

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

Notice of Public Meeting
November 3, 2015
8:30 a.m.
1st floor conference room
District Office

AGENDA

I. CALL TO ORDER

1. Approval of Minutes
 - a. October 6, 2015

II. WRITTEN AND ORAL COMMUNICATION

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

III. DISCUSSION ITEMS

- A. Classified Compensation Salary Survey 2015 (selected pages attached) as it relates to Instruction Assistant (Special Education) wages.
- B. Consideration on employee discipline appeal process.
- C. Consideration on employee requests (2) for job reclassification.

IV. ACTION ITEMS

- A. Approval of Eligibility Lists:
 1. Health Assistant
 2. Instructional Assistant- IBI
 3. Director of Fiscal Services
 4. Food Service Assistant I
 5. EDP/Preschool Teacher
 6. Certified Occupational Therapy Assistant (COTA)

V. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, December 1, 2015, 8:30am at District Office, first floor conference room.

VI. 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 6, 2015

The meeting was called to order at 8:38am.

Attendees:

<u>Commissioners:</u>	Cynthia Strand and Charles Southey
<u>Absent:</u>	None
<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. CALL TO ORDER

1. Approval of Minutes-August 4, 2015
Mr. Southey motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: Mrs. Seaton shared the schedule for Classified Professional Development Day with the Commissioners. She also discussed 2016 meeting dates with them.
- C. Employees: None Present
- D. Citizens: None Present

III. ACTION ITEMS

- A. Approval of Eligibility Lists:
 1. Occupational Therapy
Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
 2. Instructional Assistant, IBI
Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
 3. Instructional Assistant, Instrumental Music
Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

4. Instructional Assistant- Special Education
Mr. Southey motioned to approve, seconded by Ms. Strand and
unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, November 3, 2015, 8:30am.

V. ADJOURNMENT-The meeting was adjourned at 8:45am.

INSTRUCTIONAL ASSISTANT

* Percent Rank shows how a district is ranked compared to other reporting districts in the State. A 100.0% rank indicates a district has a starting salary that is higher than all the other districts. The median or 50.0% rank, indicates a starting salary that is above or below an equal number of districts. A 0.0% rank indicates a district has a starting salary that is lower than all the other districts. Percentile Rankings, based on the starting hourly wage, is shown in the table at the right.

Percentile Rank: California	
90th percentile	\$15.27
75th percentile	\$14.00
50th percentile	\$12.58
25th percentile	\$11.35
10th percentile	\$10.28

Zone 11

District	Type	Enroll-ment	PERS Paid	Starting Salary	Third Year	Fifth Year	Highest Salary	Yr of High	% Rank *State
ABC Unified	UF	21,000	no	\$14.27	\$15.74	\$17.37	\$17.37	5	79.6%
Alhambra Unified	UF	20,389	100%	\$12.62	\$13.93	\$15.36	\$15.36	5	51.0%
Arcadia Unified	UF	9,056	no	\$18.12	\$19.99	\$22.04	\$22.04	5	98.6%
Bassett Unified	UF	3,897	no	\$14.00	\$15.47	\$17.06	\$17.91	6	75.4%
Beverly Hills Unified	UF	3,690	no	\$15.54	\$16.30	\$16.76	\$18.35	11	91.3%
Burbank Unified	UF	15,300	no	\$12.25	\$14.20	\$15.69	\$15.69	4	44.6%
Castaic Union Elementary	EL	2,548	no	\$11.95	\$13.40	\$15.07	\$15.07	5	36.7%
Centinela Valley Union High	HI	6,661	no	\$15.65	\$18.10	\$19.02	\$19.02	3.5	91.9%
Charter Oak Unified	UF	5,300	no	\$13.91	\$14.61	\$15.34	\$16.91	9	74.2%
Claremont Unified	UF	6,771	no	\$14.24	\$15.40	\$16.69	\$16.69	5	78.6%
Compton Unified	UF	22,106	no	\$11.07	\$12.21	\$13.46	\$13.46	4.5	20.2%
Covina-Valley Unified	UF	12,232	no	\$14.63	\$16.13	\$17.78	\$17.78	4.5	84.1%
Culver City Unified	UF	6,700	no	\$14.59	\$16.05	\$17.63	\$17.63	5	83.7%
Downey Unified	UF	22,784	no	\$15.40	\$17.84	\$18.70	\$18.70	4	90.7%
Duarte Unified	UF	3,888	no	\$13.19	\$14.57	\$16.08	\$16.08	5	62.3%
East Whittier City Elementary	EL	9,064	no	\$13.51	\$14.83	\$16.25	\$17.05	6	68.6%
Eastside Union Elementary	EL	3,393	no	\$12.99	\$13.77	\$14.61	\$15.05	6	58.7%
El Monte City Elementary	EL	8,979	no	\$12.79	\$13.70	\$14.54	\$18.06	13	53.8%
El Monte Union High	HI	9,389	100%	\$14.77	\$16.28	\$17.95	\$17.95	5	85.5%
El Rancho Unified	UF	8,996	no	\$12.58	\$14.01	\$15.59	\$15.59	5	50.0%
El Segundo Unified	UF	3,463	no	\$14.05	\$15.50	\$17.08	\$17.08	5	76.2%
Glendale Unified	UF	25,988	no	\$11.88	\$13.08	\$14.45	\$15.35	7	35.3%
Hacienda La Puente Unified	UF	19,504	100%	\$13.01	\$14.51	\$16.15	\$17.05	6	60.1%
Inglewood Unified	UF	11,032	no	\$12.00	\$13.05	\$14.18	\$14.18	5	37.7%
Keppel Union Elementary	EL	2,677	no	\$13.27	\$14.64	\$16.02	\$16.02	5	64.3%
La Canada Unified	UF	4,043	no	\$13.81	\$15.26	\$16.82	\$17.64	6	72.2%
Lancaster Elementary	EL	13,866	no	\$12.92	\$14.24	\$15.71	\$15.71	5	56.3%
Las Virgenes Unified	UF	11,398	100%	\$13.86	\$15.39	\$17.14	\$17.14	5	73.0%
Lawndale Elementary	EL	5,800	N R	\$14.56	\$16.07	\$17.71	\$17.71	5	83.3%
Little Lake City Elementary	EL	4,575	no	\$14.07	\$15.55	\$17.17	\$17.17	5	76.6%
Long Beach Unified	UF	??	no	\$15.12	\$16.83	\$18.73	\$18.73	3.5	88.7%
Los Angeles County Office	COE	N A	no	\$15.88	\$17.70	\$19.71	\$19.71	4.5	94.0%
Los Angeles Unified	UF	646,683	100%	\$11.06	\$11.06	\$11.06	\$11.06	1	20.0%
Los Nietos	EL	1,767	no	\$14.04	\$15.43	\$17.03	\$17.03	5	75.8%
Lowell Joint Elementary	EL	3,016	no	\$14.54	\$16.00	\$17.65	\$17.65	5	83.1%
Lynwood Unified	UF	14,759	no	\$13.61	\$15.03	\$16.59	\$16.59	5	70.2%
Manhattan Beach Unified	UF	6,836	no	\$13.89	\$16.07	\$17.72	\$17.72	5	73.8%

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INSTRUCTIONAL ASSISTANT

Zone 11

District	Type	Enrollment	PERS Paid	Starting Salary	Third Year	Fifth Year	Highest Salary	Yr of High	% Rank *State
Monrovia Unified	UF	5,818	no	\$13.88	\$15.34	\$16.93	\$17.80	6	73.2%
Montebello Unified	UF	26,650	no	\$13.42	\$14.46	\$15.97	\$17.64	6	66.9%
Mountain View Elementary	EL	7,321	no	\$11.97	\$12.84	\$13.68	\$13.68	5	36.9%
Newhall	EL	6,770	no	\$13.46	\$14.58	\$15.77	\$16.39	6	67.7%
Palmdale Elementary	EL	19,696	? ?	\$11.23	\$12.39	\$13.67	\$13.67	4	22.8%
Palos Verdes Peninsula Unified	UF	11,600	no	\$14.75	\$16.28	\$17.96	\$17.96	5	85.3%
Paramount Unified	UF	15,587	no	\$13.83	\$15.26	\$16.85	\$16.85	5	72.8%
Pasadena Unified	UF	18,000	no	\$10.58	\$11.70	\$12.91	\$13.86	7	14.3%
Pomona Unified	UF	26,685	no	\$12.77	\$14.38	\$15.54	\$15.54	5	53.4%
Redondo Beach Unified	UF	9,746	no	\$14.17	\$15.59	\$17.00	\$17.00	5	77.4%
Rosemead Elementary	EL	2,668	no	\$14.92	\$16.48	\$18.17	\$19.12	6	87.3%
Rowland Unified	UF	14,282	no	\$14.27	\$15.35	\$16.97	\$16.97	5	79.4%
San Gabriel Unified	UF	5,389	no	\$14.50	\$15.99	\$17.64	\$17.64	5	82.3%
San Marino Unified	UF	3,175	no	\$13.31	\$14.75	\$16.36	\$19.10	8	65.5%
Saugus Union Elementary	EL	10,024	no	\$12.09	\$13.91	\$15.64	\$16.41	6	40.3%
South Whittier Elementary	EL	3,097	no	\$12.61	\$13.91	\$15.29	\$16.09	6	50.6%
Temple City Unified	UF	5,940	100%	\$15.31	\$16.88	\$18.62	\$18.62	5	90.3%
West Covina Unified	UF	9,246	no	\$13.93	\$15.36	\$16.92	\$16.92	5	74.6%
Westside Union Elementary	EL	9,064	no	\$12.54	\$13.82	\$15.24	\$16.02	6	49.4%
William S. Hart Union High	HI	23,000	no	\$13.68	\$15.26	\$16.92	\$16.92	5	70.8%
Wilsona Elementary	EL	1,351	no	\$12.05	\$13.31	\$14.58	\$14.58	5	38.7%
Wiseburn Unified	EL	2,565	no	\$13.99	\$15.63	\$16.91	\$16.91	5	74.8%
Zone 11 Average				\$13.61	\$15.01	\$16.43	\$16.80		66.0%
State Average (497 Districts)				\$12.75	\$14.00	\$15.33	\$16.40		50.0%

SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT

* Percent Rank shows how a district is ranked compared to other reporting districts in the State. A 100.0% rank indicates a district has a starting salary that is higher than all the other districts. The median or 50.0% rank, indicates a starting salary that is above or below an equal number of districts. A 0.0% rank indicates a district has a starting salary that is lower than all the other districts. Percentile Rankings, based on the starting hourly wage, is shown in the table at the right.

Percentile Rank: California	
90th percentile	\$16.15
75th percentile	\$14.83
50th percentile	\$13.41
25th percentile	\$12.09
10th percentile	\$11.10

Zone 11

District	Type	Enrollment	PERS Paid	Starting Salary	Third Year	Fifth Year	Highest Salary	Yr of High	% Rank *State
ABC Unified	UF	21,000	no	\$14.63	\$16.13	\$17.80	\$17.80	5	71.7%
Alhambra Unified	UF	20,389	100%	\$12.62	\$13.93	\$15.36	\$15.36	5	34.0%
Arcadia Unified	UF	9,056	no	\$18.13	\$19.99	\$22.04	\$22.04	5	97.0%
Bassett Unified	UF	3,897	no	\$14.36	\$15.86	\$17.49	\$18.39	6	66.4%
Beverly Hills Unified	UF	3,690	no	\$15.54	\$16.30	\$16.76	\$18.35	11	83.4%
Burbank Unified	UF	15,300	no	\$12.85	\$14.93	\$16.47	\$16.47	4	39.4%
Castaic Union Elementary	EL	2,548	no	\$11.95	\$13.40	\$15.07	\$15.07	5	21.1%
Centinela Valley Union High	HI	6,661	no	\$16.83	\$19.48	\$20.45	\$20.45	3.5	94.0%
Charter Oak Unified	UF	5,300	no	\$16.55	\$17.38	\$18.25	\$20.12	9	93.0%
Claremont Unified	UF	6,771	no	\$15.73	\$17.06	\$18.52	\$18.52	5	85.7%
Compton Unified	UF	22,106	no	\$11.07	\$12.21	\$13.46	\$13.46	4.5	9.6%
Covina-Valley Unified	UF	12,232	no	\$14.63	\$16.13	\$17.78	\$17.78	4.5	71.5%
Culver City Unified	UF	6,700	no	\$15.21	\$16.68	\$18.55	\$18.55	5	79.6%
Downey Unified	UF	22,784	no	\$16.15	\$18.70	\$19.62	\$19.62	4	90.0%
East Whittier City Elementary	EL	9,064	no	\$15.52	\$17.05	\$18.69	\$19.58	6	83.0%
Eastside Union Elementary	EL	3,393	no	\$13.31	\$14.11	\$14.98	\$15.43	6	48.7%
El Monte City Elementary	EL	8,979	no	\$14.75	\$15.81	\$16.77	\$20.82	13	73.4%
El Monte Union High	HI	9,389	100%	\$15.13	\$16.67	\$18.38	\$18.38	5	78.9%
El Rancho Unified	UF	8,996	no	\$14.01	\$15.59	\$17.39	\$17.39	5	60.8%
El Segundo Unified	UF	3,463	no	\$14.41	\$15.88	\$17.51	\$17.51	5	66.8%
Glendale Unified	UF	25,988	no	\$11.88	\$13.08	\$14.45	\$15.35	7	20.2%
Hacienda La Puente Unified	UF	19,504	100%	\$13.68	\$15.24	\$16.95	\$17.90	6	55.7%
Inglewood Unified	UF	11,032	no	\$12.00	\$13.05	\$14.18	\$14.18	5	22.3%
La Canada Unified	UF	4,043	no	\$15.27	\$16.83	\$18.54	\$19.48	6	80.8%
Lancaster Elementary	EL	13,866	no	\$13.23	\$14.59	\$16.12	\$16.12	5	46.8%
Las Virgenes Unified	UF	11,398	100%	\$14.25	\$15.83	\$17.60	\$17.60	5	64.5%
Lawndale Elementary	EL	5,800	N R	\$16.08	\$16.88	\$18.59	\$18.59	5	89.4%
Little Lake City Elementary	EL	4,575	no	\$15.55	\$17.17	\$18.89	\$18.89	5	83.6%
Long Beach Unified	UF	??	no	\$15.96	\$17.77	\$19.77	\$19.77	3.5	88.7%
Los Angeles County Office	COE	N A	no	\$15.88	\$17.70	\$19.71	\$19.71	4.5	87.7%
Los Angeles Unified	UF	646,683	100%	\$17.58	\$19.64	\$21.89	\$21.89	5	96.0%
Los Nietos	EL	1,767	no	\$14.71	\$16.21	\$17.90	\$17.90	5	72.5%
Lowell Joint Elementary	EL	3,016	no	\$14.87	\$16.44	\$18.09	\$18.09	5	76.0%
Lynwood Unified	UF	14,759	no	\$15.03	\$16.59	\$18.31	\$18.31	5	78.3%
Manhattan Beach Unified	UF	6,836	no	\$14.22	\$16.47	\$18.16	\$18.16	5	64.2%
Monrovia Unified	UF	5,818	no	\$14.57	\$16.12	\$17.80	\$18.69	6	70.6%
Montebello Unified	UF	26,650	no	\$14.10	\$15.20	\$16.78	\$18.54	6	63.2%

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SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT

Zone 11

District	Type	Enroll- ment	PERS Paid	Starting Salary	Third Year	Fifth Year	Highest Salary	Yr of High	% Rank *State
Mountain View Elementary	EL	7,321	no	\$15.51	\$16.64	\$17.50	\$17.50	5	82.8%
Newhall	EL	6,770	no	\$13.73	\$14.85	\$16.06	\$16.70	6	56.8%
Palmdale Elementary	EL	19,696	??	\$12.06	\$13.32	\$14.71	\$14.71	4	24.2%
Palos Verdes Peninsula Unified	UF	11,600	no	\$14.75	\$16.28	\$17.96	\$17.96	5	73.6%
Paramount Unified	UF	15,587	no	\$14.17	\$15.64	\$17.27	\$17.27	5	63.8%
Pasadena Unified	UF	18,000	no	\$12.61	\$13.93	\$15.38	\$16.45	7	33.8%
Pomona Unified	UF	26,685	no	\$12.77	\$14.38	\$15.54	\$15.54	5	37.6%
Redondo Beach Unified	UF	9,746	no	\$14.96	\$16.49	\$17.93	\$17.93	5	77.2%
Rosemead Elementary	EL	2,668	no	\$14.92	\$16.48	\$18.17	\$19.12	6	77.0%
Rowland Unified	UF	14,282	no	\$14.60	\$16.14	\$17.81	\$17.81	5	71.3%
San Gabriel Unified	UF	5,389	no	\$14.50	\$15.99	\$17.64	\$17.64	5	68.7%
San Marino Unified	UF	3,175	no	\$14.69	\$16.29	\$18.06	\$21.08	8	72.3%
Saugus Union Elementary	EL	10,024	no	\$13.29	\$15.26	\$17.13	\$18.02	6	48.5%
South Whittier Elementary	EL	3,097	no	\$12.91	\$14.24	\$15.69	\$16.47	6	40.4%
Temple City Unified	UF	5,940	100%	\$15.31	\$16.88	\$18.62	\$18.62	5	81.1%
West Covina Unified	UF	9,246	no	\$14.53	\$15.98	\$17.62	\$17.62	5	69.6%
Westside Union Elementary	EL	9,064	no	\$13.15	\$14.50	\$15.99	\$16.79	6	44.2%
Whittier Union High	HI	12,409	100%	\$16.18	\$17.67	\$19.13	\$19.13	5	90.2%
William S. Hart Union High	HI	23,000	no	\$14.45	\$16.10	\$17.76	\$17.76	5	68.1%
Wilsona Elementary	EL	1,351	no	\$12.05	\$13.31	\$14.58	\$14.58	5	23.6%
Wisburn Unified	EL	2,565	no	\$13.99	\$15.63	\$16.91	\$16.91	5	60.2%
Zone 11 Average				\$14.44	\$15.93	\$17.46	\$17.86		65.1%
State Average (471 Districts)				\$13.61	\$14.97	\$16.40	\$17.42		50.0%

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Health Assistant
Written Exam 9/10/15 & 10/5/15 Oral Exam 10/26/15**

No.	First	Last	Written	Written @ 45%	Oral	Oral @ 45%	App	App @ 10%	Prom/Vet	Overall
OPEN										
1	ZORAYA	PALACIOS								
2	BRITTANY	HYDE								
3	TIFFANY	BROWN								
4	MONICA	RUIZ								

Scoring:

Written: 45%
Oral: 45%
App: 10%

Type of Exam:

() Open
(X) Open and Promotional
() Promotional

Date of Certification:

Expiration date:
Approved:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
Director of Fiscal Services
Test Date 10/16/15 Oral Interviews 10/22/15**

No.	First	Last	Phone#	Written	Written @ 60%	Oral	Oral @ 30%	App	App @ 10%	Prom /Vet	Overall	Status
Open												
1	Cherie	Moreno										
2	Karyl	Brandford										
3	Steven	Rabas										

Scoring:

Written: 60%
Oral: 30%
App: 10%

Date of Certification: 11/3/15

Expiration Date:

Approved: _____

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
FOOD SERVICE ASSISTANT I**

Test Date: Written Exam 10/5/15, 10/15/15 Oral Exam 10/27/15

No.	First	Last	Written	Written @ 40%	Oral	Oral @40%	App	App @ 20%	Prom/Vet	Overall	Expires
	Jill	Higuchi									
	Kaparr	Walker									
OPEN											

Scoring:

Written: 40%

App/Resume: 20%

Oral: 40%

Type of Exam:

Open

Open & Promotional

Promotional

Date of Certification:

Expiration Date:

Approved:

Personnel Commission

Eligibility List

Certified Occupational Therapy Assistant (COTA)

Test Date 10/22/15 Oral Interviews 10/28/15

No.	First	Last	Written	Written @ 40%	Oral	Oral @40%	App	App @20%	Prom/Vet	Overall	Status
Open											
	Dana	Megaw									
	Melissa	Krongerber									

Scoring:

Written: 40%
Oral: 40%
App: 20%
