

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

Notice of Public Meeting
January 10, 2017
9:15 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. December 6, 2016

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of eligibility lists:
 - Operations Worker
 - Systems Administrator

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, February 7, 2017, 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

December 6, 2016

The meeting was called to order at 9:18 a.m.

Attendees:

Commissioners: Vida Holguin, Cynthia Strand, and Charles Southey

Absent: None

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- November 1, 2016
2. 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: Mr. Lucas informed the Commissioners the RFP reclassification study was awarded to Ewing Consulting, and it will be presented to the board on Wednesday. Mr. Lucas also informed the Commissioners there have been 29 classified substitutes hired since the start of the school year, but 11 have resigned since then. The department is working on hiring more classified substitutes. Finally, Mr. Lucas informed the Commissioners he has researched different options for approving an eligibility list, and propose the possibility of ratifying a list.
- C. Employees: None
- D. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 1. EDP/Preschool Assistant
Mr. Southey motioned to approved, seconded by Mr. Strand and unanimously approved by the Commissioners.
 2. Food Service Assistant I
Mr. Southey motioned to approved, seconded by Mr. Strand and unanimously approved by the Commissioners.

3. IA Special Education-Intensive Behavioral Instruction.
Ms. Strand motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.
4. Instructional Assistant-Special Education
Mr. Southey motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.
5. School Operations Team Leader
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, January 10, 2017, 9:15 a.m.

V. ADJOURNMENT-The meeting was adjourned at 9:40 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Operations Worker**

Written Exam 11/15/16 Performance Exam 11/19/16, 12/3/16 & 12/17/16

No.	First	Last	Written	Written @ 25%	Perf.	Perf. @ 50%	App	App @ 25%	Prom/Vet	Overall	fall off list
PROMOTIONAL											
OPEN											
1	Michael	Evans									
2	Alberto	Ledesma									
3	Manual	Correa									3/1/2017
4	Jeffrey	Malon									
5	Quinten	Miner									
6	David	Perez									
7	Peter	Cariveau									

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

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

Expiration Date:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Systems Administrator**

Written Exam 10/18/16 & 11/18/16 Tech Performance 11/10/16 & 11/18/16, Oral Interview 12/2/16

No.	First	Last	Written	Written @ 35%	Performance Exam	Performance Exam @ 35%	Oral Exam	Oral Exam @ 30%	Prom/Vet	Overall	Status
PROMOTIONAL											
OPEN											
1	Joo	Hee Lee									
2	Matt	Baker									
3	Sasha	Javadi									

Scoring:

Written Exam 35%
Tech
Performance: 35%
Oral Exam 30%

Type of Exam:

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

Certified - 1/10/17

Expires - 1/10/18