

**Notice of Public Meeting
November 4, 2014
8:30 a.m.
1st floor conference room
District Office**

AGENDA

I. CALL TO ORDER

1. Approval of Minutes
 - October 7, 2014
 - October 16, 2014
 - October 28, 2014

II. WRITTEN AND ORAL COMMUNICATION

- A. **Commissioners**
- B. **Administration**
- C. **Employees**
- D. **Citizens**

III. ACTION ITEMS

- A. **Approval of Eligibility Lists:**
 1. Human Resource Technician

IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, December 2, 2014, 8:30am at District Office, first floor conference room.

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, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

October 7, 2014

The meeting was called to order at 8:30 a.m.

Attendees:

Commissioners: Cynthia Strand and Charles Southey

Absent: Vida Holguin

District Staff: Carolyn Seaton, Executive Director, Human Resources, Dawnalyn Murakawa-Leopard, Assistant Superintendent, Ellyn Schneider, Executive Director, Student Services, Rhonda Steinberg, Principal Grand View, Monica Ford, HR Technician and Anna Frankel, HR Technician

CSEA Representatives: Rod Jorgensen

Employees: John David Maher and Ray Lee

I. APPROVAL OF MINUTES-October 1, 2014

- A. Mr. Southey motioned to approved, seconded by Ms. Holguin and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- B. Commissioners: None
- C. Administration: Mrs. Seaton introduced the new CFO Dawnalyn Murakawa-Leopard hired 10/1/2014 replacing Rick Bagley.
- D. Employees: None
- E. Citizens: None

III. ACTION ITEMS

- A. Approval of Job Descriptions:
1. Campus Security Staff
 - Pg. 3 Under Qualifications strike first two bulleted items; Applicable federal, state, city, county and District law, rules and regulations and School Safety Plan. Add Preferred to last two bulleted items CPR/First Aid and AED machine usage.
 - Pg.4 Under Licenses, add Training provided by MBUSD after First aid and CPR certificates. Carolyn will investigate how School Security Guard Training will be completed.

- The Board wants this description on agenda for approval at next PC meeting
2. Campus Security Lead
 - Pg. 2 Under Qualifications; add an (s) to School Safety Plan. Add Knowledge of to Behavior needs and Characteristics of adolescents and Behavior management strategies and techniques including conflict resolution. Add Preferred after CPR/First aid and AED machine usage.
 - Pg. 4 Under Licenses, add Preferred after School Security Guard Training.
 - The Board wants this description on agenda for approval at next PC meeting

 3. Instruction Assistant- Special Education
 - Pg. 3 Under Qualifications; add Knowledge of to Special Education programs.
 - Pg. 4 Under Ability to; add Provided by the District after Upon receiving proper training.
 - Pg. 5 Under Licenses; Strike May require and maintain. Add Preferred- District to provide training within five (5) months after Valid first aid/CPR certification. Add Attend Blood Borne Pathogens Training.
 - The Board wants this description on agenda for approval at next PC meeting

 4. Instruction Assistant- Special Education- IBI
 - Pg. 2 Typographical error corrected.
 - Pg. 3 Add upon completion of certification after Administers first aid and/or CPR.
 - Pg. 4 Under Ability to; add to appropriate personnel after Monitor, observe, control and report behavior of students in the classroom. Add May before drive a car to travel to various District schools and facilities.
 - Pg. 5 Under Licenses; Add Preferred after Valid California Driver's license. Add Attend Blood Borne Pathogens Training.
 - The Board wants this description on agenda for approval at next PC meeting.

 5. Instruction Assistant- Special Education- Physical Education
 - Pg. 1 Typographical error corrected.
 - Pg. 2 Add upon completion of certification after Administers first aid and CPR.

- Pg. 4 Under Licenses; Strike all incumbents in this job class with after The District to provide. Add Attend blood borne pathogens training.
 - The Board wants this description on agenda for approval at next PC meeting.
6. Director of Fiscal Service
- Mr. Southey motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

1. Next regular meeting is November 4, 2014, 8:30am at District Office 1st floor conference room.

V. ADJOURNMENT-The meeting was adjourned at 9:30a.m.

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

October 16, 2014

The meeting was called to order at 8:34 a.m.

Attendees:

<u>Commissioners:</u>	Cynthia Strand and Vida Holguin
<u>Absent:</u>	Charles Southey
<u>District Staff:</u>	Carolyn Seaton, Executive Director, Human Resources, Monica Ford, HR Technician and Anna Frankel, HR Technician
<u>CSEA Representatives:</u>	None
<u>Employees:</u>	None

I. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: None
- C. Employees: None
- D. Citizens: None

II. ACTION ITEMS

- A. Approval of Eligibility Lists- Instructional Assistant- IBI
 - 1. Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

III. MEETING SCHEDULE

- 1. Next regular meeting is November 4, 2014, 8:30am at District Office 1st floor conference room.

IV. ADJOURNMENT-The meeting was adjourned at 8:40a.m.

Manhattan Beach Unified School District

PERSONNEL COMMISSION MINUTES

October 28, 2014

The meeting was called to order at 8:35 a.m.

Attendees:

<u>Commissioners:</u>	Cynthia Strand and Vida Holguin
<u>Absent:</u>	Charles Southey
<u>District Staff:</u>	Carolyn Seaton, Executive Director, Human Resources, Monica Ford, HR
<u>CSEA Representatives:</u>	None
<u>Employees:</u>	None

I. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: Ms. Strand made a suggestion that perhaps in the future, HR could attempt to group together more than one Eligibility list if a Special Meeting is required. That way a meeting is not called for only one list. Ms. Holguin also suggested the Merit System could be amended to allow Special Meetings to be conducted telephonically if only one list is on the agenda.
- B. Administration: None
- C. Employees: None
- D. Citizens: None

II. ACTION ITEMS

- A. Approval of Eligibility Lists- School Office Manager
 - 1. Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

III. MEETING SCHEDULE

- 1. Next regular meeting is November 4, 2014, 8:30am at District Office 1st floor conference room.

IV. ADJOURNMENT-The meeting was adjourned at 8:38a.m.

Personnel Commission

Eligibility List

Human Resources Technician

Written Exam 10/8/14, Writing Sample 10/10/14 Oral Exam 10/21/14

No.	First	Last	Written	Written @ 40%	Writing Exercise	Writing Exercise @25%	Oral	Oral @ 25%	App
PROMOTIONAL									
5	Kristen	Verity							
OPEN									
1	Angelica	Mederiros							
2	Maria	Villalobos							
3	Jeanne	Reed							
4	Deneane	Ratchford							
6	Myisha	Williams							

Scoring:

Written: 40%

Written Exercise 25%

Oral: 25%

App: 10%

Type of Exam:

Open

Open & Promotional

Promotional

Date of Certification:

Expiration Date:

Approved _____