Prom/Vet	Overall	Status
OPEN & PROMOTIONAL											
1	Nadia	Aktifi									
2	Zara	Jamani									
3	Miriha	Austin									
4	Mirawil	Yumul									

Scoring:

Written: 40%
App: 25%
Oral 35%

Type of Exam:

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

Date of Certification: 12/6/16

Expiration Date: 12/6/17

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
FOOD SERVICE ASSISTANT I**

Test Date: Written Exam 8/14/16, 7/14/16 & 11/12/16 Oral Exam 9/1/16 & 12/1/16

No.	First	Last	Written	Written @ 40%	Oral	Oral @40%	App	App @ 20%	Prom/Vet	Overall	Expires
RE-EMPLOYMENT LIST											
	WENDY	CAMPBELL									10/10/16-1/10/20
OPEN											
	Joanna	Kim									
	Arianna	Granados									
	RUTH	Rodriguez									

Scoring:

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

Type of Exam:

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

Date of Certification:

12/6/2016

Expiration Date:

12/6/2017

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exam 11/22/16 Oral Exam 11/22/16**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/Vet	Overall	Expires
OPEN											
1	KENZIE	WHITLOW									
2	TOGITOTO	TOFAEONO-MAIEPEAI									
3	SHAYLA	RIPPATOE									
4	CLINAE	WATSON									

Scoring:

Written: 40%
Oral: 40%
App: 20%

Type of Exam:

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

Certification Date: 8/2/16 12/6/2016
Expiration Date: 12/6/2017

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education**

Test Date: Written Exam 10/25/16 & 11/10/16 Oral Exam 11/28/16 & 11/29/16

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/ Vet	Overall	Status
39 Month Rehire											
	Lisa	Stewart									6/17/15 thru 9/17/18
Open & Promotional											
1	Reham	Sadek									
2	Becky	Quinto									
3	Micah	Cox									
4	Jasmine	Harris									
5	Miriha	Austin									
6	Carla	Aparicio									
7	Samantha	Almaraz									
8	Mary	Glunt									
9	Maria	Chacon									
9	Courtney	Bailey									
10	Christina	Maier									
11	Jennifer	Lee									
12	Cassandra	Del Rosario									
13	Tyrone	Reed									8/2/16 EL fall off 8/2/17
14	Yasmine	Camacho									8/2/16 EL fall off 8/2/17

Scoring:

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

Type of Exam:

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

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
School Operations Team Leader
Written Exam 12/21/15 & 1/7/16 and 1/28/16 & 7/26/16**

No.	First	Last	Phone #	Written	Written @ 60	Oral	Oral @ 40	Prom/Vet	Overall	Status
Promotional										
1	Philip	Rodriguez								
2	Martin	Fabien								
3	Brayan	Ramirez								
4	Ruben	Fernandez								

Scoring:

Written: 60%

Oral: 40%

Date of Certification: 12/6/16

Expiration Date: 12/6/17
