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

Notice of Public Meeting
November 16, 2026
9:00 a.m.
1st Floor Conference Room, District Office

AGENDA

I. CALL TO ORDER

A. Approval of Minutes
    1. October 26, 2026

II. ORAL AND WRITTEN COMMUNICATION

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

III. ACTION ITEMS

A. Review and Approval of Job Description
    1. Director of Food and Nutrition Services
B. Approval of Eligibility Lists
    1. Ground Supervisor (PA)
    2. Instructional Assistant-EDP (PK)
    3. Instructional Assistant-IBI (ME, PA)
    4. Instructional Assistant-Special Education (ME)
    5. Instructional Assistant-TK (RB)
    6. Teacher-EDP (GV)

IV. MEETING SCHEDULE

A. The next regularly scheduled meeting will be held on December 14, 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

October 26, 2026

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

Generated by Charlene Lawrence on Monday, October 26, 2026.

Attendees:

Commissioners:	Jennifer Cochran, Bill Fournell, 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 9:04 a.m. by Mr. Southey.

B. Approval of Minutes

1. Ms. Cochran moved for the approval of the minutes from the September 28, 2026, regular meeting. Mr. Southey seconded the motion, and the Commissioners approved it unanimously.

II. ORAL AND WRITTEN COMMUNICATION

A. Commissioners – None

B. Administration – Dr. Keller spoke to the Commissioners about the negotiations process. The District and CSEA are negotiating the 2025-26 successor agreement, which means both can include as many articles as they would like, and it takes time to get through them. The team could negotiate three years of the agreement, but currently they are only negotiating the 2025-26 agreement. In 2024-2025, when Dr. Keller first took the position, the contracts had been unsettled for two years; however, the team was able to quickly settle those contracts, and she was pleased with the result. After that, the bargaining team requested a break, which was granted with the knowledge that the successor agreement would be next. After the break, they began negotiating in February last school year and made great progress, then took another break last summer. Returning this school year, they have made progress on the articles that were sunshined by both the District and CSEA; however, the District has requested that negotiations pause and continue after the first interim budget so that the Board and new Superintendent can look at the articles and budget from a different angle to actualize the spending. There has been a lot of late hiring this school year, and estimates are made before the first interim because they do not know the actual costs of benefits, etc., until after an employee is hired and makes those selections. The Board and Superintendent would like to see actual costs and where they can give more, and they are asking for patience. She is really proud of the work that has been done.

C. Employees/CSEA – None
D. Citizens – None

III. ACTION ITEMS

A. Approval of Eligibility Lists
   1. Behavior Intervention Specialist – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
   2. Executive Assistant-Confidential – Mr. Southey moved to approve, seconded by Mr. Fournell, and approved unanimously by the Commissioners.
   3. Ground Supervisor – Mr. Southey moved to approve, seconded by Ms. Cochran, and approved unanimously by the Commissioners.
   4. Instructional Assistant (4^{th} and 5^{th})– Mr. Southey moved to approve, seconded by Mr. Fournell, and approved unanimously by the Commissioners. Dr. Keller clarified that this is for the pilot upper grade elementary program being funded by MBEF. There is one more position to fill at Meadows. Some schools did not want to have fourth/fifth combination classes, and this is for those fourth and fifth grade classrooms that have higher class sizes (32-35 students).
   5. Instructional Assistant-Preschool – 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 Mr. Fournell, and approved unanimously by the Commissioners.

IV. MEETING SCHEDULE

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

V. ADJOURNMENT -The meeting was adjourned at approximately 9:11 a.m.

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
DIRECTOR OF FOOD AND NUTRITION SERVICES

Department/Division	Business Services
Reports To:	Deputy Superintendent
Provides Direction To:	Food Services Staff
FLSA Exemption Status:	Classified Management
Date Prepared:	November 10, 2026
Date Adopted by Board:	
Salary Range:	Classified Management Salary Schedule

DEFINITION

Under the direction of the Deputy Superintendent, the Director of Food and Nutrition Services plans, organizes, controls, and directs the District-wide food services operations; oversees the purchasing of food, supplies, and equipment used by the department through formal and informal bid solicitation; ensures food services programs and menus comply with applicable state and federal laws, rules, regulations, and nutrition standards; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Food and Nutrition Services develops nutritional menus in accordance with the National School Meal Program requirements and coordinates with school and other administrative personnel in purchasing, budget, financial, and building maintenance services; trains and supervises the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plan, organize, control, and direct District-wide food services operations; develop and implement goals, standards, objectives, policies, and procedures related to District food services programs.

- Implement and administer activities under the District's Wellness Policy.

- Implement federal, state, and District-mandated wellness initiatives linked to funding under the National School Breakfast and Lunch Programs.

- Develop and recommend changes in food services policies and procedures to District administrators, including application processing and POS (point of sale) procedures under the free and reduced-price meal program for designated students.

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- Coordinate and implement menu and recipe preparation functions; ensure food services programs and menus comply with applicable federal regulations and nutrition standards; evaluate and test new food items and other products to determine program acceptability; recommend prices for food services operations.

- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate and conduct in-services and food services training programs.

- Provide technical expertise, information and assistance to the Deputy Superintendent regarding food service operations; assist in the formulation and development of programs to ensure an economical, safe, and efficient work environment; advise the Deputy Superintendent of unusual trends or problems and recommend appropriate corrective action.

- Plan, organize, and implement long and short-term nutrition programs and activities designed to enhance student health and food services programs and services.

- Oversee the purchasing of food, supplies, and equipment used by the department through formal and informal bid solicitation; organize and monitor the transportation, distribution, and storage of food and related supplies to school sites; prepare product recommendations; write specifications for the purchases of food, supplies, and equipment; oversee and approve food, supply, and equipment requisitions; monitor inventory levels.

- Direct and analyze the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to food services activities and personnel; submit reports to appropriate agencies to ensure state and federal expense reimbursements; compose memoranda, procedure manuals, production worksheets, student menu plans, and related materials; prepare public information materials and media releases related to school food services program.

- Plan master menus for the District, ensuring dietary balance and nutritional adequacy appropriate for the tastes, growth, and development of children and according to CDE and USDA Federal regulations. .

- Attend child nutrition conferences and conventions as the District's representative.

- Communicate with other administrators, personnel, vendors, students, parents, and outside organizations to coordinate food services activities and programs, resolve issues and conflicts, and exchange information; serve as liaison between education and food services staff in establishing and conducting nutrition education programs.

- Develop and prepare the annual preliminary budget for the food services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

- Plan for, support, and coordinate the modernization of existing kitchen facilities; prepare layout, design, and equipment and materials to specifications.

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- Visit various sites to inspect for cleanliness and conformance to established operating procedures.

- Operate a computer and assigned software programs; operate other office equipment as assigned; operate various kitchen equipment and utensils; operate and implement the point of sale (POS) system; drive a vehicle to conduct work across various locations; research and implement technology improvements as needed.

- Coordinate, attend, participate, and conduct a variety of meetings as assigned.

- Train and supervise the performance of assigned food service personnel in ordering, planning, and executing catering events. Plans, orders, and supervises preparation of food items and menus for catered events.

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of quantity food service preparation, serving, and storage
- Food service and commodity purchasing and procurement principles, practices and procedures, type and sources of supplies, materials, and equipment utilized in a school district food services operation
- Menu analysis and development techniques
- Nutritional requirements of school-aged children
- Applicable laws, codes, regulations, policies and procedures; federal and state regulations governing child nutrition programs, including free and reduced meals for designated students
- Sanitation and safety practices related to handling, cooking, baking, and serving food
- Methods of preparing and serving food in large quantities; methods of adjusting and extending recipes and proper substitutions
- Principles and practices of supervision, training, and performance evaluation
- Proper methods of storing equipment, materials, and supplies
- Standard kitchen equipment, utensils, and measurements (weights and measures)
- Health and safety regulations
- Budget preparation and control
- Detailed record-keeping and report preparation techniques
- Advanced math and cashiering skills
- Inventory techniques
- Oral and written communication skills in English
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and other office equipment

Ability to:

- Perform all essential duties of the position
- Work independently with little direction
- Plan, organize, coordinate, direct, and supervise the work of the food services staff
- Select, train, supervise, and evaluate personnel
- Lead and direct the operations, services, and activities of the food services program

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- Direct the operation of all phases of the District food services program
- Estimate and order quantities of food needed on a District-wide basis
- Develop and administer departmental goals, objectives, and procedures
- Maintain cafeteria records related to time, cost, and inventory
- Prepare menus which meet state and federal requirements for a balanced diet for children of varying ages
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Test and evaluate new products and equipment and make recommendations for purchase
- Provide information and assistance to parents, the general public, and other staff members in a helpful, courteous, and timely manner
- Maintain confidentiality of information obtained during the course of work
- Exercise initiative, sound judgment, discretion, and decision-making
- Understand and follow oral and written directions in English
- Communicate effectively both orally and in writing
- Prepare comprehensive narrative and statistical reports
- Prepare a variety of detailed records and reports related to assigned activities
- Plan and organize work to meet schedules and timelines
- Interpret, apply, and explain policies, procedures, rules, and regulations related to assigned activities
- Establish and maintain cooperative and effective working relationships with others
- Observe and follow health, safety, and sanitation requirements
- Operate a computer and modern software to develop, direct, and maintain a computerized food services program; utilize standard office, financial, and school- food services-related software programs; operate a point of sale (POS) system

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a Bachelor's Degree from an accredited college or university with a major in foods and nutrition; dietetics; hotel and restaurant management; institutional management; business or public administration, or a related field is required. Five years of administrative or supervisory experience in a school food services program or institutional food service program including the planning and preparation of food in large quantities, supervision of a substantial number of employees, food purchasing, menu planning, accounting, inventory, financial reporting, and staff development is required.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

- Valid California Class C driver's license

- Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement; maintain insurability throughout employment

- Current ServSafe Management Certificate; valid and appropriate food service certification(s)

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by

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an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

Bending, pushing, moving, and lifting objects weighing up to 50 pounds. Walking to conduct inspections of food service facilities, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time. While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate, and operate objects, equipment, and tools, and to reach overhead, above the shoulders, and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis objects which weigh as much as 50 pounds. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch. The employee is regularly required to hear and speak to exchange information in a proficient manner, and taste and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, student allergy notifications, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use advanced mathematical skills and mathematical reasoning. The employee must be able to work independently and supervise others. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an office environment, but must often visit District kitchens and cafeterias which include an indoor kitchen environment and/or outdoor working environment, including exposure to extreme cold or heat in the sun. Employees are occasionally subject to heat from ovens; exposure to very hot foods, equipment, and metal objects; occasionally work around knives, slicers, or other sharp objects; exposure to harsh chemicals/toxic conditions; exposure to cold from walk-in refrigerators and freezers; exposure to water hot and/or cold. The employee will regularly work under typical office conditions which are moderately quiet, but will occasionally encounter a loud noise level both indoors and outdoors when visiting the sites. The employee is constantly exposed to computer screens. The employee is subject to constant interruptions. The employee must drive a vehicle to conduct work.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

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Participation in state, federal, and employer-mandated training and re-training programs.

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MBUSD
Personnel Commission

Eligibility List
Job Title: Ground Supervisor
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											
	Ramanpreet	Mangal									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:11/01/26 _____

Expiration Date:11/01/27

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MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Extended Day Program
Work Location(s): Pennekamp

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											
	Swapna	Vallabhdas									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:11/01/26 _____

Expiration Date:11/01/27 _____

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MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Intensive Behavioral Intervention
Work Location(s): Meadows, Pacific

No.	First Name	Last Name	Written Exam	Written Exam @ %	Perf Exam	Perf Exam @ %	Oral Exam	Oral Exam @ %	Prom/ Vet	Overall	Status
Type: Promotional											
1	Hannah	Kistemaker		91%							
Type: Open											
2	Karrina	Manalac		71%							

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:10/26/26 _____

Expiration Date:10/26/27 _____

MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Special Education
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											
	Evelynn	Cortez									
	Kaitlyn	Cloutier									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:11/01/26 _____

Expiration Date:11/01/27 _____

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MBUSD
Personnel Commission

Eligibility List
Job Title: Instructional Assistant – Transitional Kindergarten
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											
	Salma	Elhariry									

Scoring
Written: _____ %
Performance: _____ %
Oral: _____ %

Type of Exam
Open _____
Open & Promotional _____
Promotional _____

Certification Date:11/01/26 _____

Expiration Date:11/01/27 _____

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MBUSD
Personnel Commission

Eligibility List
Job Title: Teacher – Extended Day Program
Work Location(s): Grand View

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											
	Swapna	Vallabhdas									

Scoring

Written: _____ %

Performance: _____ %

Oral: _____ %

Type of Exam

Open _____

Open & Promotional _____

Promotional _____

Certification Date:11/01/26 _____

Expiration Date:11/01/27

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