

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

Notice of Public Meeting  
January 15, 2019  
9:15 a.m.  
1<sup>st</sup> Floor Conference Room  
District Office

## **AGENDA**

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

- A. Approval of Minutes
  - 1. December 18, 2018

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

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

### **III. ACTION ITEMS**

- A. Approval of eligibility lists:
  - Athletic Trainer
  - Certificated Therapy Assistant
  - IA-IBI
  - IA-Special Education

### **IV. MEETING SCHEDULE**

- A. Next regularly scheduled meeting Tuesday, February 5, 2019, 9:15 a.m. at the District Office, 1<sup>st</sup> 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**

December 18, 2018

The meeting was called to order at 9:19 a.m.

Attendees:

Commissioners: Vida Holguin, Charles Southey and Cindy Strand

District Staff: Brian Lucas, (Ass't. Sup't., Human Resources (Human Resources Technician) and Maria Villalobos (Human Resources Technician).

CSEA Representatives: Susana Anton and Rod Jorgensen

**I. CALL TO ORDER**

- A. Approval of Minutes –November 6, 2018 – Ms. Strand 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**

- A. Appointment of Commissioner-Appointed Member- Appointment of Commissioner-Appointed Member-** Commissioners Ms. Holguin and Mr. Southey nominated Ms. Cynthia Strand as the jointly-appointed Commissioner. Ms. Strand accepted the nomination. Ms. Holguin motioned to approve, and seconded by Mr. Southey. Commissioners Holguin and Southey approved the motion.

**B. Approval of eligibility lists:**

**Director of Operations** – Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

**EDP/Preschool Assistant** - Ms. Strand motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.

- C. Approval to use open & continuous testing for Instructional Assistant – Intensive Behavior Intervention classification-** Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

**IV. MEETING SCHEDULE**

Next regular meeting is scheduled for Tuesday, February 5, 2018, 9:15 a.m.

**V. ADJOURNMENT**-The meeting was adjourned at 9:30 a.m.

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Athletic Trainer**

**Written Exam 12/4/18 & 1/9/19 and Interview 12/12/18 & 1/9/19**

No.	First	Last	Written	Written @ 35%	Interview Exam	PE @ 65%	Prom/Vet	Overall	Status
-----	-------	------	---------	------------------	----------------	----------	----------	---------	--------

**OPEN**

1	Franklin	Ortiz							
2	Hilary	King							
3	Justin	Shibel							
4	Jose	Nartea							
5	David	Salinas							

**Scoring:**

Written: 35%

Oral: 65%

**Date of Certification:** 1/15/2019

**Expiration Date:** 1/1/2020

**Type of Exam:**

( X ) Open

(X) Promotional

**Approved:**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Certified Occupational Therapy Assistant (COTA)  
Test Date 1/9/19 Oral Interviews 1/11/19**

No.	First	Last	Written	Written @ 40%	Oral	Oral @40%	App	App @20%	Prom/Vet	Overall	Status
Open											
1	Jennifer	Ross									
2	Allison	Barnes									
3											

**Scoring:**

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

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION  
Exam 1/8/18**

No.	Name	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/Vet	Overall	Expires
-----	------	---------	------------------	------	---------------	-----	-----------	----------	---------	---------

**PROMOTIONAL**

**OPEN**

	Joshua Lecour									
	Tamara Selby									

**Scoring: Type of Exam:**

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

**Certification Date:** 1/15/2019  
**Expiration Date:** 1/1/2020

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Instructional Assistant - Special Education  
Test Date: Written Exam 1/9/19 Oral Exam 1/11/19**

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/ Vet	Overall	Status
---------	-------	------	---------	------------------	------	---------------	-----	--------------	-----------	---------	--------

**PROMOTIONAL**

**OPEN**

1	Tanisha	Aaron									
2	Leila	Chassebi									
3	Jessica	Bellisimo									
4	Arleen	Gasca									

**Scoring:**

Written: 40%

App/Resume: 20%

Oral: 40%

**Type of Exam:**

(X) Open

( ) Open & Promotional

( ) Promotional

**Certification Date:** 1/15/2019

**Expiration Date:** 1/1/2020