

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

Notice of Public Meeting
November 6, 2018
9:15 a.m.
1st Floor Conference Room
District Office

AGENDA

I. CALL TO ORDER

- A. Approval of Minutes
 - 1. October 9, 2018

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Approval of eligibility lists:
 - Benefits Technician
 - Campus Security
 - Food Service Assistant I
 - Human Resources
 - IA-Instrumental Music-Strings
 - IA-Special Education-IBI
 - IA-Special Education-TSA
 - IA-Computer Science
 - IA-Maker Space
 - Office Specialist
 - Student Attendance Clerk
- B. Appointment of Interpreter – Sign Language

IV. MEETING SCHEDULE

- A. Next regularly scheduled meeting Tuesday, December 4, 2018, 9:15 a.m. at the District Office, 1st 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, Dr. 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

October 9, 2018

The meeting was called to order at 9:21 a.m.

Attendees:

Commissioners: Vida Holguin, Charles Southey and Cindy Strand

District Staff: Brian Lucas, (Ass't. Sup't., Human Resources), Dawnalyn Murakawa-Leopard (Deputy Superintendent), Paul Ruta (Director of Maintenance and Operations), Anna Frankel (Human Resources Technician) and Maria Villalobos (Human Resources Technician).

CSEA Representatives: Susana Anton

I. CALL TO ORDER

- A. Approval of Minutes –September 11, 2018 – Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
B. Administration: Dr. Lucas informed the Commissioners about Assembly Bill 2160 which will be effective on 1/1/2019. AB1260 will change the status of all at-will ground supervisors to classified employees.
C. Employees: None
D. Citizens: None

III. ACTION ITEMS

- A. Approval of job descriptions:
1. Director of Operations– Ms. Holguin motioned to approve, with the revision to replace the term “operations” with “maintenance” in the last bullet point under “Essential Job Functions” seconded by Ms. Strand and unanimously approved by the Commissioners.
2. Director of Facilities & Maintenance- Ms. Holguin motioned to approve, with the revision to remove the term “Facilities” in bullet point twenty-nine under “Essential Job Functions.” Additionally, the same education requirement will be added as a “minimum requirement” for the Director of Facilities & Maintenance as it

is listed on the job description for the Director of Operations. Seconded by Mr. Southey and unanimously approved by the Commissioners.

B. Approval of eligibility lists:

Cook– Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

IA-Maker Space- Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

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

Technology Resource Assistant- Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, December 4, 2018, 9:15 a.m.

V. ADJOURNMENT-The meeting was adjourned at 9:45 a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Benefits Technician**

Test Date: Written 10/29/18 Performance 10/29/18 Oral 11/1/18

No.	First	Last	Written	Written @ 30%	Performance Exam	PE @ 30%	Oral Exam	OE @ 20%	App	App @ 20%	Prom/ Vet	Overall
PROMOTIONAL												
2	Robin	Viveros										
OPEN												
1	Monica	Cassio										
3	Wilinda	Moore										

Scoring:

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

Date of Certification:

11/6/2018

Expiration Date:

11/1/2019

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Campus Security
Written Exam 10/29/18, Oral Exam 10/30/18**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/ Vet	Overall	Status
OPEN											
1	Jerome	Edwards									
2	Chano	Rashiduddin									
3	JeanCarlo	Marroquin									

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

Type of Exam:
 Open
 Open & Promotional
 Promotional

Date of Certification: 11/6/18
Expiration Date: 11/1/19

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
FOOD SERVICE ASSISTANT I**

Test Date: Written Exam 9/13/18 & 10/12/18 & 10/25/18

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											
1	Maile	Aiu									
2	Audreunna	Anderson									
3	Alberto	Moncada									
4	Zeron	Johnson									
5	Stephanie	Gonzales									

Scoring:

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

Type of Exam:

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

Date of Certification:

11/6/2018

Expiration Date:

11/1/2019

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Human Resources Technician
Written Exam 10/29/18, Writing Sample 10/30/18, Oral Exam 10/30/18**

No.	First	Last	Written	Written @ 30%	PE Exercise	PE Exercise @30%	Oral	Oral @ 30%	App	App @ 10%	Prom/Vet	Overall	Status
PROMOTIONAL													
1	ELENA	HERNANDEZ											
OPEN													
4	CLAIRE	FELMAN											
5	HOLLY	PRIETO											
2	DAISY	CONTRERAS											
3	MICHELLE	GRAVES											

Scoring:

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

Type of Exam:

Open
 Open & Promotional
 Promotional

Date of Certification: 11/6/18

Expiration Date:

11/1/2019

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA - INSTRUMENTAL MUSIC - STRINGS
Oral & Performance Exam: 8/23/18 & 11/1/18**

No.	First	Last	PE	PE @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/V et	Overall	Status
OPEN											
1	Kevin	Bandel									
2	Kaylyn	Crites									

Scoring:

Performance: 40%
Oral: 40%
App: 20%

Date of Certificate: 11/6/2018

Expiration Date: 11/1/2019

Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Exam 11/1/18**

No.	Name	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/Vet	Overall	Expires
PROMOTIONAL										
3	Paulina Mamom									
OPEN										
1	Laura Mathison									
2	Brendan Zincavage									
4	Kawalpreet Dhaliwal									
5	Monica Valladares									
6	Andrew Anton									
7	Joseph Huerta									
8	Tanikia Bryant									
9	Carlos Peoples									
10	Courtney Ryu									

Scoring: Type of Exam:

Written: 0.40 () OPEN
 Oral: 0.40 (x) OPEN AND PROMOTIONAL
 App: 0.20 () PROMOTIONAL

Certification Date: 11/6/2018
Expiration Date: 11/1/2019

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education
Test Date: Written Exam 10/25/18 Oral Exam 10/26/18**

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/ Vet	Overall	Status	references cleared
PROMOTIONAL												
2	Paulina	Mamon										
OPEN												
1	Nefertifi	Haynes										
3	Lindsey	Schrader										
4	Tara	Paley										
4	Liliana	Barrios										
5	Trisha	Smith										
6	Saige	Ratchford										
7	Gregory	Fleming										
8	Kristen	Garbeg										

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

Type of Exam:
 Open
 Open & Promotional
 Promotional

Certification Date: 11/6/2018
Expiration Date: 11/1/2019

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant -Computer Science
Test Date: Written Exam 10/22/18 10/25/18 Oral Exam**

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/ Vet	Overall	Status	references cleared
OPEN												
PROMOTIONAL												
1	Jack	Wild										
2	Jerome	Edwards										
3	Deema	Jose										
4	Mark	Alvarez										

Scoring:

Written: 40%

App/Resume:
20%

Oral: 40%

Type of Exam:

Open

Open & Promotional

Promotional

Manhattan Beach Unified School District
Personnel Commission

Eligibility List
IA-Maker Space

Test Date: Written Exam 9/20/18 Oral Exam 10/5/18 11/1/18

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/ Vet	Overall	Status	references cleared
OPEN												
1	Lois	Buholzer										
2	Patricia	Wolfe										
3	Diana	Gillette										

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

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

Approved: 11/6/2019
Expiration: 11/1/2019

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
OFFICE SPECIALIST-PT`
Written Exam 10/22/18 Oral Exam 10/25/18**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 30%	PE	Per. Exam @ 30%	App	App @ 10%	Prom/Vet	Overall	Status
OPEN													
1	Maria	Murillo											
2	Shannon	Harger											
3	Rebecca	Hernandez											

Scoring:

Written: 30%
Performance: 30%
Oral: 30%
App: 10%

Type of Exam:

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

Date of Certification 11/6/2018

Expires 11/1/2019

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
STUDENT ATTENDANCE CLERK**

Written Exam 10/29/18, Performance Exam 10/29/18 and 1st Round Interview 10/31/18

No.	First	Last	Written Exam	Written Exam @ 30%	Performance Exam	Performance Exam @ 30%	Oral Interview	Oral Interview @ 30%	Apps Screen	Apps Screen @ 10%	Prom/Vet	Overall	Status
PROMOTIONAL													
OPEN													
1	ANAI	VELAZQUEZ											
2	BARBARA	RUIZ											
3	TARA	PALEY											

Type of Exam:
 Open
 Open & Promotional
 Promotional

Date of Certification: 11/6/2018 11/6/2018
Expiration Date: 11/1/2019 11/1/2019

Scoring:
 Written Exam: 30%
 Performance: 30%
 Oral Interview: 30%
 Application: 10%