

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

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

AGENDA

I. CALL TO ORDER

1. Approval of Minutes
 - a. November 3, 2015

II. WRITTEN AND ORAL COMMUNICATION

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

III. ACTION ITEMS

- A. Personnel Commissioner Appointment (Jointly appointed by two other Commissioners)
- B. Chairperson Appointment (Jointly appointed by two other Commissioners)
- C. Approval of Eligibility Lists:
 1. Instructional Assistant
 2. Instructional Assistant- IBI
- D. Ratify reclassification of (one) Accounting Specialist position to Accountant

IV. MEETING SCHEDULE

1. Next regularly scheduled meeting Tuesday, January 5, 2016, 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

November 3, 2015

The meeting was called to order at 8:35am.

Attendees:

Commissioners: Vida Holguin and Cynthia Strand

Absent: Charles Southey

District Staff: Carolyn Seaton, Executive Director, Human Resources, Dawnalyn Murakawa-Leopard, Assistant Superintendent, Administrative Services, Howard Friedman, Attorney for the District, Monica Ford, HR Technician and Anna Frankel, HR Technician.

CSEA Representatives: Alice Wise and Rod Jorgensen

Employees: Christine Schiraldi, Caryn Ramirez and Tracy Angle

I. CALL TO ORDER

1. Approval of Minutes-October 6, 2015
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

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

III. DISCUSSION ITEMS

- A. The Commissioners discussed the 2015 CSEA Salary Survey. Ms. Strand commented how we are right on track salary wise with El Segundo but Redondo Beach pays a little more than MBUSD. Carolyn Seaton pointed out that MBUSD pays more on the highest range. Ms. Strand commented that we are pretty competitive. Ms. Holguin asked if our employees are using benefits? Ms. Murakawa-Leopard said that it is hard to compare benefits because the district pays benefits based on certain thresholds of work performed. The Commissioners requested the District to bring to the next meeting an employee participation rate of Health and Welfare benefits for Special Education Classified Staff.
- B. Howard Friedman, Attorney for the District was present to inform the Commissioners about their options in hearing the appeal from a terminated employee. They can run the

hearing themselves or they can use a hearing officer. It is the decision of the Commissioners to choose. The Hearing Officer would conduct the hearing, but the Commissioners would retain authority. Once hearing is concluded, the Commissioners would have 10 days to rule. The Commissioners requested time to discuss the options with absent Commissioner Charley Southey. They will bring back a decision to our December 1st, 2015 meeting.

- C. The Commissioners listened to employees Christine Schiraldi and Tracy Angle explain the details of why they felt their positions of Clerical Assistant and Accounting Specialist respectively should be reclassified. Caryn Ramirez and Dawnalyn Murakawa-Leopard weighed in on particular aspects of their job duties that supported the reclassification. The Commissioners asked that the decision to reclassify Christine Schiraldi's be held in abeyance until Ms. Schiraldi completes her 2 year seniority in the position to abide by ed code 452852A.

Ms. Holguin motioned to approve Tracy Angle's Accounting Specialist position be reclassified to Accountant. Seconded by Ms. Strand and unanimously approved by the Commissioners.

IV. ACTION ITEMS

D. Approval of Eligibility Lists:

1. Health Assistant
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
2. Instructional Assistant- IBI
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
3. Director of Fiscal Services
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
4. Food Services Assistant I
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.
5. EDP/Preschool Teacher
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
6. Certified Occupational Therapist Assistant- (COTA)
Ms. Strand motioned to approve, seconded by Ms. Holguin and unanimously approved by the Commissioners.

V. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, December 1, 2015, 8:30am.

VI. ADJOURNMENT-The meeting was adjourned at 9:40am.

**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%	Prom/ Vet	Overall	Status
	Lisa	Stewart									6/17/15 thru 9/17/18
39 Month Rehire											
Open & Promotional											
1	KIM	El Faye									
2	Kayla	Stubblefield									
3	Ebonie	Mathias									
4	Jesselle	Herrera									
5	Kavita	JHA									
6	Ethel	Arias									
7	Rebecca	Lopez									
8	Shawna	Mercias									

Scoring:

Written: 40%

Resume: 20%

Oral: 40%

Type of Exam:

(X) Open

() Open & Promotional

() Promotional

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Met	Overall	Expires
1	Zulma	Sternberg									
2	Jose	Ubod									2/3/2016
3	Lisa	Kersenboom									2/3/2016

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

Type of Exam:
 Open
 Open and Promotional
 Promotional

Certification Date:
Expiration Date: