

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

Notice of Public Meeting  
December 18, 2018  
9:15 a.m.  
1<sup>st</sup> Floor Conference Room  
District Office

**AGENDA**

**I. CALL TO ORDER**

- A. Approval of Minutes
  - 1. November 6, 2018

**II. WRITTEN AND ORAL COMMUNICATION**

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

**III. ACTION ITEMS**

- A. Appointment of Commissioner-Appointed Member
- B. Approval of eligibility lists:
  - Director of Operations
  - EDP/Preschool Assistant
- C. Approval to use open & continuous testing for Instructional Assistant – Intensive Behavior Intervention classification

**IV. MEETING SCHEDULE**

- A. Next regularly scheduled meeting Tuesday, January 15, 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**

November 7, 2018

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

Attendees:

Commissioners: Vida Holguin 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

**I. CALL TO ORDER**

- A. Approval of Minutes –October 9, 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 the passing of the beloved Tim Cooper, Athletic Trainer. Brian also informed the Commissioners of a typo under Action Items. The job title “IA-Marker Space” was replaced with “IA-Science Lab.”  
C. Employees: None  
D. Citizens: None

**III. ACTION ITEMS**

- A. Approval of eligibility lists:  
**Benefits Technician**– Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.  
**Campus Security**- Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.  
**Food Service Assistant I** - Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.  
**Human Resources** - Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

**IA-Instrumental Music-Strings-** Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

**IA-Special Education-IBI -** Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

**IA-Special Education-TSA-** Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

**IA-Computer Science-** Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

**IA-Science Lab-** Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

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

**Student Attendance Clerk-** Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

**B. Appointment of interpreter-Sign Language-** 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, January 15, 2019, 9:15

a.m. **V. ADJOURNMENT-**The meeting was adjourned at 9:38 a.m.

**Manhattan Beach Unified School District  
Personnel Commission**

**ELIGIBILITY LIST  
EDP/PRESCHOOL ASSISTANT  
Written Exam 12/7/18 & 12/10/18 Oral Exam 12/13/18**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 35%	App	App @ 25%	Prom/Vet	Overall	Status
<b>OPEN</b>											
5	Balette	Santiago									
3	Patricia	Serrano									
<b>PROMOTIONAL</b>											
2	Nela	Forbes									
1	Noel	Varner									
4	Viktoria	Salcedo									
6	Veronica	Vazquez									
7	Hadi	May									
8	Erica	Cobos									

**Scoring:**

Written: 40%  
App: 25%  
Oral 35%

**Type of Exam:**

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

**Date of Certification: 12/18/18**

**Expiration Date: 12/1/19**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Director of Operations  
Written Exam 12/4/2018, Performance Exam and Interview 12/13/18**

No.	First	Last	Written	Written @ 35	Performance Exam	PE @ 25	Performance Interview	PI @ 40	Prom/Vet	Overall
-----	-------	------	---------	--------------	------------------	---------	-----------------------	---------	----------	---------

**PROMOTIONAL**

2	Phil	Rodriguez								
2	Ray	Lee								
1	Edward	Jozefecick								

**OPEN**

3	Napolen	Singletary								

**Scoring:**  
 Written: 35%  
 Performance Exam: 25%  
 Performance Interview: 40%

**Date of Certification:** 12/18/2018  
**Expiration Date:** 12/1/2019

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

**Approved:** 12/18/2018