

**PERSONNEL COMMISSION  
Manhattan Beach Unified School District  
325 S. Peck Avenue  
Manhattan Beach, CA 90266  
Notice of Public Meeting  
August 28, 2012  
8:30 a.m.  
1<sup>st</sup> Floor Conference Room  
District Office**

## **AGENDA**

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

#### **A. Commissioners**

1. Approval of Minutes – May 25, 2012
2. Approval of Eligibility Lists
  - a. EDP/Preschool Teacher
  - b. Health Care Specialist
  - c. IA Special Education - Intensive Behavioral Instruction

#### **B. Administration**

#### **C. Employees**

#### **D. Citizens**

### **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  
May 25, 2012

Attendees:

Commissioners: Vida Holguin and Cynthia Strand

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

CSEA Representatives: None present

Ms. Holguin called the meeting to order at 8:35 a.m.

**I. WRITTEN AND ORAL COMMUNICATION**

**A. Commissioners:**

**1. Approval of Minutes**

Ms. Strand made a motion to approve the minutes as written of the May 4, 2012, Personnel Commission meeting, seconded by Ms. Holguin. **The minutes of the May 4, 2012, Personnel Commission meeting were approved 2:0.**

**2. Approval of Eligibility Lists**

**a) Food Service Assistant I**

There are two (2) positions open. Ms. Strand made a motion to approve the Eligibility List for Food Service Assistant I, seconded by Ms. Holguin. **The Eligibility List for Food Service Assistant I was approved 2:0.**

**b) Food Services Supervisor**

There is one part-time position at MBMS. Promotional employees did not apply. Ms. Strand made a motion to approve the Eligibility List for Food Services Supervisor, seconded by Ms. Holguin. **The Eligibility List for Food Services Supervisor was approved 2:0.**

**c) IA Special Education – Intensive Behavior Instruction**

There are only two qualified candidates on the list. Ms. Strand made a motion to approve the Eligibility List for IA Special Education - Intensive Behavioral Instruction, seconded by Ms. Holguin. **The Eligibility List for IA Special Education – Intensive Behavioral Instruction was approved 2:0.**

**B. Administration:**

Ms. Hall advised of a possible appeal for a disciplinary action.

C. **Employees:** None present

D. **Citizens:** None present

**II. ADJOURNMENT**

Ms. Holguin adjourned the meeting at 8:42 a.m.

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
EDP/PRESCHOOL TEACHER**

No.	First	Last	Oral	Oral @ 90%	App	App @ 10%	Prom/Vet	Overall	Status
<b>PROMOTIONAL</b>									
1st	Karina	Sam							
<b>OPEN</b>									
1st	Reham	Sadek							
2nd	Lindsey	Allen							
3rd	Sharona	Peller							

**Scoring:**

Oral: 90%  
App: 10%

**Type of Exam:**

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

**Date of Certification: 08/28/12**

**Expiration Date: 08/28/13**

**Approved:**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
Health Care Specialist  
Written Exam 08/02/12 Oral Exam 08/08/12**

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 60%	Prom/Vet	Overall	Status
				PROMOTIONAL					
1st	Michelle	Germani							
2nd	Jessie	Bertozzi							
				OPEN					
1st	Kit	Clark							
2nd	Andrea	Heard							
3rd	Maria	Layoen							

**Scoring:**

Written: 40%  
Oral: 60%

**Type of Exam:**

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

**Date of Certification: 08/28/12**

**Expiration Date: 08/28/13**

**Approved \_\_\_\_\_**

**Manhattan Beach Unified School District  
Personnel Commission**

**Eligibility List  
IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION  
Written Exam 08/02/12 Oral Exam 08/07/12**

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Status
<b>OPEN</b>											
1st	Korye	Finn									
2nd	Kylea	Howell									
3rd	Mara	Guzzi									
4th	Jessica	Parmar									
5th	Maximilian	Hecker									
6th	Daniel	Levin									

**Scoring:**

Written: 30%  
Oral: 60%  
App: 10%

**Type of Exam:**

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

**Date of Certification: 08/28/12**

**Expiration Date: 08/28/13**

**Approved:**