

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

Notice of Public Meeting
March 1, 2016
8:30 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. February 2, 2016

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 - 1. Building Trades Specialist – Carpenter
 - 2. Instructional Assistant – IBI
 - 3. Food Service Assistant I
 - 4. Operations Worker

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, March 29, 2016, 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

February 2, 2016

Attendees:

<u>Commissioners:</u>	Vida Holguin and Charley Southey
<u>Absent:</u>	Cynthia Strand
<u>District Staff:</u>	Carolyn Seaton, Executive Director, Human Resources, Dawnalyn Murakawa-Leopard, Assistant Superintendent, Administrative Services, Monica Ford, HR Technician and Anna Frankel, HR Technician
<u>CSEA Representatives:</u>	None Present
<u>Employees:</u>	None Present

I. CALL TO ORDER

The meeting was called to order at 8:33am.

A. Approval of Minutes-January 20, 2016

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

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: None

C. Employees: None

D. Citizens: None

III. ACTION ITEMS

B. Approval of Eligibility List:

1. School Operations Team Leader

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, March 1, 2016, 8:30am.

V. ADJOURNMENT

The meeting was adjourned at 8:35am.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
BUILDING TRADES SPECIALIST - Carpenter
Written Exam Oral Exam**

No.	First	Last	Phone#	Written	Written @ 40%	Performance	PE @ 50%	App	App @ 10%	Prom/Vet	Overall
PROMOTIONAL											
	Edward	Barreto									

Scoring:

Written: 40%
Performance: 50%
App: 10%

Date of Certification:

Expiration Date:

Approved: _____

Manhattan Beach Unified School District
 Personnel Commission

Eligibility List

FOOD SERVICE ASSISTANT I

Test Date: Written Exam 1/12/16 & 2/22/16 Oral Exam 2/25/16

No.	First	Last	Written	Written @ 40%	Oral	Oral @40%	App	App @ 20%	Prom/Vet	Overall	Expires
OPEN											
1	Crystal	Coleman									
2	Lisa	Douglas									
3	Danielle	Bush									
4	Abeir	Wasfi									

Scoring:

Written: 40%

App/Resume: 20%

Oral: 40%

Type of Exam:

(X) Open

() Open & Promotional

() Promotional

Date of Certification:

Expiration Date:

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List

Operations Worker

Written Exam 12/2/15 Performance Exam 12/5/15

No.	First	Last	Written	Written @ 25%	Perf.	Perf. @ 50%	App	App @ 25%	Prom/ Vet	Overall
PROMOTIONAL										
OPEN										
1	Tritobia	Ford								
2	Alejandro	Rodriguez								
3	Karen	Younger								
4	Pamela	Pillar								
5	Horacio	Fernandez								
6	Manual	Correa								
7	Quentin	Coffey								

Scoring:

Written: 25%
App/Resume: 25%
Performance: 50%

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

Date of Certification:
Expiration Date: