

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

Notice of Public Meeting  
July 10, 2018  
9:15 a.m.  
1<sup>st</sup> Floor Conference Room  
District Office

**AGENDA**

**I. CALL TO ORDER**

- A. Approval of Minutes
  - 1. June 5, 2018

**II. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners
- B. Administration: Hiring process for Intensive Behavioral Interventionists, Sign Language Interpreters, and Instructional Assistants – Sign Language.
- C. Employees
- D. Citizens

**III. ACTION ITEMS**

- A. Approval of eligibility lists:
  - Accountant
  - Cook-Baker
  - Information Technology Data System Administrator
  - Instructional Assistant-Extended Day Program
  - Instructional Assistant-Special Education

**IV. MEETING SCHEDULE**

- A. Next regularly scheduled meeting Tuesday, August 7, 2018, 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**

June 5, 2018

The meeting was called to order at 9:20 a.m.

Attendees:

Commissioners: Vida Holguin and Cyndi Strand

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

CSEA Representatives:

**I. CALL TO ORDER**

- A. Approval of Minutes –May 1, 2018 – Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

**II. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners: None  
B. Administration: Dr. Lucas corrected a typo on the Action Items. The “IA” term next to EDP/Preschool Teacher should have been dropped to the bottom line. The correct action item is IA Sign Language.  
C. Employees: None  
D. Citizens: None

**III. ACTION ITEMS**

- A. Approval of eligibility lists:  
**EDP/Preschool Teacher**– Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.  
**IA Sign Language**- Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.  
**IA Special Education IBI**- Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.  
**Interpreter**- Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

**IV. MEETING SCHEDULE**

Next regular meeting is scheduled for Tuesday, August 7, 2018, 9:15 a.m.

**V. ADJOURNMENT**-The meeting was adjourned at 9:25 a.m.

Personnel Commission

Eligibility List

Accountant

Test Date 7/28 & 7/5/18 Oral Interviews 7/6/18

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 25%	Performance Test	Performance 25%	App	App @ 10%	Prom/Vet	Overall	Status
<b>Promotional</b>													
1	DeShanta	Garcia											
3	Robin	Viveros											
<b>Open</b>													
2	Deborah	Newberry											

**Scoring:**

Written: 40%  
 Oral: 25%  
 Performance: 25%  
 App: 10%

Date of Certification: 7/10/18  
 Date of Expiration: 7/1/19



**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Cook/Baker**

**Written Exam 5/24/18, Performance Exam 6/19/18**

No.	First	Last	Written	Written @ 40%	Performance	PE @ 40%	App	App @ 20%	Prom/Vet	Overall	Status
<b>OPEN</b>											
1	Frank	Alvarez									
2	David	Dixon									

**Scoring:**

Written: 40%

Performance: 40%

App: 20%

**Certification Date:** 7/10/2018

**Expiration Date:** 7/1/2019 \_\_\_\_\_

**Type of Exam:**

( ) Open

( ) Promotional

( X ) Open & Promotional

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
INFORMATION TECHNOLOGY DATA SYSTEMS ADMINISTRATOR**

**Written Exam 6/26/18 Tech Performance 6/27/18, Oral Interview 7/2/18**

No.	First	Last	Written	Written @ 35%	Performance Exam	Performance Exam @ 35%	Oral Exam	Oral Exam @ 30%	Prom/Vet	Overall	Status
<b>PROMOTIONAL</b>											
1	Loren	Sorenson									
2	Kristina	Ayson									
3	Janet	Norris									
4	Elmer	Monge									

**Scoring:**

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

**Type of Exam:**

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

**Certified - 7/10/2018**

**Expires - 7/1/2019**

**Manhattan Beach Unified School District  
Personnel Commission**

**ELIGIBILITY LIST  
EDP/PRESCHOOL ASSISTANT  
Written Exam 6/25/18 Oral Exam 7/2/18**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 35%	App	App @ 25%	Prom/Vet	Overall	Status
<b>OPEN</b>											
<b>PROMOTIONAL</b>											
<b>1</b>	Patty	Gonzales									
<b>2</b>	Danielle	Zuliani									
<b>3</b>	Jesenia	Veliz									

**Scoring:**

Written: 40%  
App: 25%  
Oral 35%

**Type of Exam:**

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

**Date of Certification: 7/10/18**

**Expiration Date: 7/1/19**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Instructional Assistant - Special Education  
Test Date: Written Exam 6/26/18 Oral Exam 6/27/18**

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%	Prom/ Vet	Overall	Status
<b>PROMOTIONAL</b>											
	LISA	STEWART									6/17/15 thru 9/17/18
<b>OPEN</b>											
1	AVERY	BOOKOUT									
1	MICHAEL	SUTTON									
2	VINCENZO	TANZA									
3	LILIA	GUTIERREZ									
4	TIMOTHY	ORNGUZE									
5	STEPHEN	ROBERTSON									
6	SHERI	GERSTNER									
7	NICOLE	ROMERO									

**Scoring:**

Written: 40%

App/Resume: 20%

Oral: 40%

**Type of Exam:**

(X) Open

( ) Open & Promotional

( ) Promotional

**Certification Date:** 7/10/2018

**Expiration Date:** 7/1/2019