

**Notice of Public Meeting
January 6, 2015
8:30 a.m.
1st floor conference room
District Office**

AGENDA

I. CALL TO ORDER

1. Approval of Minutes
 - December 2, 2014

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. **Approval of Eligibility Lists:**
 1. Instructional Assistant, Special Education

IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, February 3, 2015, 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

December 2, 2014

Attendees:

Commissioners: Cynthia Strand and Vida Holguin

Absent: Charles Southey

District Staff: Carolyn Seaton, Executive Director, Human Resources,
Paul Ruta, Director of Maintenance & Operations, Monica
Ford, HR and Anna Frankel, HR

CSEA Representatives: Rod Jorgensen

Employees: Ed Jozefecick

I. CALL TO ORDER

- A. Approval of Minutes
1. November 4, 2014

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: Mrs. Seaton informed the Commissioners of the activities and events that have taken place since our last meeting. Paul Ruta stated our elementary schools were getting automatic defibrillators (AED) installed.
- C. Employees: Rod Jorgensen asked about maintenance staff at the high school during the shutdown.
- D. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility List:
1. Satellite Kitchen Operator
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
 2. Director Of Fiscal Services
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
 3. Instructional Assistant- Physical Education
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
 4. Instructional Assistant- Instrumental Music

Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

B. Approval of *Revised/Updated* Job Descriptions *Original and Draft*:

1. Campus Security Staff

Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

2. Campus Security Lead

Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

3. Instructional Assistant- Physical Education

Approved with the removal of the word 'Essential' on pg. 1 so that it reads Duties and Responsibilities. Ms. Holguin would like the word 'Essential' taken out of all the job descriptions. She states from a legal perspective it would be better to do so. Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

4. Building Trades Technician-Electrician

See comments below in number 5.

5. Building Trades Technician-Plumber

Rod Jorgensen offered that when this original job description was done in 1996 there were few AC systems, but now there are many. Ed Jozefecick/ Plumber is performing HVAC duties currently along with his own. Rod would like a separate job description for HVAC and to hire someone to fill it. Another option is to increase the salary range for existing position and continue to have Ed perform those duties. Ms. Strand prefers to separate the 3 job descriptions. District is to look at finances and bring back at a later date. Commissioners agreed to table to a later date.

IV. MEETING SCHEDULE

1. 2016 meetings will be scheduled on the 1st Tuesday of each Month. Next meeting will be January 6, 2015, 8:30am at the District Office.

V. ADJOURNMENT-The meeting was adjourned at 9:20a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Instructional Assistant - Special Education
Test Date: Ongoing**

Overall	First	Last	Written	Written @ 40%	Oral	Oral @ 40%	App	App @ 20%
1	Fran	Goore						
2	Precious	Clark						
3	Nichole	Thompson						
4	Kailee	Wright						
5	Victoria	Powers						
6	Ashlie	Carter						
7	Tracie	Smith						
8	iltze	Guerra						
9	Tara	Kostan						
10	Pamela	Vanegas						