

SPECIAL MEETING AGENDA

I. CALL TO ORDER

1. Recess to Closed Session
 - a. Public Employment, Per Government code section 54957, former substitute employee.
2. Reconvene to Open Session
3. Report from Closed Session
4. Approval of Minutes
 - a. December 1, 2015

II. WRITTEN AND ORAL COMMUNICATION

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

III. DISCUSSION

- A. Benefit participation rate for Special Education Instructional Assistants.

IV. ACTION ITEMS

- A. Personnel Commissioner Appointment (Jointly appointed by two other Commissioners).
- B. Chairperson Appointment (Jointly appointed by two other Commissioners).
- C. Consideration and action on use of hearing officer for classified discipline appeal.
- D. Approval of Eligibility Lists:
 1. Accountant
 2. Operations Worker
 3. Food Service Assistant I

V. MEETING SCHEDULE

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

December 1, 2015

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

Attendees:

<u>Commissioners:</u>	Vida Holguin and Cynthia Strand
<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 Present
<u>Employees:</u>	None Present

I. CALL TO ORDER

1. Approval of Minutes-November 3, 2015
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners: None
- B. Administration: Mrs. Seaton advised the Commissioners that she would have potential hearing officer's names for them at our next meeting.
- C. Employees: None
- D. Citizens: A former substitute addressed the Commissioners regarding his service to the District. The Commissioners asked Mrs. Seaton to find out whether they could agendaize this matter at our next meeting if appropriate.

III. ACTION ITEMS

- A. Commissioners postponed this action until our next meeting.
- B. Commissioners postponed this action until our next meeting.
- C. Approval of Eligibility Lists:
 1. Instructional 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.

D. Reclassify (one) Accounting Specialist position to Accountant

1. Ms. Strand motioned to ratify, seconded by Ms. Holguin and unanimously approved by the Commissioners.
-

IV. MEETING SCHEDULE

Next regular meeting is scheduled for Tuesday, January 5, 2016, 8:30am.

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

MBUSD Benefit participation rate for:

- Instructional Assistants, Special Education
- Instructional Assistants, Special Education, IBI

74% overall participation rate in Health, Dental or Vision plans.

54 % participation rate Medical.

65 % participation rate Dental.

57 % participation rate Vision.

Personnel Commission

**Eligibility List
Accountant**

Test Date Oral Interviews 12/8/15

No.	First	Last	Written	Written @ 40%	Oral	Oral @ 25%	Performance Test	Performance 25%	App	App @ 10%	Prom/Vet	Overall	Status
1	Jazmin	Cabuhat											
2	Fran	Shimono											
Open													

Scoring:

Written: 40%
Oral: 25%
Performance: 25%
App: 10%

Date of Certification:
Date of Expiration:

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List
Operations Worker

Written Exam 12/2/15 Performance Exam 12/5/15

No.	First	Last	Written	Written @ 25%	Perf.	Perf. @ 50%	App	App @ 25%	Prom/ Vet	Overall
PROMOTIONAL										
OPEN										
1	Tritobia	Ford								
2	Eugene	Orozco								
3	Ermal	Dani								
4	Karen	Younger								
5	Pamela	Pillar								

Scoring:

Written: 25%

App/Resume: 25%

Performance: 50%

Type of Exam:

() Open

(X) Open & Promotional

() Promotional

Date of Certification:

Expiration Date:

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
FOOD SERVICE ASSISTANT I**

Test Date: Written Exam Oral Exam 12/7/15

No.	First	Last	Written	Written @ 40%	Oral	Oral @40%	App	App @ 20%	Prom/Vet	Overall	Expires
OPEN											
1	Venakata	Madala									
2	Santiago	Balette									

Scoring:

Written: 40%

App/Resume: 20%

Oral: 40%

Type of Exam:

(X) Open

() Open & Promotional

() Promotional

Date of Certification:

Expiration Date:

Approved: