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

Notice of Public Meeting
August 31, 2026
9:00 a.m.
1st Floor Conference Room, District Office

AGENDA

I. CALL TO ORDER

A. Approval of Minutes
    1. July 27, 2026

II. ORAL AND WRITTEN COMMUNICATION

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

III. ACTION ITEMS

A. Approval of Eligibility Lists
    1. Certified Occupational Therapist Assistant (COTA) (Itinerant)
    2. Food & Nutrition Services Assistant (Various Vacancies)
    3. Food & Nutrition Services Assistant-Lead (PA & RB)
    4. Ground Supervisor (ME)
    5. Health Services Assistant (PA)
    6. Instructional Assistant-EDP (GV & RB)
    7. Instructional Assistant-IBI (Various Vacancies)
    8. Instructional Assistant-Special Education (GV, ME, MBMS, & MCHS)
    9. Instructional Assistant-Transitional Kindergarten (PA & PK)
    10. Speech & Language Pathologist Assistant (SLPA) (PA)
    11. Teacher-EDP (PA & PK)

IV. MEETING SCHEDULE

A. The next regularly scheduled meeting will be held on September 28, 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 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

July 27, 2026

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

Generated by Charlene Lawrence on Monday, July 27, 2026.

Attendees:

Commissioners: Jennifer Cochran and Charles Southey

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

Employees/CSEA: None

Citizens: None

I. CALL TO ORDER

A. The meeting was called to order at 9:41 a.m. by Mr. Southey.
B. Approval of Minutes
    1. Ms. Cochran motioned for the approval of the minutes from the June 22, 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 – None
C. Employees/CSEA – Connie Porter is attending a conference this week.
D. Citizens – None

III. ACTION ITEMS

A. Approval of Eligibility Lists
    1. Custodian – Mr. Southey motioned to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
    2. Executive Assistant-Confidential – Mr. Southey motioned to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
    3. Instructional Assistant-IBI – Mr. Southey motioned to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
    4. Instructional Assistant-Special Education – Ms. Cochran motioned 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 August 31, 2026, at 9:00 a.m. in the 1st Floor Conference Room at the District Office.

V. ADJOURNMENT -The meeting was adjourned at approximately 9:45 a.m.

MBUSD
Personnel Commission

Eligibility List
Job Title: Certified Occupational Therapist Assistant
Work Location(s): Itinerant

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											
	Lindsay	Guest									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:8/02/26 _____

Expiration Date:8/02/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Food and Nutrition Service Assistant
Work Location(s): Various Vacancies

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	Peggy	Huff		84%							
2	Honorio	Espiritu		75%							

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:7/26/26 _____

Expiration Date:7/26/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Lead Food and Nutrition Service Assistant
Work Location(s): Robinson and Pacific

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											
	Samina	Hamid			Pass						
	Lauren	Rogers			Pass						

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:7/26/26

_____

Expiration Date:7/26/27

_____

MBUSD
Personnel Commission

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

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											
	Susana	Napoles									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:8/02/26 _____

Expiration Date:8/02/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Health Service Assistant
Work Location(s): Pacific

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall
Type: Promotional										
1	Mabel	Huizar	91%							
1	Sarah	Pardo	91%							
Type: Open										
2	Tosha	Crim	78%							

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:7/30/26 _____

Expiration Date:7/30/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Extended Day Program
Work Location(s): Grand View & 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											
	Aide	Tlachi									
	Xiuli	Chen									
	Jason	Ochoa									
	Dezirae	Davila									
	Grace	Ojewole									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:7/27/26 _____

Expiration Date:7/27/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Intensive Behavioral Intervention
Work Location(s): Various Vacancies

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
1	Maria	Tiscareno		96%							
2	Sarah	Pardo		91%							
Type: Open											
3	Tiffany	McFarland		87%							

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:7/26/26 _____

Expiration Date:7/26/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Special Education
Work Location(s): Grand View, MBMS, MCHS, Meadows

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
	Rose	Heeter									
	Haley	Camino									
Type: Open											
	Hailee	Simpson									
	Dayana	Assad									
	Danielle	Guerrero									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:8/01/26 _____

Expiration Date:8/01/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Transitional Kindergarten
Work Location(s): Pennekamp, Pacific

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
	Asucena	Quinteros									
Type: Open											
	Noel	Barry									
	Megan	Sterngold									
	Vanessa	Ayala									
	Fatima	Gavilanez									
	Brianna	Salas									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:8/04/26 _____

Expiration Date:8/04/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Speech & Language Pathologist Assistant
Work Location(s): Pacific

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											
	Evan	Furuka									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:8/02/26 _____

Expiration Date:8/02/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Teacher – Extended Day Program
Work Location(s): Pennekamp, Pacific

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall
Type: Promotional										
	Savannah	Wood								
	Dynesha	Lucas								
Type: Open										
	Tammy	Sturdivant								

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:8/02/26 _____

Expiration Date:8/02/27 _____