

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

Notice of Public Meeting  
August 2, 2016  
9:15 a.m.  
1<sup>st</sup> floor conference room  
District Office

## AGENDA

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

- A. Approval of Minutes
  - 1. July 5, 2016

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

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

### **III. ACTION ITEMS**

- A. Approval of eligibility lists:
  - Campus Security
  - Certified Occupational Therapy Assistant (COTA)
  - Secretary to the High School Principal
  - Staff Secretary
  - Human Resources Technician
  - Office Specialist
  - Intensive Behavioral Instruction (IBI)
  - Instructional Assistant—Special Education
  - Instructional Assistant—Physical Education
  - Health Assistant

### **IV. MEETING SCHEDULE**

- A. Next regularly scheduled meeting Tuesday, September 6, 2016, 9:15 a.m. 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, Patti Jaffe, Interim 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**

July 5, 2016

The meeting was called to order at 9:16 a.m.

Attendees:

Commissioners: Cynthia Strand, Vida Holguin, and Charles Southey

Absent: None

District Staff: Patti Jaffe, Assistant Superintendent, Human Resources and  
Monica Ford, Administrative Secretary.

CSEA Representatives:

Employees: None present

**I. CALL TO ORDER**

1. Approval of Minutes- July 5, 2016
2. 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: Mrs. Jaffe informed the Board an Assistant Superintendent, Human Resources has not been hired yet. Mrs. Jaffe also explained HR is reaching out to different boards to recruit.
- C. Employees: None
- D. Citizens: None

**III. ACTION ITEMS**

- A. Approval of Eligibility Lists:
  1. Payroll Technician  
Ms. Holguin motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

**IV. MEETING SCHEDULE**

Next regular meeting is scheduled for Tuesday, August 2, 2016, 9:15 a.m.

**V. ADJOURNMENT-**The meeting was adjourned at 9:21 a.m.

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List**

**Campus Security**

**Written Exam 7/18/16, Oral Exam 7/27/16**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/Vet	Overall	Status
OPEN											
1	GEORGE	OLMOS									
2	ISHON	GORLERO									
3	ABRAM	JUAREZ									

**Scoring:**  
 Written: 40%  
 Oral: 40%  
 Resume: 20%

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

**Date of Certification:** 8/2/16  
**Expiration Date:** 8/2/17

Personnel Commission

Eligibility List

Certified Occupational Therapy Assistant (COTA)

Test Date 7/14/16 Oral Interviews 7/20/16

No.	First	Last	Written	Written @ 40%	Oral	Oral @40%	App	App @20%	Prom/Vet	Overall	Status
Open											
1	Susan	Eriksen									
2	Nicole	Salz									
3	Perry	Guerrero									

Scoring:

Written: 40%

Oral: 40%

App: 20%

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**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
SECRETARY TO HIGH SCHOOL PRINCIPAL  
Written Exam 7/20/16 Performance Exam 7/21/16 Oral Interview 7/25/16**

No.	First	Last	Written	Written @ 30%	Perf	Perf @ 30%	Oral	Oral Exam @30%	App	App @ 10%	Prom/Vet	Overall
OPEN												
	CAROL	MEEKS										
	CARRIE	EMHOF										
	MARY	GLUNT										

**Scoring:**

Written: 30%  
Performance: 30%  
Writing Sample: 30%  
App/Resume: 10%

**Type of Exam:**

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

**Date of Certification:** 08/02/2016

**Expiration Date:** 08/02/17

**Approved:**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
STAFF SECRETARY**

**Written Exam 7/18/16 Technical Exam 7/20/16 Oral Exam 7/27/16**

No.	First	Last	Written	Written @ 30%	Tech	Tech at 30%	Oral	Oral @ 30%	Prom/Vet	App	App @ 10%
<b>PROMOTIONAL</b>											
1	Shelly	Moses									

<b>OPEN</b>											
2	Nancy	Dirado									
3	Carol	Meeks									
4	Marla	Ayson									
5	Mary	Glunt									
6	Gay	Swaine									

**Scoring:**  
Written: 25%  
Tech: 25%  
Oral: 25%  
Reference: 25%

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

**Date of Certification:** 8/2/16  
**Expiration Date:** 8/2/17  
**Approved:**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Human Resources Technician  
Written Exam 7/18/16 , Writing Sample 7/20/16, Oral Exam 7/27/16**

No.	First	Last	Written	Written @ 30%	PE Exercise	PE Exercise @30%	Oral	Oral @ 30%	REF	REF @ 10%	Prom /Vet
<b>PROMOTIONAL</b>											
2	SHANNON	ANDERSON									
<b>OPEN</b>											
1	KAMRIN	CAMPBELL									
3	MARIA	AYSON									
4	KERRI	NAKAYAMA									

**Scoring:**  
Written: 30%  
Written Exercise 30%  
Oral: 30%  
App: 10%

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

**Date of Certification: 8/2/16**  
**Expiration Date: 8/2/17**  
Approved \_\_\_\_\_

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
OFFICE SPECIALIST  
Written Exam 7/20/16 Oral Exam 7/29/16**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 30%	Per. Exam @ 30%	PE	App	App @ 10%	Prom/Vet	Overall	Status
PROMOTIONAL													
OPEN													
1	CARRIE	EMHOF											
2	HELEN	LORING											
3	MARY	GLUNT											

**Scoring:**  
Written: 40%  
App: 40%  
Oral: 20%

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

Date of Certification  
8/2/2016  
Expires 8/2/2017



**IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION**  
**Written Exam 7/19/16 Oral Exam 7/19/16**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/Vet	Overall	Expires
OPEN											
1	GERALDINE	HENDREN									
2	ALLISON	JOTBALD									
2	JAVIER	NAVARRO									
2	KARLY	HARRIS									
3	MIGUEL	CHASE									
4	NATHAN	DESYLVA									
5	JERRI	KEYES									
6	ARYL	HOATS									
7	BRITTANY	STEWART									
7	TRENT	LIDDICOAT									
8	LINDSEY	THRELKELD									
9	ANDREW	BRENNER									

Scoring:  
Written: 40%

Type of Exam:  
( ) Open

Certification Date: 8/2/2016



**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Instructional Assistant - Physical Education  
Test Date: 7/18/2016 Oral Interview 7/26/16**

No.	First	Last	Written	Written @ 40%	App	App @ 20%	Oral Exam	Oral Exam @ 40%	Prom/ Vet	Overall
<b>OPEN</b>										
	GREGORY	GRANDE								
	KATHERINE	BRZOSTEK								
	KATHLEEN	DECURTIS								

**Scoring:**

Written: 40.00%  
App/Resume: 20%  
Oral: 40.00%

**Type of Exam:**

Open  
 Open & Promotional  
 Promotional

**Date of Certification:** 8/2/2016

**Expiration Date:** 8/2/2017

**Approved: PC** \_\_\_\_\_

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Health Assistant  
Written Exam 7/19/16 Oral Exam 7/27/16**

No.	First	Last	Written	Written @ 45%	Oral	Oral @ 45%	App	App @ 10%	Prom/Vet
<b>OPEN</b>									
1	KEELEY	ABRAM							
2	TRACY	UPTON							
3	JASMINE	HERNANDEZ							
4	GAY	SWAINE							
5	FRANCESCA	CORPUS							
6	PRISCILLA	NUNEZ							

**Scoring:**

Written: 45%  
Oral: 45%  
App: 10%

**Type of Exam:**

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

**Date of Certificati**

**Expiration date: {**  
**Approved:**