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

Notice of Public Meeting
October 26, 2026
9:00 a.m.
1st Floor Conference Room, District Office

AGENDA

I. CALL TO ORDER

A. Approval of Minutes
    1. September 28, 2026

II. ORAL AND WRITTEN COMMUNICATION

A. Commissioners
B. Administration
C. Employees/CSEA
D. Citizens

III. ACTION ITEMS

A. Approval of Eligibility Lists
    1. Behavior Intervention Specialist
    2. Executive Assistant-Confidential
    3. Ground Supervisor (RB)
    4. Instructional Assistant (RB)
    5. Instructional Assistant-Preschool
    6. Instructional Assistant-Special Education (PA, RB, MBMS, & MCHS)

IV. MEETING SCHEDULE

A. The next regularly scheduled meeting will be held on November 16, 2026, at 9:00 a.m. in the 1st Floor Conference Room at the District Office.

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. Kelli Keller, Assistant Superintendent of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone: (310) 318-7345, Ext. 5966 OR Fax (310) 303-3822.

Manhattan Beach Unified School District

PERSONNEL COMMISSION MINUTES

September 28, 2026

Regular Personnel Commission Meeting, 9:00 a.m. – District Office, Board Room

Generated by Charlene Lawrence on Monday, September 28, 2026.

Attendees:

Commissioners: Jennifer Cochran and Charles Southey

District Staff: Dr. Kelli Keller, Assistant Superintendent of Human Resources; Denise Zapata, Human Resources Technician; and Charlene Lawrence, Executive Assistant

Employees/CSEA: Karla Spencer, Chapter 126 Chief Union Steward

Citizens: None

I. CALL TO ORDER

A. The meeting was called to order at 9:06 a.m. by Mr. Southey.
B. Approval of Minutes
    1. Ms. Cochran moved for the approval of the minutes from the August 31, 2026, regular meeting. Mr. Southey seconded the motion, and the motion was approved unanimously by the Commissioners.

II. ORAL AND WRITTEN COMMUNICATION

A. Commissioners – None
B. Administration – Dr. Keller spoke to the Commissioners about the new directive from leadership to fill all vacancies, which means HR is still actively hiring for the school year. Dr. Keller has conducted 15 interviews and is hiring on behalf of some school sites. Filling all vacancies means the District is less reliant on staffing agencies, which lowers costs and reduces the occurrence of issues between District employees and staffing agency employees. The Classified HR Technician processed 89 hires within a week and a half. The volume of hires makes onboarding and evaluations within a six-month timeline challenging, and HR is meeting the challenge.
C. Employees/CSEA – None
D. Citizens – None

III. ACTION ITEMS

A. Approval of Eligibility Lists
    1. Executive Assistant-Confidential – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners. Dr. Keller clarified that the job title refers to job duties and responsibilities of a confidential nature. The position is not represented by CSEA.
    2. Grounds Maintenance Worker – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.

3. Instructional Assistant-EDP – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
4. Instructional Assistant-IBI – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
5. Instructional Assistant – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
6. Instructional Assistant-Special Education – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
7. Instructional Assistant-Transitional Kindergarten – Ms. Cochran moved to approve, seconded by Mr. Southey, and approved unanimously by the Commissioners.

IV. MEETING SCHEDULE

A. The next regularly scheduled meeting will be held on October 26, 2026, at 9:00 a.m. in the 1st Floor Conference Room at the District Office.

V. ADJOURNMENT -The meeting was adjourned at approximately 9:16 a.m.

MBUSD
Personnel Commission

Eligibility List
Job Title: Behavior Intervention Specialist
Work Location(s): District Wide

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
Type: Open											
1	Brenda	Slaughter									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open

Open & Promotional

Promotional

Certification Date:9/30/26

Expiration Date:9/30/27

MBUSD
Personnel Commission

Eligibility List
Job Title: Executive Assistant – Confidential
Work Location(s): District Office

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
Type: Open											
1	Laura	Munoz		95%							
2	Ahndrea	Jones		85%							

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:9/30/26 _____

Expiration Date:9/30/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Ground Supervisor
Work Location(s): Robinson

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
Type: Open											
	Colin	Bindwell									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:10/1/26 _____

Expiration Date:10/1/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – 4th & 5th
Work Location(s): Robinson

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
Type: Open											
	Elizabeth	Casey									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:10/1/26 _____

Expiration Date:10/1/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant
Work Location(s): Preschool

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
Type: Open											
	Nancy	Nguyen									
	Ana	Torres									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:10/1/26 _____

Expiration Date:10/1/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Special Education
Work Location(s): MCHS, MBMS, Pacific, and Robinson

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
	Asma	Farooqui									
Type: Open											
	Friday	Contreras Celis									
	Victor	Contreras Celis									
	Prapapun	Chaichina									
	Stephen	McMullen									
	Gerard	San Gemino									
	Victoria	Seck									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:10/1/26 _____

Expiration Date:10/1/27 _____