

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

**Notice of Public Meeting  
December 16, 2011  
9:00 a.m.  
District Office – Board Room**

## **AGENDA**

### **I. WRITTEN AND ORAL COMMUNICATION**

#### **A. Commissioners**

1. Approval of Minutes –November 4, 2011
2. Approval of Eligibility List – Clerical Assistant

#### **B. Administration**

#### **C. Employees**

#### **D. Citizens**

#### **E. Discussion and First Reading of the Personnel Commission - Merit System Rules and Regulations of the Classified Service**

### **II. 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 Kathy Hall, Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA, 90266. Phone (310) 318-7345, x 5915, OR Fax (310) 303-3824.

Manhattan Beach Unified School District  
PERSONNEL COMMISSION  
MEETING MINUTES  
November 4, 2011

Attendees:

Commissioners: Vida Holguin and Cynthia Strand (via telephone)

District Staff: Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Technician – Classified; Donna Hilgendorf, Administrative Secretary and Recorder.

CSEA Representatives: Richard Gaines, Tre'Shawn Hall

Ms. Holguin called the meeting to order at 9:00 a.m.

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners:**

**1. Approval of Minutes:**

Ms. Strand made a motion to approve the minutes of the October 10, 2011, Personnel Commission meeting, seconded by Ms. Holguin.

**The minutes of the October 10, 2011, Personnel Commission meeting were approved 2:0.**

**2. Approval of Eligibility Lists:**

**a. IA Special Education – Intensive Behavioral Instruction**

There are two open positions; one at Mira Costa and one at Pacific School.

Ms. Holguin made a motion to approve the IA Special Education – Intensive Behavioral Instruction, seconded by Ms. Strand.

**The Eligibility List for IA Special Education – Intensive Behavioral Instruction was approved 2:0.**

**b. EDP Preschool Teacher**

There is one open position at Pennekamp School for 3 hours in the afternoon. There were two applicants but one did not pass the testing process. Ms. Strand inquired if everyone was okay with only one person on the eligibility list. The consensus was yes. Based on only two applicants, with one passing the test, Mr. Gaines suggested waiving the three-person requirement on the eligibility list.

Ms. Holguin made a motion to approve the Eligibility List for EDP Preschool Teacher, with a waiver for three (3) people on the eligibility list, seconded by Ms. Strand.

**The Eligibility List for EDP Preschool Teacher was approved 2:0.**

**B. Administration:**

Ms. Hall advised that the Board Policy and Administrative Regulation have changed for Professional Growth Increments for Classified Employees. Changes to update the document will be handled in negotiations as an appendix.

**C. Employees:** Nothing at this time

**D. Citizens:** None present

**II. ADJOURNMENT**

Ms. Holguin adjourned the meeting at 9:05 a.m.

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Clerical Assistant  
Test Date 11/29/11**

No.	First	Last	Written	Written @ 75%	App.	App. @ 25%	Prom/Vet	Overall	Status
<b>PROMOTIONAL</b>									
1st	Mabel	Camacho							
<b>OPEN</b>									
1st	Desiree	Lopez							
2nd	Marcello	Cavallo							
3rd	April	Gonzalez							
4th	Ngoc	Luong							
5th	Valerie	Cissell							
6th	Cameron	Elliott							
7th	Aura	Ahrens							
8th	Debbie	Hanna							
9th	Steffi	Gee							
10th	Toni	Tersigni							
11th	Cindy	Maeda							
12th	Emily	Fischer							
13th (tie)	Cynthia	Nolan							
13th (tie)	Patricia	Pekich							
13th (tie)	Pauline	Hollis							
14th	Tricia	Londelius							
15th	Michelle	Brantley							
16th	Linda	Campbell							
17th	Gabriela	Peres							
18th	Loretta	Johnson							
19th	Abraham	Chavez							

**Scoring:**

Written: 75%  
App/Resume: 25%

**Type of Exam:**

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

**Date of Certification:** 12/16/11

**Expiration Date:** 12/16/12

**Approved:**