

**Notice of Public Meeting
March 31, 2015
8:30 a.m.
1st floor conference room
District Office**

AGENDA

I. CALL TO ORDER

1. Approval of Minutes
 - March 3, 2015

II. WRITTEN AND ORAL COMMUNICATION

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

III. DISCUSSION ITEMS

- A. Discuss Merit System Rules to possibly include the option of having meetings via electronically.
- B. Discuss Personnel Commissioner Appointment.

IV. ACTION ITEMS

- A. Chairperson Appointment
- B. Approval of Eligibility Lists:
 1. Instructional Assistant- IBI

V. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, May 5, 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

March 3, 2015

The meeting was called to order at 8:37a.m.

Attendees:

Commissioners: Cynthia Strand, Charles Southey and Vida Holguin

Absent: None

District Staff: Carolyn Seaton, Executive Director, Human Resources,
Monica Ford, HR Technician, Anna Frankel, HR
Technician

CSEA Representatives: Rod Jorgensen

Employees: None present

I. CALL TO ORDER

1. Approval of Minutes-February 3, 2015

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

II. WRITTEN AND ORAL COMMUNICATION

A. Commissioners: None

B. Administration: Carolyn Seaton states that Administration is continuing negotiations with CSEA and the tone is cordial and respectful.

C. Employees: None

D. Citizens: None

III. DISCUSSION ITEMS

A. Ms. Holguin stated it is probably acceptable to have a Commissioner call in for a telephonic meeting. Ms. Seaton consulted with Howard Friedman, Attorney for the District and his position is that we would still have to have a quorum physically and therefore the Commissioner at home/office would need to be open to public. Mr. Friedman suggested another option that the HR Director/ Carolyn Seaton could be designated the authority for the Commissioners and approve only Eligibility lists prior to meetings and follow up with a ratification by the Commissioners at a regularly scheduled meeting. Mrs. Seaton will gather the supporting documentation from Mr. Friedman for the Commissioners to review.

IV. ACTION ITEMS

A. Approval of Eligibility Lists:

1. Office Specialist
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
2. Health Care Specialist
Ms. Holguin motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.
3. EDP/Preschool Assistant
Ms. Holguin motioned to approve, seconded by Mr. Southey and unanimously approved by the Commissioners.
4. Instructional Assistant- IBI
Ms. Holguin motioned to approve, seconded by Mr. Southey 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.

B. Approval of New and or Revised Job Descriptions:

1. Instructional Assistant- Special Education
Ms. Holguin stated she has concerns over the use 'Essential' in these job descriptions because of a legal stand point if accommodations are ever needed. On Pg. 2, bullets 7, 9 and 10, Ms. Strand questioned if these duties pertain only to a special education setting. She also asked why under 'Physical Demands' the lifting requirements are only 50 to 75 pounds, if students are much heavier than that. She wondered if these employees work together to lift. Mrs. Seaton informed the Commissioners she would return at the next meeting with the answers to their questions.
2. Instructional Assistant- IBI
Ms. Strand and Ms. Holguin discussed their concerns that under Education, Training and Experience that 2 years of college level education is required and that it wasn't even pertinent to the type of work being done as an IBI. Mrs. Seaton pointed out that the District will implement an equivalency test. Mrs. Seaton informed the Commissioner she would return at the next meeting with answers to their questions.

V. MEETING SCHEDULE

Next regular meeting is scheduled for March 31, 2015, 8:30am.

VI. ADJOURNMENT-The meeting was adjourned at 9:03a.m.

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exams 3/12/15 Oral Exams 3/19/15

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall	Expires
OPEN											
1	Shubhada	Gokam									
2	Kellie	Meyer									
3	Jose	Ubod									
4	Lisa	Kersenboom									

Scoring:

Written 30%
 Oral: 60%
 App: 10%

Type of Exam:

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

Certification I

Expiration Dai